

CONNECTIONS Tip Sheet *Family Assessment and Service Plan (FASP)*

Family Assessment and Service Plan (FASP) Overview

The FASP provides a uniform and effective method to document your assessment of family and child functioning, strengths and needs and the service plan that has been developed to achieve permanency planning goals. The FASP is completed within the CONNECTIONS Family Services Stage (FSS) with a stage type of FSS/CWS or FSS/CCR. For NYC cases with an ADVPO stage type, the FASP is recorded offline on the FASP template.

This tip sheet will focus on those FASPs that are due at regularly scheduled intervals. There is a separate tip sheet that covers FASP Plan Amendments that are completed when specified status changes occur during the life of a case.

Types of FASP and Time Frames

The table below lists the types of regularly scheduled FASPs, when they are due, when they can be started ("launched") and when they can be submitted.

Types of FASP	Due	Launch/Submit
Initial	30 days from the CID unless the CID is Date of Indication, in which case it is due 7 days from the CID	Launch : At any time Submit : At anytime
Comprehensive	90 days from the CID	Launch : No earlier than 30 days prior to due date Submit : No earlier than 30 days prior to due date
Reassessment	210 days from the CID and every 6 months thereafter	Launch : No earlier than 60 days prior to due date Submit : No earlier than 30 days prior to due date

Perform the FASP Prelaunch Tasks

Within CONNECTIONS, a FASP is customized based on various factors such as the age of the child, program choice, etc. You must enter this data before you are able to launch an Initial FASP and should verify the accuracy of this data (and make appropriate corrections) before you launch a subsequent FASP.

Use the checklist of pre-launch items to review and update as necessary in order to launch the FASP that is most appropriate to the specific circumstances of the case:

- ✓ **Enter/verify data within Stage Composition**
 - ✓ **Demographic Information**
 - ✓ **Family Relationship Matrix (FRM)**
 - ✓ **Primary and Secondary Caretaker**
- ✓ **Enter/verify Program Choice and PPG data within Tracked Child Detail for each tracked child**

Determine Who will Record What in the FASP

CONNECTIONS Role	Able to do in a FASP
Case Manager (if not the same as the Case Planner) Local District Only	<ul style="list-style-type: none"> • View the FASP while in process or pending approval • Approve the FASP
Case Planner Local District or Voluntary Agency	<ul style="list-style-type: none"> • View and modify any data in the FASP • Complete the Case Planner Summary in those FASP Components that require it • Submit the FASP for review/approval
CPS Worker/Monitor Local District Only	<ul style="list-style-type: none"> • View the FASP while in process or pending approval • Complete Safety and Risk Assessments
Case Worker Local District or Voluntary Agency	<ul style="list-style-type: none"> • View and modify any non-child specific elements in the FASP (except Safety and Risk) • View and modify Child Scales and Foster Care Issues for child(ren) to whom associated

Modify the FASP Components after it has been Launched

1. Adjust Stage Composition or Tracked Child Detail as needed. If after launching a FASP, case circumstances change (e.g., the program choice for a child changes from Preventive to Foster Care), make the adjustment in the appropriate CONNECTIONS module – the FASP will present the correct components based on that change the next time it is opened.
2. Add a Component. If it is desired to include information in a FASP that is not automatically presented (e.g., life skills information for a child under 14), add the appropriate component to the FASP (**Options** menu off the FASP tab).
3. If you have already recorded information in a FASP and you find it is not needed, it will remain in the FASP. Document that the FASP component was included in error by recording the statement “Not Applicable to the Case” in the component.

Perform the Removal Update Process

The Removal Update is used:

- In FSS/CWS stages that contain children with a Program Type of Placement or Non-LDSS Custody:
- When a child has a removal date within the last 90 days: and
- A FASP is in-process which is not ready for submission or not within the submission timeframe

Only the Case Planner can launch a Removal Update and submit it for approval.

- **Document Removal Information**
- **Generate the Removal Update Report**
- **Submit the Removal Update Report for Approval**
- **Approve a Removal Update Report**

The FASP Submission Process

When the Case Planner is ready to submit the FASP to the Unit Approver and the Case Manager:

Use **Check FASP Detail** function to determine that the FASP is complete.

If necessary complete missing (sub)components. Note: The FASP due date must be less than 30 days from the date the FASP was submitted.

If required by Local District or Agency procedure, use the **Submit for Review** function to enable supervisory review of the FASP prior to a formal submission for approval.

- The Case Planner submits an In-Process FASP to his/her Unit Approver. *The unit approver receives a modifiable FASP Output.*
- The Unit Approver returns the FASP Output
 - without comments; or
 - inserts comments and/or makes revisions (displayed in *red* on the FASP Output).
- The Case Planner incorporates those changes in the In-Process FASP.

The Case Planner uses the **Submit** function to enable formal approval of the FASP by his/her Unit Approver, any other approvers within the Case Planner’s local district/agency and the Case Manager.

If anyone within the approval chain rejects the FASP, that approver indicates (via the **Comments** field on the *Approval* window) what must be changed or completed for the FASP to be approved. The Case Planner makes the appropriate revisions and re-submits.

Once the Case Manager reviews and approves the FASP, the information previously recorded on the various FASP components can now only be found on the Final FASP report document.

FASP Resources

For additional information on the Family Assessment and Service Plan (FASP) the following resources are available to you on the OCFS intranet CONNECTIONS.

<http://ocfs.state.nyenet/connect/>

If you need assistance performing any of the functions on this tip sheet, please talk to your supervisor or contact the NYSOFT Enterprise Help Desk by calling 1.800.697.1323 or contact the CONNECTIONS User Support/Triage staff by emailing ocfs.sm.conn_app@ocfs.state.ny.us