



# CONNECTIONS Tip Sheet

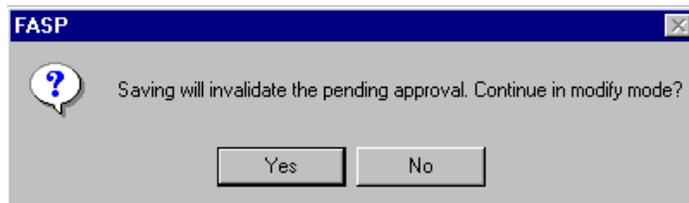
Removal Updates  
August 2009

## When Should I Use a Removal Update?

When a child is removed from his or her home and enters or reenters foster care or the child is placed by the court with a relative or other suitable person, documentation of the status change and an update to the service plan is required within 30 days. Typically, such changes are documented in a Plan Amendment. The Removal Update is a special version of a Plan Amendment which is used when a Family Assessment and Service Plan (FASP) or Plan Amendment cannot be completed and approved within the required 30 day timeframe.

If a Family Assessment and Service Plan (FASP) is available for launch, is already in process or is pending approval, a Plan Amendment cannot be launched to document these status changes.

If a FASP is pending approval, and is not overdue, you can open the FASP,



modify it and save the change. This will invalidate the pending approval and return the FASP to in-process status, allowing you to add a Program Choice of Placement, document the child's entry or reentry into out-of-home care and resubmit the FASP for approval.

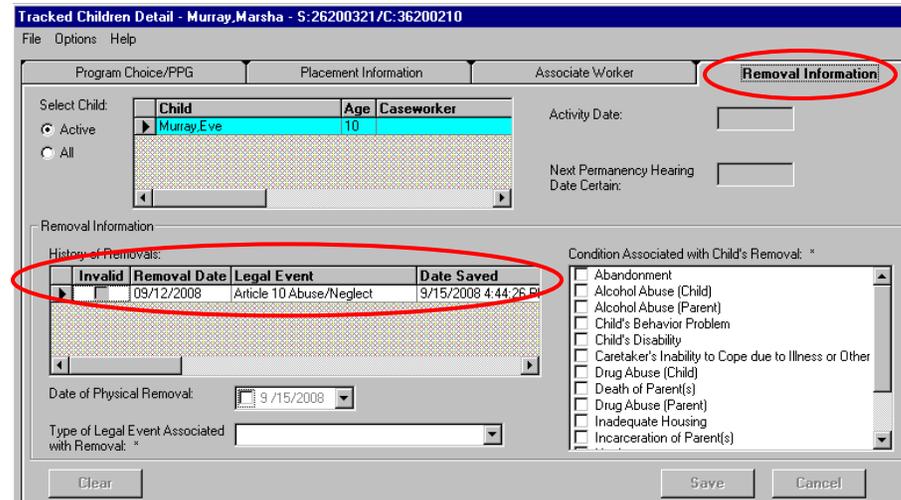
If, however, a FASP is launchable or in-process but cannot be completed and approved within the required timeframe, a Removal Update must be used instead to fulfill documentation requirements.

## The Removal Update Process

The Removal Update process pulls a sub-set of information from an in-process FASP into a Removal Update Report, which can then be submitted for approval. Information from the Foster Care Issues or Non-LDSS Custody issues, Visiting Plan and Service Plan components will be brought forward if 3 conditions are met:

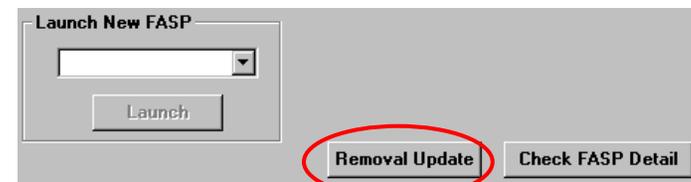
- at least one child must have a Program Choice of "Placement" or "Non-DSS Custody"

- a FASP must be in process (If one is available but not yet launched, launch it)
- the Removal Information tab on the *Tracked Child Detail* window must have been completed for the placed child(ren)



When these conditions are met, the Removal Update button at the bottom of the *Family Assessment and Service Plan* window enables.

Clicking this button opens the *Select Child(ren)* window.



This window lists all children with a Program Choice of "Placement" or "Non-DSS Custody" who have been removed in the last 90 days.

Highlight the child's name and click the Check Removal Detail button to access the *Check FASP Detail Component Status* window.



**NOTE:** Only one child can be selected at a time as Removal Update Reports are child specific. A separate Removal Update Report must be done for each child removed.

Select Child(ren) - Collins, Kristy - S:24000503/C:34000150

File Options Help

Child(ren) Information

Child Name	Sex	Person ID	Age	DOB	CIN
Collins, Tyler	M	14000851	4	3/30/2004	

Check FASP Detail Component Status

File Options Reports Help

The FASP Components listed below are not ready for submission. Selecting a component will open the respective component detail window.

Foster Care Issues/Appropriateness of Placement/Collins, Tyler/All Tabs  
 Service Plan/Outcome and Activities  
 Foster Care Issues/Family/Child Visiting Plan/Visiting Plan

Check Removal Detail

Refresh List

Submit for Review Submit Close

The *Check FASP Detail Component Status* window for a Removal Update functions like the *Check FASP Detail* window for a full FASP, but contains only those components required when a child has been removed from his or her home: Appropriateness of Placement, Visiting Plan and Service Plan Update.

Clicking on a listed item will navigate the user directly to that incomplete section of the in-process FASP. Use the Refresh button on the *check FASP Detail Component* window to remove completed components from the list. Once all components have been completed, the Submit for Review and Submit buttons enable.

Choose the Submit for Review button to send the completed Removal Update to your approver for review.

Choose the Submit button to submit it directly for approval.



**NOTE:** Generating a Removal Update does not affect the in-process FASP. Work can continue on the FASP so that it may be completed and submitted for approval by its due date.

To update the Removal Update Report, record needed changes directly in the FASP, regenerate the report and resubmit it for approval.

## Approving a Removal Update

Staff To-Do List - Wilson110, Darryl

File Edit Options Sort Help

Dates

From: 09/18/2008 To: 10/18/2008 Search

Type	Status	Date	Case Name	Stage ID	Desi
T	PROC	09/18/2008	Collins, Kristy	24000503	DW - Approve Removal Update Report for
A		09/18/2008	Collins, Kristy	24000503	Review Prog Choice/PPG change for Coll

The approval process for a Removal Update is like that of periodic FASPs or Plan Amendments.

The Unit Approver should:

1. Open their To-Do List from the CONNECTIONS toolbar
2. Locate the Approve Removal Update Task (T) To-Do
3. Click on the Navigate button to open the document
4. Click the Close button after completing the review
5. Complete and save the approval screen

## Printing a Removal Update

In order to be printed, Removal Update Reports must be accessed from the Event List for the case. To do this:

1. Highlight the FSS stage on your Assigned Workload
2. Use the Options pull-down menu to click on "Event List"
3. Locate and highlight the FASP Removal Update event with the status of APRV
4. Click the Detail button to open a printable version of the report
5. Click the Print button

**Reminder:** In all areas of CONNECTIONS, you can press F1 for help

## Resources:

CONNECTIONS Step-By-Step Guides:  
<http://ocfs.state.nyenet/connect/jobaides/>

CONNECTIONS Regional Implementation Staff:  
<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Application questions:  
[ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us) (NOTE: address contains an underline)

CONNECTIONS Communications  
[CONNECTIONSCommunications@dfa.state.ny.us](mailto:CONNECTIONSCommunications@dfa.state.ny.us)

NYS OFT Enterprise  
 Help Desk #  
 1.800.697-1323