CONNECTIONS Tip Sheet

Foster Home Transfer Procedures

Interagency FBH Transfer Procedures – Different Number *Sending* Contract Voluntary Agency Responsibility

- The *Sending* Contract Voluntary Agency identifies a responsible Receiving Agency Liaison staff person to coordinate the transfer of home(s).
- The *Sending* Contract Voluntary Agency obtains the Vendor ID that the *Receiving* Contract Voluntary Agency would like to assign to the home(s).

Record a New Vendor ID (*Sending* Agency worker)
Day One Task

1. From the *Assigned Workload*, select the FAD home and click on the **Tasks…** button.
   The Task List displays.
2. Select **Maintain Non-Licensing Information** and click on the **Detail…** button.
   The Home Demographics window displays.
3. Record the new Vendor ID number obtained from the Receiving Agency in the **Vendor ID** field.
4. Click on the **Validate** button.
5. Verify the information and click on the **Yes** button.
6. Click on the **File** menu and select the **Save and Submit** command.
   The To-Do Detail window displays.

Approving the New Vendor ID (*Supervisor/Unit Approver*)

1. Click on the **Staff To-Do** button.
   The Staff To-Do list displays
2. Select the appropriate approval to-do labeled as follows:
   "$$$Approve Primary and/or Business Address Change."
3. Click on the **Navigate..** button
   The Resource Address Detail window displays. Verify that the correct Vendor ID was entered.
4. Click on the **Cancel** button.
   The Approval Status window displays.
5. Select the item to be approved and click on the **Approve** button.
   The following message displays:
   "Approval completion will freeze Events. Do you wish to add another approver?"
6. Click on the **No** button.
7. Click on the **Save** button.

Note: Once the Vendor ID change has been approved, wait until the *next* business day before assigning a new Primary worker.

Assigning a new Primary Worker (*Sending* Agency worker)
Day Two Task

1. From the *Assigned Workload*, select the FAD home and click on the **Assign…** button.
   The Assign window displays.
2. Click on the **Options** menu and select the **Staff Search Criteria…** command.
   The Staff Search Criteria window displays.
3. Enter the Receiving Agency worker's name in the **First** and **Last Name** fields and the Agency Code in the **Agency** field.
4. Click on the **Search** button.
   The Staff List displays.
5. Select the worker from the *Staff List* and click on the **OK** button.
   The Assign window displays.
6. Select the worker from the **Available Staff** list and click on the **Primary** button.
7. Click on the **Save** button.

Interagency FBH Transfer Procedures –Different Number *Receiving* Contract Voluntary Agency Responsibility

- The *Receiving* Contract Voluntary Agency will identify a responsible Agency Liaison staff person to coordinate the transfer of home(s).
- The *Receiving* Contract Voluntary Agency will give the *Sending* Contract Voluntary Agency the Vendor ID that will be assigned to the home.
- If the FAD Home Status is "Accepted – Active" upon receipt of a transferred home, a Home Study must be completed.

Complete a Home Study (*Receiving* Agency worker)

1. From the *Assigned Workload*, select the FAD home and click on the **Tasks…** button.
   The Task List displays.
2. Select the **Home Study** task and click on the **Use Prior** button.
   The Foster and Adoptive Home Record Summary window displays.
3. Click on the **Home Study Narrative** tab.
4. In the **Reason(s) for Home Study** field, select **Agency Transfer**.

5. Click on the **Retrieve/Edit Narrative** button.
   The Home Study displays in Microsoft Word format.
6. If appropriate, complete/modify the Home Study.
7. Click on the **File** menu and select the **Close** command.
   The Foster and Adoptive Home Record Summary window displays.
8. Click on the **Save** button.
   The following message displays: "Changes have been saved."
9. Click on the **OK** button.
10. Click on the **Submit** button.
    The F/A Home License window displays.
11. On the *F/A Home License* window, click on the drop-down arrow for the **Status** field and select **Pending Acceptance** from the resulting list.
12. Click on the **File** menu and select the **Save and Submit** command.
    The To-Do Detail window displays. Make sure the To-Do is assigned to the appropriate worker/supervisor.
13. Click on the **Save** button.
    The Task List displays.
14. From the *Task List*, select the **Maintain Non-Licensing Information** task and click on the **Detail…** button.
    *The Home Demographics window displays, indicating the new agency designation in the **Auth. Agency** field. Review the Authorization dates in the F/A Home License window. Recertification tasks must be completed prior to the certification **To Date**. Recertification tasks may be completed as early as 90 days prior to the current certification **To Date**.*

Approve the Home License (*Supervisor/Unit Approver*)
This function approves the agency acceptance of the transferred home.

1. From the *Case To-Do List*, select the **Approve Home License** Task To-Do.
   *The **Navigate..** button enables.*
2. Click on the **Navigate..** button.
   The F/A Home License window displays.
3. Review the information on the *F/A Home License* window.
4. Click on the **Cancel** button.
   The Approval Status window displays.
5. Select the item to be approved and click on the **Approve** button.
   The following message displays:
   "Approval completion will freeze Events. Do you wish to add another approver?"
6. Click on the **No** button.
7. Click on the **Save** button.

Change the Authorization From Date *(To be completed if the approval was completed after the effective date of the transfer.)*
This step *cannot* occur on the same day as the previous-mentioned approvals.

Note: The MAINT FAD HIST Business Function is required to adjust the home history.

1. From the *Task List*, select the **View Home History** task.
2. Click on the **List…** button.
   The F/A Home History window displays.
3. Select the most recent historical record and click on the **History Detail…** button.
   The following message displays: "The most current row was selected. Only the Auth. From date may be modified."
4. Click on the **OK** button.
   The F/A Home History Detail window displays.
5. Change the **Auth From** date to the Effective Transfer Date.
6. Click on the **Save** button.
7. Click on the **Close** button to close the *F/A Home History* window.
8. From the *Task List*, select the **Maintain Licensing Information** task.
9. Click on the **Detail…** button.
10. Click on the drop-down arrow for the **Status** field and select **Pending Acceptance**.
11. Click on the **File** menu and select the **Save and Submit** command.
12. Click on the **Save** button.

Review/Update Fingerprint Information

1. From the *Task List*, select the **Maintain Person** task.
2. Click on the **List…** button.
   The Person List displays.
3. Select the person.
4. Click on the **Options** menu and select the **Person Detail FA Home** command.
   The Person Detail FA window displays.
5. Review/update fingerprint information.

Note: Remember to complete the "Notice to NYS OCFS of Foster Home Transfer Between Agencies" and submit it to OCFS. Print a *new* Certificate to Board for Foster Boarding Homes or a *new* Approval Letter for Approved Relative Homes.

Interagency FBH Transfer Procedures – Same Number If the FAD Home is in "Inquiry" or "Applicant" Status

- The home does *not* require a new Vendor ID.
- As appropriate, complete the Home Study process and any unmet requirements.
- The home must be fully certified/approved to change the authorized agency designation.

ACS Office of Placement Administration Transfer Procedures

1. The Administration of Children Services Office of Placement Administration (OPA) creates the Emergency home in CONNECTIONS.
2. The OPA worker assigns the Vendor ID, modifies any information, and completes the *F/A Home License* window and Saves/Submits the new foster home/stage to the Supervisor/Unit Approver.
3. Once the OPA Supervisor approves the Emergency Approved Relative Foster Home, the home status changes to "Emergency." *The home is approved for a 90-day period.*
4. Once the OPA Supervisor determines whether the Division of Foster Care (DFCS) or a contract agency will supervise the home, the home is transferred to the appropriate Receiving Agency. **Note:** The transferred home does *not* require a new Vendor ID.

Change the FAD Home Status *(Upon receipt of a transferred FAD home)*

1. From the *Assigned Workload*, select the FAD home and click on the **Tasks…** button. *The Task List displays.*
2. Select the **Maintain Licensing Information** task and click on the **Detail…** button. *The F/A Home License window displays.*
3. Click on the drop-down arrow in the **Status** field and select **Pending Emergency** as the home status.
4. Click on the **File** menu and select the **Save and Submit** command. *The To-Do Detail window displays. Make sure the To-Do is assigned to the appropriate worker.*
5. Click on the **Save** button.

Re-Opening Closed Foster Homes – (Generating a Different Vendor ID Number)

This procedure only pertains to situations where a worker is re-opening a home that was closed by a *different* agency or district.

Re-Open a Closed Home

1. Click on the **Options** menu on the CONNECTIONS Toolbar and select the **F/A Home** > **F/A Home Search…** command. *The F/A Home Search window displays.*
2. Enter the home name in the **Home Name** field.
3. Click on the **Search…** button. *The F/A Home List displays.*
4. Select the foster home which meets your selection criteria.
5. Click on the **Options** menu and select the **Re-open Closed Home…** command. *The Reopen Home window displays.*
6. Click on the drop-down arrow for the **Change To** field and select either **Inquiry** or **Applicant**, as appropriate.
7. Click on the **File** menu and select the **Save and Assign** command. *The Assign window displays.*
8. In the **Available Staff** section, click on the name of the worker who is to have primary responsibility.
9. Click on the **Primary** button. *The selected caseworker's name displays in the Assignments section.*
10. Click on the **Save** button. *The F/A Home List displays.*

Change the Vendor ID *(Supervisor/Unit Approver)*

Note: When a worker reopens a home closed by his or her *own* agency, a new Vendor ID is *not* required.

1. From the designated worker's *Assigned Workload*, select the FAD home and click on the **Tasks…** button. *The Task List displays.*
2. Select the **Maintain Non-Licensing Information** task and click on the **Detail…** button. *The Home Demographics window displays.*
3. Record the new Vendor ID in the **Vendor ID** field and click on the **Validate** button.
4. Click on the **File** menu and select the **Save and Submit** command. **Note:** Complete all WMS/CCRS requirements for the new POS line(s) and legal movement(s) only *after* the Vendor ID has been changed.
5. As appropriate, complete the Home Study process and any unmet requirements. *The home must be fully certified/approved to change the authorized agency designation.*