

~The CONNECTIONS WEEKLY~
December 30, 2005 ~ January 6, 2006

A happy NEW YEAR

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***Chapter 3 of the Laws of 2005 (Permanency Bill)
Regulation Package...***

This regulation package was filed with the Department of State on Thursday, December 29, 2005, on an emergency basis to implement Chapter 3 of the Laws of 2005 (Permanency Bill). **These regulations are in effect.** They will also go through the normal publication process, with a comment period before final promulgation. Please note that the regulation package is posted to the CONNECTIONS intranet website on the Implementation page.

CONNECTIONS Permanency Bill System Build 18.7 Job Aid...

Please note that the CONNECTIONS Permanency Bill System Build 18.7 Job Aid is available and posted to the CONNECTIONS website on the Desk/Job Aid page.

Templates for the Permanency Hearing Reports, the Statement to the Court of Permanency Hearing Reports and Notices Sent, The Notice of Permanency Hearing, "A Guide for Caseworkers: Completion of the Permanency Hearing Report" and Surrender Template Information...

As you are aware, Wednesday, December 21, 2005 was the effective date for much of the Permanency Bill.

Templates for the Permanency Hearing Reports, the Statement to the Court of Permanency Hearing Reports and Notices Sent, The Notice of Permanency Hearing

We are pleased to tell you that we have made a number of improvements to the Permanency Hearing Reports (PH-1, PH-2, and PH-3) and the Statement to the Court of Permanency Hearing Reports and Notices Sent (PH-4a). [The Notice of Permanency Hearing (PH-4 dated 9/2005) remains unchanged.] The improvements include: a **spell check button** and an **"add a row"** button that has been added on the reports and statement. These templates have been reposted to the OCFS internet website and those that have been changed have a revision date of 12/21/2005. "A Guide for Caseworkers: Completion of the Permanency Hearing Report" has also been revised (revision date 12/2005) to reflect the changes and has also been reposted to the OCFS internet website.

If any users previously downloaded the above-mentioned documents/templates we advise that they do so again in order to have the newest versions. Please note: no content on the reports or statement has been changed.

Surrender Templates

Also posted on the same section of the OCFS internet website are fillable **surrenders** as follows:

- **the Judicial Surrender (LDSS 4315)**
- **Attachment to a Judicial Conditional Surrender**
- **Extra-Judicial Surrender (LDSS 4316)**
- **Attachment to an Extra-Judicial Conditional Surrender**

Please note that the Surrenders are English versions only. These revised documents reflect the Chapter 3 amendments and are required forms. Spanish versions will be available shortly and you will be advised when those are posted. A **Model Voluntary Placement Agreement** reflecting Chapter 3 amendments (English and Spanish) will also be available shortly and you will be advised when those are posted as well.

Emergency Regulation Information

In addition, it is expected that **emergency regulations** will be filed very soon. Emergency regulations go into effect on the filing date. You will immediately be notified when this occurs and will be sent, at that time, the complete package.

Instructions for Accessing the Permanency Templates, Guide and Surrender Templates

The templates, the Guide and the Surrenders can be accessed from the **OCFS internet site**. The address of the site is: www.ocfs.state.ny.us.

Instructions for accessing the Permanency templates and "A Guide for Caseworkers: Completion of the Permanency Hearing Report", or Surrender templates from the OCFS internet site.

1. Access the OCFS internet site at www.ocfs.state.ny.us;
2. on the left under "Resources & Information" click on "Legislation and Regulatory Agenda";
3. from that page, click on "Permanency Bill - Chapter 3 of 2005";
4. from that page, on the left click on "Guide for Caseworkers/Templates" **OR** left click on "Surrenders".

Instructions for accessing the Permanency templates and "A Guide for Caseworkers: Completion of the Permanency Hearing Report" or Surrender templates from the OCFS intranet site Home page.

1. click on OCFS;
2. from that page click on OCFS internet at the top right;
3. follow the instructions 2 –4 under the internet site instructions above.

We ask that you download and review the revised Guide first, as it contains complete instructions about downloading, saving and using the templates.

If you have any questions about working with the templates, please call the OFT Enterprise HELP Desk at 1.800.697.1323.

Permanency Bill Frequently Asked Questions and Answers (FAQ's) Document...

Instructions for accessing the Permanency Bill FAQ's from the OCFS internet site.

- Access the OCFS internet site at www.ocfs.state.ny.us;
- on the left under "Resources & Information" click on "Legislation and Regulatory Agenda";
- from that page, click on "Permanency Bill - Chapter 3 of 2005";
- from that page, on the left click on "Permanency Bill FAQ's".

Plan Amendments ...

Please note that when users attempt to submit a Plan Amendment or FSS stage for closure with an in-process Plan Amendment, they sometimes receive the following error: "frmFASP.cmdCheckFASPDetail_Check failed: Error #-2147212503 Generate Report failed. PrintRemovalInformation: 0". This error is inappropriately being generated, and we are working to remedy this issue and anticipate a fix in the near future. We recommend that users phone the OFT Enterprise Help Desk (1.800.697.1323) if they experience this issue.

"Quick Tips"...

Progress Notes Tips...

- In some instances, a user is unable to see the New Progress Note they just entered when they return to the active Progress Note List window. This occurs when the volume of notes exceeds 400, thus the user was required to define search criteria to initially open the Progress Note List window, and the new note falls outside of the initially defined search criteria. In order to see the new note, the user must enter a range of dates in the search criteria that includes the event date of the desired new note.
- When the user selects Print All on a case with more than 400 progress notes there is a delay while the report is being called up. For printing it is recommended that users enter a 30 day date range in the search criteria. Users should check that the last entry contains all notes entered on the last date in the selected range. Once these notes have been printed the user must then enter a new 30 day range of dates beginning with the day following the previous date range. This procedure should continue until all notes in a case are printed.

Case Initiation Date and the First Reassessment FASP...

With the implementation of Build 18.7 there is a change in the date the *first* Reassessment FASP is due. Previously, the first Reassessment FASP was due six

(6) months from the Case Initiation Date (CID) (Day 180). In order to support the new timeframes taking effect as a result of the Permanency Bill, the due date for this FASP is 210 days from the CID. Subsequent Reassessment FASPs are due every six (6) months thereafter. Please note that the change in timeframes for the first reassessment FASP is changed for all FASPs, not just those relating to children who are in placement.

When CONNECTIONS Will Be Unavailable...

- ***Friday, 12/30/05*** from 5:00AM - 7:00AM
- ***Wednesday, 1/4/06*** from 5:00AM - 7:00AM
- ***Friday, 1/6/06*** from 5:00AM - 7:00AM