

NEW YORK STATE  
 DEPARTMENT OF SOCIAL SERVICES  
 40 NORTH PEARL STREET, ALBANY, NEW YORK 12243



CESAR A. PERALES  
 Commissioner

[An Administrative Directive is a written communication to local Social Services Districts providing directions to be followed in the administration of public assistance and care programs.]

**ADMINISTRATIVE DIRECTIVE**

TRANSMITTAL NO.: 86 ADM-6  
 [Family & Children Services]

TO: Commissioners of Social Services

SUBJECT: CCRS Reporting Requirements for CPS Cases (Chapter 263 of the Laws of 1985)

DATE: February 27, 1986

SUGGESTED DISTRIBUTION: Director of Services  
 CPS Supervisors

CONTACT PERSON: Any policy related questions concerning this release should be directed to Ms. Patricia Chmielewski, Bureau of Policy Planning, by calling 1-800-342-3715, extension 4-4347. Any systems related questions should be directed to Mr. Gerald Seeley, Bureau of Services Information Systems, by calling 1-800-342-3727, extension 4-9461.

I. PURPOSE

The purpose of this directive is to advise local districts of the enactment of Chapter 263 of the Laws of 1985. Chapter 263 amends Section 442(10) of the Social Services Law to require that demographic and assessment information, including service plan and court-related activities, be included in the Child Care Review Service (CCRS) for children who are named in indicated reports of child abuse or maltreatment who are receiving or who have received services as a result of being named in such reports. Investigative information and information related to the allegations contained in the child abuse and maltreatment reports must be excluded from the CCRS.

Chapter 263 also amends Section 444 of Social Services Law to specify that the information in the CCRS is to be maintained in accordance with the confidentiality provisions of Article 6 of Title 6 of Social Services Law.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Social Services Law and Other Legal References	Bulletin/Chapter Reference	Miscellaneous Reference
		432 465.1	Chapter 263 of Laws of 1985 SSL Article 6 Title 6 SSL Sections 442(10), 444		UCR Desk Aid

DSS-25 EV. 8/82

## II. BACKGROUND

Prior to the enactment of Chapter 263 of the Laws of 1985, children who were named in indicated reports of child abuse or maltreatment and receiving rehabilitative services could be maintained on the CCRS only if they were also in receipt of preventive or foster care services. Children who were named in indicated reports of child abuse and maltreatment and receiving only CPS rehabilitative services could not be maintained on the CCRS. Chapter 263, by permitting the Department to collect basic service information on all child welfare cases, will increase the Department's research and analysis capabilities. This will enable the Department to identify trends in the provision of services to child welfare cases and enhance its ability to provide technical assistance to local districts. Chapter 263 was also enacted in anticipation of the redesign of the State Central Register (SCR) reporting system, to remove legal barriers which have prohibited the integration of demographic and service plan information between the SCR and the CCRS. Such integration as envisioned by a SCR redesign, would decrease duplication between systems, increase ease of reporting for local districts, and provide more comprehensive management reports.

To implement Chapter 263, a new Section 432.10 will be added to the Department's Regulations. This Section will require that information must be maintained in the CCRS for all indicated child protective services cases. This information is extracted from the Uniform Case Record which is required for all indicated child protective services cases. Department Regulation Section 466.1(a) will also be amended to specify that the information maintained in the CCRS for CPS cases is also subject to the confidentiality provisions of Title 6 of Article 6 of the Social Services Law. Finally, Section 465.1(a)(5)(iii) will be added to the Department's Regulations to require the Department to expunge all child protective services information from the CCRS for a child named in an indicated report of child abuse and maltreatment when such report has been expunged from the SCR.

## III. PROGRAM IMPLICATIONS

As a result of the enactment of Chapter 263 of the Laws of 1985, all children who are named in indicated reports of child abuse and maltreatment and are in receipt of protective services only will now have to be entered and maintained in the CCRS. Chapter 263 does not amend current requirements concerning the entering of foster care or preventive services information for those CPS cases which are also in receipt of foster care and/or preventive services. Thus, since a majority of the children who are named in indicated reports of child abuse or maltreatment are also in receipt of foster care and/or preventive services and are already maintained in the CCRS, the requirements of Chapter 263 of the Laws of 1985 should have a minimal impact on most districts.

Information concerning children who are named in indicated reports of child abuse or maltreatment and who are in receipt of only child protective services must be entered and maintained in the CCRS. However, the districts will not be subject to fiscal sanctions pursuant to Section 153-d of the Social Services Law or 18NYCRR 430.13 for failing to comply with the provision of Section 442(10) of such Law, as amended by Chapter 263 of the Laws of 1985. Since cases which have a Service Program Choice (SPC) of Protective only will be excluded from the CWRA Sanctioning Report, timely entry of the initial assessment service plan showing the program choice of protective only into CCRS will be crucial to keep these cases from appearing on the sanction report.

In addition, the information maintained in CCRS must be kept confidential and only made available to those individuals or agencies specified in Section 422 of Social Services Law.

To implement the proposed Section 465.1 of the Department's Regulations, the State Central Register (SCR) will notify the Bureau of Services Information Systems (BSIS) in the Division of the children named in indicated reports of child abuse and maltreatment when such reports have been expunged from the SCR as the result of an Administrative Review or a Fair Hearing decision made pursuant to SSL 422.8. BSIS will be responsible for expunging all CPS related information on such children from the CCRS. The SCR will continue to notify local districts when such cases have been expunged from the SCR. Upon receipt of this notification, local districts will no longer be responsible for entering CPS related information into the CCRS for these cases but must continue to enter preventive and/or foster care information if any child continues to receive preventive and/or foster care services.

#### IV. REQUIRED ACTION

##### A. CPS Cases also in Receipt of Foster Care and/or Preventive Services

Information contained in this directive does not amend current procedures concerning those children who are currently named in indicated reports of child abuse or maltreatment and also receiving foster care and/or preventive services. Local districts must continue to follow the instructions specified in the UCR Desk Aid relating to entering and maintaining information on CCRS for such children.

Information contained in this directive does not amend current procedures in instances where foster care and/or preventive services are provided to a child and the child is subsequently named in an indicated report of child abuse and maltreatment. In this instance, a UCR Plan Amendment (Status Change C) must be completed and a CCRS Plan Amendment which reflects the status change must be entered into CCRS. These procedures are specified in the UCR Desk Aid.

B. New CPS-Only Cases

1. Addition of CPS-only Cases to CCRS

A CPS-only case refers to a report of child abuse or maltreatment which is indicated and remains open for monitoring of services by the State Central Register but the family is not receiving preventive or foster care services. For such cases, the Case Initiation Date (CID) is the date of indication and establishes the reporting timeline for the UCR, SCR and CCRS.

For new CPS-only cases, current procedures require local districts to complete the Initial Assessment and Service Plan (IASP) of the Uniform Case Record (UCR) and the DSS-2223 Determination Report on the date of indication. Questions 8 and 9 from the IASP are attached to the DSS-2223 and sent to the State Central Register. The CID must be entered on page 1 of the IASP and at the top of the DSS-2223.

In addition to the above requirements, local districts must also register all new CPS-only cases into the CCRS, via Supplemental Registration, on the date of indication. In addition to demographic information, local districts must encode onto the CCRS Assessment Plan Grid (DSS-3373) and enter into the CCRS the following information from such form:

- o plan date,
- o plan type,
- o child and family services needs,
- o services status,
- o service program choice,
- o reason for service program choice, and
- o permanency planning goal.

The above information is extracted from the Initial Assessment and Service Plan of the UCR. In addition, a single Service Program Choice of Protective and a Permanency Planning Goal of Protect Child must be selected for CPS-only cases. The Anticipated Completion Date field may or may not be completed, since this field has now been made an optional field for all types of cases.

Any relevant legal activities which have occurred must also be entered into the CCRS Activity System. Two new dispositional codes have been added to the Legal Activities (court ordered supervision and court ordered services) to reflect dispositions by Family Court in child protective cases.

2. Addition of Foster Care and/or Preventive Services to a CPS-only Case

If foster care and/or preventive services are provided subsequent to the opening of a CPS-only case in the CCRS, local

districts must complete the UCR Plan Amendment (Status Change A or E) and must enter a CCRS Plan Amendment which reflects the status change into CCRS.

C. Conversion of Current Cases

For all ongoing CPS-only cases, current procedures require that the UCR be completed and a DSS-2223-Continuing Services Report with the appropriate UCR Plan pages attached be submitted to the SCR on timelines determined by the CID. The CID, which is obtained from the UCR forms, must be included on the DSS-2223.

At the time the next UCR is due, in addition to the requirements specified in the preceding paragraph, local districts must also register such child, via Supplemental Registration, into CCRS, and complete a CCRS Assessment Plan Grid and enter the information in the CCRS. The current UCR plan type must be entered into the CCRS. Instructions for encoding the Assessment Service Plan information and any relevant legal activities into the CCRS Activity System are specified in Section IV-B of this directive.

Local districts must continue to follow current procedures if foster care and/or preventive services are added to a CPS-only case prior to the next UCR plan date. In such instances, local districts must complete a UCR Plan Amendment (status change A or E); register the child in CCRS via Supplemental Registration; and input the appropriate Assessment and Service Plan information and Legal Activities into the CCRS. These procedures are specified in the UCR Desk Aid.

V. RECOMMENDED ACTION

It is recommended that local districts keep this directive in the front of the UCR Desk Aid. Page replacements will be issued later, but in the interim, the information in this directive concerning maintaining children on the CCRS who are named in an indicated report of abuse and maltreatment and in receipt of protective services only supercedes the information currently contained in the UCR Desk Aid.

VI. EFFECTIVE DATE

This release is effective immediately.

  
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Joseph Semidei  
Deputy Commissioner  
Division of Family and  
Children Services

