



Office of Children and Family Services

Impact Analysis (Revised)

New Intake Checklist, Foster Home Identification, and Foster Care Notification Windows that will Support the Identification and Notification of a Foster Home in CPS Intake, Investigation, and FAR Stages

Functional Areas

Child Protective Services, Foster and Adoptive Home Development, and Foster Care

Overview

In the fall of 2016, several new CONNECTIONS windows and processes will be implemented to support the identification and notification of foster parents involved in a CPS Intake (INT), Investigation (INV), or Family Assessment Response (FAR) stage.

The first phase introduces the new Intake Checklist window to the CPS Intake. The second phase introduces the Foster Home Identification window to CPS and FAR stages and the Foster Care Notification window to Search/Maintain for staff with the new View Foster Care Notification Business Function.

Currently, alerts are sent to workers with a role in an open FSI or FSS stage when a CPS report is made on a person in common within the same case (with the same case number) as the INV stage. In the first phase of this Build, these alerts will be expanded to persons in common in any open FSI and FSS stage, whether in the same case or a different one.

The new functionality, along with existing alerts, will support the process of notifying state, regional office, local district, and voluntary agency employees of the existence of a CPS Intake or Investigation involving a foster parent.

Please refer to 16-OCFS-ADM-13, *Requirements Relating to CPS Reports Involving Foster Parents*, for regulatory and policy requirements.

New Intake Checklist Window

The State Central Register (SCR) will begin using the Intake Checklist window as part of the existing CPS Intake process. The checklist will contain a series of standard questions that must be answered for all CPS Intakes (with the exception of Information & Referral, and Special Requests). The Intake Checklist will be available in an Additional Information report (INT ADD), but it is not required. Once the CPS Intake is saved and assigned, the questions and responses will be part of the Intake report. Staff in state offices and local districts who view and/or print CPS Intakes should be made aware of the new information contained in the Intake stage.

One of the questions will be, "Are any adults in the home Foster Parents?" If the answer is yes, alerts will be sent to workers assigned to the stages associated to the children in the home and the district responsible for the child.

New Foster Home Identification Window

The Foster Home Identification window will help the CPS Investigation or FAR worker with the Foster Home Notification process. During the Investigation or FAR stage, workers will be able to use this window to indicate, update, or correct whether or not there are foster parents in the home. In addition, they will be able to link a specific foster home by Resource Identification Number to the Investigation or FAR stage. The Foster Home Identification window will only be modifiable while the stage is open.

Staff in state offices, local districts, and voluntary agencies who view and/or print INV or FAR stages should be made aware of the new window. CPS or FAR workers using the new window should have access to step-by-step instructions provided in the forthcoming Quick Start Guide.

New Foster Care Notification Window and Foster Care Notification Security Attribute (FC CPS NOTICES Business Function)

The new Foster Care Notification window will provide information about children in foster care placements who are placed in the home of a person involved in a CPS Intake, Investigation, or FAR stage. This window will be accessed from the Search/Maintain drop-down menu and will only be available to users with the new **FC CPS NOTICES Business Function** with the View Foster Care Notification Security Attribute. The Business Function will be available to state, local district, and voluntary agency employees.

State offices, local districts, and voluntary agencies must identify and provide appropriate staff with the new View Foster Care Notification business function. All other staff should be made aware of the new window and have access to the Quick Start Guide for detailed instructions.

Training/Documentation and Preparation Tools

- CONNECTIONS Regional Implementation staff will provide onsite support for this Build.
- A Quick Start Guide that describes the new windows, including screenshots and step-by-step instructions, will be available electronically.

Recommendations

- State/Local district/voluntary agency administrators should be alert to communications and announcements from the CONNECTIONS team concerning these changes and share that information with their staff.
- State/Local district/voluntary agency administrators should work with CONNECTIONS regional implementation staff to arrange pre-implementation previews of the changes as well as on-site support for their staff in the weeks that follow the release of the new windows.
- State/Local district/voluntary agency administrators should identify the appropriate staff to be assigned the Foster Care Notification Security Business Function that will provide access to the new Foster Care Notification Window.

