

NYS Office of Children and Family Services
CONNECTIONS Case Management

Impact Analysis

Subject: Assessment and Service Planning

Functional Area: Family Assessment and Service Plan (FASP) – Part III: Case Planner Summary / FASP Submission and Approval
[This Impact Analysis should be used in conjunction with the “FASP – Parts I and II” Impact Analyses.]

Brief Description of Current Function/Process:

Assessment and Service Plans (UCRs) are completed by the Case Planner. They are submitted, in paper or electronic format, via specified chains of command for final approval by the Case Manager. A signature page is provided for collection of all signatures, including optional signatures of parents and children.

Where multiple workers are involved in a case, workers submit their part of the plan to the Case Planner, who compiles all worker contributions and submits a paper or electronic copy to the Case Manager for approval. In many districts the Case Planner and Case Manager are the same person and the final approver is that person’s supervisor.

What Remains the Same:

1. The Case Planner is responsible for the completed FASP.
2. The Case Manager must approve the FASP. If the Case Manager is also acting as Case Planner, his/her supervisor must approve.
3. Districts and agencies retain their own chain of command for approval of work, if desired.
4. The FASP printed report will include a signature page for the signatures of the Case Planner, the Case Planner's Supervisor, the Case Manager, the Child Protective Services Monitor, parent(s), and child(ren).

What is New or Changes:

1. The FASP will be submitted by the Case Planner and approved online within the CONNECTIONS system.
2. The Case Planner has the ability to modify all FASP entries.
3. Workers will enter their contribution to specified FASP components in draft format. Upon launch of the Case Planner Summary, the system will compile all draft entries for Case Planner editing and modification into the official FASP document. Case Workers will not be able to make further entries after the Case Planner Summary has been launched although they may still view previous entries.
4. The system will require the Case Planner to “touch” specified pre-filled data (ex. CPS Safety Assessment carried over from the prior FASP) and accept it as currently accurate / ready for submission or modify it as necessary.
5. The system will not allow submission of a FASP for approval unless all required components (as determined by Program Choice, PPG and age) are complete.

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6. Only the Case Planner can initiate submission of the FASP for approval.
7. The system accommodates changes and additions to the default approval process. For example, when a Case Planner submits a FASP for approval, the system will default to sending it to the Case Manager. The Case Planner may change this default to send the FASP to his/her supervisor first, if needed. In this instance, the supervisor can either submit the FASP for approval directly to the Case Manager or return it to the Case Planner for submission. Similarly, if a higher level review is desired, the Case Manager can add another approver to the process.
8. If the Case Planner also is the Case Manager, the FASP must be approved by the Case Manager's supervisor.
9. Service Plan Review information will be entered via a separate tab outside of the FASP. Selected SPR meeting data (date scheduled, date held, invitees/role, invitee notification date, attendance indicator for all invitees, reason for not attending) will be carried forward into the associated FASP Report. If SPR data is not entered on the system, Comprehensive and Reassessment FASP Reports, for stages in which a program choice of Placement is in effect, will display the message "No Service Plan Review Held."
10. Online approval in CONNECTIONS is acceptable as the electronic equivalent of required signatures by the Case Planner, the Case Planner's Supervisor, and the Case Manager (and the Child Protective Services Monitor where required).

Implications/Considerations:

System

1. If a Service Plan Review was held, Case Planner needs to ensure that SPR information is entered into CONNECTIONS prior to submission of the related FASP for approval. Failure to do this will preclude this information from inclusion in the FASP.
2. Case Planners may need to override system defaults for FASP approval to conform to district/agency procedures.
3. In cases where the Case Planner is the only worker, they should enter directly into Case Planner Summary for greatest efficiency.

Program

1. The Case Planner should review, and modify as appropriate, all worker entries to the FASP even though this is not enforced by the system.
2. Although online approval in CONNECTIONS is acceptable as the electronic equivalent of required signatures, districts may still want to use the printed output page, especially at Service Plan Review Meetings and as a working contract with the family. Obtaining signatures of parent(s) and child(ren) is strongly encouraged.

Recommendations:

1. Develop procedures and timelines for utilization of Case Planner Summary functionality where multiple workers are assigned to a case.
2. Review chain of command for approvals and revise as appropriate.
3. Disseminate district/agency approval procedures prior to Build 18 implementation.

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4. Determine district procedure for use of the FASP Output signature page.