



# CONNECTIONS Tip Sheet

updated February 2021

## Placement: Entering Congregate Care Resource Characteristics

*With the implementation of the Placement module in CONNECTIONS, accurate entry of Resource Characteristics is an essential part of ensuring the best match possible for children entering care or moving between placements. Resource characteristics must be entered for both foster homes and congregated care facilities. This tip sheet is intended for Voluntary Agency (VA) workers responsible for entering Resource Characteristics - including Bed Detail - for congregate care settings on behalf of their agency.*

### Resource Administrator

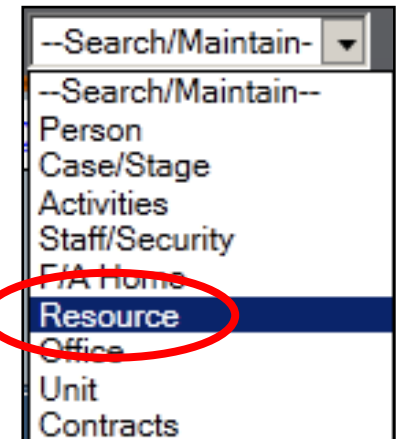
Congregate care facilities such as institutions, agency boarding homes, group residences, group homes and some SILPs are run by Voluntary Agencies, but licensed by NYS OCFS. Unlike foster homes, these out-of-home care settings reside on the workloads of OCFS Regional Office staff rather than those of Voluntary Agency workers. Because the VA staff are aware of specific program features, they are responsible for recording the characteristics for these resources, including, when appropriate, bed level detail, in CONNECTIONS.

**The RESOURCE ADMIN business function is required to enter characteristics for congregate care resources,**

This, like other business functions, can be assigned by an agency's CONNECTIONS Security Coordinator.

### Step-by-Step: Entering Resource Characteristics via a Resource Search

1. Entering Resource Characteristics with the RESOURCE ADMIN business function begins by selecting the Resource option from the Search/Maintain menu.
2. On the resulting Search window, enter your agency's name or a specific facility name.



Resource Search Criteria

Search Type: **Phonetic Name**

Resource Name:

Resource Type:

Facility Type/LOC:

NYC Sub-Agency:

Agency ID:

Services

Category:

Service:

Contract Status:

Population

Age:

Sex:

Characteristics:

Attributes

Transportation

Inactive

Area Served/Location

Street:

PO Box/Apt:

City:  State: **NY** Zip:

County:  CD:

Area Served

Identifiers

Type:

3. Click the Search button.

4. From the Search Results, select the Facility for which you wish to enter characteristics.

*The Detail window displays.*

Resource Name	VID	Resource ID	Facility Type/LOC	Status	Auth By	Maintainer	Si
Children's Home Of Wyoming Con	9554	20098304		Active		A56	
Children's Home Of Jefferson C		20849746		Active		A09	
Children's Home Of Jefferson C		20012277	Preventive	Active		A15	
Children's Home Of Jefferson C	DH-0478	20032234		Inactive-Duplicate		A23	
Children's Home Of Wyoming Rta	00R00002	21051546	Institution	Active	OCFS	SDSS	
Children'S Home Of Wyoming	00A10339	20995884	Institution	Active	OCFS	SDSS	

**Detail** | Address | Phone | Facility Detail | Services by Area | Relationship | **Characteristics**

Legal Name: Children's Home of Wyoming Sunrise Center for Girls RTA

Resource Name: Children's Home Of Wyoming Rta

Resource Type: Facility

Resource Status: Active

Fac. Type/LOC: Institution

Contact:

Primary Address

Street: 1182 CHENANGO ST

PO Box/Apt:

City: BINGHAMTON State: NY Zip: 13901-1653

County: BROOME CD:

Sch Dist:

Use As Business Vendor ID:

Comments:

5. Select the Characteristics tab.

*The Characteristics window displays.*

Detail Address Phone Facility Detail Services by Area Relationships **Characteristics**

Total Capacity: 8  
 Available: 8  
 Unavailable: 0

Close to Home Resource  
 ORRUAC Resource

Resource Languages:

Resource is willing and able to care for a child who is/has characteristics OR resource has an interest (displayed at the bottom of list and prefaced with INTEREST) in:

**Resource Characteristics**

- Aggression towards others
- Aggression towards property
- Bedwetting or encopresis
- Chronic medical condition
- Complex medication regimen
- Developmental disability

**Local Program Types**

- Regular
- LGBTQ - Lesbian, Gay, Bisexual, Transgender, and Questioning
- RTC - Residential Treatment Center
- DD - Developmental Delays and/or Developmental Disabilities
- Special Medical
- Sexually Exploited

Search for beds with no characteristics

**Bed Detail**

<input type="checkbox"/>	Bed ID	Available	Unavailable	Resource Characteristics/Local Program Types
<input type="checkbox"/>	Bed 1	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 2	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 3	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 4	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 5	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 6	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 7	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 8	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>

Count = 8

Resource Characteristics and Local Program Types vary across beds. Select Detail link to view the saved attributes of each individual bed.

Comments:

- Using the checkboxes on the Bed Detail Grid, select the beds for which you wish to add characteristics/local program types.
- In the navigation pane, select the **Add or Remove Resource Char/Local Program Types** link. *The Add or Remove Resource Char/Local Program Types window displays.*

Options

- Add or Remove Resource Char/Local Program Types**
- View All Bed Details

Outputs

- Resource Summary Report
- Current Resource Roster
- Historical Resource Roster

Help

Resource is willing and able to care for a child who is/has characteristics OR resource has an interest (displayed at the bottom of list and prefaced with INTEREST) in:


Resource Characteristics	
<input checked="" type="checkbox"/>	Aggression towards others
<input checked="" type="checkbox"/>	Aggression towards property
<input checked="" type="checkbox"/>	Bedwetting or encopresis
<input checked="" type="checkbox"/>	Chronic medical condition
<input type="checkbox"/>	Complex medication regimen
<input type="checkbox"/>	Developmental disability
<input type="checkbox"/>	Dietary restrictions
<input type="checkbox"/>	Frequent appointments
<input type="checkbox"/>	Goal of adoption

Resource provides the following Local Program Types:

Local Program Types	
<input checked="" type="checkbox"/>	Regular
<input type="checkbox"/>	LGSTQ - Lesbian, Gay, Bisexual, Transgender, and Questioning
<input type="checkbox"/>	RTC - Residential Treatment Center
<input type="checkbox"/>	DD - Developmental Delays and/or Developmental Disabilities
<input type="checkbox"/>	Special Medical
<input type="checkbox"/>	Sexually Exploited
<input checked="" type="checkbox"/>	Sexual Behavior Problems and Sexually Abusive Behaviors
<input type="checkbox"/>	RIC - Rapid Intervention Center
<input type="checkbox"/>	YRC - Youth Reception Center

There are 4 beds selected for modification.  
 Selecting Add or Remove will immediately add or remove the selected attributes to the selected beds.

8. Use the Resource Characteristics and Local Program Type checkboxes to indicate what local program types are offered and with which characteristics the resource has specialized experience.

 *Selecting a characteristic does not mean the facility will take all children with this characteristic or that children with a given characteristic will be excluded from placement at resources that do not have that characteristic selected. Rather, it allows the facility to return in a multi-facility search and to be considered as a possible resource. Best match placement decisions will still require additional communication between the placing district and the placement resource agency.*

9. Click the Add button

*A pop-up message will inform the worker how many beds this action will apply to.*

Add or Remove Resource Char/Local Program Types

The selected attributes will be immediately applied to 4 beds. Continue?

10. Click the **Yes** button.

**Note:** Previously added characteristics can be removed by the same process, clicking the **Remove** button rather than the **Add** button.

The Bed Detail section allows you to differentiate between different characteristics on a bed by bed level such as when a facility may have a number of beds allocated among several different programs such as Dually Diagnosed, Sexually Harmful Behavior, Intellectually Disabled/Emotionally Disturbed, or Developmentally Delayed programs.

11. To see the detail of any bed, select the Detail link in the Bed Detail grid.

Bed Detail				
<input type="checkbox"/>	Bed ID	Available	Unavailable	Resource Characteristics/Local Program Types
<input type="checkbox"/>	Bed 1	<input type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 2	<input type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 3	<input type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 4	<input type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 5	<input type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 6	<input type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 7	<input type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>
<input type="checkbox"/>	Bed 8	<input type="radio"/>	<input type="radio"/>	<a href="#">Detail</a>

### Bed Availability & Unavailability

Marking a bed as "Unavailable" will not prevent it from returning in a multi-facility search. The designation of "Unavailable" is intended for short term unavailability such as when a room is being remodeled or the bed is occupied by an SED placed child.

When marking a bed as unavailable, you should record comments to explain the reason the bed is unavailable. These comments are viewable by workers searching for a potential resource match.

12. Use the checkboxes to

indicate if the resource participates in either the **Close to Home** Juvenile Justice Initiative in NYC or in the Office of Refugee Resettlement Unaccompanied Alien Children (**ORRUAC**) program. Selecting Close to Home will exclude the resource from returning in a multi-facility placement search. The ORRUAC resources, though licensed through CONNECTIONS, will not be available through either an Exact or Multi-Facility Search.

ips **Characteristics**

Close to Home Resource

ORRUAC Resource

13. Click the Resource Languages button to select one or more

Resource Languages:  ...

**Note:** If one or more languages are chosen in a placement request, only resources with at least one matching language will return in as a match.

Resource Languages [Unsaved Changes] Print Screen

Select Language(s):

Languages

Albanian

Arabic

Bengali

Bosnian

Cantonese

Fujianese

ChnseOther

Mandarin

HaitnCreol

Czech

English

Ethiopian

! = Sensitive \* = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 🔒 = Read-Only Mode 💾 = Unsaved Changes

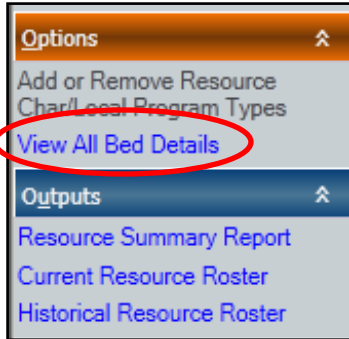
languages from the Resource Language menu.

14. Click the **OK** button.

*The Save button enables.*

15. Enter any desired comments/clarifications in the Comments field.

## Helpful Hints:



The **View All Bed Details** link in the navigation pane will display selected characteristics and Local Program Types for all the facility's beds.

In the Outputs section:

- The **Resource Summary Report** link opens a PDF report that displays the current and historical characteristics and local program types (and the other characteristics on the window) for the entire facility.
- The **Current Resource Roster** link opens a PDF report that displays the children currently placed in the resource, based on activities data. Once the placement module is fully implemented, this report will be populated using activities and placement data to give the user the most up-to-date information.
- The **Historical Resource Roster** link opens a PDF report that displays a list of all children, based on activities data, previously placed with this resource.

**Note:** The Current Resource Roster and the Historical Resource Roster do not display Placement data and are not part of the Placement module. Please refer instead to the Placement Resource Roster.

	Available	Unavailable	RESOURCE CHARACTERISTICS														
			Aggression towards others	Aggression towards property	Bedwetting or encopresis	Chronic medical condition	Complex medication regimen	Developmental disability	Dietary restrictions	Frequent appointments	Goal of adoption	Halal	History of fire-setting behavior	History of frequent AWOLs or running away	History of justice involvement	History of sexual abuse	History of sexual exploitation
Bed 1	Y																
Bed 2	Y																
Bed 3	Y																
Bed 4	Y																
Bed 5	Y																

0733	
CURRENT RESOURCE CHARACTERISTICS	
Close to Home Resource:	N
ORRUAC:	N
Comments:	
Available:	26 / Unavailable: 0
Resource Languages:	
Resource Characteristics:	Available/Unavailable
Aggression towards others	3/0
Aggression towards property	3/0
Chronic medical condition	3/0
Complex medication regimen	3/0
Local ProgramTypes:	Available/Unavailable
DD - Developmental Delays and/or Developmental Disabilities	3/0
LGBTQ - Lesbian, Gay, Bisexual, Transgender, and Questioning	3/0
Regular	3/0
HISTORICAL RESOURCE CHARACTERISTICS	

## Resources

- CONNECTIONS Job Aids and Tip Sheets:  
<http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>
- CONNECTIONS Regional Implementation Staff:  
<http://ocfs.state.nyenet/connect/contact.asp>

ITS Enterprise Service Desk 1-844-891-1786