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CONNECTIONS

System Build 18.9 Job Aid

Permanency Hearing Reports

Functionality for Caseworkers, Case Planners, Case Managers and CPS Workers/Monitors



**CONNECTIONS Training Project
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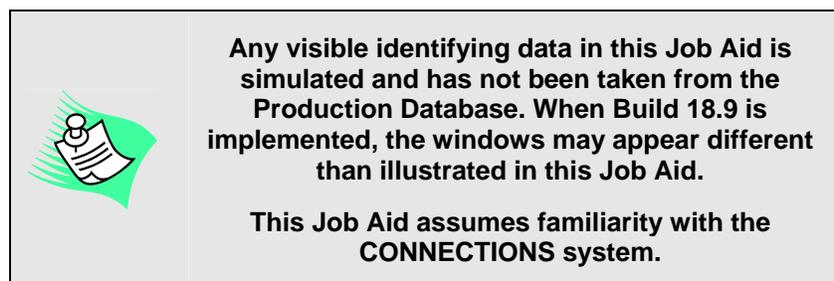
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Introduction

This Job Aid provides workers with the information they need to use the Permanency Hearing Reports functionality implemented in CONNECTIONS as part of Build 18.9 effectively as part of their casework responsibilities. It is intended for all workers and provides a detailed overview of the Permanency Hearing Reports in CONNECTIONS.

Specifically, this Job Aid contains information about:

- the major changes introduced with the Permanency Bill (Chapter 3 of the Laws of 2005);
- the three types of Permanency Hearing Reports;
- who can launch, view and modify the reports;
- the pre-fill option for reports;
- from where in CONNECTIONS Permanency Hearing Report content is generated;
- launching a Permanency Hearing Report;
- modifying a Permanency Hearing Report;
- printing a Permanency Hearing Report;
- emailing a Permanency Hearing Report;
- deleting a “Draft” Permanency Hearing Report;
- the Permanency Hearing Notices and Statement;
- who must receive notice of the permanency hearing and report;
- recording court information; and
- printing the Notices and Statement.



This Job Aid is available on the CONNECTIONS intranet site:
OCFS intranet home page > CONNECTIONS > Step-by-Step/Job Aids/Tips

The OCFS CONNECTIONS intranet site also contains information about trainings offered to support you in your work with CONNECTIONS.

The 2005 Permanency Bill

The Permanency Bill (Chapter 3 of the Laws of 2005) is state legislation that took effect on December 21, 2005, initiating the requirement of workers to create and file Permanency Hearing Reports with the court and to send these reports to a number of other parties. These reports serve as the means to notify the court and other required parties of a family's progress. A primary goal of the Permanency Hearing Report is that it provide the court with the most current information possible. The Permanency Hearing Report must be mailed with the Permanency Hearing Notice to required parties no later than 14 days prior to the Date Certain; it also must be filed with the court. Three offline templates posted on the OCFS Permanency Bill website have been in use for the completion of these reports; however, with the implementation of Build 18.9, the templates will be incorporated directly into CONNECTIONS.

Major Implications of the Permanency Bill

On August 23, 2005, the Permanency Bill, Chapter 3 of the Laws of 2005, was signed by the Governor, effective December 21, 2005. In order to support the new permanency legislation, changes were made to the CONNECTIONS system. These changes were implemented as part of Build 18.7 in December, 2005.

Children affected by the provisions of Part A of the Bill include:

- children who have entered foster care as abused or neglected child (Article 10 of the Family Court Act)
- children who have entered foster care through a voluntary placement agreement (§384-a of the Social Services Law);
- children in foster care who have been surrendered for adoption (§383-c of the Social Services Law);
- children who have been surrendered for adoption (§384-a of the Social Services Law);
- foster children who a court has determined are completely legally free for adoption, whether in foster care pursuant to Family Court Act Articles 3 (Juvenile Delinquent), 7 (PINS), or 10 (abused/neglected), or by voluntary placement or surrender; and
- children placed by the court directly with a relative or other suitable person as an outcome of a Family Court Article 10 matter.

In addition, OCFS recommends that children subject to Section 651.b of the Family Court Act (Unaccompanied Refugee Minors), while not affected by the provisions of Part A, be treated the same as those mentioned above.

Note: While the 2005 Permanency Bill does not expressly refer to Unaccompanied Refugee Minors, OCFS' position is that the standards of Article 10-A relating to permanency hearings apply to such children in part in order to satisfy federal Title IV-E State Plan requirements whereby New York must afford procedural safeguards to all categories of foster children, irrespective of whether they receive Title IV-E funding or not.



For more information on the Permanency Bill, refer to the following site:

<http://www.ocfs.state.ny.us/main/legal/legislation/permanency>

The main provisions of Part A of the bill include the following:

- Courts are to set a “Date Certain” for each permanency hearing for all children referenced above. This date for the *first* permanency hearing is to be set at the removal hearing (or the hearing approving the Voluntary Placement Agreement or surrender).
- The first permanency hearing for a child *not* completely freed for adoption must occur no later than the date of removal from the home plus 60 days plus six (6) months (must be no later than eight (8) months).
- The first permanency hearing for a child *completely freed for adoption* must occur no later than 30 days after the hearing that completely freed the child, but preferably immediately following an approval of a Voluntary Surrender or a Termination of Parental Rights disposition that completely frees a child for adoption.
- Subsequent permanency hearings for completely freed and non-freed children must be held at least every six (6) months thereafter, for as long as the child remains in foster care or in Non-LDSS Custody. A Date Certain for the next hearing will be set at each hearing, so that all parties know when they are expected back in court. The Judge may set the next permanency hearing at a date earlier than six (6) months from the date of the current hearing, but not later. In addition, all permanency hearings must be completed within 30 days of commencement.
- Section 409-e of Social Services Law, as amended by Chapter 3 of the Laws of 2005, specifies timeframes for assessment, case planning and Service Plan Reviews based on the date of the physical removal of the child. There must be a Service Plan Review within 60 to 90 days from the date of the child’s removal.



You *must* record the Date Certain in CCRS Legal Activities.



The twelve-month permanency hearing cycle for children subject to Article 3 (JD) and Article 7 (PINS) proceedings remains unchanged, unless they are completely legally freed for adoption.

With Build 18.7, the **Removal Information** tab was added to the *Tracked Children Detail* window; this tab displays the Date Certain, which is first recorded in the Child Care Review Service (CCRS) and brought forward into CONNECTIONS through an interface. The **Removal Information** tab was also added to support the recording of removal information, including the date of a child’s physical removal.

Permanency Hearing Reports in CONNECTIONS

The implementation of Build 18.9 will allow you to more easily complete Permanency Hearing Reports through the use of new CONNECTIONS functionality, which will enable you to complete the templates directly in CONNECTIONS; the questions within the reports have *not* changed. When launching a report, you will have the option for information to pre-fill the report from the last approved FASP or Plan Amendment, and the Health Services and Education components. Only the demographic information, which does not pre-fill from those areas, is *not* modifiable; FASP, Health Services, and Education information is modifiable.

Also with Build 18.9, CONNECTIONS will generate all Permanency Hearing Notices, as well as the Permanency Hearing Statement. Permanency Hearing Notices are used to invite all required people (both in the FSS stage and not in the stage) to the Permanency Hearing (see page 24 for a list of the individuals to whom a Notice must be sent). In CONNECTIONS, you will select who to invite to the Permanency Hearing and complete court information, after which CONNECTIONS will compile a list of the invitees. This list pre-fills the Permanency Hearing Statement, which you must file with the court along with the Permanency Hearing Report.

In addition to the ability to generate Permanency Hearing Reports, Notices and Statements, CONNECTIONS will maintain a history of all completed Permanency Hearing Reports for each child, as well as the Permanency Hearing Notices and Statement associated with each report.

Like the FASP, a Permanency Hearing Report is “launched” in CONNECTIONS. After it is launched, the report will display in template form in a Word-like window, with a text control tool for modifying the report. Once complete, you will be able to print the Permanency Hearing Report, Notices and Statement to submit to necessary parties (e.g., Family Court, attorneys, foster parents) or email them for review prior to printing and send them out.



Use of the Permanency Hearing Report, Notices and Statement functionality in CONNECTIONS is *not* optional; you are required to use CONNECTIONS for the completion of these documents, since CONNECTIONS will maintain a comprehensive record of them for each child.

Permanency Hearing Report Types

You will be able to generate Permanency Hearing Reports in CONNECTIONS for an individual child or multiple children in the same case who are not completely legally freed for adoption, or for an individual child who is completely legally freed for adoption; however, a child may be involved in only one Permanency Hearing Report at a time. All three types of Permanency Hearing Reports are available in CONNECTIONS.

Any worker with a role in the Family Services Stage can launch, view, modify, email and/or print Permanency Hearing Reports. Both the Individual Child and Multiple Child reports can be launched for children in FSS/CWS stages by any worker with a role in the stage; however, the Freed Child report can only be launched for children in FSS/CCR stages by any worker with a role in the stage.

The Permanency Window

The *Permanency* window is the location in CONNECTIONS from where you can generate, view, modify, email and/or print Permanency Hearing Reports. This window is accessed from the *Family Services Stage* window by clicking on the **Permanency** tab (formerly the **Key Dates** tab), which is always enabled.



Step-by-Step: Accessing the *Permanency* Window

- 1 Click on the **WORK** button on the CONNECTIONS Toolbar.
The Assigned Workload displays.
- 2 Select the FSS stage and click on the **Tasks...** button.
The Family Services Stage window displays.
- 3 Click on the **Permanency** tab.
The Permanency window displays.

The *Permanency* window is comprised of a header, footer, Child List grid, Permanency Report Summary grid and various buttons. The header contains the Stage Name, Stage ID, Case ID, Case Name and Case Initiation Date, as well as **File**, **Options** and **Help** menus. The footer contains the **Close** button, which is always enabled.

Permanency - Collins,Kristy - S:24000375/C:34000108

File Options Help

Case Name: Collins,Kristy Case Initiation Date: 9/27/2004

Child List

Active < 21 All Active All

Name	Sex	Person ID	Age	DOB	Hearing Date Certain	Program Choice 1	Program Choice 2
Collins,Patrick	M	14000646	17	04/22/1989		Protective	Placeme
Collins,Kimberly	F	14000647	9	08/16/1997		Protective	Placeme
Collins,Tyler	M	14000648	2	03/30/2004		Protective	Placeme

Pre-fill

Launch

Permanency Report Summary

Type	Status	Status Date	Date Last Update	Hearing Date Certain	Report ID
Multiple	Draft	3/6/2007	3/6/2007		4
Single	Final	3/6/2007	3/6/2007		3

Detail Notices and Statement Delete

Close

The Child List Grid

The Child List grid section contains **Active < 21**, **All Active** and **All** radio buttons, a **Pre-fill** field, a **Launch** button and the following fields, which are *not* modifiable (on this window):

Name	The child's name.
Sex	The sex of the child.
Person ID	The child's unique, system-generated identification number.
Age	The child's age, as calculated using the system date and the child's date of birth.
DOB	The child's date of birth.
Hearing Date Certain	The date of the next permanency hearing. This date is populated from the Removal Information tab for the child(ren) selected in the Child List grid; it is subsequently updated from the <i>Permanency Hearing Notices and Statements</i> window if the hearing date changes.
Program Choice 1	The child's Program Choice.
Program Choice 2	The child's second Program Choice, if applicable.
Program Choice 3	The child's third Program Choice, if applicable.

Upon entering the window, the default display of the Child List is "Active<21," meaning only active children in the stage who are under 21 years of age will display in the grid, and the first row in the grid is selected. Selecting the **All Active** radio button populates the grid with all active individuals in the stage, while selecting the **All** radio button populates the grid with all active and end-dated individuals in the stage. When the **All** or **All Active** radio button is selected, you can select a person from the grid, but cannot launch or delete a report.

Individuals are listed in descending order by age, oldest to youngest; however, the sort order can be changed by clicking on a column heading (e.g., **Name**, **DOB**).

The Launch Button

You can select one child from the grid—for an Individual Child or Freed Child report—or you can select multiple children from the grid—for a Multiple Child report. Doing so enables the **Launch** button and field above when the **Active<21** radio button is selected; however, the child(ren) selected in the grid must have a PPG or a Program Choice of "Placement" or "Non-LDSS Custody" in order for the **Launch** button and field above to enable.

The field above the **Launch** button allows you to choose whether you want information to pre-fill the Permanency Hearing Report. "Pre-fill" is the default; however, you can use the drop-down arrow to select "No Pre-fill." See page 15 for more information on the pre-fill option.

The Permanency Report Summary Grid

Selecting a child or multiple children in the Child List grid will also populate the Permanency Report Summary grid with any previously recorded Permanency Hearing Report information for the child(ren). The reports are listed in descending order by date, with the most recent report listed first; this report is automatically selected in the grid. Once a Permanency Hearing Report has been generated and saved to the system, it is available for selection as a row in the grid. The Permanency Report Summary grid contains the following fields:

Type	The type of Permanency Hearing Report (i.e., Individual, Multiple or Freed).
Status	The status of the report (i.e., Draft or Final). A Permanency Hearing Report will remain in “Draft” status until the report is marked “Final” by clicking on the Final checkbox on the <i>Permanency Hearing Report</i> window and saving (see page 21 for more information on marking a report as “Final”).
Status Date	For “Draft” reports, the date the report was launched. For “Final” reports, the date the report was marked “Final” by clicking on the Final checkbox on the <i>Permanency Hearing Report</i> window and saving.
Date Last Update	The date the permanency information was last saved on the <i>Permanency Hearing Report</i> window. (See page 19 for more information on this window.)
Hearing Date Certain	The date of the next permanency hearing. This date is originally entered in CCRS and brought into CONNECTIONS through an interface. It can be updated on the <i>Court Information</i> window if the hearing date changes.
Report ID	The report’s unique system-generated identification number.

Several buttons display below the Permanency Report Summary grid:

Detail	Clicking on this button (or selecting the Detail command from the Options menu) opens the selected Permanency Hearing Report. This button enables when you select a row from the Permanency Report Summary grid.
Notices and Statement	Clicking on this button (or selecting the Notices and Statement command from the Options menu) opens the <i>Permanency Hearing Notices and Statement</i> window for the selected report. This button enables when you select a row from the Permanency Report Summary grid. (See page 24 for information on the Permanency Hearing Notices and Statement.)
Delete	Clicking on this button (or selecting the Delete command from the Options menu) deletes the selected “Draft” Permanency Hearing Report. This button enables only when you select a “Draft” Permanency Hearing Report from the grid. (See page 23 for information on deleting a “Draft” Permanency Hearing Report.)



**Step-by-Step:
Accessing a Permanency Hearing Report from the Permanency Report
Summary Grid**

- 1 Select the appropriate child(ren) from the Child List grid.
The Permanency Hearing Report information for the child(ren) populates the grid.
- 2 Select the Permanency Hearing Report from the grid by clicking on the box to the left of it.
*The **Detail** and **Notices and Statement** buttons enable (see page 24 for information on the Notices and Statement). If the report is in “Draft” status, the **Delete** button also enables (see page 23 for information on deleting a Permanency Hearing Report).*
- 3 Click on the **Detail** button.
The Permanency Hearing Report displays in the Permanency Hearing Report window. If you accessed a “Draft” report, it is modifiable in this window; if you accessed a “Final” report, it is not modifiable.



Where am I?

Assigned Workload > FSS >
Tasks > Permanency tab

Mail Local Copy

Selecting a row in the Permanency Report Summary grid enables the **Mail Local Copy** command in the **Options** menu (on the *Permanency* window). This command allows you to email a copy of the Permanency Hearing Report to the logged-on worker. Mailing a report will enable you to store it so that it can be sent to required reviewers (e.g., supervisor, attorney). A report may be emailed multiple times.

Although the Permanency Hearing Report and Statement may be emailed to the court prior to the Date Certain, an original sworn copy must also be filed with the court prior to the Date Certain.

Upon clicking on the **Mail Local Copy** command, the following message will display:

“The report will be mailed to <logged on user’s NT ID> @nysemail.state.ny.us. If you cannot access this mailbox, contact the Case Manager. Do you wish to proceed with the mailing?”

Click on the **No** button to cancel the process; the email/report is not sent.

Click on the **Yes** button to send the email with an attached copy of the Permanency Hearing Report.

For an Individual or Freed Child report, the subject of the email will be:

“Single S-<Stage ID> <Last Name> <First Name> R-<Report ID>”



ACS workers and contract agency workers (servicing an ACS case) must use this process to upload Permanency Hearing Reports to LTS (Legal Tracking System). Once you have a copy of the report on your desktop (after using the Mail Local Copy function), use the same steps currently in place to upload the report to LTS.

Voluntary agency workers should submit the “Draft” version of the Permanency Hearing Report to LTS. That way, if an ACS attorney would like corrections made, the voluntary agency worker can make them.

For a Multiple Child report, the subject of the email will be:

“Multiple S-<Stage ID> Multiple R-<Report ID>”

The body of the email contains a confidentiality disclaimer and the Permanency Hearing Report is attached.

If the email server is unavailable or the email is otherwise not able to be sent, the following message will display:

“Mail cannot be sent at this time. Please try again later.”

Click on the **OK** button to close the message.

If an email is undeliverable because the address is invalid, a message will be sent to the return address mailbox (at OCFS).



ACS workers and contract agency workers (servicing an ACS case) may never email a report to the court; reports must go through the LTS attorney in accordance with established ACS procedures. In addition, the attorney and Case Manager should only get a copy of the report through LTS using the process already in place.



Step-by-Step: Emailing a Permanency Hearing Report

- 1 Select the desired Permanency Hearing Report from the Permanency Report Summary grid.
- 2 Click on the **Options** menu and select the **Mail Local Copy** command.
A copy of the report is emailed to the logged-on worker.



Where am I?

*Assigned Workload > FSS >
Tasks > Permanency tab*



The security guidelines for emailing must be followed. Complete the following steps to access the guidelines:

1. Navigate to the CONNECTIONS intranet site.
2. Click on the **Security** link.
3. Access “*Guidelines for using Electronic Communication for Sharing Case Specific Information.*”

Once a report has been emailed to the logged-on worker, that worker *must* open it and apply password protection before it can be forwarded to anyone. This requirement is crucial to avoid revealing confidential material to unauthorized individuals, should the report/email be misdirected by being sent to the wrong email address(es).



Step-by-Step: Adding Password Protection to a Permanency Hearing Report

- 1 Navigate to your email and locate the system-generated email with the attached Permanency Hearing Report.
- 2 Open the report by double-clicking on it.
The report displays in Microsoft Word.
- 3 Click on the **File** menu and select **Save As**.
The Save As dialog box displays.
- 4 Enter a file name in the **File name** field and select the desired location to save the report to (e.g., drive, folder) in the **Save in** field.
- 5 Click on the **Save** button.
- 6 With the report still open, click on **Tools** and select **Options**.
The Options window displays.
- 7 Click on the **Security** tab.
- 8 Enter a password to open the report and/or a password to modify the report. You can also check the **Read-only recommended** checkbox, which will prompt the person opening the report to do so in read-only mode.
- 9 Click on the **OK** button.
If you entered a password to open and/or modify the report, the Confirm Password window displays.
- 10 Reenter the password you selected to confirm it and click on the **OK** button.
The window closes and focus returns to the report window. The report is now protected so that it can be forwarded to the appropriate individual(s); make sure that those individuals have the password to open the document, if one is required.



Passwords must never be sent in the same email as the Permanency Hearing Report; Call the e-mail recipient and give them the password. If the recipient cannot be reached by phone, the password may be sent in a separate e-mail.

Working with Permanency Hearing Reports

The Permanency Hearing Report supplies the court with the information necessary to make decisions regarding the safety and well-being of a child in foster care (or a child in the direct custody of a relative or other suitable person [under Article 10 of the Family Court Act]), as well as the appropriateness of the plan for the child, the family's progress and the agency's provision of reasonable efforts to finalize the child's Permanency Planning Goal (PPG).

While you may be concerned about biological or foster parents viewing the contents of a Permanency Hearing Report, as part of good casework practice, you must engage them in a case consultation in order to obtain input for the report and this consultation must occur within 60 days prior to the permanency hearing Date Certain. As part of this consultation, you should inform all individuals involved in planning for the child of the agency's plan(s) and the steps being taken to achieve it; including full disclosure about concurrent planning activities. For children in foster care, full disclosure is critical to achieving permanency and such disclosure should have occurred on other occasions prior to the permanency hearing (e.g., at a Service Plan Review/Consultation).

Permanency Hearing Reports should contain information based on Service Plan Reviews/Consultations and other meetings that occur during the life of a case.

The Pre-fill Option

When launching a report, you have the option to pre-fill the report with information from the last approved FASP or Plan Amendment. Information from the Health Services and Education areas of CONNECTIONS also pre-fills. You do *not* have the option to pre-fill only specific sections of the report; however, you can modify the narrative responses that pre-fill.

When you select "Pre-fill" for a Multiple Child report, the narrative answers for each child display, preceded by the name of the child with which the answer corresponds.

It is very important to thoroughly review all pre-filled responses in a pre-fill report to ensure that they are timely, accurate and appropriate, and fully respond to the question. Never assume that pre-filled answers are entirely accurate, since some information in the source of the answers (e.g., the last approved FASP) could be outdated. In addition, there may be times when multiple "answers" pre-fill one question in the report, requiring you to edit the response. For example, if you are completing a Multiple Child report, the responses for all children will pre-fill narratives. You need to review the responses and modify them so that they form one cohesive, concise response, rather than three separate entries (see page 20 for information on modifying Permanency Hearing Report information).



Information that does not pre-fill reports includes:

- Information from template FASPs
- HIV information
- Diagnoses of/related to HIV/AIDS recorded on the **Clinical Appointment** tab
- Reasons for hospitalization
- Health Narrative

No mention of HIV/AIDS should be made in the Permanency Hearing Report.

For more information, see the caseworker guide, "A Guide for Caseworkers: Completion of the Permanency Hearing Report" at

<http://www.ocfs.state.ny.us/main/legal/legislation/permanency/caseworkerguide.asp>



In order to help you determine which pre-filled report information you can modify, modifiable information displays in gray highlighting.

The Drop-down Launch Field

Use the drop-down field above the **Launch** button to choose whether to pre-fill a Permanency Hearing Report with information from other areas of CONNECTIONS. The field contains “Pre-fill” and “No Pre-fill” options.

If you select the “No Pre-fill” option, only demographic, PPG and case/stage information will be included in the report. With the exception of worker phone numbers, this information is *not* modifiable. You can then enter your own narratives in other areas of the report.

If you select “Pre-fill,” CONNECTIONS will populate not only demographic, PPG and case/stage information, but it will also populate many of the permanency hearing report responses with answers from the last approved FASP or Plan Amendment, whichever is most recent, as well as information from Health Services and Education.

For example, Question 12a of the Permanency Hearing Report states:

“If the permanency goal is Another Planned Permanent Living Arrangement:

a. Provide the compelling reason for determining that it would not be in the best interests of the child to be returned home, placed for adoption, placed with a legal guardian, or placed with a fit and willing relative.”

The answer to this question will pre-fill from the Tracked Children Detail narrative question stating:

“Explain the reason for the PPG change and describe the reason(s) why it is not in the best interest of the child to do any of the following: return to parent, place for adoption, refer for guardianship, or place with a relative.”

When you select “Pre-fill” for a Multiple Child report, the narrative answers for each child display, preceded by the name of the child to whom the answer corresponds. You can modify all pre-filled narrative responses.

Launching a Permanency Hearing Report

Both the Individual Child and Multiple Child Permanency Hearing Reports can only be launched for FSS/CWS stages; the Freed Child Permanency Hearing Report can only be launched for FSS/CCR stages. A Multiple Child Permanency Hearing Report can only be launched if all children selected for the report have the same Date Certain.

The **Launch** button will not enable when the **Active All** or **All** radio button is selected. The **Launch** button will also not enable when the Active <21 radio button is selected *and* the child(ren) selected in the grid does not have a PPG or a Program Choice of “Placement” or “Non-LDSS Custody.”



If demographic information that pre-fills is incorrect, you can delete the draft Permanency Hearing Report, go to the appropriate areas of CONNECTIONS to fix the demographic information, and regenerate the report.



See **Appendices A, B and C** for a sample of all three types of Permanency Hearing Reports. The appendices contain detailed mapping information regarding from where in CONNECTIONS the fields are populated. Questions that are pre-filled and modifiable are so noted in **red**. Questions that do not pre-fill (you must record a response) are also identified as such.



Due to confidentiality issues, you should not launch a Multiple Child Permanency Hearing Report when multiple biological fathers are involved.

Launch Edits

Launching a Permanency Hearing Report involves the simple steps of selecting the child(ren), making a pre-fill/no pre-fill selection, and clicking on the **Launch** button; however, when the **Launch** button is clicked, CONNECTIONS performs a series of behind-the-scenes edits.

Individual and Freed Child Report Edits

After clicking on the **Launch** button, the following edits will be performed:

1. CONNECTIONS will check to see if there is an in-process (“Draft”) Permanency Hearing Report for the child. If there is, the following message will display:

“A child can only have one Permanency Report in process at a time.”

Click on the **OK** button to close the message.

2. If a child does not have an in-process Permanency Hearing Report and “No Pre-fill” was selected, the Permanency Hearing Report will display in the *Permanency Hearing Report* window with only demographic and case/stage information.

3. If a child does not have an in-process Permanency Hearing Report and “Pre-fill” was selected, CONNECTIONS will check for an approved FASP or Plan Amendment.

- If no approved FASP or Plan Amendment exists, the following message will display:

“No approved FASP, Plan Amendment, or Removal Update Report exists, no pre-fill available for FASP information, continue?”

Click on the **Yes** button to proceed with generating a non-pre-filled report; click on the **No** button to stop the report launch and return to the *Permanency* window.

- If CONNECTIONS locates an approved FASP or Plan Amendment, the pre-filled report displays in the *Permanency Hearing Report* window.

Multiple Child Report Edits

After clicking on the **Launch** button, the following edits will be performed:

1. CONNECTIONS will check to see if all children selected have the same Date Certain; if they do not, the following message will display:

“All children must have the same Hearing Date Certain that are involved in the report.”

Click on the **OK** button to close the message.

2. CONNECTIONS will check to see if there is an in-process (“Draft”) Permanency Hearing Report for any of the children. If there is, the following message will display:

“A child can only have one Permanency Report in process at a time.”

Click on the **OK** button to close the message.

3. If no children have an in-process Permanency Hearing Report and “No Pre-fill” was selected, the Permanency Hearing Report will display in the *Permanency Hearing Report* window with only demographic and case/stage information.

4. If no children have an in-process Permanency Hearing Report and “Pre-fill” was selected, CONNECTIONS will check for an approved FASP or Plan Amendment.

- If no approved FASP or Plan Amendment exists, the following message will display:

“No approved FASP, Plan Amendment, or Removal Update Report exists, no pre-fill available for FASP information, continue?”

Click on the **Yes** button to proceed with generating a non-pre-filled report; click on the **No** button to stop the report launch and return to the *Permanency* window.

- If CONNECTIONS locates an approved FASP or Plan Amendment, the pre-filled report displays in the *Permanency Hearing Report* window.



**Step-by-Step:
Launching a Pre-filled Individual Child
(or Freed Child)
Permanency Hearing Report**

- 1 Select the child from the Child List by clicking on the gray box to the left of his/her name.
*The **Launch** button and field above enable; “Pre-fill” is automatically selected.*
- 2 Click on the **Launch** button.
If all edits are passed, the Permanency Hearing Report displays in the Permanency Hearing Report window.



Where am I?

*Assigned Workload > FSS >
Tasks > Permanency tab*



**Step-by-Step:
Launching a Pre-filled Multiple Child Permanency Hearing Report**

- 1 Select the children from the Child List by holding down the **Ctrl** key on your keyboard while clicking on the gray boxes to the left of their names.
*The **Launch** button and field above enable; “Pre-fill” is automatically selected.*
- 2 Click on the **Launch** button.
If all edits are passed, the Permanency Hearing Report displays in the Permanency Hearing Report window.



**Step-by-Step:
Launching a Non-Pre-filled Individual Child (or Freed Child)
Permanency Hearing Report**

- 1 Select the child from the Child List by clicking on the gray box to the left of his/her name.
*The **Launch** button and field above enable; “Pre-fill” is automatically selected.*
- 2 Click on drop-down arrow and select “No Pre-fill.”
- 3 Click on the **Launch** button.
If all edits are passed, the Permanency Hearing Report displays in the Permanency Hearing Report window.



Step-by-Step: Launching a Non-Pre-filled Multiple Child Permanency Hearing Report

- 1 Select the children from the Child List by holding down the **Ctrl** key on your keyboard while clicking on the gray boxes to the left of their names.
*The **Launch** button and field above enable; "Pre-fill" is automatically selected.*
- 2 Click on drop-down arrow and select "No Pre-fill."
- 3 Click on the **Launch** button.
If all edits are passed, the Permanency Hearing Report displays in the Permanency Hearing Report window.

The Permanency Hearing Report Window

You can use the *Permanency Hearing Report* window to view, modify and print Permanency Hearing Reports. The window contains the appropriate features to allow you to modify a report, including a text control tool; **Save**, **Cancel** and **Close** buttons; and the **Final** checkbox.

PERMANENCY HEARING REPORT

WARNING
CONFIDENTIAL INFORMATION
AUTHORIZED PERSONNEL ONLY
DRAFT
Case # 34000108

PERMANENCY HEARING DATE CERTAIN:

Judge / Referee	Court	Part
<input type="text"/>	<input type="text"/>	<input type="text"/>

IN THE MATTER OF:

Child's Name	Date of Birth	Sex	Person ID (PID)	Docket Number
Collins, Kimberly	08/16/1997	Female	14000647	<input type="text"/>
Collins, Tyler	03/30/2004	Male	14000648	<input type="text"/>

DATE OF REPORT PREPARATION:

Final

Save Cancel Close

Modifying a Permanency Hearing Report

Modifying/recording information on this window is very similar to working in Microsoft Word. The text control tool allows you to perform such functions as creating bulleted lists, changing fonts and printing the report; the Printer icon is always enabled. Modifiable information within the report displays in gray highlighting.

You do not have to complete a Permanency Hearing Report all at once. You can choose to record and save as much information as you wish and return to the report as many times as you need to in order to complete it. A report remains in "Draft" status until you select the **Final** checkbox at the bottom of this window and save it, which freezes the report; you cannot modify a report once it is marked "Final" and saved. Once checked and saved, the **Final** checkbox cannot be unchecked.

The Save, Cancel and Close functions are also available as commands in the **File** menu. When this window opens as a result of launching a new report, the **Save** button is enabled; however, when this window is opened by accessing a "Draft" report from the Permanency Report Summary grid, the **Save** and **Cancel** buttons do not enable until you make a change to the report. Clicking on the **Cancel** button displays the following message when unsaved changes exist:

*"Do you want to cancel?
Unsaved data and/or narrative(s) will be lost."*

- Click on the **Yes** button to cancel the changes; all changes made are lost and the *Permanency Hearing Report* window remains open.
- Click on the **No** button to end the cancellation request and return focus to the *Permanency Report* window.

Clicking on the **Close** button after making changes, but before saving them, displays the following message:

*"Do you want to exit?
Unsaved data and/or narratives will be lost."*

- Click on the **Yes** button to close the window; the changes are *not* saved.
- Click on the **No** button to return to the *Permanency Hearing Report* window with the unsaved changes displayed.



Be certain you have a clear understanding of your agency's policy regarding who is designated to mark the Permanency Hearing Report "Final."



If you are modifying a report at the same time as another worker, the first worker to click on the **Save** button is the worker whose information is saved in the report.



Step-by-Step: Modifying a Permanency Hearing Report

- 1 Access the desired Permanency Hearing Report by either launching a new report (see page 18) or following **Steps 1-2** on page 12 to open an in-process ("Draft") report.
The Permanency Hearing Report window displays with the desired Permanency Hearing Report.



Where am I?

*Assigned Workload > FSS >
Tasks > Permanency tab*

- 2 Make the appropriate changes to the report.
- 3 Click on the **Save** button to save the changes.
- 4 Click on the **Close** button to close the *Permanency Hearing Report* window.

Marking a Permanency Hearing Report “Final”

There is no system approval process for Permanency Hearing Reports in CONNECTIONS; however, your agencies may develop their own procedures for approving Permanency Hearing Reports outside of CONNECTIONS. For example, your agency could choose to have a supervisory and legal review of Permanency Hearing Reports. Since a report cannot be modified once it's marked “Final,” Permanency Hearing Reports should remain in “Draft” status until the review and approval process your agency requires is complete. This way, you (or other designated worker[s]) can make the appropriate changes to the report as a result of the review. Then, once all changes have been made and the report is approved, the designated person can mark the report as “Final.”



The Permanency Hearing Report should be marked “Final” and saved *without making any additional changes* only after the worker completing the Permanency Hearing Report is notified by the ACS FCLS attorney that the report has been approved.



Step-by-Step: Marking a Permanency Hearing Report “Final”

- 1 Access the desired Permanency Hearing Report by either launching a new report (see page 18) or following **Steps 1-2** on page 12 to open an in-process (“Draft”) report.
The Permanency Hearing Report window displays with the desired Report.
- 2 Make sure all appropriate changes have been made to the report.
- 3 Click on the **Final** checkbox.
- 4 Click on the **Save** button.

The following message displays:

“Indicating the report is Final will not allow for future modifications. Do you wish to continue?”

- 5 Click on the **Yes** button to change the report Status to “Final.”
The changes are saved and the report is in “Final” status.

—OR—

Click on the **No** button to keep the report in “Draft” status.

*The **Final** checkbox is unchecked and changes made are not saved; you must click on the **Save** button to save any other changes you made.*

- 6 Click on the **Close** button to close the *Permanency Hearing Report* window.



Where am I?

*Assigned Workload > FSS >
Tasks > Permanency tab*

Printing a Permanency Hearing Report

Once a report is launched and saved, it is available for printing only by clicking on the **Print** icon on the *Permanency Hearing Report* window. Reports are available for printing even after the FSS stage is closed. The header of the Freed Child Permanency Hearing Report contains the report title (i.e., "Permanency Hearing Report"), the Docket Number and the Case Number; the Individual Child and Multiple child reports contain the following header information:

Report Title	The following title displays: "Permanency Hearing Report"
Warning Message	The following warning message displays: "****WARNING**** Confidential Information Authorized Personnel Only"
Draft	"Draft" displays if the report is in "Draft" status at the time it is printed; if the report is in "Final" status, "Draft" does not display.
Docket Number	The Docket Number recorded on the <i>Permanency Hearing Report</i> window.
Case Number	The Case Number of the case to which the report is associated.

Report footers contain the following information:

Date Printed	The date the Permanency Hearing Report was printed.
Page Numbers	Page numbers display in X of X format (e.g., Page 1 of 19).
OCFS Form Name	The form name that displays depends on the report type (i.e., "PH-1 Individual Child," "PH-2 Multiple Child" or "PH-3 Freed for Adoption").



Step-by-Step: Printing a Permanency Hearing Report

- 1 Access the desired Permanency Hearing Report by either launching a new report (see page 18) or following **Steps 1-2** on page 12 to open an in-process ("Draft") report.
The Permanency Hearing Report window displays with the desired Permanency Hearing Report.
- 2 Click on the Print icon ()
The report prints to the designated printer.



Where am I?

Assigned Workload > FSS >
Tasks > Permanency tab

Deleting a Draft Permanency Hearing Report

Since there is no *system* approval process for Permanency Hearing Reports, “Draft” Permanency Hearing Reports can be deleted from the system. For example, if you choose to pre-fill a report and discover that the demographic information pulled into the report is incorrect, you can simply delete the report (as long as it is in “Draft” status), make the necessary changes in CONNECTIONS and launch a new one. You cannot delete certain sections of a report; the entire report is deleted. Reports are deleted from the Permanency Report Summary grid on the *Permanency* window.

Clicking on the **Delete** button deletes not only the Permanency Hearing Report from the system, but its associated Notices and Statement as well.



Step-by-Step: Deleting a Draft Permanency Hearing Report

- 1 Select the child from the Child List.
The Permanency Report Summary grid populates.
- 2 Select the desired “Draft” Permanency Hearing Report from the grid.
*The **Delete** button enables.*
- 3 Click on the **Delete** button.
The following message displays:
“Are you sure you want to delete this permanency hearing report? All information will be lost?”
- 4 Click on the **Yes** button to delete the report (and Notices and Statement).
OR
Click on the **No** button to keep the report (and Notices and Statement) in the system.



Where am I?

*Assigned Workload > FSS >
Tasks > Permanency tab*



The **Delete** button will not enable if the Report Status is “Final.”

Permanency Hearing Notices and Statement

The Permanency Hearing Notices and Statement are generated and maintained in CONNECTIONS as part of the associated Permanency Hearing Report's record. Deleting a "Draft" Permanency Hearing Report deletes the record of its associated Notices and Statement, as well.

The Permanency Hearing Statement is to be submitted only to the court, along with the Permanency Hearing Report. The Statement lists all those who received Notice of the permanency hearing, along with their address, their relationship to the child(ren) who is the subject of the hearing, and the date the Notice was mailed to the them. Court information (e.g., Judge's name, name of court) also displays on the Statement.



The Statement is confidential and should not be shared with anyone or any entity except the court.

Permanency Hearing Notices are sent to legally required parties to inform them of the date, time and location of an upcoming permanency hearing. The Notice includes such information as the name(s) of the child(ren) who is the subject of the permanency hearing; the court name and address; the permanency hearing date and time; the Petitioner's name, address and phone number; and the name, address and phone number of the Petitioner's attorney.

Notice of the Permanency Hearing and the Permanency Hearing Report must be provided to:

- the child's parent, including any non-respondent parent (unless parental rights have been terminated);
- any other person legally responsible for the child;
- the foster parent in whose home the child currently resides, if applicable;
- the child's law guardian;
- the attorney for the respondent parent, if applicable;
- the agency supervising the child's care, if applicable;
- any pre-adoptive parent; and
- any relative providing care for the child.

All former foster parents within whose home the child resided for a continuous period of 12 months must be provided *only with Notice of the permanency hearing*; they are *not* to receive the Permanency Hearing Report. This requirement is to be met regardless of whether the foster boarding home remains open or has since closed.

Chapter 437 of the Laws of 2006, effective July 26, 2006, amended section 1089(b)(2) of the Family Court Act as follows:

*The notice of the permanency hearing only shall be provided to a former foster parent in whose home the child previously had resided for a continuous period of twelve months in foster care, if any, **unless the court, on motion of any party or on its own motion, dispenses with such notice on the basis that such notice would not be in the child's best interests.***

It is the intent of the law that no possible supportive relationship be overlooked when the court must determine if the plan presented by the district meets the child's needs for timely permanency. If a placement lasted 12 months or more, it is likely that at least for some portion of that time, the child and the foster parent developed a relationship. Therefore, by sending them a notice, the district is providing the former foster parent with an opportunity to consider if they are willing and able to play a supportive role in that child's life at this time.

There may be reasons why the district believes that it is inappropriate to notify a former foster parent of an upcoming Permanency Hearing, including the abuse/maltreatment of the child in that home, a damaging emotional relationship, etc. If the district has safety concerns regarding the former foster parent, then the district should address those concerns with the court and request the court to relieve the district of the obligation to provide notice. This may be done by a motion to the court prior to the Permanency Hearing.

The Permanency Hearing Notices and Statements Window

The *Permanency Hearing Notices and Statements* window is the location in CONNECTIONS where you will select invitees for the permanency hearing, record the court information that populates the Notices and Statement, and print the Notices and Statement. Any worker with a role in the FSS/CWS or FSS/CCR stage may view and/or modify the information on this window.

This window is accessed from the *Permanency* window by clicking on the **Notices and Statement** button. Since the Notices and Statement are associated to a specific Permanency Hearing Report, the **Notices and Statement** button does not enable until you select a report from the Permanency Report Summary grid.



Step-by-Step: Accessing the *Permanency Hearing Notices and Statements* Window

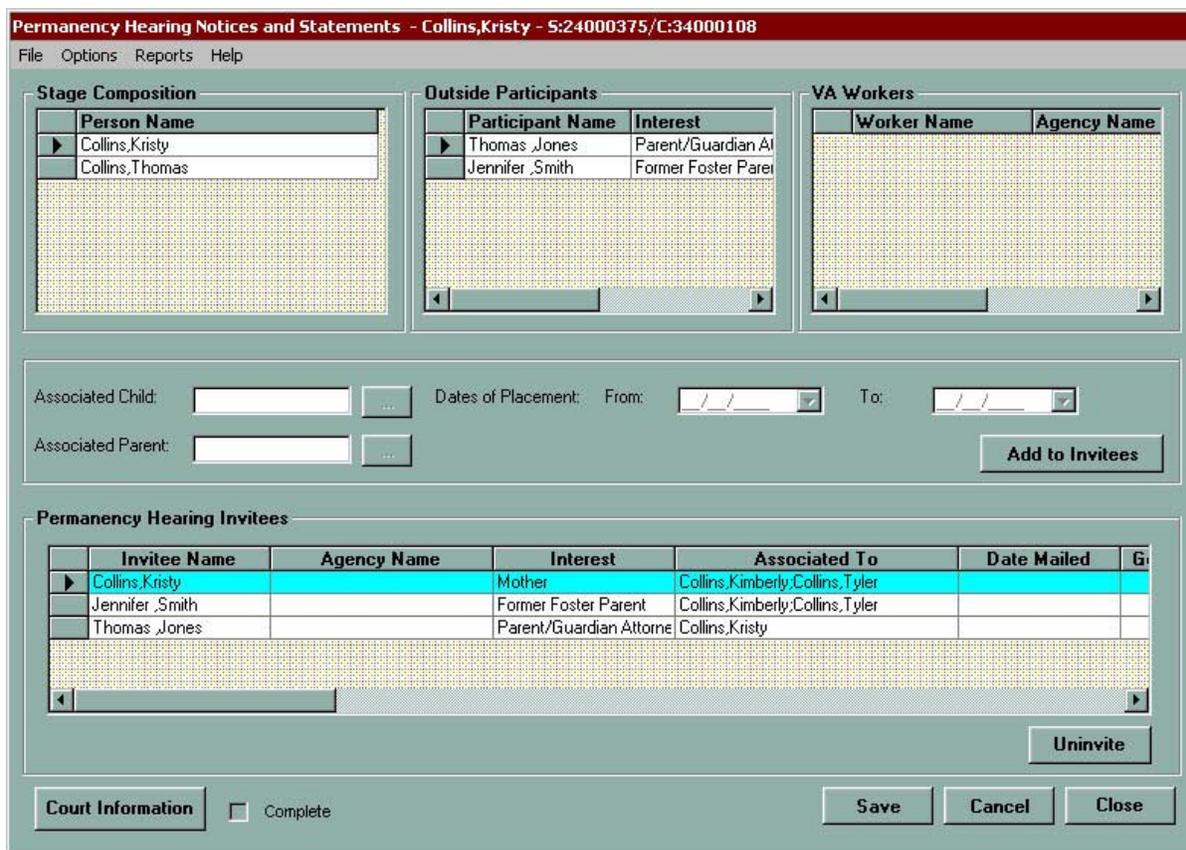
- 1 Select the appropriate Permanency Hearing Report from the Permanency Report Summary grid.
*The **Notices and Statement** button enables.*
- 2 Click on the **Notices and Statement** button.
*The *Permanency Hearing Notices and Statements* window displays.*



Where am I?

*Assigned Workload > FSS >
Tasks > Permanency tab*

The *Permanency Hearing Notices and Statements* window is comprised of a header, footer, Stage Composition grid, Outside Participants grid, VA Workers grid, Permanency Hearing Invitees grid, and various fields and buttons.



The header contains the Stage ID and Case ID, as well as **File**, **Options**, **Reports** and **Help** menus. The footer contains the **Court Information**, **Save**, **Cancel** and **Close** buttons, as well as a **Complete** checkbox; details of these components follow:

Court Information button

Clicking on this button displays the *Court Information* window, which is used to record information about the court that will display on the Notices and Statement. This includes such information as the Court Part or Room, Judge's name and docket number. For more information on this window, see page 37. The window can also be accessed by clicking on the **Options** menu and selecting the **Court Information** command.

Save button

This button enables after a row is added to the Permanency Hearing Invitees grid, when you record a Date Mailed, or when you uninvite an invitee. Clicking on this button (or selecting the **Save** command from the **File** menu) saves your changes; the window stays open.

Cancel button

This button enables after a row is added to the Permanency Hearing Invitees grid, when you record a Date Mailed, or when you uninvite an invitee. Clicking on this button (or selecting the **Cancel** command from the **File** menu) after making changes, but before saving them, displays the following message:

*“Do you want to cancel?
Unsaved data and/or narrative(s) will be lost.”*

- Click on the **Yes** button to cancel the changes; all changes made are lost and the *Permanency Hearing Notices and Statements* window remains open.
- Click on the **No** button to end the cancellation request and return focus to the *Permanency Hearing Notices and Statements* window.

Close button

This button is always enabled. Clicking on this button (or selecting the **Close** command from the **File** menu) after making changes, but before saving them, displays the following message:

*“Do you want to exit?
Unsaved data and /or narratives will be lost.”*

- Click on the **Yes** button to close the window; the changes are *not* saved.
- Click on the **No** button to return to the *Permanency Hearing Notices and Statements* window with the unsaved changes displayed.

Complete checkbox

A checkmark automatically populates this box after you complete the *Court Information* window and save your recorded information.

Permanency Hearing Invitees

The Stage Composition, Outside Participants and VA Workers grids are used to add permanency hearing invitees, who are the individuals you designate to receive Permanency Hearing Notices. As you add individuals from these grids using the **Add to Invitees** button (or the **Add to Invitees** command in the **Options** menu), they will populate the Permanency Hearing Invitees grid. Information on the individuals that populate each grid follows:

Stage Composition	This grid lists all active stage members 18 years of age or older who have a relationship to the selected child(ren) of “Mother,” “Father,” “Alleged Father” or “Putative Father” (as recorded on the <i>Family Relationship Matrix</i> window).
Outside Participants	This grid lists all individuals recorded on the <i>Outside Participants</i> window, including their Interest (i.e., relationship) as recorded on that window.
VA Workers	This grid lists all workers who currently have a role in the stage and are from a voluntary agency; their agency’s name also displays.
Permanency Hearing Invitees	This grid populates with individuals as they are added from the grids above and will be used to develop the list of individuals for whom Notices can be generated and printed.



Since information is pulled from the Family Relationship Matrix, it is critical to make sure that the relationships are recorded accurately there.



With Build 18.9, the *Outside Participants* window can be accessed not only from within the Service Plan Review functionality in CONNECTIONS, but also from the **Stage Composition** tab by clicking on the **Options** menu and selecting the **Add Outside Participants** command.

For more information on this window, see page 30.

The Permanency Hearing Invitees Grid

As individuals are added from the Stage Composition, Outside Participants and VA Workers grids, they will populate the Permanency Hearing Invitees grid and the **Save** and **Cancel** buttons will enable. Multiple individuals can be saved to grid at the same time; you do not need to save after each person is added. This grid contains the following fields:

Invitee Name	The name of the person selected to receive a Permanency Hearing Notice, as populated from the above grids.
Agency Name	The agency name of the voluntary agency worker, as populated from the VA Workers grid.
Interest	The Interest of the outside participant, as populated from the Outside Participants grid.

Associated To	The child(ren) to whom the invitee is associated, as recorded on the <i>Associated Child</i> window. If an outside participant or voluntary agency worker has an association to multiple children or parents, s/he will appear in the Permanency Hearing Invitees grid only once and the Associated To field will contain all associated children and/or parents.
Date Mailed	The date the Permanency Hearing Notice was mailed to the invitee; you will record the date within this grid (see page 44 for more information on recording the mailing date).
Generated Date	The date the Permanency Hearing Notice was generated in CONNECTIONS. This field is system-populated.
Placement From	The start date of the foster home placement for an Outside Participant with an Interest of "Former Foster Parent," as recorded in the Dates of Placement: From field.
Placement To	The end date of the foster home placement for an Outside Participant with an Interest of "Former Foster Parent," as recorded in the Dates of Placement: To field.

Adding Invitees from the Stage Composition Grid

Selecting a person from the Stage Composition grid enables the **Add to Invitees** button. Simply click on the button to add the person to the Permanency Hearing Invitees grid.

If a parent added from the Stage Composition grid has differing relationships to different children, s/he will display more than once in the Permanency Hearing Invitees grid, with a different row for each child/relationship. For example, if John Doe is the "Father" of Christopher and the "Alleged Father" of Michael, two lines will populate the Permanency Hearing Invitees grid for John Doe: one for his relationship with each child.

	<p>Step-by-Step: Adding Invitees from the Stage Composition Grid</p>
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- 1 Select a person from the Stage Composition grid.
*The **Add to Invitees** button enables.*
- 2 Click on the **Add to Invitees** button.
The Permanency Hearing Invitees grid populates with the person's name.
- 3 Click on the **Save** button.



Where am I?

*Assigned Workload > FSS >
Tasks > Permanency tab >
Notices and Statement*

Adding Outside Participants: Accessing the Outside Participants Window

There are various times while working in a Family Services Stage (FSS) that you need to record information about a person who is not part of the stage composition. For example, when you are preparing Visiting Plans or scheduling Service Plan Reviews, outside participants need to be involved and so listed in CONNECTIONS. This is done by clicking on the **Add Outside Participants** button within the **Visiting Plan** tab on the *Visiting Plan* window and the **Persons** tab on the *Service Plan Review Details* window. With the implementation of Build 18.9, you will also need to record information about people who are not part of the stage composition but should receive the Permanency Hearing Report and/or receive Notice of the permanency hearing.

To add an outside participant for a Permanency Hearing, you will navigate to the *Outside Participants* window by selecting the **Add Outside Participants** command from the **Options** menu on the *Family Services Stage* window. Just as when you click on the **Add Outside Participants** button on the **Visiting Plan** tab on the *Visiting Plan* window and the **Persons** tab on the *Service Plan Review Details* window, the *Outside Participants* window will display.

The screenshot shows the 'Outside Participants' window with a menu bar (File, Options, Help) and a title bar. The main area contains a table with the following data:

Participant Name	SPR Role	Relationship	Interest
White, Frank	Third Party Reviewer		Third Party Review
Thomas, Jones			Parent/Guardian At
Jennifer, Smith			Former Foster Parer

Below the table are form fields for adding a new participant:

- Last Name: [Yellow field]
- First Name: [Yellow field]
- MI: [White field]
- SPR Role: [Dropdown menu]
- Relationship: [Dropdown menu]
- Interest: [Yellow field]
- Agency: [White field]

The 'Participant Address' section includes:

- Street: [White field]
- PO Box/Apt: [White field]
- City: [White field]
- State: [New York (dropdown)]
- Zip: [White field]
- [Validate button]

Contact information fields:

- Phone: [White field]
- Fax: [White field]
- Email: [White field]

At the bottom are buttons: Add, Modify, Delete, Clear, Save, Cancel, Close.

With the implementation of Build 18.9, the *Outside Participants* window introduces a new field: the **Interest** field. This field is used to document the role the person has in relationship to the family. When the *Outside Participants* window is accessed through the *Family Services Stage* window, the **Interest** field is enabled and required. You are allowed to select one and only one Interest for each person entered.

The following options are available in the **Interest** field:

- Sibling
- Half Sibling
- Step-Sibling
- Step-Parent
- Great Grandparent
- Grandparent
- Aunt/Uncle
- Niece/Nephew
- Cousin
- Third Party Reviewer
- Former Foster Parent
- Other Family Member
- Legal Guardian
- Legal Custodian
- None
- CASA Volunteer
- Caseworker
- Foster Child
- Foster Parent
- Guardian
- Tribal Representative
- Other Suitable Person
- Law Guardian
- Other
- Other District/Agency Staff
- Parent/Guardian Attorney
- Pre-adoptive Parent
- Probation
- Relative
- School Personnel
- Service Provider
- Qualified Expert Witness



Step-by-Step: Adding an Outside Participant via the *Family Services Stage* Window

- 1 On the *Family Services Stage* window, click on the **Options** menu and select the **Add Outside Participants** command.
The Outside Participants window displays. Any outside participants who were previously added to the stage display in the list section. Required fields highlight in yellow.
- 2 Record the person's name in the **Last Name** and **First Name** fields.
- 3 In the **Interest** field, click on the drop-down arrow and select the individual's interest from the resulting list
- 4 In the **Agency** field, type in the name of the individual's agency, if applicable.
- 5 In the Participant Address section, record the individual's address.
- 6 When you have recorded the address, click on the **Validate** button.
The Address Validation window displays.
- 7 Click on the **Accept** button to accept the validated address, as applicable.
- 8 Record phone, fax and e-mail information in the respective fields; as applicable.
- 9 When you are finished recording information for this person, click on the **Add** button.
The information is added to the Outside Participants list.
- 10 Click on the **Save** button.
- 11 Repeat this process for each outside participant.



Where am I?

Assigned Workload > Tasks >
Family Services Stage



Step-by-Step: Modifying an Outside Participant via the *Family Services Stage* Window

- 1 On the *Family Services Stage* window, click on the **Options** menu and select the **Add Outside Participants** command.
The Outside Participants window displays. Any outside participants who were previously added to the stage display in the list section. Required fields highlight in yellow.
- 2 Select the person you wish to modify from the Outside Participants list.
The selected person's information populates the data fields.
- 3 Make any necessary changes in the respective fields.
- 4 When you have finished recording information for this individual, click on the **Modify** button.
- 5 Click on the **Save** button.



Step-by-Step: Deleting an Outside Participant via the *Family Services Stage* Window

- 1 On the *Family Services Stage* window, click on the **Options** menu and select the **Add Outside Participants** command.
The Outside Participants window displays. Any outside participants who were previously added to the stage display in the list section. Required fields highlight in yellow.
- 2 Select the person you wish to delete from the Outside Participants list.
The selected person's information populates the data fields.
- 3 Click on the **Delete** button.
The selected person's information is deleted from the Outside Participants list.
- 4 Click on the **Save** button.

Adding Invitees from the Outside Participants Grid

When adding an invitee from the Outside Participants grid, it may be necessary to associate the outside participant to the appropriate child or parent, and/or to record the associated child's dates of placement. For example, children can be associated to their former foster parent(s) and parents can be associated to their attorneys. These functions are completed using the *Associated Child* window, the *Associated Parent* window and the **Dates of Placement** fields. The **Add to Invitees** button will not enable until any associations and dates of placement are recorded, if required.



When you navigate to the *Outside Participants* window through the *Family Services Stage* window, you can only delete a person that was added using the same navigational path.

The *Associated Child* Window

The *Associated Child* window is accessed by clicking on the Associated Child ellipsis button (...). This button enables when the associated report is a Multiple Child Permanency Hearing Reports and the Interest of the outside participant is anything except “Parent/Guardian Attorney.” This button also enables (and the window is required) when adding invitees from the VA Workers grid for a Multiple Child Permanency Hearing Report (see page 36 for more information); it is used within that functionality to associate a voluntary agency worker to the appropriate child(ren).



The window consists of a checklist of all children named in the associated Multiple Child Permanency Hearing Report; an **All** checkbox; **OK** and **Cancel** buttons; and **File** and **Help** menus. These features allow you to select whether the outside participant (or voluntary agency worker) is associated with all children listed, or to select the specific child(ren) the person is associated with.

Upon entering the window, the **All** checkbox is selected by default, indicating an automatic selection of all children listed; the **OK** and **Cancel** buttons are enabled. When the **All** checkbox is selected, the checkboxes next to each child’s name are also selected. To select a single child or multiple children, but not all children, deselect the checkbox(es) next to the name of the child(ren) who is not associated; the **All** checkbox is also deselected.

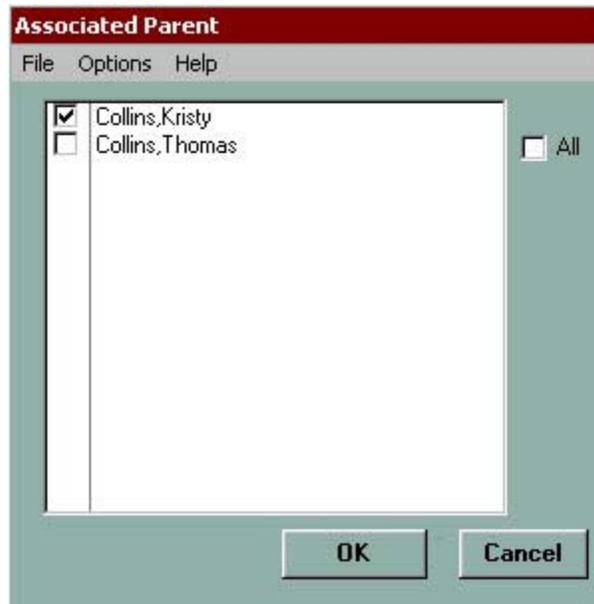
Once you have selected the appropriate child(ren), click on the **OK** button to keep your changes and close the window; clicking on the **Cancel** button closes the window without saving changes.

After clicking on the **OK** button, if you selected only one child on the *Associated Child* window, that child’s name will display in the **Associated Child** field (on the *Permanency Hearing Notices and Statements* window). If you selected multiple children, “Multiple” will display in the **Associated Child** field.

If the associated Permanency Hearing Report is an Individual or Freed Child report and you select a person in the Outside Participants grid whose Interest is “Parent/Guardian Attorney” or “Former Foster Parent”—since the associated report is for a single child—the **Associated Child** field populates and is *not* modifiable.

The Associated Parent Window

The *Associated Parent* window is accessed by clicking on the Associated Parent ellipsis button (...). This button enables for Individual Child and Multiple Child Permanency Hearing Reports when the Interest of the person selected in the Outside Participants grid is "Parent/Guardian Attorney." This window is used to select the parent to whom the attorney (selected in the Outside Participants grid) is associated.



The window consists of a checklist of all parents in the stage (i.e., any person with a relationship of "Mother," "Father," "Alleged Father" or "Putative Father" to any child(ren) named in the report as recorded on the *Family Relationship Matrix* window); an **All** checkbox; **OK** and **Cancel** buttons; and **File** and **Help** menus. These features allow you to select whether the attorney represents all parents listed, or select the specific parent the attorney represents.

Upon entering the window, the **All** checkbox is selected by default, indicating an automatic selection of all parents listed; the **OK** and **Cancel** buttons are enabled. To select a single parent or multiple parents, but not all parents, deselect the checkbox(es) next to the name of the parent(s) who is not associated; the **All** checkbox is also deselected. Once you have selected the appropriate parent(s), click on the **OK** button to keep your changes and close the window; clicking on the **Cancel** button closes the window.

After clicking on the **OK** button, if you selected only one parent on the *Associated Parent* window, that parent's name will display in the **Associated Parent** field (on the *Permanency Hearing Notices and Statements* window). If you selected multiple parents, "Multiple" will display in the **Associated Parent** field.

The Dates of Placement Fields

When the Interest of the person selected in the Outside Participants grid is "Former Foster Parent," the **Dates of Placement To** and **From** fields must be used to record the date the child entered and left the foster parent's home; the **Add to Invitees** button will not enable until these dates are recorded.



Step-by-Step: Adding an Invitee from the Outside Participants Grid

- 1 Select the outside participant from the grid.
*If the Interest of the outside participant selected is "Parent/Guardian Attorney," the Associated Parent ellipsis button (...) enables; proceed to **Step 2**.*
OR
*If the Interest is not "Parent/Guardian Attorney," proceed to **Step 5**.*
- 2 Click on the Associated Parent ellipsis button (...).
*The Associated Parent window displays; the **All** checkbox is populated.*
- 3 Unless you want all parents selected, select the parent(s) whom the attorney represents by *deselecting* the appropriate checkbox(es), leaving the desired parent(s) selected.
- 4 Click on the **OK** button.
*The Permanency Hearing Notices and Statements window displays; skip to **Step 9**.*
- 5 If the associated report is a Multiple Child Permanency Hearing Report and the Interest of the outside participant is *not* "Parent/Guardian Attorney," click on the Associated Child ellipsis button (...).
*The Associated Child window displays; the **All** checkbox is populated. Proceed to **Step 6**.*
OR
If the above condition does not apply, proceed to **Step 8**.
- 6 Unless you want all children selected, select the child(ren) to whom the outside participant is associated by *deselecting* the appropriate checkbox(es), leaving the desired child(ren) selected.
- 7 Click on the **OK** button.
The Permanency Hearing Notices and Statements window displays.
- 8 If the Interest of the outside participant is "Former Foster Parent," the **Dates of Placement To** and **From** fields enable; record the dates of placement in those fields.
OR
If the Interest is not "Former Foster Parent," proceed to **Step 9**.
- 9 Click on the **Add to Invitees** button.
The Permanency Hearing Invitees grid populates with the outside participant.
- 10 Click on the **Save** button.



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If the **Add to Invitees** button is not enabled, one or more required windows or fields (i.e., **Associated Parent**, **Associated Child** and/or **Dates of Placement**) have not been completed.

Adding Invitees from the VA Workers Grid

If the associated Permanency Hearing Report is an Individual Child or Freed Child report, selecting an invitee from the VA Workers grid enables the **Add to Invitees** button; you do not need to record associations or dates of placement in order to add the person. However, when the associated report is a Multiple Child Permanency Hearing Report, you are required to associate the voluntary agency worker to the appropriate child(ren). This function is completed using the *Associated Child* window (see page 33 for information on this window). The **Add to Invitees** button will not enable until the association(s) are recorded.



Step-by-Step: Adding an Invitee from the VA Workers Grid

- 1 Select the voluntary agency worker from the grid.
*If the associated report is a Multiple Child Permanency Hearing Report, the Associated Child ellipsis button (...) enables; proceed to **Step 2**.*
OR
*If the associated report is an Individual Child or Freed Child Permanency Hearing Report, proceed to **Step 5**.*
- 2 Click on the Associated Child ellipsis button (...).
*The Associated Child window displays; the **All** checkbox is populated.*
- 3 Unless you want all children selected, select the child(ren) to whom the voluntary agency worker is associated by *deselecting* the appropriate checkbox(es), leaving the desired child(ren) selected.
- 4 Click on the **OK** button.
The Permanency Hearing Notices and Statements window displays.
- 5 Click on the **Add to Invitees** button.
The Permanency Hearing Invitees grid populates with the voluntary agency worker.
- 6 Click on the **Save** button.



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If the **Add to Invitees** button is not enabled, the *Associated Child* window has not been completed (for a Multiple Child Permanency Hearing Report).

Deleting Invitees

If you discover that you invited a person in error or want to remove a person from the Permanency Hearing Invitees grid for another reason, you can uninvite that person. Simply select the person from the grid and click on the **Uninvite** button (or the **Uninvite** command in the **Options** menu). You can uninvite multiple people at one time by selecting them from the grid and clicking on the **Uninvite** button.



You must have saved an invitee to the grid by clicking on the **Save** button before the **Uninvite** button will enable.



Step-by-Step: Deleting an Invitee

- 1 Select the invitee from the Permanency Hearing Invitees grid.
*The **Uninvite** button enables.*
- 2 Click on the **Uninvite** button.
The selected row is deleted from the grid.
- 3 Click on the **Save** button.



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The Court Information Window

The *Court Information* window is the location in CONNECTIONS where you will record the court information that populates the Notices and Statement. All fields (with the exception of **Court Part or Room**) in both sections must be completed in order to generate a Permanency Hearing Notice or Statement. Once all required fields are complete and saved, the **Complete** checkbox on the *Permanency Hearing Notices and Statements* window is automatically populated.

Any worker with a role in the FSS/CWS or FSS/CCR stage may view and/or modify information on this window. This window is accessed from the *Permanency Hearing Notices and Statements* window by clicking on the **Court Information** button. (The **Court Information** button enables once individuals are added and saved to the **Permanency Hearing Invitees** grid).



Step-by-Step: Accessing the *Court Information* Window

- 1 Click on the **Court Information** button.
The Court Information window displays.



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The *Court Information* window is comprised of a Family Court Address section and Hearing Information section, both which contain various fields.

The screenshot shows a software window titled "Court Information - Collins, Kristy - S:24000375/C:34000108". The window has a menu bar with "File", "Options", and "Help".

The "Family Court Address" section contains the following fields:

- Street: [Text Input]
- PO Box/Apt: [Text Input]
- City: [Text Input]
- State: [Dropdown Menu] (Currently set to "New York")
- Zip: [Text Input]

 A "Validate" button is located below these fields.

The "Hearing Information" section contains the following fields:

- Judge/Referee: [Text Input]
- Court: [Text Input]
- Attorney for ACS/DSS: [Text Input]
- Docket Number: [Text Input]
- Hearing Date Certain: [Date Picker]
- Time of Hearing: [Time Picker] (Currently set to "10:00 AM")
- Verify System Response is Accurate
- Court Part or Room: [Text Input]

 At the bottom of the window are three buttons: "Save", "Cancel", and "Close".

The window also contains the standard header with the Case ID and Stage ID, as well as **File**, **Options** and **Help** menus. The footer contains the standard **Save**, **Cancel** and **Close** buttons, which are also available as commands in the **File** menu:

Save This button enables once information has been recorded or modified on the window *and* the court address has been validated. Clicking on this button saves your changes; the window stays open.

Cancel button This button enables once information has been recorded or modified on the window. Clicking on this button after making changes, but before saving them, displays the following message:

*“Do you want to cancel?
Unsaved data and/or narrative(s) will be lost.”*

- Click on the **Yes** button to cancel the changes; changes are lost and the *Court Information* window remains open.
- Click on the **No** button to end the cancellation request and return focus to the *Court Information* window.

Close button

This button is always enabled. Clicking on this button after making changes, but before saving them, displays the following message:

*“Do you want to exit?
Unsaved data and /or narratives will be lost.”*

- Click on the **Yes** button to close the window; the changes are *not* saved.
- Click on the **No** button to return to the *Court Information* window with the unsaved changes displayed.

Family Court Address

The Family Court Address section is used to record the court’s address. It contains the following fields, which are always enabled:

- Street 1
- P.O. Box/Apt
- City
- State (defaults to NY)
- Zip

The section also contains a **Validate** button, which enables once information is entered into the **Street 1, P.O. Box/Apt, City** or **State** fields. Once you enter the court’s address, you must validate it by clicking on the **Validate** button (or by selecting the **Validate** command from the **Options** menu). Doing so displays the address validation window, containing the address you entered, the validated address, and **Accept** and **Reject** buttons. Click on the **Accept** button to accept the validated address, which will populate the fields in the Family Court Address section; the **Save** button enables. Click on the **Reject** button to reject the validated address and keep the address you recorded, which populates the fields in the Family Court Address section; the **Save** button enables. You do not have to accept a validated address in order for the **Save** button to enable; however, you *do* have to accept a validated address in order for the **Complete** checkbox to populate on the *Permanency Hearing Notices and Statements* window.

Hearing Information

The Hearing Information section is used to record information regarding the upcoming permanency hearing. It contains the following fields, which are always enabled and required, unless otherwise noted:

Judge/Referee	This field is used to record the name of the Judge presiding over the permanency hearing.
Attorney for ACS/DSS	This field is used to record the name of the attorney representing the local district/ACS.
Hearing Date Certain	This field is populated with the Date Certain displayed on the Removal Information tab on the <i>Tracked Children Detail</i> window for the child(ren) named in the report. This field is enabled so that you can modify the Date Certain if it has changed; however, if you select the Verify System Response is Accurate checkbox, this field disables.

Verify System Response is Accurate checkbox	If the Date Certain displayed in the Hearing Date Certain field is accurate, you must select this checkbox to verify it. The Hearing Date Certain field will disable when this checkbox is selected; however, you can deselect this checkbox to reenable the field.
Court	This field is used to record the name of the court where the permanency hearing will be held.
Docket Number	This field is used to record the court-assigned Docket Number of the permanency hearing.
Time of Hearing	This field is used to record the time of the permanency hearing.
Court Part or Room	This optional field is used to record the room in the courthouse where the permanency hearing will take place.

	Step-by-Step: Recording Court Information
---	--

- 1 Record the primary street address of the court in the **Street 1** field.
- 2 If appropriate, record any necessary information in the **P.O. Box/Apt** field.
- 3 Record the city of the court in the **City** field.
- 4 If the permanency hearing is not in New York State, select the appropriate state by clicking on the drop-down arrow in the **State** field.
- 5 Enter the Zip Code of the court in the **Zip** field.
- 6 Validate the address by clicking on the **Validate** button.
The address validation window displays.
- 7 Accept the validated address by clicking on the **Accept** button.
The validated address populates the Family Court Address section.
- OR
- Reject the validated address by clicking on the **Reject** button.
The address you recorded populates the Family Court Address section.
- 8 Record the name of the Judge presiding over the permanency hearing in the **Judge/Referee** field.
- 9 Record the name of the attorney for the local district (or ACS) in the **Attorney for ACS/DSS** field.
- 10 Verify that the permanency hearing date in the **Hearing Date Certain** field is correct by selecting the **Verify System Response is Accurate** checkbox.
- OR
- Record the correct date of the permanency hearing in the **Hearing Date Certain** field.

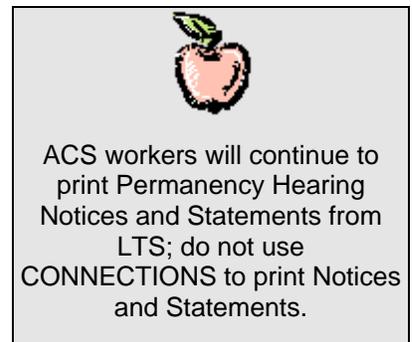
 <p>Where am I?</p> <p><i>Assigned Workload > FSS > Tasks > Permanency tab > Notices and Statement > Court Information</i></p>

- 11 Record the name of the court where the hearing will be held in the **Court** field.
- 12 Record the Docket Number of the permanency hearing in the **Docket Number** field.
- 13 Record the time of the permanency hearing in the **Time of Hearing** field.
- 14 If appropriate, record the room in the courthouse where the permanency hearing will be held in the **Court Part or Room** field.
- 15 Click on the **Save** button.

Printing the Permanency Hearing Notices and Statement

The Permanency Hearing Notices and Statement are available for printing from the **Reports** menu on the *Permanency Hearing Notices and Statements* window. Once the court information is recorded and saved, the **Complete** checkbox is checked, and there is at least one person listed and saved in the Permanency Hearing Invitees grid, the **Print Notices** and **Print Statement** commands under the **Reports** menu will enable.

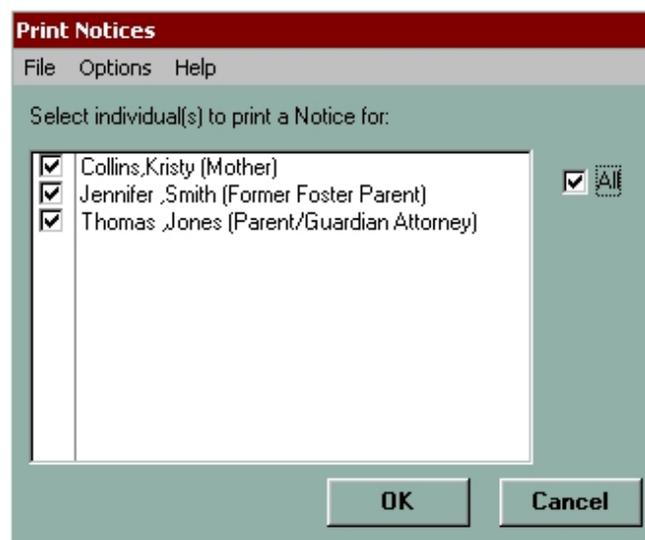
After printing, the Notices are sent to the invitees and the Statement is sent to the Judge. Any worker with a role in an FSS/CWS or FSS/CCR stage can print the Notices and/or Statement.



The Print Notices Window

Selecting the **Print Notices** command (from the **Reports** menu on the *Permanency Hearing Notices and Statements* window) displays the *Print Notices* window, where you can select for which individuals you want to generate and print Notices.

The window consists of a checklist of all individuals listed in the Permanency Hearing Invitees grid; an **All** checkbox; **OK** and **Cancel** buttons; and **File** and **Help** menus.



Upon entering the window, the **All** checkbox is selected by default, indicating an automatic selection of all invitees listed; the **OK** and **Cancel** buttons are enabled. When the **All** checkbox

is selected, the checkboxes next to each invitee's name are disabled; however, if you deselect the **All** checkbox, the checkboxes enable.

Once you have selected the appropriate invitee(s), click on the **OK** button to keep your changes and close the window; clicking on the **Cancel** button displays the following message when unsaved changes exist:

*“Do you want to cancel?
Unsaved data and/or narrative(s) will be lost.”*

- Click on the **Yes** button to cancel the changes; all changes made are lost and the window closes.
- Click on the **No** button to end the cancellation request and return focus to the *Permanency Hearing Notices and Statements* window.

After clicking on the **OK** button, the Permanency Hearing Notice will display in a view-only print preview window. If multiple invitees were selected, each Notice will display in the print preview window with a page break between them.

Upon printing the Notice(s), the **Generated Date** field in the Permanency Hearing Invitees grid will populate with the date the Notice was first printed for each invitee and the **Date Mailed** field will enable.



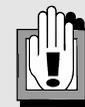
Step-by-Step: Printing the Permanency Hearing Notice(s)

- 1 Click on the **Reports** menu and select the **Print Notices** command.
*The Print Notices window displays; the **All** checkbox is populated.*
- 2 Unless you want all invitees selected, select the invitee(s) you wish to print a Notice for by *deselecting* the appropriate checkbox(es), leaving the desired invitee(s) selected.
- 3 Click on the **OK** button.
The Notice(s) displays in a view-only print preview window.
- 4 Click on the **Print** icon ().
The report prints to the designated printer and the print preview window displays.
- 5 Click on the **Close** button to close the print preview window.
The Print Notices window displays.
- 6 Click on the **Cancel** button to close the *Print Notices* window.
*The Permanency Hearing Notices and Statements window displays; the **Generated Date** field in the Permanency Hearing Invitees grid populates with today's date and the **Date Mailed** field enables.*



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In order for the **Print Notices** command to enable, the **Complete** checkbox must be populated *and* invitees added to the Permanency Hearing Invitees grid must be saved to the grid (by clicking on the **Save** button).

Printing the Permanency Hearing Statement

Selecting the **Print Statement** command (from the **Reports** menu on the *Permanency Hearing Notices and Statements* window) displays the Permanency Hearing Statement in a view-only print window.

The Statement header contains the following information:

Report Title	The following title displays on the Statement: "STATEMENT TO THE COURT OF PERMANENCY HEARING REPORTS AND NOTICES SENT"
Warning Message	The following warning message displays: "****WARNING**** Confidential Information Authorized Personnel Only"
Docket Number	The Docket Number recorded on the <i>Permanency Hearing Report</i> window.
Case Number	The Case Number of the case to which the report is associated.

The Statement footer contains the following information:

Date Printed	The date the Permanency Hearing report was printed.
Page Numbers	Page numbers display in X of X format (e.g., Page 1 of 19).
OCFS Form Name	The Statement form name is always "PH-4a."
Warning Message	The following warning message displays: "Confidential: For Court Use Only"



Step-by-Step: Printing the Permanency Hearing Statement

- 1 Click on the **Reports** menu and select the **Print Statement** command.
The Statement displays in a view-only print window.
- 2 Click on the **Print** icon ().
The report prints to the designated printer and the print preview window displays.
- 3 Click on the **Close** button to close the print preview window.
The Permanency Hearing Notices and Statements window displays.



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Recording the Mailing Date

Once you print the Notice(s), you can record the date the Notice was mailed to the invitee(s) in the **Date Mailed** field on the Permanency Hearing Invitees grid. This will help you keep a more accurate record of permanency hearing preparation activities. While this field is not required, the mailing date will not populate the Permanency Hearing Statement if you have not recorded one in this field. A mailing date can be deleted if it is entered incorrectly; simply highlight the date and press the **Delete** key on your keyboard.



Step-by-Step: Recording the Mailing Date

- 1 Click on the appropriate invitee's row in the Permanency Hearing Invitees grid.
- 2 Record the date the Notice was mailed to the invitee in the **Date Mailed** field.
- 3 Click on the **Save** button.



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Support Tools

Online Help

The CONNECTIONS Online Help feature provides descriptions for various windows, as well as step-by-step instructions for common tasks. You can access Online Help at any time, from any window in CONNECTIONS by clicking on the **Help** menu or pressing the **F1** key on your keyboard.

The **Contents**, **Index** and **Search** tabs in Online Help allow you to search for and navigate to the topic(s) you need help on.



Step-by-Step: Accessing Online Help

- 1 Click on the **Help** menu on the CONNECTIONS Toolbar.

The following list of commands displays:

Contents	<i>A table of contents for the help facility with links to major sections.</i>
How Do I?	<i>Step-by-step instructions to help you complete tasks using CONNECTIONS.</i>
Window Descriptions	<i>Descriptions of windows in CONNECTIONS, along with information on various fields.</i>
DSS Policy	<i>Online OCFS policy handbooks (under revision).</i>
Help On This Window	<i>Window description help for your current window.</i>
Help for Help	<i>Instructions on how to use the help functionality.</i>
About CONNECTIONS	<i>Information about the current CONNECTIONS version and build.</i>

- 2 Click on a command from the **Help** menu.
*The window related to your selection displays. In some cases, you will need to make another selection in that window to obtain instructions. At the top of each window, you'll see additional buttons and menus. Use the **Search** button to search for specific information in the Help function and use the **Back** button to return to windows you've just visited in Help. The **Glossary** button opens a list of important CONNECTIONS terms and the **Print** button allows you to print Help information.*
- 3 When you're done reviewing information in Help, close each *Help* window by clicking on the **Close** button (☒) in the top right corner of the window.
The system returns to the window you were using when you accessed Help.

Enterprise Help Desk

The New York State Office for Technology (NYS OFT) Enterprise Help Desk staff are available to answer basic questions related to your equipment, or to solve problems you are having with the CONNECTIONS application. If they cannot solve your problem, they will record your information and forward it to others who can.

Your agency may have procedures in place for contacting the Enterprise Help Desk. Check with your supervisor before you call.

The Enterprise Help Desk is staffed 24 hours a day, seven days a week. The telephone number is:

1-800-NYS-1323
(1-800-697-1323)

When you call the Enterprise Help Desk with a problem, you will be given a ticket number to use for tracking your issue and its resolution. Keep a record of this number; you will need it for any follow-up conversations with the Enterprise Help Desk.

OCFS CONNECTIONS Intranet Site

A variety of training-related materials are available from the OCFS CONNECTIONS intranet site (<http://ocfs.state.nyenet/connect/>). The intranet site contains a wealth of information related to various aspects of CONNECTIONS, including training schedules, Alerts and Notices, Step-by-Step Guides (including the *CONNECTIONS Case Management Step-By-Step Guide*), Job Aids and Frequently Asked Questions (FAQs).



Step-by-Step: Accessing the OCFS CONNECTIONS Intranet Site

- 1 From your local desktop, double-click on the **Internet Explorer** icon.
- 2 If the browser does not display the OCFS intranet site automatically, enter *http://ocfs.state.nyenet* into the browser's address line and press the **Enter** key on your keyboard.
The OCFS intranet home page displays.
- 3 Click on the **CONNECTIONS** link.
The CONNECTIONS home page displays.
- 4 Click on a topic to access information.
*For access to various Step-by-Step Guides and Job Aids, click on the **Step-by-Step/Job Aids/Tips** link.*
- 5 To close Internet Explorer, click on the **File** menu and select **Close**.

**Appendix A:
Individual Child
Permanency Hearing Report
Field Information**

PERMANENCY HEARING REPORT

****WARNING****
CONFIDENTIAL INFORMATION
AUTHORIZED PERSONNEL ONLY
DRAFT
Case #

Docket #

*Fields with an * populate when the "No Pre-fill" option is selected.*

PERMANENCY HEARING DATE CERTAIN: Pre-filled, not modifiable

Judge / Referee	Court	Part
Record	Record	Record

IN THE MATTER OF:

Child's Name	Date of Birth	Sex	Person ID (PID)	Docket Number
* Pre-filled, not modifiable	Record			

DATE OF REPORT PREPARATION: E

All information must be current and represent an update of events and circumstances since removal or the previous Permanency Hearing

Case Name:	* Pre-filled, not modifiable	Law Guardian:	Record
CONNECTIONS Case ID:	* Pre-filled, not modifiable	Attorney for Parent(s) or Person(s) Legally Responsible:	Record
Local Case #:	Record	Attorney for DSS/ACS:	Record
Case Manager	* Pre-filled, not modifiable	Phone:	* Pre-filled, modifiable
Case Planner	* Pre-filled, not modifiable	Phone:	* Pre-filled, modifiable
Agency with Planning Responsibility:	* Pre-filled, not modifiable		
Associated Case Worker	Record	Phone:	Record
Child Protective Worker/Monitor	Pre-filled, modifiable	Phone:	Pre-filled, modifiable

PERMANENCY HEARING REPORT

****WARNING****
CONFIDENTIAL INFORMATION
AUTHORIZED PERSONNEL ONLY
DRAFT
Case #

Docket #

PARENTS AND PERSONS LEGALLY RESPONSIBLE

Name	Relationship
* Pre-filled, not modifiable	* Pre-filled, not modifiable Individuals with the following relationships display: <ul style="list-style-type: none">• Mother• Father• Alleged Father• Putative Father• Adoptive Mother• Adoptive Father• Legal Guardian• Legal Custodian
Record (additional persons)	Record

PERMANENCY HEARING REPORT

****WARNING****
CONFIDENTIAL INFORMATION
AUTHORIZED PERSONNEL ONLY
DRAFT
Case #

Docket #

SECTION I. PERMANENCY PLAN SUMMARY

Child's Name	Current Permanency Planning Goal (PPG)	PPG/Date Established	Anticipated PPG
* Pre-filled, not modifiable	* Pre-filled, not modifiable	* Pre-filled, not modifiable	<p>Select</p> <p><input type="checkbox"/> Return to parent(s)</p> <p><input type="checkbox"/> Placement for adoption</p> <p><input type="checkbox"/> Referral for legal guardianship</p> <p><input type="checkbox"/> Permanent placement with fit and willing relative</p> <p><input type="checkbox"/> Placement in another planned permanent living arrangement with significant connection to an adult</p> <p>For children with a Program Choice of "Placement," the above options display.</p> <p>For children with a Program Choice of "Non-LDSS Custody," the following Anticipated PPG's display:</p> <ol style="list-style-type: none"> 1. Reunite with Parent 2. Legalize Living Arrangement with Relative/Resource 3. Permanent Living Arrangement (Non-Guardianship/Non-Custodian)

Date by which it is expected that the current or anticipated PPG will be accomplished: Record

PERMANENCY HEARING REPORT

****WARNING****
CONFIDENTIAL INFORMATION
AUTHORIZED PERSONNEL ONLY
DRAFT
Case #

Docket #

SECTION II. PERMANENCY PLANNING

1. **If there is a plan for continuing placement for the child, describe the reason placement continues to be necessary and in accordance with the best interests and safety of the child, including whether the child would be at risk of abuse or neglect if returned to the parent or other person legally responsible.**

Record

2. **If there is a plan for continuing placement for the child, describe the efforts made since removal or the last permanency hearing, if any, to locate any absent parent or relative(s) of the child and to notify each of them of the child's placement in foster care.**

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** based on the following Foster Care Issues questions:

- Have all parents been identified? If "No," the narrative for "Describe the efforts to identify them" pre-fills.
- Have all parents been located? If "No," the narrative for "Describe all efforts to locate them, including results from inquiries to the Parent Locator Service" pre-fills.
- Have you explored alternative permanency resources that may be available to the child should he or she be unable to return home? If "Yes," the narrative for "Have any potential resources been identified? Who are they?" pre-fills. If "No," the narrative for "Explain why permanency resources have not been explore?" pre-fills.

For children with a Program Choice of "Non-LDSS Custody," you must **record** the response; it does not pre-fill.

3. **State whether the absent parent or relative expressed an interest in obtaining custody of or planning for the child, or whether any relative is interested in becoming a foster parent for the child. If interest has been expressed, what has been done to further any of these outcomes?**

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** from the following Foster Care Issues questions:

- Have you discussed concurrent planning and alternative permanency resources (including parents) with the parents? If "Yes," the narrative for "Describe the parent's response" pre-fills. If "No," the narrative for "Explain why concurrent planning and permanency resources, other than discharge to parents have not been discussed with the parents" pre-fills.

For children with a Program Choice of "Non-LDSS Custody," you must **record** the response; it does not pre-fill.

4. **Describe the concurrent plan or any other permanency discharge resource being considered for the child, in the event the child is unlikely to be able to return home.**

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** from the following Foster Care Issues questions:

- If the child has been in placement 3 months or more, have the foster parents been asked whether they

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would consider adopting the child, should the child become free for adoption, or otherwise provide a permanent living arrangement for the child? If "Yes," the narrative for "Describe the foster parent's response" pre-fills.

For children with a Program Choice of "Non-LDSS Custody," the response is **pre-filled and modifiable** from the following FASP question:

- Has a permanency plan of guardianship/custody or adoption been discussed with the relative/resource? If "Yes," the narrative for "Describe the relative/resource's response" pre-fills.

5. If there is a plan for trial discharge in the next six months, specify the anticipated date and explain why such discharge is safe and appropriate.

Record

6. If there is a plan for final discharge in the next six months, specify the anticipated date and explain why such discharge is safe and appropriate.

Record

7. If the permanency plan includes trial or final discharge from foster care, describe the Discharge Plan for the child.

Living Arrangement (include location):

Record

Educational/Vocational Plan:

Record

Health Coverage:

Record

Follow-up Health/Mental Health Treatment Plan:

Record

Other:

Record

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SECTION III. REASONABLE EFFORTS TO FINALIZE PERMANENCY

8. Has there been a court determination that reasonable efforts to reunify the child with his or her parent(s) are not required?

Select Yes No

If Yes, for both parents, skip Question 9. If No, for one or both parents, answer Question 9.

9. For each parent for whom the answer to Question 8 is “No” and who has not had his or her parental rights terminated or surrendered, describe the reasonable efforts that have been made since removal or the last permanency hearing to enable the child to return home safely. The question must be answered regardless of the child’s permanency planning goal.

A **pre-filled and modifiable** list displays with the following Service Plan information:

Child’s Name Name (i.e., Mother, Father, Alleged Father or Putative Father)	Service (e.g., Drug Counseling/Treatment)	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
--	--	---

Questions 10a, 10b and 10c pre-fill only for children in an FSS/CWS stage with a Permanency Planning Goal of “Adoption.”

10. If the permanency planning goal is Adoption and the child is not completely legally free:

a. Describe the reasonable efforts to free the child, which shall include, but are not limited to, information regarding the potential for a surrender, whether any surrender is complete and, if so, whether it includes any terms or conditions; whether a Termination of Parental Rights proceeding has been filed and if so, when; whether any diligent search has been completed on an absent parent, including the methods and outcome.

The response is **pre-filled and modifiable** from the following Foster Care Issues questions:

- For a child in placement six months or more, have you discussed with the child’s parent(s) the signing of a voluntary surrender, including, where appropriate, a conditional surrender? If “Yes,” the narrative for “Describe the parent’s response” pre-fills.
- “TPR has been filed” or “TPR has not been filed,” as recorded for “Has a petition to terminate parental rights been filed?”
- Have all parents been located? If “No,” the narrative for “Describe all efforts to locate them, including results from inquiries to the Parent Locator Service” pre-fills.

b. Is the child placed in a pre-adoptive home? Select Yes No

If No, describe efforts made to identify an adoptive resource.

The response is **pre-filled and modifiable** from the following Foster Care Issues question:

- Have you explored alternative permanency resources that may be available to the child should he or she

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be unable to return home. If "Yes," the narrative for "Have any potential resources been identified? Who are they?" pre-fills. If "No," the narrative for "Explain why permanency resources have not been explored" pre-fills.

c. What services are anticipated in the next six months?

A **pre-filled and modifiable** list displays with the following Service Plan information:

Child's Name	Service	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
--------------	---------	---

Questions 11a, and 11b pre-fill only for children in an FSS/CWS stage with a Permanency Planning Goal of "Guardianship or Placement with a Fit and Willing Relative."

11. If the permanency goal is Guardianship or Placement with a Fit and Willing Relative:

a. Describe reasonable efforts made and services provided to finalize this plan. Specify the name and relationship of the guardian or fit and willing relative.

A **pre-filled and modifiable** list displays with the following Service Plan information:

Child's Name Name (i.e., Great Grandparent, Grandparent, Aunt/Uncle, Cousin, Other family member Or Niece/Nephew)	Service (e.g., Drug Counseling/Treatment)	Status of service (e.g., Provided Direct, Provided Purchase, Referred/Waitlisted or Planned)
---	--	--

b. What services are anticipated in the next six months?

A **pre-filled and modifiable** list displays with the following Service Plan information:

Child's Name Name (i.e., Great Grandparent, Grandparent, Aunt/Uncle, Cousin, Other family member Or Niece/Nephew)	Service (e.g., Drug Counseling/Treatment)	Status of service (e.g., Provided Direct, Provided Purchase, Referred/Waitlisted or Planned)
---	--	--

Questions 12a, 12b and 12c pre-fill only for children in an FSS/CWS stage with a Permanency Planning Goal of "Another Planned Permanency Living Arrangement."

12. If the permanency goal is Another Planned Permanent Living Arrangement:

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a. Provide the compelling reason for determining that it would not be in the best interests of the child to be returned home, placed for adoption, placed with a legal guardian, or placed with a fit and willing relative.

The response is **pre-filled and modifiable** from the following narrative of the *Tracked Children Detail* window: "Explain the reason for the PPG change and describe the reason(s) why it is not in the best interest of the child to do any of the following: return to parent, place for adoption, refer for guardianship, or place with a relative."

b. Describe how this arrangement provides the child with a significant connection to an adult who is willing to be a permanency resource for the child. Specify the arrangement and the name of the adult, and describe reasonable efforts made and services provided to finalize this plan. If no adult has as yet been identified, describe efforts made to identify a permanency resource.

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** from the following Foster Care Issues question:

- Have you explored alternative permanency resources that may be available to the child should he or she be unable to return home. If "Yes," the narrative for "Have any potential resources been identified? Who are they?" pre-fills. If "No," the narrative for "Explain why permanency resources have not been explored" pre-fills.

For children with a Program Choice of "Non-LDSS Custody," the response is **pre-filled and modifiable** from the following Foster Care Issues question:

- Has a permanency plan of guardianship/custody or adoption been discussed with the relative/resource? If "No," the narrative for "Explain why the possibility of guardianship/custody or adoption has not been discussed" pre-fills.

c. What services are anticipated in the next six months?

A **pre-filled and modifiable** list displays with the following information:

Child's Name Name (i.e., Unrelated household member, Other or None)	Service (e.g., Drug Counseling/Treatment)	Status of service (e.g., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
--	--	---

13. Is the child AWOL? **Select** Yes No

If Yes, describe efforts to locate the child.

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SECTION IV. CHILD’S PLACEMENT(S)

14.

Child’s Name	Physical Removal Date	Number of Changes in Placement Since Removal or Previous Permanency Hearing	Child Currently Placed
Pre-filled, not modifiable	Modifiable; pre-filled from the Removal Information tab.	Record	Select <input type="checkbox"/> Foster Boarding Home <input type="checkbox"/> Non-relative <input type="checkbox"/> Relative <input type="checkbox"/> Congregate Care Facility <input type="checkbox"/> Relative (Direct Placement) <input type="checkbox"/> Other

15. Provide current information regarding the placement of the child including: the name of the person(s) with whom the child is placed, if applicable; changes in the placement setting; protecting factors in the current home/facility that support the child’s safety, and how this setting supports the least restrictive, most appropriate placement that addresses the needs of the child.

For children with a Program Choice of “Placement,” the response is **pre-filled and modifiable** from the following *Tracked Children Detail* window areas:

- Agency Name or Name of Discharge Resource
- Adjustment and Functioning narrative: “For each child in foster care, describe the child’s response to separation and loss and the child’s functioning and overall well-being in their current placement. Also explain how this placement is the most appropriate setting to meet the child’s current service and health needs and whether it is the least restrictive and most home like setting required to support eh child’s well-being; if appropriate, include a description of the child’s response to any moves from one foster care setting to another.”
- Safety in Foster Care narrative: “Identify and describe protecting factors that keep the child safe in this placement.”

For children with a Program Choice of “Non-LDSS Custody,” the response is **pre-filled and modifiable** from the following areas:

- *Tracked Children Detail* window – “Agency Name: <Name of Agency>” or “Name of Discharge Resource: <Resource Name>”
- Foster Care Issues – Appropriateness of Alternative Setting – “Caretaker Name: <Name of Caretaker>” and “Relationship to Caretaker: <Relationship>”
- Foster Care Issues – Placement Functioning narratives: “For each child in an alternative setting, describe the child’s functioning. The pertinent information to be included is: the child’s adjustment in the current placement; how this setting meets the child’s needs” and “Identify and describe the key protecting factors that keep the child safe in this setting.”

16. Is the child placed out of state? Yes No Pre-filled and modifiable

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If Yes, explain why it is appropriate, necessary and in the best interests of the child?

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** from the following Foster Care Issues question:

- Is the child placed a substantial distance from his/her parents? If "Yes," the narrative for "Explain why such a placement is in the best interest of the child" pre-fills. If "No," the narrative for "Explain why permanency resources have not been explored" pre-fills.

If the child's Program Choice is "Non-LDSS Custody," you must **record** a response; it does not pre-fill.

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SECTION V. PARENT STATUS AND SERVICES PROVIDED

17. For parent(s) or legally responsible person(s):

a. Describe services offered and/or provided to each parent/person legally responsible since removal or the last permanency hearing.

A pre-filled and modifiable list displays with the following Service Plan information:

Name (i.e., Mother, Father, Alleged Father or Putative Father, Adoptive Mother, Adoptive Father, Legal Guardian or Legal Custodian)	Service (e.g., Drug Counseling/Treatment)	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
--	--	--

b. Describe the efforts made by each parent/person legally responsible to engage in the services, the progress made towards reunification, and any other efforts made by each parent/person legally responsible to achieve the permanency plan.

For children with a Program Choice of "Placement," the response is pre-filled and modifiable from the following Foster Care Issues narrative:

"Describe the positive progress made to achieve the permanency goal. Describe the parent's, relative's or primary resource person's involvement in planning for the child's discharge. Specify any barriers to timely permanency."

For children with a Program Choice of "Non-LDSS Custody," the response is pre-filled and modifiable from the following areas of Foster Care Issues:

- Narrative: "Explain if the plan is to reunite child(ren) with parent or for children to remain in care of relative/resource."
- Is parent(s) in agreement with this plan? If "Yes," "Parents in agreement with plan" pre-fills. If "No," "Parents not in agreement with plan" pre-fills. If "N/A," "This question does not apply" pre-fills. If "No," the "Explain" narrative pre-fills.

c. Describe any barriers to service provision.

For children with a Program Choice of "Placement," the response is pre-filled and modifiable from the following Foster Care Issues Progress Towards Permanency narrative:

"Describe the positive progress made to achieve the permanency goal. Describe the parent's, relative's or primary resource person's involvement in planning for the child's discharge. Specify any barriers to timely permanency."

For children with a Program Choice of "Non-LDSS Custody," the response is pre-filled and modifiable from the

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following areas of Foster Care Issues:

- Narrative: "Explain if the plan is to reunite child(ren) with parent or for children to remain in care of relative/resource."
- Is parent(s) in agreement with this plan? If "Yes," "Parents in agreement with plan" pre-fills. If "No," "Parents not in agreement with plan" pre-fills. If "N/A," "This question does not apply" pre-fills. If "No," the "Explain" narrative pre-fills.

d. Describe any additional services anticipated in the next six months.

A **pre-filled and modifiable** list displays with the following Service Plan information:

Name (i.e., Mother, Father, Alleged Father or Putative Father, Adoptive Mother, Adoptive Father, Legal Guardian or Legal Custodian)	Service (e.g., Drug Counseling/Treatment)	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
---	--	---

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SECTION VI. VISITING

18. Visiting plan

This modifiable section pre-fills with active visitation plans recorded in Foster Care Issues. The following information displays:

- Review Status
- Plan Description
- Primary Location
- Frequency
- Duration
- Visiting Plan Status
- Children
- Adults
- Other Participants
- Response to "Are there any special conditions (i.e., court orders, supervised visitation, phone contacts, mail) regarding visitation?"
- Response to "Explain the condition. For supervised visitation, explain the reason and how supervision will be provided"
- Response to "Is assistance necessary to facilitate visitation?"
- Response to "Describe specifically what will occur during visits to enhance parental capability, support the parent/child relationship and support the child's well-being"
- Response to "Provide any additional detail regarding location, frequency, or duration of the visiting plan"

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SECTION VII. SERVICES PROVIDED TO CHILD

19. Describe all services offered and/or provided to the child since removal or the last permanency hearing and the outcomes or progress the child has made.

A pre-filled and modifiable list displays with the following Service Plan information:

Child's Name	Service	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)

Describe any additional services for the child anticipated in the next six months.

Record

20. If the child is age 14 or older, describe the Independent Living Skills Services provided to the child since removal or the last permanency hearing and the skills attained.

Record

Describe any additional Independent Living Skills Services anticipated for the child in the next six months.

Record

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SECTION VIII. CHILD'S HEALTH AND WELL- BEING

21. If applicable, note the following for the child:

Significant Chronic Conditions:

The response is **modifiable and pre-filled** with:

- all non-end-dated and valid diagnoses for the child recorded on the Health Services **Clinical Appointment** tab where the domain is Dental, Physical/Medical, or Substance Abuse, except "HIV Infection" or "Dementia Due to HIV Infection"; and
- all non-end-dated and valid allergies recorded on the Health Services **Child Health Info.** tab where the domain is Dental, Physical/Medical, or Substance Abuse.

Significant Developmental Delay:

The response is **modifiable and pre-filled** with all non-end-dated and valid diagnoses for the child recorded on the Health Services **Clinical Appointment** tab where the domain is Developmental, except "HIV Infection" or "Dementia Due to HIV Infection."

Mental Health Diagnoses:

The response is **modifiable and pre-filled** with all non-end-dated and valid diagnoses for the child recorded on the Health Services **Clinical Appointment** tab where the domain is Mental Health, except "HIV Infection" or "Dementia Due to HIV Infection."

Serious Injuries/Hospitalization:

The response is **modifiable and pre-filled** with all valid hospitalizations for the child recorded on the Health Services **Child Health Info.** tab, including Hospital Name, Start Date and End Date; the reason for hospitalization does *not* pre-fill.

Current Medication:

The response is **modifiable and pre-filled** with all non-end-dated and valid medications for the child recorded on the Health Services **Child Health Info.** Tab.

22. Describe any other significant information about the child's current health and well-being not included above.

Record

Date of Last Physical	Date of Last Mental Health Appointment,	Date of Last Dental Appointment	Date of Last Vision Screening	Date of Last Hearing Screening	Immunizations Up-To-Date
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	if applicable		Record	Record	Yes <input type="checkbox"/> No <input type="checkbox"/> Select
The response is modifiable and pre-filled with the most current, valid appointment date recorded on the Health Services Clinical Appointment tab where the Appointment Type is "Well Child" and the Domain is Physical/Medical.	The response is modifiable and pre-filled with the most current, valid appointment date recorded on the Health Services Clinical Appointment tab where the Appointment Type is "Mental Health."	The response is modifiable and pre-filled with the most current, valid appointment date recorded on the Health Services Clinical Appointment tab where the Appointment Type is "Dental."			

23. Describe any follow-up treatment or recommendations for the child, as a result of the above appointments/screenings.

The response is **modifiable and pre-filled** with a list of all non-end-dated and valid diagnoses for the child recorded on the Health Services **Clinical Appointment** tab, except "HIV Infection" or "Dementia Due to HIV Infection," including associated treatment recommendations.

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SECTION IX. CHILD'S EDUCATION

24. Provide information on the child's current grade level or program, academic progress and achievements, and any other relevant educational information.

The response is **modifiable and pre-filled** with the following information:

- "Academic Grade Level: <Grade Level>" for the current academic year and the most current Effective Date, as recorded on the *Education* window; and
- from the Strengths, Needs and Risks Child Scales, "Academic Performance: <Response>."

25. Describe the steps the agency will take during the next six months to enable prompt delivery of appropriate educational and/or vocational services to the child in his or her current placement, or in any proposed placement(if applicable), or while on trial or at final discharge.

Record

26. Complete the sections appropriate to the age-level and educational status of the child.

a. If the child is under age 3, check which, if any, of the following criteria the child meets:

- involved in an indicated case of child abuse or maltreatment** **Modifiable and pre-filled** if child had any role in any Indicated investigation(s).
- suspected to have a disability** **Modifiable and pre-filled** when "Disability" is selected as the Classification/Disability Type on the **Early Intervention** tab.
- has been found eligible for Early Intervention Services (EI)** **Modifiable and pre-filled** when "Disability" or "Developmental Delay" is selected as the Classification/Disability Type on the **Early Intervention** tab.

If one or more criteria are met, check the appropriate boxes.

Referral Date	Receiving Services	Not Eligible
This response is modifiable and pre-filled from the Early Intervention tab.	<input type="checkbox"/> Modifiable and pre-filled if any service type is being received.	<input type="checkbox"/> Select this box if there are no boxes selected in 26a.

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Describe the steps taken to refer the child to Early Intervention Services, the status of the referral and any services the child is receiving. If the child listed above has not yet been referred, explain why.

The response is **modifiable and pre-filled** with:

- a list of all non-end-dated and valid services on the **Early Intervention** tab that have a status of “Received” or “Anticipated”;
- “Date of Referral <MM/DD/YYYY>”;
- “Date of Evaluation <MM/DD/YYYY>”; and
- Classification/Disability Type: “Disability,” “Developmental Delay” or “None.”

b. If the child is eligible for Pre-Kindergarten (turns age 4 before December 1st), check the appropriate boxes. *Select*

Pre-K Not Available	Pre-K Available	Not Enrolled	Enrolled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Pre-kindergarten is available and the child is NOT enrolled, describe steps taken to enroll the child.

Record

c. If the child is age three or older and is suspected of having a disability or has been found eligible for Special Education prior to or during foster care, describe the status of the referral, the Individualized Education Program (IEP) related recommendations and services provided by the school.

If an IEP exists for the current academic year, the response is **modifiable and pre-filled** with the following information:

- “IEP Date - <MM/DD/YYYY>”, as recorded on the *Education Detail* window;
- a list of services, as recorded on the *IEP Detail* window; and
- a list of related services, as recorded on the *IEP Detail* window.

d. If the child is school age (ages 6-16/17, depending on locality) or elects to participate in a program leading to a high school diploma, describe the steps taken to enroll the child in a program or continue in a program leading to a high school diploma.

Record

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- e. **If the child is over age 16/17 (depending on locality), and the child has elected not to participate in a high school diploma program, describe the steps taken to assist the child to become employed and/or to become enrolled in an appropriate vocational program.**

Record

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VERIFICATION

STATE OF NEW YORK, COUNTY OF SP

Record, BEING DULY SWORN, DEPOSES AND SAYS:

that I am employed at **Record**, as a caseworker;

that I have (written read) the foregoing permanency report and know the contents thereof;

that the information is true and complete to my own knowledge, or believed to be true based upon information derived from official records and/or reports kept in the regular course of business by this social services district or voluntary authorized agency directly involved in assessment and/or service provision to the individuals that are the subject(s) of this report;

that this report is a true and complete copy of the report that was mailed to the parties 14 days prior to the date certain of the permanency hearing.

Name: _____

Title: _____

Sworn to before me this

_____ day of _____

Notary Public

Commissioner of Deeds

**Appendix B:
Multiple Child
Permanency Hearing Report
Field Information**

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*Fields with an * populate when the "No Pre-fill" option is selected.*

PERMANENCY HEARING DATE CERTAIN: Pre-filled, not modifiable

Judge / Referee	Court	Part
Record	Record	Record

IN THE MATTER OF:

Child's Name	Date of Birth	Sex	Person ID (PID)	Docket Number
* Pre-filled, not modifiable	Record			
* Pre-filled, not modifiable	Record			

DATE OF REPORT PREPARATION: E

All information must be current and represent an update of events and circumstances since removal or the previous Permanency Hearing

Case Name:	* Pre-filled, not modifiable	Law Guardian:	Record
CONNECTIONS Case ID:	* Pre-filled, not modifiable	Attorney for Parent(s) or Person(s) Legally Responsible:	Record
Local Case #:	Record	Attorney for DSS/ACS:	Record
Case Manager	* Pre-filled, not modifiable	Phone:	* Pre-filled, modifiable
Case Planner	* Pre-filled, not modifiable	Phone:	* Pre-filled, modifiable
Agency with Planning Responsibility:	* Pre-filled, not modifiable		
Associate Caseworker(s)	Record	Phone:	Record
Child Protective	* Pre-filled, not modifiable	Phone:	* Pre-filled, modifiable

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Worker/Monitor			
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PARENTS AND PERSONS LEGALLY RESPONSIBLE

Name	Relationship	Associated Children
* Pre-filled, not modifiable	* Pre-filled, not modifiable Individuals with the following relationships display: <ul style="list-style-type: none"> • Mother • Father • Alleged Father • Putative Father • Adoptive Mother • Adoptive Father • Legal Guardian • Legal Custodian 	Record

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SECTION I. PERMANENCY PLAN SUMMARY - Complete for all children

Child's Name	Current Permanency Planning Goal (PPG)	PPG/Date Established	Anticipated PPG
* Pre-filled, not modifiable	* Pre-filled, not modifiable	* Pre-filled, not modifiable	<p>Select</p> <p><input type="checkbox"/> Return to parent(s)</p> <p><input type="checkbox"/> Placement for adoption</p> <p><input type="checkbox"/> Referral for legal guardianship</p> <p><input type="checkbox"/> Permanent placement with fit and willing relative</p> <p><input type="checkbox"/> Placement in another planned permanent living arrangement with significant connection to an adult</p> <p>For children with a Program Choice of "Placement," the above options display.</p> <p>For children with a Program Choice of "Non-LDSS Custody," the following Anticipated PPG's display:</p> <ol style="list-style-type: none"> 1. Reunite with Parent 2. Legalize Living Arrangement with Relative/Resource 3. Permanent Living Arrangement (Non-Guardianship/Non-Custodian)
			<p><input type="checkbox"/> Return to parent(s)</p> <p><input type="checkbox"/> Placement for adoption</p> <p><input type="checkbox"/> Referral for legal guardianship</p> <p><input type="checkbox"/> Permanent placement with fit and willing relative</p> <p><input type="checkbox"/> Placement in another planned permanent living arrangement with significant connection to an adult</p>

Date by which it is expected that the current or anticipated PPG will be accomplished:

Child's Name	Date
Pre-filled, not modifiable	Record

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SECTION II. PERMANENCY PLANNING

1. If there is a plan for continuing placement for any of the children, specify the child and describe the reason placement continues to be necessary and in accordance with the best interests and safety of the child, including whether the child would be at risk of abuse or neglect if returned to the parent or other person legally responsible.

Record

2. If there is a plan for continuing placement for any of the children, describe the efforts made since removal or the last permanency hearing, if any, to locate any absent parent or relative(s) of the children and to notify each of them of the children's placement in foster care.

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** based on the following Foster Care Issues questions:

- Have all parents been identified? If "No," the narrative for "Describe the efforts to identify them" pre-fills.
- Have all parents been located? If "No," the narrative for "Describe all efforts to locate them, including results from inquiries to the Parent Locator Service" pre-fills.
- Have you explored alternative permanency resources that may be available to the child should he or she be unable to return home? If "Yes," the narrative for "Have any potential resources been identified? Who are they?" pre-fills. If "No," the narrative for "Explain why permanency resources have not been explore?" pre-fills.

For children with a Program Choice of "Non-LDSS Custody," you must **record** the response; it does not pre-fill.

3. State whether the absent parent or relative expressed an interest in obtaining custody of or planning for any of the children, or whether any relative is interested in becoming a foster parent for any of the children. If interest has been expressed, what has been done to further any of these outcomes?

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** from the following Foster Care Issues questions:

- Have you discussed concurrent planning and alternative permanency resources (including parents) with the parents? If "Yes," the narrative for "Describe the parent's response" pre-fills. If "No," the narrative for "Explain why concurrent planning and permanency resources, other than discharge to parents have not been discussed with the parents" pre-fills.

For children with a Program Choice of "Non-LDSS Custody," you must **record** the response; it does not pre-fill.

4. Describe the concurrent plan or any other permanency discharge resource being considered for each child, in the event that any of the children are unlikely to be able to return home.

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** from the following Foster Care Issues questions:

- If the child has been in placement 3 months or more, have the foster parents been asked whether they

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would consider adopting the child, should the child become free for adoption, or otherwise provide a permanent living arrangement for the child? If "Yes," the narrative for "Describe the foster parent's response" pre-fills.

For children with a Program Choice of "Non-LDSS Custody," the response is **pre-filled and modifiable** from the following FASP question:

- Has a permanency plan of guardianship/custody or adoption been discussed with the relative/resource? If "Yes," the narrative for "Describe the relative/resource's response" pre-fills.

5. If there is a plan for trial discharge in the next six months, specify the child, the anticipated date and explain why such discharge is safe and appropriate.

Record

6. If there is a plan for final discharge in the next six months, specify the child, the anticipated date and explain why such discharge is safe and appropriate.

Record

7. If the permanency plan includes trial or final discharge from foster care, describe the Discharge Plan for the children.

Living Arrangement (include location):

Record

Educational/Vocational Plan:

Record

Health Coverage:

Record

Follow-up Health/Mental Health Treatment Plan:

Record

Other:

Record

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SECTION III. REASONABLE EFFORTS TO FINALIZE PERMANENCY

8. Has there been a court determination that reasonable efforts to reunify the children with their parent(s) are not required?

Select Yes No

If Yes, for both parents, skip Question 9. If No, for one or both parents, answer Question 9.

9. For each parent for whom the answer to Question 8 is "No" and who has not had his or her parental rights terminated or surrendered, describe the reasonable efforts that have been made since removal or the last permanency hearing to enable the children to return home safely. The question must be answered regardless of the children's permanency planning goal.

A pre-filled and modifiable list displays with the following Service Plan information:

Name (i.e., Child, Mother, Father, Alleged Father or Putative Father)	Service (e.g., Drug Counseling/Treatment)	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
---	--	---

Questions 10a, 10b and 10c pre-fill only for children in an FSS/CWS stage with a Permanency Planning Goal of "Adoption."

10. If the permanency planning goal is Adoption and the children are not completely legally free:

a. Describe the reasonable efforts to free the children, which shall include, but are not limited to, information regarding the potential for a surrender, whether any surrender is complete and, if so, whether it includes any terms or conditions; whether a Termination of Parental Rights proceeding has been filed and if so, when; whether any diligent search has been completed on an absent parent, including the methods and outcome.

The response is pre-filled and modifiable from the following Foster Care Issues questions:

- For a child in placement six months or more, have you discussed with the child's parent(s) the signing of a voluntary surrender, including, where appropriate, a conditional surrender? If "Yes," the narrative for "Describe the parent's response" pre-fills.
- "TPR has been filed" or "TPR has not been filed," as recorded for "Has a petition to terminate parental rights been filed?"
- Have all parents been located? If "No," the narrative for "Describe all efforts to locate them, including results from inquiries to the Parent Locator Service" pre-fills.

b. Are the children placed in a pre-adoptive home? Select Yes No

If No, describe efforts made to identify an adoptive resource.

The response is pre-filled and modifiable from the following Foster Care Issues question:

- Have you explored alternative permanency resources that may be available to the child should he or she

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be unable to return home. If "Yes," the narrative for "Have any potential resources been identified? Who are they?" pre-fills. If "No," the narrative for "Explain why permanency resources have not been explored" pre-fills.

c. What services are anticipated in the next six months?

A **pre-filled and modifiable** list displays with the following Service Plan information:

Child's Name	Service	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
--------------	---------	---

Questions 11a, and 11b pre-fill only for children in an FSS/CWS stage with a Permanency Planning Goal of "Guardianship or Placement with a Fit and Willing Relative."

11. If the permanency goal is Guardianship or Placement with a Fit and Willing Relative:

a. Describe reasonable efforts made and services provided to finalize this plan. Specify the name and relationship of the guardian or fit and willing relative.

A **pre-filled and modifiable** list displays with the following Service Plan information:

Name (i.e., Child, Great Grandparent, Grandparent, Aunt/Uncle, Cousin, Other family member Or Niece/Nephew)	Service (e.g., Drug Counseling/Treatment)	Status of service (e.g., Provided Direct, Provided Purchase, Referred/Waitlisted or Planned)
--	--	--

b. What services are anticipated in the next six months?

A **pre-filled and modifiable** list displays with the following Service Plan information:

Name (i.e., Child, Great Grandparent, Grandparent, Aunt/Uncle, Cousin, Other family member Or Niece/Nephew)	Service (e.g., Drug Counseling/Treatment)	Status of service (e.g., Provided Direct, Provided Purchase, Referred/Waitlisted or Planned)
--	--	--

Questions 12a, 12b and 12c pre-fill only for children in an FSS/CWS stage with a Permanency Planning Goal of "Another Planned Permanency Living Arrangement."

12. If the permanency goal is Another Planned Permanent Living Arrangement:

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a. Provide the compelling reason for determining that it would not be in the best interests of the children to be returned home, placed for adoption, placed with a legal guardian, or placed with a fit and willing relative.

The response is **pre-filled and modifiable** from the following narrative of the *Tracked Children Detail* window:
“Explain the reason for the PPG change and describe the reason(s) why it is not in the best interest of the child to do any of the following: return to parent, place for adoption, refer for guardianship, or place with a relative.”

b. Describe how this arrangement provides the children with a significant connection to an adult who is willing to be a permanency resource for the children. Specify the arrangement and the name of the adult, and describe reasonable efforts made and services provided to finalize this plan. If no adult has as yet been identified, describe efforts made to identify a permanency resource.

For children with a Program Choice of “Placement,” the response is **pre-filled and modifiable** from the following Foster Care Issues question:

- Have you explored alternative permanency resources that may be available to the child should he or she be unable to return home. If “Yes,” the narrative for “Have any potential resources been identified? Who are they?” pre-fills. If “No,” the narrative for “Explain why permanency resources have not been explored” pre-fills.

For children with a Program Choice of “Non-LDSS Custody,” the response is **pre-filled and modifiable** from the following Foster Care Issues question:

- Has a permanency plan of guardianship/custody or adoption been discussed with the relative/resource? If “No,” the narrative for “Explain why the possibility of guardianship/custody or adoption has not been discussed” pre-fills.
-

c. What services are anticipated in the next six months?

A **pre-filled and modifiable** list displays with the following information:

Name (i.e., Child, Unrelated household member, Other or None)	Service (e.g., Drug Counseling/Treatment)	Status of service (e.g., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
---	--	---

13. Is any child AWOL? **Select** Yes No

If Yes, identify the child(ren) and describe efforts to locate the child(ren).

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SECTION IV. CHILD'S PLACEMENT(S)

14.

Child's Name	Physical Removal Date	# of Changes in Placement Since Removal or Previous Permanency Hearing	Child Currently Placed
Pre-filled, not modifiable	Modifiable; pre-filled from the Removal Information tab.	Record	Select <input type="checkbox"/> Foster Boarding Home <input type="checkbox"/> Non-relative <input type="checkbox"/> Relative <input type="checkbox"/> Congregate Care Facility <input type="checkbox"/> Relative (Direct Placement) <input type="checkbox"/> Other
			<input type="checkbox"/> Foster Boarding Home <input type="checkbox"/> Non-relative <input type="checkbox"/> Relative <input type="checkbox"/> Congregate Care Facility <input type="checkbox"/> Relative (Direct Placement) <input type="checkbox"/> Other

15. Provide current information regarding the placement of *each child* including: the name of the person(s) with whom each child is placed, if applicable; changes in the placement setting; protecting factors in the current home/facility that support the children's safety, and how this setting supports the least restrictive, most appropriate placement that addresses the needs of the children.

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** from the following *Tracked Children Detail* window areas:

- Agency Name or Name of Discharge Resource
- Adjustment and Functioning narrative: "For each child in foster care, describe the child's response to separation and loss and the child's functioning and overall well-being in their current placement. Also explain how this placement is the most appropriate setting to meet the child's current service and health needs and whether it is the least restrictive and most home like setting required to support eh child's well-being; if appropriate, include a description of the child's response to any moves from one foster care setting to another."
- Safety in Foster Care narrative: "Identify and describe protecting factors that keep the child safe in this placement."

For children with a Program Choice of "Non-LDSS Custody," the response is **pre-filled and modifiable** from the following areas:

- *Tracked Children Detail* window – "Agency Name: <Name of Agency>" or "Name of Discharge Resource: <Resource Name>"
- Foster Care Issues – Appropriateness of Alternative Setting – "Caretaker Name: <Name of Caretaker>" and "Relationship to Caretaker: <Relationship>"
- Foster Care Issues – Placement Functioning narratives: "For each child in an alternative setting, describe the child's functioning. The pertinent information to be included is: the child's adjustment in the current

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placement; how this setting meets the child's needs" and "Identify and describe the key protecting factors that keep the child safe in this setting."

16. Is any child placed out of state? Yes No Pre-filled and modifiable

If Yes, explain why it is appropriate, necessary and in the best interests of the child?

For children with a Program Choice of "Placement," the response is **modifiable and pre-filled** from the following Foster Care Issues question:

- Is the child placed a substantial distance from his/her parents? If "Yes," the narrative for "Explain why such a placement is in the best interest of the child" pre-fills. If "No," the narrative for "Explain why permanency resources have not been explored" pre-fills.

If the child's Program Choice is "Non-LDSS Custody," you must **record** a response; it does not pre-fill.

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SECTION V. PARENT STATUS AND SERVICES PROVIDED

17. For parent(s) or legally responsible person(s):

a. Describe services offered and/or provided to each parent/person legally responsible since removal or the last permanency hearing.

A **pre-filled and modifiable** list displays with the following Service Plan information:

Name (i.e., Mother, Father, Alleged Father or Putative Father, Adoptive Mother, Adoptive Father, Legal Guardian or Legal Custodian)	Service (e.g., Drug Counseling/Treatment)	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
--	--	--

b. Describe the efforts made by each parent/person legally responsible to engage in the services, the progress made towards reunification, and any other efforts made by each parent/person legally responsible to achieve the permanency plan.

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** from the following Foster Care Issues narrative:

"Describe the positive progress made to achieve the permanency goal. Describe the parent's, relative's or primary resource person's involvement in planning for the child's discharge. Specify any barriers to timely permanency."

For children with a Program Choice of "Non-LDSS Custody," the response is **pre-filled and modifiable** from the following areas of Foster Care Issues:

- Narrative: "Explain if the plan is to reunite child(ren) with parent or for children to remain in care of relative/resource."
- Is parent(s) in agreement with this plan? If "Yes," "Parents in agreement with plan" pre-fills. If "No," "Parents not in agreement with plan" pre-fills. If "N/A," "This question does not apply" pre-fills. If "No," the "Explain" narrative pre-fills.

c. Describe any barriers to service provision.

For children with a Program Choice of "Placement," the response is **pre-filled and modifiable** from the following Foster Care Issues Progress Towards Permanency narrative:

"Describe the positive progress made to achieve the permanency goal. Describe the parent's, relative's or primary resource person's involvement in planning for the child's discharge. Specify any barriers to timely permanency."

For children with a Program Choice of "Non-LDSS Custody," the response is **pre-filled and modifiable** from the

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following areas of Foster Care Issues:

- Narrative: "Explain if the plan is to reunite child(ren) with parent or for children to remain in care of relative/resource."
- Is parent(s) in agreement with this plan? If "Yes," "Parents in agreement with plan" pre-fills. If "No," "Parents not in agreement with plan" pre-fills. If "N/A," "This question does not apply" pre-fills. If "No," the "Explain" narrative pre-fills.

d. Describe any additional services anticipated in the next six months.

A **pre-filled and modifiable** list displays with the following Service Plan information:

Name (i.e., Mother, Father, Alleged Father or Putative Father, Adoptive Mother, Adoptive Father, Legal Guardian or Legal Custodian)	Service (e.g., Drug Counseling/Treatment)	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
---	--	---

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SECTION VI. VISITING

18. Visitation Plan

This modifiable section pre-fills with active visitation plans recorded in Foster Care Issues where the child(ren) is in the Child Participant List. The following visiting plan information displays:

- Review Status
- Plan Description
- Primary Location
- Frequency
- Duration
- Visiting Plan Status
- Children
- Adults
- Other Participants
- Response to "Are there any special conditions (i.e., court orders, supervised visitation, phone contacts, mail) regarding visitation?"
- Response to "Explain the condition. For supervised visitation, explain the reason and how supervision will be provided"
- Response to "Is assistance necessary to facilitate visitation?"
- Response to "Describe specifically what will occur during visits to enhance parental capability, support the parent/child relationship and support the child's well-being"
- Response to "Provide any additional detail regarding location, frequency, or duration of the visiting plan"

If no plan exists for a child, the "No Visiting Plan" narrative will pre-fill for that child.

For children with a Program Choice of "Non-LDSS Custody," pre-filled and modifiable information displays based on the following question in Foster Care Issues:

- Does the child have contact with member of his/her family? If "Yes," the narrative for "Describe the contact" pre-fills.

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SECTION VII. SERVICES PROVIDED TO CHILD

19. Describe all services offered and/or provided to *each child* since removal or the last permanency hearing and the outcomes or progress *each child* has made.

Name	Services
Pre-filled and modifiable	A pre-filled and modifiable list of services and their statuses displays.

Describe any additional services for *each child* anticipated in the next six months.

Name	Additional Services
Record	Record

20. If the child is age 14 or older, describe the Independent Living Skills Services provided to *each child* since removal or the last permanency hearing and the skills attained.

Name	Independent Living Skills
Record	Record

Describe any additional Independent Living Skills Services anticipated for *each child* in the next six months.

Name	Addition Independent Living Skills
Record	Record

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SECTION VIII. CHILD’S HEALTH AND WELL- BEING

21. If applicable, note the following for *each child*:

Significant Chronic Conditions:

Name	Significant Chronic Conditions
Pre-filled and modifiable	The response is modifiable and pre-filled for each child with: <ul style="list-style-type: none"> • all non-end-dated and valid diagnoses recorded on the Health Services Clinical Appointment tab where the domain is Dental, Physical/Medical, or Substance Abuse, except “HIV Infection” or “Dementia Due to HIV Infection”; and • all non-end-dated and valid allergies recorded on the Health Services Child Health Info. tab where the domain is Dental, Physical/Medical, or Substance Abuse.

Significant Developmental Delay and Medications:

Name	Significant Developmental Delay
Pre-filled and modifiable	The response is modifiable and pre-filled for each child with all non-end-dated and valid diagnoses recorded on the Health Services Clinical Appointment tab where the domain is Developmental, except “HIV Infection” or “Dementia Due to HIV Infection.”

Mental Health Diagnoses:

Name	Mental Health Diagnoses
Pre-filled and modifiable	The response is modifiable and pre-filled for each child with all non-end-dated and valid diagnoses recorded on the Health Services Clinical Appointment tab where the domain is Mental Health, except “HIV Infection” or “Dementia Due to HIV Infection.”

Serious Injuries/Hospitalization:

Name	Serious Injuries/Hospitalization
Pre-filled and modifiable	The response is modifiable and pre-filled for each child with all valid hospitalizations recorded on the Health Services Child Health Info. tab, including Hospital Name, Start Date and End Date; the reason for hospitalization does <i>not</i> pre-fill.

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Current Medication:

Name	Current Medication
Pre-filled and modifiable	The response is modifiable and pre-filled for each child with all non-end-dated and valid medications recorded on the Health Services Child Health Info. tab.

22. Describe any other significant information about the child’s current health and well-being not included above.

Record

Child’s Name	Date of Last Physical	Date of Last Mental Health Appointment, if applicable	Date of Last Dental Appointment	Date of Last Vision Screening	Date of Last Hearing Screening	Immunizations Up-To-Date
Pre-filled and modifiable	The response is modifiable and pre-filled for each child with the most current, valid appointment date recorded on the Health Services Clinical Appointment tab where the Appointment Type is “Well Child” and the Domain is Physical/Medical	The response is modifiable and pre-filled for each child with the most current, valid appointment date recorded on the Health Services Clinical Appointment tab where the Appointment Type is “Mental Health”.	The response is modifiable and pre-filled with the most current, valid appointment date recorded on the Health Services Clinical Appointment tab where the Appointment Type is “Dental.”	Record	Record	Yes <input type="checkbox"/> No <input type="checkbox"/> Select
						Yes <input type="checkbox"/> No <input type="checkbox"/>

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23. Describe any follow-up treatment or recommendations for the child, as a result of the above appointments/screenings.

The response is **modifiable and pre-filled** with a list of all non-end-dated and valid diagnoses recorded on the Health Services **Clinical Appointment** tab for each child, except "HIV Infection" or "Dementia Due to HIV Infection," including associated treatment recommendations.

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SECTION IX. CHILD’S EDUCATION

24. Provide information on *each child’s* current grade level or program, academic progress and achievements, and any other relevant educational information.

Name	Current Program
Pre-filled and modifiable	The response is modifiable and pre-filled with the following information for each child: <ul style="list-style-type: none"> • “Academic Grade Level: <Grade Level>” for the current academic year and the most current Effective Date, as recorded on the <i>Education</i> window; and • from the Strengths, Needs and Risks Child Scales, “Academic Performance: <Response>.”

25. Describe the steps the agency will take during the next six months to enable prompt delivery of appropriate educational and/or vocational services to *each child* in his or her current placement, or in any proposed placement (if applicable), or while on trial or at final discharge.

Name	Future Steps
Pre-filled and modifiable	Record

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26. Complete the sections appropriate to the age-level and educational status of the child.

a. If the child is under age 3, check which, if any, of the following criteria the child meets:

Child's Name	Criteria
Pre-filled and modifiable	<input type="checkbox"/> involved in an indicated case of child abuse or maltreatment Modifiable and pre-filled if child had any role in any Indicated investigation(s). <input type="checkbox"/> suspected to have a disability Modifiable and pre-filled when "Disability" is selected as the Classification/Disability Type on the Early Intervention tab. <input type="checkbox"/> has been found eligible for Early Intervention Services (EI) Modifiable and pre-filled when "Disability" or "Developmental Delay" is selected as the Classification/Disability Type on the Early Intervention tab.
	<input type="checkbox"/> involved in an indicated case of child abuse or maltreatment <input type="checkbox"/> suspected to have a disability <input type="checkbox"/> has been found eligible for Early Intervention Services (EI)

If one or more criteria are met, check the appropriate boxes.

Child's Name	Referral Date	Receiving Services	Not Eligible
Pre-filled and modifiable	This response is modifiable and pre-filled from the Early Intervention tab.	<input type="checkbox"/> Modifiable and pre-filled if any service type is being received.	<input type="checkbox"/> if no boxes from 26a are checked, check this box
		<input type="checkbox"/>	<input type="checkbox"/> if no boxes from 26a are checked, check this box

Describe the steps taken to refer the child to Early Intervention Services, the status of the referral and any services the child is receiving. If the child listed above has not yet been referred, explain why.

Child's Name	Steps
Pre-filled and modifiable	The response is modifiable and pre-filled with: <ul style="list-style-type: none"> • a list of all non-end-dated and valid services on the Early Intervention tab that have a status of "Received"; • "Date of Referral <MM/DD/YYYY>"; • "Date of Evaluation <MM/DD/YYYY>"; and • Classification/Disability Type: "Disability," "Developmental Delay" or "None."

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- b. If the child is eligible for Pre-Kindergarten (turns age 4 before December 1st), check the appropriate boxes. **Select**

Child's Name	Pre-K Not Available	Pre-K Available	Not Enrolled	Enrolled
Pre-filled and modifiable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Pre-kindergarten is available and the child is NOT enrolled, describe steps taken to enroll the child.

Child's Name	Steps
Pre-filled and modifiable	Record

- c. If any child is age three or older and is suspected of having a disability or has been found eligible for Special Education prior to or during foster care, describe the status of the referral, the Individualized Education Program (IEP) related recommendations and services provided by the school.

Child's Name	Status
Pre-filled and modifiable	If an IEP exists for the current academic year, the response is modifiable and pre-filled with the following information: <ul style="list-style-type: none"> • "IEP Date - <MM/DD/YYYY>", as recorded on the <i>Education Detail</i> window; • a list of services, as recorded on the <i>IEP Detail</i> window; and • a list of related services, as recorded on the <i>IEP Detail</i> window.

- d. If any child is school age (ages 6-16/17, depending on locality) or elects to participate in a program leading to a high school diploma, describe the steps taken to enroll the child in a program or continue in a program leading to a high school diploma.

Child's Name	Program
Pre-filled and modifiable	Record

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- e. If any child is over age 16/17 (depending on locality), and the child has elected NOT to participate in a high school diploma program, describe the steps taken to assist the child to become employed and/or to become enrolled in an appropriate vocational program.

Child's Name	Program
Pre-filled and modifiable	Record

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VERIFICATION

STATE OF NEW YORK, COUNTY OF Pre-filled and not modifiable

Record, BEING DULY SWORN, DEPOSES AND SAYS:

that I am employed at Record, as a caseworker;

that I have (written read) the foregoing permanency report and know the contents thereof;

that the information is true and complete to my own knowledge, or believed to be true based upon information derived from official records and/or reports kept in the regular course of business by this social services district or voluntary authorized agency directly involved in assessment and/or service provision to the individuals that are the subject(s) of this report;

that this report is a true and complete copy of the report that was mailed to the parties 14 days prior to the date certain of the permanency hearing.

Name: _____ (Null)

Title: _____ (Null)

Sworn to before me this

_____ day of _____ (Null)

_____ (Null)

Notary Public

_____ (Null)

Commissioner of Deeds

**Appendix C:
Freed Child
Permanency Hearing Report
Field Information**

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*Fields with an * populate when the "No Pre-fill" option is selected.*

PERMANENCY HEARING DATE CERTAIN: Pre-filled, not modifiable

Judge / Referee	Court	Part
Record	Record	Record

IN THE MATTER OF:

Child's Name	Date of Birth	Sex	Person ID (PID)	Docket Number
* Pre-filled, not modifiable	Docket Number(s) under which child was freed (if different): Mother Record Father Record			

DATE OF REPORT PREPARATION: E

All information must be current and represent an update of events and circumstances since the child was freed for adoption or the previous Permanency Hearing

Case Name:	* Pre-filled, not modifiable	Law Guardian:	Record
CONNECTIONS Case ID:	* Pre-filled, not modifiable	Attorney for DSS/ACS:	Record
Local Case #:	Record		
Case Manager	* Pre-filled, not modifiable	Phone:	* Pre-filled, modifiable
Case Planner:	* Pre-filled, not modifiable	Phone:	* Pre-filled, modifiable
Agency with Planning Responsibility:	* Pre-filled, not modifiable		
Associated Case Worker:	Record	Phone:	Record

SECTION I. PERMANENCY PLAN SUMMARY

Child's Name	Current Permanency Planning Goal (PPG)	PPG/Date Established	Anticipated PPG
* Pre-filled, not modifiable	* Pre-filled, not modifiable	* Pre-filled, not modifiable	Select <input type="checkbox"/> Placement for adoption <input type="checkbox"/> Referral for legal guardianship <input type="checkbox"/> Permanent placement with fit

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			and willing relative <input type="checkbox"/> Placement in another planned permanent living arrangement with significant connection to an adult
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Date by which it is expected that the current or anticipated PPG will be accomplished: Record

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SECTION II. PERMANENCY PLANNING

1. If there is a plan for continuing placement for the child, describe the reason placement continues to be necessary and in accordance with the best interests and safety of the child.

Record

2. If there is a plan for trial or final discharge in the next six months, specify the anticipated date and explain why such discharge is safe and appropriate.

Record

3. If the permanency plan includes trial or final discharge from foster care, describe the Discharge Plan for the child.

Living Arrangement (include location):

Record

Educational/Vocational Plan:

Record

Health Coverage:

Record

Follow-up Health/Mental Health Treatment Plan:

Record

Other:

Record

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SECTION III. REASONABLE EFFORTS TO FINALIZE PERMANENCY

4. If the child is free for adoption, but not yet placed in an adoptive home:

- a. Describe the child-specific recruitment efforts that have been made and the outcome of these efforts. Include whether the foster parent(s) (current and past, as applicable) have been asked to adopt, and the foster parent(s)' response.**

The response is **pre-filled and modifiable** based on the following Alternative Permanency Resources question: Have you explored alternative permanency resources that may be available to the child? If "Yes," the narrative for "Have any potential resources been identified? Who are they?" pre-fills. If "No," the narrative for "Explain why permanency resources have not been explored" pre-fills.

- b. What further recruitment efforts are anticipated in the next six months?**

Record

5. If the child is age 14 or older and voluntarily withheld consent to his/her adoption:

- a. Describe the facts and circumstances related to the child's decision.**

The response is **pre-filled and modifiable** based on the following Foster Care Issues question: Is the legally freed youth 14 years or older refusing consent to his or her adoption? If "Yes," the narrative for "Describe the permanency alternatives discussed with the youth including his or her ability to change their mind about adoption" pre-fills.

- b. Describe efforts that have been made to counsel the child about adoption, including explaining possible post-adoption contact with parent(s) and sibling(s) and enabling/arranging contact with other young people of similar age who have been adopted.**

Record

6. If the child is free and placed in a pre-adoptive home:

- a. Describe the reasonable efforts made to facilitate the adoption of the child and any barriers to finalizing the adoption, including any concerns about completing the adoption raised by the pre-adoptive parent(s).**

The response is **pre-filled and modifiable** based on the following Foster Care Issues – Barriers to Finalization question: Has the child been in an adoptive placement for 6 months or more? If "Yes," the narrative for "Specify the barriers preventing legal adoption in this home and actions taken to overcome these barriers and finalize the adoption" pre-fills.

- b. What additional services/assistance is anticipated in the next six months to facilitate finalizing the adoption?**

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The response is **pre-filled and modifiable** based on the following Foster Care Issues – Adoption Readiness question:

Is the child ready to be adopted? If “No,” the narrative for “What needs to occur to prepare the child for adoption” pre-fills.

7. If applicable, has the child’s case been transferred to an adoption unit? Select

Yes No NA

8. Complete the Adoption milestones grids below, as applicable. Record

Intent to Adopt Signed	Date Signed	Adoptive Home Study Complete	Date Completed	Adoptive Placement Agreement Signed	Date Signed
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Criminal History Record Check	Date Completed	SCR Data Base Check	Date Completed	Interstate Compact on Placement of Children	Date Completed
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Documents that have been secured for finalizing the child’s adoption: check all that apply (*Certified): Select

Birth Parents	Child
<input type="checkbox"/> *order(s) terminating parental rights <input type="checkbox"/> *surrender(s) <input type="checkbox"/> *consent(s) <input type="checkbox"/> *death certificate(s)	<input type="checkbox"/> *birth certificate, two copies <input type="checkbox"/> medical report <input type="checkbox"/> consent (child over age 14)
<input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> mother <input type="checkbox"/> father	

Select

Adoptive Parent(s)	Attorney
<input type="checkbox"/> financial disclosure affidavit <input type="checkbox"/> medical report <input type="checkbox"/> *marriage certificate <input type="checkbox"/> *divorce certificate <input type="checkbox"/> *death certificate (of adoptive spouse) <input type="checkbox"/> back-up resource	<input type="checkbox"/> affidavit of readiness <input type="checkbox"/> financial disclosure affidavit <input type="checkbox"/> *certification of service upon OCA

9. Putative Father Registry request, if applicable.

Was a Putative Father Registry request made? Select

Yes No

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Date of request: Found Not Found Select/record, if applicable

10. Will an adoption subsidy application be submitted for the child? Select

Yes No

If No, explain why not.

Record

If Yes, check the status of the Adoption Subsidy Application: Select/record

<input type="checkbox"/> All necessary information submitted by adoptive parent(s) <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Voluntary agency submitted to ACS/Social Services Department <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Pending review at ACS/Social Services Department <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> ACS/ Social Services Department submitted to OCFS NYSAS <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Pending review by OCFS NYSAS <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Subsidy rejected/returned by OCFS NYSAS <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Subsidy resubmitted to OCFS NYSAS <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Subsidy approved <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Subsidy denied <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Subsidy denial appealed <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Hearing decision reached	Date submitted: <hr style="border-top: 1px dashed black;"/> Date submitted: OR Not Applicable <input type="checkbox"/> <hr style="border-top: 1px dashed black;"/> Date review initiated: <hr style="border-top: 1px dashed black;"/> Date submitted to OCFS NYSAS: <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> Date rejected/returned: <hr style="border-top: 1px dashed black;"/> Date of resubmission to OCFS NYSAS: <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> Date of approval: <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> Date of denial: <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> Date of appeal: <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> Date of decision: <hr style="border-top: 1px dashed black;"/> Decision:
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If applicable, specify what, if anything, is causing delay of final subsidy approval, and what actions will be taken to overcome the delay.

Record

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If applicable, why was the subsidy denied?

Record

For approved subsidy, check the applicable category and level of rate: Select

Handicapped
 Basic Special Exceptional

Hard-To-Place
 Basic Special

11. Have the adoptive parent(s) retained an attorney? Select

Yes No

12. Has the adoption petition been filed? Select

Yes No

If Yes,

Date of filing: Record Docketed Record
County: Record
Court: Record

Scheduled for hearing on: Record

13. If the permanency goal is Guardianship or Placement with a Fit and Willing Relative:

a. Describe reasonable efforts made and services provided to finalize this plan. Specify the name and relationship of the guardian or fit and willing relative.

The response is pre-filled and modifiable based on the following Alternative Permanency Resources question: Have you explored alternative permanency resources that may be available to the child? If "Yes," the narrative for "Have any potential resources been identified? Who are they?" pre-fills.

b. What services are anticipated in the next six months?

A pre-filled and modifiable list displays with the following Service Plan information:

Child's Name	Service	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)

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14. If the permanency goal is Another Planned Permanent Living Arrangement:

a. Provide the compelling reason for determining that it would not be in the best interests of the child to be placed for adoption, placed with a legal guardian, or placed with a fit and willing relative.

The response is pre-filled and modifiable from the following narrative of the Tracked Children Detail window: "Explain the reason for the PPG change and describe the reason(s) why it is not in the best interest of the child to do any of the following: return to parent, place for adoption, refer for guardianship, or place with a relative."

b. Describe how this arrangement provides the child with a significant connection to an adult who is willing to be a permanency resource for the child. Specify the arrangement and the name of the adult, and describe reasonable efforts made and services provided to finalize this plan. If no adult has as yet been identified, describe efforts made to identify a permanency resource.

The response is pre-filled and modifiable from the following Foster Care Issues question:
• Is the child currently connected to an adult/family mentor in the community that he/she can go to for emotional support/advice/guidance? If "Yes," the narrative for "Identify the resource and relationship to the child" pre-fills. If "No," the narrative for "Explain efforts to help the child to connect with such a resource" pre-fills.

c. What services are anticipated in the next six months?

A pre-filled and modifiable list displays with the following information:
Table with 3 columns: Name (i.e., Child, Unrelated household member, Other or None), Service (e.g., Drug Counseling/Treatment), Status of service (e.g., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)

15. Is the child AWOL? Select Yes [] No []

If yes, describe efforts to locate the child.

Record

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SECTION IV. CHILD’S FREEING FOR ADOPTION AND PLACEMENT(S)

16. With the exception of the child’s name, the chart is not pre-filled; you must record all information.

Child’s Name	Means of Freeing (mark all that apply)		Parent	Date		Appeal Pending	Date Child was Completely Freed for Adoption
Pre-filled, not modifiable	TPR	<input type="checkbox"/>	Mother		<input type="checkbox"/>	Mother	
		<input type="checkbox"/>	Father		<input type="checkbox"/>	Father	
	Surrender	<input type="checkbox"/>	Mother		<input type="checkbox"/>	Mother	
		<input type="checkbox"/>	Father		<input type="checkbox"/>	Father	
	Death of Parent	<input type="checkbox"/>	Mother		<input type="checkbox"/>	Mother	
		<input type="checkbox"/>	Father		<input type="checkbox"/>	Father	

Number of Changes in Placement Since Freeing or Previous Permanency Hearing	Child Currently Placed - <i>Select</i>
<i>Record</i>	<input type="checkbox"/> Foster Boarding Home <input type="checkbox"/> Non-relative <input type="checkbox"/> Relative <input type="checkbox"/> Congregate Care Facility <input type="checkbox"/> Relative (Direct Placement) <input type="checkbox"/> Other

17. Provide current information regarding the placement of the child including: the name of the person(s) with whom the child is placed, if applicable; changes in the placement setting; protecting factors in the current home/facility that support the child’s safety, and how this setting supports the least restrictive, most appropriate placement that addresses the needs of the child.

For children with a Program Choice of “Placement,” the response is **pre-filled and modifiable** from the following areas:

- *Tracked Children Detail* window – “Agency Name: <Name of Agency>” or “Name of Discharge Resource: <Resource Name>”
- Foster Care Issues – Adjustment and Functioning narrative: “For each child in foster care, describe the child’s response to separation and loss and the child’s functioning and overall well-being in their current placement. Also explain how this placement is the most appropriate setting to meet the child’s current service and health needs and whether it is the least restrictive and most home like setting required to support eh child’s well-being; if appropriate, include a description of the child’s response to any moves from one foster care setting to another.”

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18. Is the child placed out of state? Yes No Pre-filled and modifiable

If Yes, explain why it is appropriate, necessary and in the best interests of the child?

For children with a Program Choice of "Placement," the response is **modifiable and pre-filled** from the following Foster Care Issues Adjustment and Functioning narrative:

"For each child in foster care, describe the child's response to separation and loss and the child's functioning and overall well-being in their current placement. Also explain how this placement is the most appropriate setting to meet the child's current service and health needs and whether it is the least restrictive and most home like setting required to support the child's well-being; if appropriate, include a description of the child's response to any moves from one foster care setting to another."

For children with a Program Choice of "Non-LDSS Custody," the response does not pre-fill; you must **record** a response.

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SECTION V. VISITING

19. Describe the current visiting plan, including whom the child is visiting (including parents (if there is an approved contact agreement), siblings, grandparents, permanency resources, etc.), and the frequency, duration and quality of visits.

This modifiable section pre-fills with active visitation plans recorded in Foster Care Issues where the child(ren) is in the Child Participant List. The following visiting plan information displays:

- Review Status
- Plan Description
- Primary Location
- Frequency
- Duration
- Visiting Plan Status
- Children
- Adults
- Other Participants
- Response to "Are there any special conditions (i.e., court orders, supervised visitation, phone contacts, mail) regarding visitation?"
- Response to "Explain the condition. For supervised visitation, explain the reason and how supervision will be provided"
- Response to "Is assistance necessary to facilitate visitation?"
- Response to "Describe specifically what will occur during visits to enhance parental capability, support the parent/child relationship and support the child's well-being"
- Response to "Provide any additional detail regarding location, frequency, or duration of the visiting plan"

If no plan exists for a child, the "No Visiting Plan" narrative will pre-fill for that child.

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SECTION VI. SERVICES PROVIDED TO CHILD

20. Describe all services offered and/or provided to the child since child was freed for adoption or the last permanency hearing and the outcomes or progress the child has made.

A **pre-filled and modifiable** list displays with the following Service Plan information:

Child's Name	Service	Status of service (i.e., Provide Direct, Provided Purchase, Referred/Waitlisted or Planned)
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Describe any additional services for the child anticipated in the next six months.

Record

21. If the child is age 14 or older, describe the Independent Living Skills Services provided to the child since child was freed for adoption or the last permanency hearing and the skills attained.

Record

Describe any additional Independent Living Skills Services anticipated for the child in the next six months.

Record

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SECTION VII. OTHER SERVICES

22. Describe any other services and assistance that have been provided to the prospective adoptive parent(s) to expedite the adoption of the child.

Record

Describe the plan for post-adoption services.

Record

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SECTION VIII. CHILD’S HEALTH AND WELL- BEING

23. If applicable, note the following for the child:

Significant Chronic Conditions:

The response is **modifiable and pre-filled** with:

- all non-end-dated and valid diagnoses for the child recorded on the Health Services **Clinical Appointment** tab where the domain is Dental, Physical/Medical, or Substance Abuse, except “HIV Infection” or “Dementia Due to HIV Infection”; and
- all non-end-dated and valid allergies recorded on the Health Services **Child Health Info.** tab where the domain is Dental, Physical/Medical, or Substance Abuse.

Significant Developmental Delay:

The response is **modifiable and pre-filled** with all non-end-dated and valid diagnoses for the child recorded on the Health Services **Clinical Appointment** tab where the domain is Developmental, except “HIV Infection” or “Dementia Due to HIV Infection.”

Mental Health Diagnoses:

The response is **modifiable and pre-filled** with all non-end-dated and valid diagnoses for the child recorded on the Health Services **Clinical Appointment** tab where the domain is Mental Health, except “HIV Infection” or “Dementia Due to HIV Infection.”

Serious Injuries/Hospitalization:

The response is **modifiable and pre-filled** with all valid hospitalizations for the child recorded on the Health Services **Child Health Info.** tab, including Hospital Name, Start Date and End Date; the reason for hospitalization does *not* pre-fill.

Current Medication:

The response is **modifiable and pre-filled** with all non-end-dated and valid medications for the child recorded on the Health Services **Child Health Info.** tab.

24. Describe any other significant information about the child’s current health and well-being not included above.

Record

Date of Last Physical	Date of Last Mental Health Appointment, if applicable	Date of Last Dental Appointment	Date of Last Vision Screening	Date of Last Hearing Screening	Immunizations Up-To-Date
The response is modifiable and	The response is modifiable	The response is modifiable	Record	Record	Yes <input type="checkbox"/> No <input type="checkbox"/> Select

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<p>pre-filled with the most current, valid appointment date recorded on the Health Services Clinical Appointment tab where the Appointment Type is "Well Child" and the Domain is Physical/Medical.</p>	<p>and pre-filled with the most current, valid appointment date recorded on the Health Services Clinical Appointment tab where the Appointment Type is "Mental Health."</p>	<p>and pre-filled with the most current, valid appointment date recorded on the Health Services Clinical Appointment tab where the Appointment Type is "Dental."</p>			
---	---	--	--	--	--

25. Describe any follow-up treatment or recommendations for the child, as a result of the above appointments/screenings.

The response is **modifiable and pre-filled** with a list of all non-end-dated and valid diagnoses for the child recorded on the Health Services **Clinical Appointment** tab, except "HIV Infection" or "Dementia Due to HIV Infection," including associated treatment recommendations.

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SECTION IX. CHILD’S EDUCATION

26. Provide information on the child’s current grade level or program, academic progress and achievements, and any other relevant educational information.

The response is **modifiable and pre-filled** with the following information:

- “Academic Grade Level: <Grade Levels>” for the current academic year and the most current Effective Date, as recorded on the *Education* window; and
- from the Strengths, Needs and Risks Child Scales, “Academic Performance: <Response>.”

27. Describe the steps the agency will take during the next six months to enable prompt delivery of appropriate educational and/or vocational services to the child in his or her current placement, or in any proposed placement (if applicable), or while on trial or at final discharge.

Record

28. Complete the sections appropriate to the age-level and educational status of the child.

a. If the child is under age 3, check which, if any, of the following criteria the child meets:

- involved in an indicated case of child abuse or maltreatment** **Modifiable and pre-filled** if child had any role in any Indicated investigation(s).
- suspected to have a disability** **Modifiable and pre-filled** when “Disability” is selected as the Classification/Disability Type on the **Early Intervention** tab.
- has been found eligible for Early Intervention Services (EI)** **Modifiable and pre-filled** when “Disability” or “Developmental Delay” is selected as the Classification/Disability Type on the **Early Intervention** tab.

If one or more criteria are met, check the appropriate boxes.

Referral Date	Receiving EI Services	Not Eligible
This response is modifiable and pre-filled from the Early Intervention tab.	<input type="checkbox"/> Modifiable and pre-filled if any service type is being received.	<input type="checkbox"/> if no “x” above in 28a, check this box

Describe the steps taken to refer the child to Early Intervention Services, the status of the referral and any services the child is receiving. If the child listed above has not yet been referred, explain why.

The response is **modifiable and pre-filled** with:

- a list of all non-end-dated and valid services on the **Early Intervention** tab that have a status of “Received”;
- “Date of Referral <MM/DD/YYYY>”;
- “Date of Evaluation <MM/DD/YYYY>”;
- Classification/Disability Type: “Disability,” “Developmental Delay” or “None.”

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- b. If the child is eligible for Pre-Kindergarten (turns age 4 before December 1st), check the appropriate boxes. **Select**

Pre-K Not Available	Pre-K Available	Not Enrolled	Enrolled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Pre-kindergarten is available and the child is NOT enrolled, describe steps taken to enroll the child.

Record

- c. If the child is age three or older and is suspected of having a disability or has been found eligible for Special Education prior to or during foster care, describe the status of the referral, the Individualized Education Program (IEP) related recommendations and services provided by the school.

If an IEP exists for the current academic year, the response is **modifiable and pre-filled** with the following information:

- "IEP Date - <MM/DD/YYYY>", as recorded on the *Education Detail* window;
- a list of services, as recorded on the *IEP Detail* window; and
- a list of related services, as recorded on the *IEP Detail* window.

- d. If the child is school age (ages 6-16/17, depending on locality) or elects to participate in a program leading to a high school diploma, describe the steps taken to enroll the child in a program or continue in a program leading to a high school diploma.

Record

- e. If the child is over age 16/17 (depending on locality), and the child has elected not to participate in a high school diploma program, describe the steps taken to assist the child to become employed and/or to become enrolled in an appropriate vocational program.

Record

VERIFICATION

STATE OF NEW YORK, COUNTY OF Pre-filled and not modifiable

Record, BEING DULY SWORN, DEPOSES AND SAYS:

that I am employed at **Record**, as a caseworker;

that I have (written read) the foregoing permanency report and know the contents thereof;

that the information is true and complete to my own knowledge, or believed to be true based on information derived from official records and/or reports kept in the regular course of business by this social services district or voluntary authorized agency directly involved in assessment and/or service provision to the individuals that are the subject(s) of this report;

that this report is a true and complete copy of the report that was mailed to the parties 14 days prior to the date certain of the permanency hearing.

Name: _____

Title: _____

Sworn to before me this

_____ day of _____

Notary Public

Commissioner of Deeds