



CONNECTIONS Tip Sheet Foster Home Transfer Procedures

Revised February 2023

Foster Homes may be transferred between districts, between agencies, from a district to an agency or vice versa at any point in the certification process, including homes certified or approved on an emergency basis. When a home is transferred, the corresponding file, documents and CONNECTIONS roles are transferred with them. This tip sheet is intended for home finders and other staff involved in the transfer of foster homes, and includes the associated changes needed in Activities and WMS.



Foster homes that are transferred require the assignment of a new Vendor Identification Number (VID). As of January 2023, to avoid creation of duplicates, VIDs are automatically generated within CONNECTIONS. Once changed, the old VID number is “retired” and cannot be reused. You can no longer change a VID and change it back to its previous value. Additionally, you cannot search for a closed home using a retired VID.



Note: ACS HAS A SEPARATE PROCESS FOR THE TRANSFER OF FOSTER HOMES.

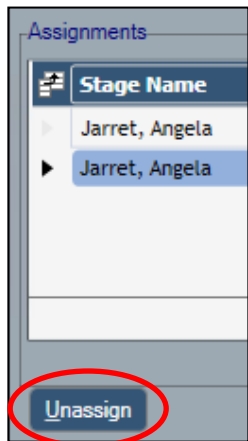
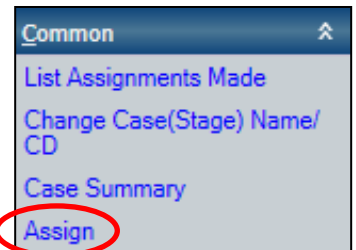
See page 6 for the description of that process.

Assign a New Primary Worker (Sending Agency)

Reminder: To avoid unnecessary confusion or delays, the Sending Agency should review the FAD stage for accuracy and completeness **BEFORE** initiating the transfer.

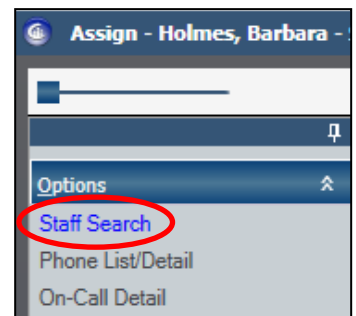
1. Select the FAD stage on the workload.
2. Click the **Assign** link in the Common section of the navigation pane.

The Assign window opens.



3. If any workers are assigned the role of *Secondary*, unassign them by highlighting the worker’s name in the Assignments grid, clicking the **Unassign** button and the **Save** button for each.

4. Click the **Staff Search** link in the navigation pane.
5. Enter the last name of the Receiving Agency’s worker in the **Last Name** field and their Agency Code in the **Agency** field. If you do not know the Agency Code, check with the Receiving worker for this information.

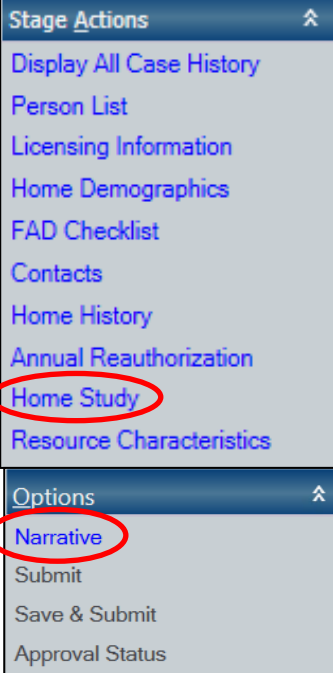


6. Click the **Search** button.
7. Select the desired worker and click the **OK** button.
The Assign window displays with the selected worker in the Available Staff grid.
8. Click the **Primary** button.
9. Click the **Yes** button on the pop-up message confirming that this will remove the current Primary worker.
10. Click the **Save & Close** button.

Update Home Study and Verify FAD Information (Receiving Agency)

As of August 2019, all home studies must be completed using form OCFS-5183L - *Final Assessment and Determination*. Per 20-OCFS-ADM-08, *Emergency Home forms should be uploaded into CONNECTIONS and linked with the FAD stage.*

See 18-OCFS-ADM-07 - *Foster/Adoptive Home Certification or Approval Process* and 19-OCFS-ADM-12 - *Foster Boarding Home Annual Reauthorization Process and Template* on the Policy Directives page of the OCFS Internet site for full details.



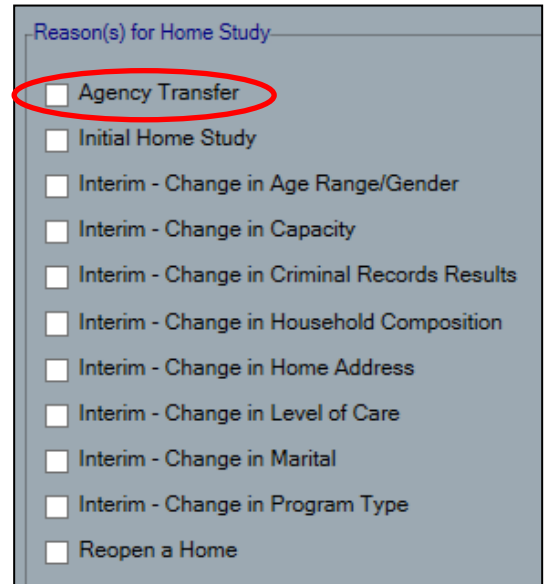
1. Select the FAD home on the workload and click the **Home Study** link in the navigation pane.

The Home Study window opens.

2. In the Reason(s) for Home Study list, check "**Agency Transfer**" and any others that apply.

3. Click the **Narrative** link in the navigation pane.

The Final Assessment and Determination template opens.



4. Complete the applicable sections of the home study.
5. Once complete, click the red **X** in the upper right corner to save and close the narrative window.
6. Click the **Save & Submit** link in the navigation pane to submit the Home Study for supervisory approval.
7. With the FAD stage selected, click the **Person List** link in the navigation pane.

The Person List Window displays.

8. Review each person's information for accuracy and make any needed updates. Click the **Save** button to select the next household member or the **Save & Close** button to close the Person List window and return to the workload.

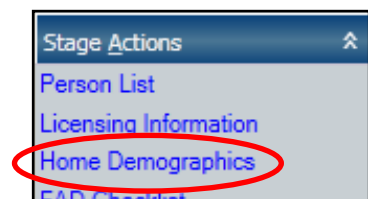
Reminder: Foster Home stages should contain the foster parents and any other household members living in the home, including biological/adopted children and foster children over the age of 18.

Foster children under age 18 should NOT be listed in the Person List.

Change the Vendor ID (Receiving Agency)

1. With the FAD stage selected, click the **Home Demographics** link in the navigation pane.

The Current Home Demographics window displays.



- Review the home's demographic information for accuracy and make any needed updates.



Reminder: Because the transfer has not yet been completed and approved, the Auth. Agency field will still display the name of the Sending District/Agency.

- The physical address of the home should be listed as the **Primary Address**.
- Check the **Use As Business checkbox** if the Primary address is also the Business address.
- If payments are to be sent to another address, such as a PO Box, do not use the checkbox. Instead, enter a **Business Address** on the Address tab.

- Generate a new Vendor ID by clicking the **Create/Change Vendor ID** link in the navigation pane.

The new VID displays in the Vendor ID field. The old VID is no longer retrievable.

- Click the **Validate** button.
- Click the **Accept** button.
- Click the **Save & Submit** link in the navigation pane to send this change for supervisory approval.

The To-Do Detail window opens.

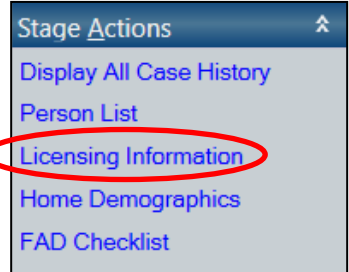
- Document in the Comments field of the To-Do Detail window, that the home is being transferred and that the Vendor ID has been changed.

- Click the **Save & Close** button.

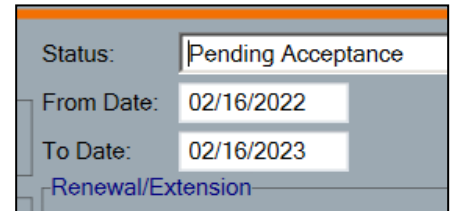
Change the Home's Status and Submit for Approval (Receiving Agency)

- Once the VID change has been approved by the receiving agency supervisor, select the home on the workload, and click the **Licensing Information** link in the navigation pane.

The Licensing Information window displays.



- Review the home's licensing information for accuracy and make any needed updates.
- Change the **Status** to "Pending Acceptance".



- Make note of the home's **From Date** and **To Date**, which carry over from the previous agency, so you are aware of when the next recertification is due.

Reminder: Recertification may begin within 90 days of the current certification To Date, and must be completed and approved, prior to that date.

- Click the **Save and Submit** link in the navigation pane.

The To-Do Detail window displays.

- After verifying that the To-Do is assigned to the correct approver, click the **Save & Close** button.

- The Receiving agency supervisor approves request by using the *Navigate* link in their To-Do tab.

Stage Name	Description	Created By
Jones,Angela	DW - \$\$\$Approve Primary and/or Business Address Change - 20003926	System

- Once the home has been approved, select the stage on the workload and click the **Home Demographics** link in the navigation pane.

The Home Demographics window displays.

- Verify that the Auth. Agency field now correctly displays the name of the receiving district/agency.

Note: It is good practice to conduct a Resource search from the Search/Maintain menu to verify that the FAD home is now listed as active with your district/agency with the correct Vendor ID.



When VIDs Change

When a foster home is assigned a new Vendor ID (VID), a number of additional steps must be taken to ensure correct payments continue and that information in Activities is accurate:

- All existing WMS Purchase of Services (POS) lines for the old VID must be end-dated
- New POS lines, beginning the day after old lines end, must be written in WMS to the new VID.
- An exact search must be conducted in the Placement module to “place” the child(ren) with the new VID.
- An administrative transfer must be entered in Activities (*see next box*).

Recording an Administrative Transfer

Whenever a foster home with active placements changes from one certifying agency to another, Activities must be updated for each child placed there to reflect the new location (VID) of the child and show that while the authorizing agency has changed, the child did not actually experience a move to a different foster home. This is done using a movement code of “M982 - Inter-Agency Transfer” with a Mod C of “TX - Admin Transfer/No Move”.

This code is entered for each child by doing an exact search in the Placement module to select the resource with its new VID. Follow the usual process to send and accept a referral and verify that the child has been placed with this resource. Once the placement is verified, the correct code will be sent to Activities. Information is entered in Activities using the **Navigate** link in the Pending Activities Data Entry grid. Please be sure to follow local protocols regarding the entry of information in Activities.

Correcting the Auth From Date

If a home that is transferring has active placements, the **Auth From** date must reflect the date payments will start for the receiving agency. The district will need to write new payment lines to the receiving agency, beginning the day **AFTER** payments to the sending agency end. This may require a correction to the Auth From date.

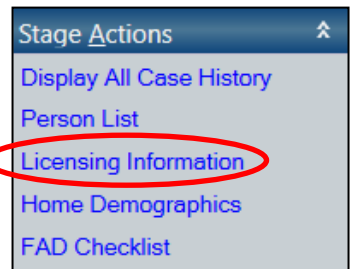
See the tip sheet, *Common FAD Tasks* for information on how to correct an Auth From date.

Print a Certificate to Board or New Approval Letter

Per OCFS, home finders must maintain a current Certificate to Board for Certified Foster/Adoptive homes or a Letter of Approval for Approved Relative Homes in the foster parent(s)' records.

1. With the FAD Stage selected, click the **Licensing Information** link in the navigation pane.

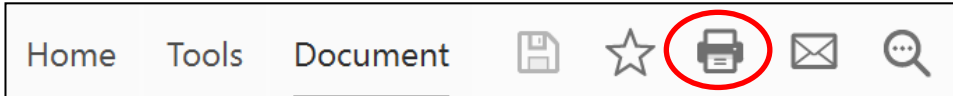
The Home License window opens.



2. In the Outputs section of the navigation pane, select the **F/A Home Certificate** link to generate a Certificate to Board or the **Approval Letter** link to generate an Approval Letter.

The PDF document opens.

3. Click on the printer icon to print the certificate or letter.



Programmatic Reminder: Remember to complete form OCFS-4680 - *Notice to NYS OCFS of Foster Home Transfer Between Agencies*, and submit it to OCFS.

ACS Office of Placement Administration (OPA) Transfer Procedures

In New York City, the following process is used by the Administration for Children's Services (ACS) to manage foster home transfers:

1. The ACS Office of Placement Administration (OPA) creates the Emergency home in CONNECTIONS.
2. The OPA worker assigns the Vendor ID, modifies any information, completes the F/A Home License window and submits the new foster home/stage to their supervisor for approval.
3. Once the OPA supervisor approves the Emergency Approved Relative Foster Home, the home status changes to Emergency. **The home is approved for a 90-day period.**
4. The OPA supervisor determines whether the Division of Foster Care (DFCS) or a contract agency will supervise the home. Once that determination is made, the home is transferred to the appropriate Receiving Agency.

Note: The transferred home does NOT require a new Vendor ID.

5. Upon receipt of a transferred FAD home, the Receiving Agency changes the FAD Home Status:
 - a. Select the FAD stage on the workload and click the **Licensing Information** link in the navigation pane.
The Home License window opens.
 - b. In the **Status** field, select "Pending Emergency".
 - c. Click the **Save & Submit** link in the navigation pane.
The To-Do Detail window opens.
 - d. On the To-Do Detail window, verify the to-do is assigned to the appropriate approver.
 - e. Click the **Save & Close** button.

Multipurpose Homes

Beginning in October 2022, multipurpose homes (Foster Homes with an Adoption Subsidy and/or KinGAP subsidy under a single VID) can no longer be created in CONNECTIONS. All subsidy homes must be created as separate stages with separate VIDs from their originating foster home stage. Remaining multipurpose homes will slowly be phased out.



Proposed “transfers” that involve a district’s multipurpose home present a special situation. Because Adoption Subsidy payments must remain with a district, **a multipurpose home cannot be transferred**. While the family can “transfer”, the FAD stage cannot. A new foster home must be opened, any children residing there administratively transferred, and the foster portion of the district’s Multipurpose home then closed .

If a foster family with a multipurpose home wishes to switch from a district to a voluntary agency, the following steps are required:

1. A new foster home stage with a new RID and new VID must be opened by the Voluntary Agency. As with any new foster home opening, this will require new fingerprints, CHRC, SEL checks and an updated home study. Medical clearances done within the past 12 months do not require an update.



To avoid creation of duplicate PIDs, the Person List of new VA home must be populated using the *existing* PIDs for the home members. This will bring existing clearance, fingerprint and SEL information forward into the new stage. Medical dates, if less than a year old, can be retained, but **existing fingerprint, CHRC and SEL dates should be deleted and updated with new information as soon as it is received**.

2. Once the new voluntary agency foster home is open and in Accepted-Active status, **any foster children currently placed in the multipurpose home must be transferred to the new VID**. The district uses an Exact Search in the CONNECTIONS Placement Module to record an **administrative transfer** for these children. An Administrative Transfer denotes that while the certifying agency has changed, the child(ren) did not physically move. (See box on page 5 regarding Administrative Transfers.)
3. Once the transfer has been recorded in Activities for all foster children, the *foster care* portion of the multipurpose home must be closed by the district, which converts it to a subsidy only home. The subsidy portion can remain open or be closed according to the district’s usual practice. Subsidy payments will continue even if the CONNECTIONS stage is closed, but to make changes in the Adoptions Subsidy Database, the subsidy stage must be open.
4. If reopening the stage to make changes in the Adoption Subsidy Database, **DO NOT GENERATE A NEW VID**. The existing VID (now subsidy only) should be used.

Resources

- CONNECTIONS Job Aids and Tip Sheets: <http://ocfs.state.nyenet/connect/jobaidess/jobaidess.asp>
- CONNECTIONS Regional Implementation Staff: <http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox: ocfs.sm.conn_app@ocfs.state.ny.us

(NOTE: this address contains an underline)

ITS Enterprise Service Desk
1-844-891-1786

A Helpdesk ticket is now required before sending requests to the Triage Unit. This can be acquired by emailing FixIt@its.ny.gov.