



CONNECTIONS Tip Sheet

Required Uploads in CONNECTIONS

The My Uploads feature in CONNECTIONS provides for increased sharing and storage of case-related information. The Office of Children and Family Services (OCFS), through Administrative Directives (ADMs), has determined that specific forms are required to be uploaded into CONNECTIONS. Other documents, while not currently required, align with best practice standards. It is recommended that these are uploaded as they may become required in the future. This tip sheet is for District and Agency workers to reference which documents are required or best practice to upload into CONNECTIONS.

Category/Sub-Category

A category and sub-category are required in order to link a file (document/picture). Categories and sub-categories provide a framework that ensures confidentiality rules are followed.

The selection you make from the **Category** drop-down menu determines which sub-category options are available. Each category has associated sub-categories, as well as the option of "Other" if you are not able to determine an appropriate sub-category for a file. The primary categories are:

- Candidacy
- CARA
- Correspondence
- CPS
- Education
- Misc. Documents for Foster Children
- Essential Documents
- Family First
- FASP
- Foster/Adoptive
- Health
- Independent Living
- IV-E Documentation
- Legal
- Police
- Releases
- Safety/Risk Assessments
- Vouchers
- Other

It is recommended that workers carefully label their documents prior to uploading them, to assist in easily identifying and categorizing them during the linking process.

Photo/Doc	Stage ID	Uploaded By	Date File Created	Date Uploaded	Category	Sub-Category	Comments	Filename
<input checked="" type="checkbox"/> Open		Walker, Darryl	01/29/2024	02/29/2024				Transition Plan.pdf

Count = 1

Photo/Doc Detail

Uploaded By: Walker, Darryl Date Created: 01/29/2024 Date Uploaded: 02/29/2024

Stage ID: Type: Document Filename: Transition Plan.pdf

Category: *

Sub-Category:

Comments:

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

For a full list of categories and related sub-categories, refer to the tip sheet *CONNECTIONS Upload Categories and Subcategories* from the OCFS Internet/intranet site. For more information about uploading files in CONNECTIONS, refer to the *Uploading Photos and Documents in CONNECTIONS Job Aid* from the OCFS Internet/intranet site.

Required Uploads in CONNECTIONS

The table below, which will be updated as new guidance is available, is designed to assist caseworkers, home finders, and support staff to identify required and recommended documents, where they should be linked, and the appropriate Category and Sub-Category labels to be selected when linking.

Acronym Reference Chart

Acronym			
ADM	Administrative Directive	INV	Investigation
CANS	Child and Adolescent Needs and Strengths	LCM	Local Commissioners Memorandum
CARA	Comprehensive Addiction and Recovery Act	OCFS	Office of Children and Family Services
CASI	Child and Adolescent Level of Care/Services Intensity Instrument	PINS	Persons in Need of Supervision
CPS	Child Protective Services	PPP	Prenatal, Postpartum, Parenting
FSS	Family Services Stage	QI	Qualified Individual
FAD	Foster and/or Adoptive Home Development		

Investigation (INV) Stage

Stage Document	Required or Best Practice	OCFS Reference	CONNECTIONS Window or CONNECTIONS Link	Category	Sub-Category
OCFS-2196 Plan of Safe Care	Best Practice	Plan of Safe Care Forms 18-OCFS-LCM-06	Link to the <i>Photos/Docs</i> window of the stage.	CARA	Plan of Safe Care
Safety Plan				CPS	Signed Safety Plan

Family Services (FSS) Stage

Stage Document	Required or Best Practice	OCFS Reference	CONNECTIONS Window or CONNECTIONS Link	Category	Sub-Category
Safety Plan	Best Practice		Link to the <i>Photos/Docs</i> window of the stage.	CPS	Signed Safety Plan
Pre- and Post- Dispositional PINS Court Orders	REQUIRED as of 12/20/2019	Person In Need of Super- vision Reform Changes 19-OCFS-ADM-22	Link to the <i>Photos/Docs</i> window of the stage OR link to the progress note documenting the court appearance.	Legal	Placement Order

Required Uploads in CONNECTIONS (continued)

Family Services (FSS) Stage (continued)					
Stage Document	Required or Best Practice	OCFS Reference	CONNECTIONS Window or CONNECTIONS Link	Category	Sub-Category
QI Assessment (i.e., CANS)	REQUIRED as of 12/20/2019	Qualified Individual Report and Supporting Documentation 23-OCFS-ADM-07	All documents in the Family First category MUST be linked to the <i>Health Services</i> window.	Family First	QI Tools/ Assessments
OCFS-5571 Qualified Individual Report					
OCFS-5572 Qualified Individual Assessment Summary Report					
OCFS-5562 Supervised Setting Program Approval and Placement Agreement	REQUIRED as of 02/28/2023	Supervised Setting Program (SSP) Implementation 22-OCFS-ADM-02-R1 (Revised February 28, 2023)	Link to the <i>Photos/Docs</i> window of the stage.	Independent Living	Other
OCFS-5563 Community-Site Physical Safety Checklist					
OCFS-5561 Standardized Supervised Setting Readiness Assessment					

Required Uploads in CONNECTIONS (continued)

Family Services (FSS) Stage (continued)					
Stage Document	Required or Best Practice	OCFS Reference	CONNECTIONS Window or CONNECTIONS Link	Category	Sub-Category
OCFS-5575 Appropriateness of Placement Assessment in a Prenatal, Postpartum or Parenting/ Empower Setting	REQUIRED as of 12/08/2021	Referral Process for Placement in a Prenatal, Postpartum, Parenting Program 21-OCFS-ADM-31	All documents in the Family First category MUST be linked to the <i>Health Services</i> window.	Family First	Choose one: Prenatal/Postpartum/ Parenting Program OR EMPOWER/ Trafficking
OCFS-5576 Referral Addendum for Prenatal, Postpartum, Parenting Programs					
OCFS-5112 Transition Plan Form	REQUIRED as of 02/01/2024	Revised New York State Transition Plan Form to Help Youth Plan for a Successful Discharge 24-OCFS-ADM-01 NOTE: All updated Transition Plan forms are required uploads or required to be uploaded in CONNECTIONS.	Link to the Person ID (from the <i>Person List</i> window) of the child preparing to leave foster care.	Independent Living	Transition Plan/ Update
Stress Pass	Best Practice	Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims 15-OCFS-ADM-16 (Revised May 19, 2021)	All documents in the Family First category MUST be linked to the <i>Health Services</i> window.	Family First	EMPOWER/ Trafficking
OCFS-3920 Child Sex Trafficking Indicators Tool			Link to the <i>Photos/Docs</i> window of the stage.	Safety/Risk Assessments	Human Trafficking
OCFS-3922 Law Enforcement Report of a Child Sex Trafficking Victim					

Required Uploads in CONNECTIONS (continued)

Foster and/or Adoptive Home Development (FAD) Stage						
Stage Document	Required or Best Practice	OCFS Reference	CONNECTIONS Window or CONNECTIONS Link	Category	Sub-Category	
Signed Expedited Home Study and Reauthorization	Best Practice		Linked signed Home Study and Reauthorization to the <i>Photos/Docs</i> window of the stage.	Foster/Adoptive	Expedited Home Study	
OCFS-5300D Expedited Home Study Checklist for Caseworker	REQUIRED as of 06/01/2020	Approval of Emergency Foster Boarding Homes and Expanded Waiver Authority 20-OCFS-ADM-08-R1 (Revised March 13, 2024)	Link to the <i>Photos/Docs</i> window of the stage.	Foster/Adoptive	Home Study	
Signed Waiver Approval (if necessary)			Link signed waiver to the <i>Photos/Docs</i> window of the stage with any additional documents pertinent to licensing that support an exception or waiver, such as photographs or scan of blueprints.		Expedited Home Study	
OCFS-5200A Self-Assessment Adoption Only						Self Assessment
OCFS-5200B Adoptive Parent Application Adoption Only			Adoption-Only Home Study Forms 21-OCFS-ADM-13			Application
OCFS-5200C Family Adoption Registry Information Adoption Only					Link to the <i>Photos/Docs</i> window of the stage.	Additional Requested Documents
OCFS-5200D Adoptive Applicant Medical Report (Part One) Adoption Only						Medical

Required Uploads in CONNECTIONS (continued)

Foster and/or Adoptive Home Development (FAD) Stage (continued)					
Stage Document	Required or Best Practice	OCFS Reference	CONNECTIONS Window or CONNECTIONS Link	Category	Sub-Category
OCFS-5200E Safety Review Form Adoption Only	REQUIRED as of 06/01/2020	Adoption-Only Home Study Forms 21-OCFS-ADM-13	Link to the <i>Photos/Docs</i> window of the stage.	Foster/Adoptive	Safety Review Form
OCFS-5200F Household Composition and Relationships Form Adoption Only					Application
OCFS-5200G Sample Genogram Template Adoption Only	Genogram				
OCFS-5200H Personal Reference Adoption Only	References				
OCFS-5200I Resource Characteristics Adoption Only	REQUIRED as of 06/11/2021				Additional Requested Documents
OCFS-5200J Final Assessment and Determination Adoption Only					Expedited Home Study

Printing an Uploaded File

In the event of a subpoena or case audit, all uploaded files must also be printed and provided to the court or auditor.

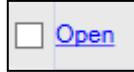
Printing a Document

- 1 Click the **Photos/Docs** link in the **NAVIGATION PANE** for the selected stage/person.

The respective Photos/Docs window displays.

- 2 Click the **Open** link for the document to be printed.

The document displays as a PDF.



- 3 Click the printer icon or access the **File** menu and select "Print."



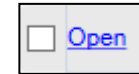
Printing a Picture

- 1 Click the **Photos/Docs** link in the **NAVIGATION PANE** for the selected stage/person.

The respective Photos/Docs window displays.

- 2 Click the **Open** link for the picture to be printed.

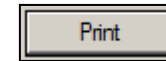
The picture displays.



- 3 Click the **Print Screen** link in the upper right corner.



- 4 Click the **Print** button.



Additional Resources

- **OCFS Policy Directives:** <https://ocfs.ny.gov/main/policies/external/>
- **Uploading Photos and Documents in CONNECTIONS Job Aid:** <https://ocfs.ny.gov/connect/jobaides/Tip%20Sheets/Uploading-files-in-CONNECTIONS-Job-Aid-v4.0.pdf> (Also available on the **HELPFUL INFO** tab in CONNECTIONS.)
- **CONNECTIONS Upload Categories and Subcategories:** <https://ocfs.ny.gov/connect/jobaides/Tip%20Sheets/Tip-Sheet-Categories-and-Subcategories.pdf>
- **CONNECTIONS Tip Sheet: Uploading Family First Documentation:** <https://ocfs.ny.gov/connect/jobaides/Tip%20sheets/Tip-Sheet-Uploading-Family-First-Documents.pdf>
- For programmatic questions, please contact your Regional Office staff:
Regional Office Contact Information: <https://ocfs.ny.gov/directories/regional-offices.php>

CONNECTIONS Resources

- **OCFS CONNECTIONS Internet Site:** <https://ocfs.ny.gov/connect/>
- **OCFS CONNECTIONS intranet Site:** <https://ocfs.state.nyenet/connect/>
- **HELPFUL INFO** tab in CONNECTIONS

CONNECTIONS Assistance

- **OCFS Regional Implementation Staff:**

On the Internet: <https://ocfs.ny.gov/connect/contact.php>

On the intranet: <https://ocfs.state.nyenet/connect/contact.php>

- **ITS Service Desk**

Phone: 1-844-891-1786

Email: Fixit@its.ny.gov

Chat: <https://chat.its.ny.gov>

- **Application Help Mailbox:**

Note: You are required to contact the ITS Service Desk and receive a ticket number prior to contacting the Application Help Mailbox.

Email: ocfs.sm.conn_app@ocfs.ny.gov

- **CONNECTIONS General Mailbox:** This address can be used to ask questions, make comments, and leave suggestions.

Email: Connections@ocfs.ny.gov