



CONNECTIONS Tip Sheet: CONNECTIONS Upload Categories and Sub-Categories

August 2024

This document provides information on the categories and sub-categories available when uploading photos and documents into CONNECTIONS.

When photos and documents are linked to a stage, progress note, Person ID (Identifier), allegation, or health record a category and sub-category must be recorded in CONNECTIONS. Categories and sub-categories provide a framework that ensures confidentiality rules are followed. Additionally, consistent labeling provides for easier identification in CONNECTIONS.

The selection you make in 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 **Sub-Category** drop-down menu enables once a selection is made in the **Category** field.


Category	Sub-Categories
Candidacy	OCFS-4777 (Office of Children and Family Services Form 4777) (Federal Foster Care Candidacy Determination Form)
	Other
CARA (Comprehensive Addiction and Recovery Act)	Plan of Safe Care
	Safety Form
	Other
Correspondence	E-mails/Texts
	Letters
	Reports/Updates from Service Providers
	Other
CPS (Child Protective Services)	Info (Information) from Collaterals
	Info from Source of Report
	Photo Related to Allegation/Injury
	Signed Safety Plan
	Other




Did you know?

The "Info from Collaterals" or "Info from Source of Report" sub-categories can only be selected for photos/documents linked to a progress note with an Other Participant of "Reporter/Source."


Category	Sub-Categories
<p style="text-align: center;">Education</p>	Assessments
	Attendance
	Disciplinary Report
	ESSA (Every Student Succeeds Act)
	IEP/504 (Individualized Education Program/504 Plan)
	Records/Transcripts
	Report Cards
	Room and board/Tuition Bills
	Other
<p style="text-align: center;">Essential Documents</p>	Bill of Rights
	Birth Certificate
	Death Certificate
	Drivers License/Permit/Non-Drivers ID
	Health Insurance Cards
	Passport
	Permanent Residency Card/Green Card
	Proof in Foster Care
	Tribal Birth Certificate
	Social Security Card
	Other

 <p>Did you know?</p>	<p>When a photo/document is linked to a person, only the Category of “Essential Documents” or “Independent Living” can be selected.</p>
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<p style="text-align: center;">Family First</p>	<p>QI (Qualified Individual) Tools/Assessments</p>
	<p>Educational Assessments and Reports (IEP, Psychosocial, etc.)</p>
	<p>FTM (Family Team Meeting) Form</p>


 <p>Did you know?</p>	<p>The QI Tools/Assessments sub-category includes the Child and Adolescent Needs and Strengths-NY (CANS-NY) tool <u>or</u> the Child and Adolescent Level of Care/Service Intensity Utilization System (CALOCUS-CASII) tool <u>and</u> the QI Assessment (Qualified Individual Report OCFS-5571 and/or Qualified Individual Assessment Summary Report OCFS-5572).</p>
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Category	Sub-Categories
Family First (continued)	LSR (Long-Stayer Review) Forms
	Psychiatric/Psychological Assessments
	Substance Abuse Evals.
	Treatment Reports
	Prenatal/Postpartum/Parenting Program
	EMPOWER/Trafficking
	Supervised Setting - SILP (Supervised Independent Living Program)
	Supervised Setting - College Housing
	Supervised Setting - Community Site
	Other


 <p>Did you know?</p>	<p>All Family First forms must be uploaded to the <i>Health Services</i> window by a worker with one of the following:</p> <ul style="list-style-type: none"> • The role of Case Manager (CM) or Case Planner (CP) or those in their unit hierarchy • The role of Case Worker (CW) and those in their unit hierarchy for whom their agency has been designated as responsible • Health Specialists assigned the MAINT (Maintain) HEALTH business function in the same district as the Case Manager or CPS (Child Protective Services) Worker/Monitor • Health Specialists, outside the district of the Case Manager or CPS Worker/Monitor who have MAINT HEALTH for whom their agency has been designated as responsible <p style="text-align: center;">Refer to CONNECTIONS Resources on page 6 for additional information.</p>
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FASP (Family Assessment and Service Plan)	Signed Service Plan Review Page
	Other
Foster/Adoptive	Additional Requested Documents
	Application
	Clearances
	Expedited Home Study
	Foster Parent Agreement
	Genogram
	Home Study
	Medical
	Pictures
	Reauthorization
	References
	Safety Review Form
	Self-Assessment
Training Certification Documents	
Other	

Category	Sub-Categories
Health	Dental
	Drug Test Results/Treatment Record
	HIV (Human Immunodeficiency Virus)
	Mental Health
	Physical Exam
	Signed HIPAA (Health Insurance Portability and Accountability Act)
	Other

 Did you know?	<p>The Health category, and its sub-categories, may only be used in the following areas of CONNECTIONS:</p> <ul style="list-style-type: none"> • within the Health Dialogue of a Family Services Stage (FSS) • within a progress note, allegation, or the stage itself for an Investigation (INV) stage <p style="text-align: center;">Refer to CONNECTIONS Resources on page 6 for additional information.</p>
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Independent Living	Skills Assessment
	Transition Plan/Update
	Other

 Did you know?	<p>When a photo/document is linked to a person, only the category of “Essential Documents” or “Independent Living” can be selected.</p> <p style="text-align: center;">Refer to CONNECTIONS Resources on page 6 for additional information.</p>
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IV-E Documentation (Title IV-E)	AFDC (Aid to Families with Dependent Children) Financial Eligibility
	Contrary to the Welfare/Best Interests
	Legal Authority
	Living with a Specified Relative
	Parental Deprivation
	Reasonable Efforts to Prevent Removal
	Receipt
	Re-determination
	Vouchers/Orders for Clothing/Food/Furniture
	Other

Category	Sub-Categories
Legal	Appeal
	COI 1034 (Court-ordered Investigation under section 1034 of the Family Court Act)
	Court Order
	Custody Order
	Hearing
	Order of Protection
	Paternity Documents
	Petition
	Placement Order
	Removal
	Signed Agreement
	Serving of Papers Receipt
	Other
Police	Police Report
	Probation/Parole
	Other
Releases	General
	Medical
	Other
Safety/Risk Assessments	Human Trafficking
	Other
Vouchers	Child Care
	Interpreter
	Other
Other	Other

CONNECTIONS Resources

- **HELPFUL INFO** tab in **CONNECTIONS**
- **OCFS CONNECTIONS Internet Site:** <https://ocfs.ny.gov/connect/>
- **OCFS CONNECTIONS intranet Site:** <https://ocfs.state.nyenet/connect/>
- **OCFS Administrative Directives Site:** <https://ocfs.ny.gov/main/policies/external/>
- **CONNECTIONS Job Aids and Tip Sheets:** <https://ocfs.ny.gov/connect/jobaides/jobaides.php>
 - Uploading Photos and Documents in CONNECTIONS Job Aid*
 - CONNECTIONS Tip Sheet: Uploading Family First Documentation*
 - CONNECTIONS Tip Sheet: Agency Access & Organizational Hierarchy*
 - CONNECTIONS Security Tip Sheet: Specialty Path Access*
 - CONNECTIONS Tip Sheet: Designating Health Responsibility*
 - CONNECTIONS Tip Sheet: The Complete Guide to Progress Notes*
- **Other Resources:**
 - EMPOWER Programs: <https://ocfs.ny.gov/programs/human-trafficking/empower-programs.php>

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 (available 24/7):**
 - Phone: 1-844-891-1786
 - Email: Fixit@its.ny.gov
 - Chat: <https://chat.its.ny.gov>
- **Application Help Mailbox:** (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