CONNECTIONS Tip Sheet
Accessing the FAD Closure Report   Updated Sept 2020

When a worker closes a Foster and Adoptive (FAD) Home, they complete a Closure Report as part of the closing process. This report contains valuable information which must be reviewed if the family again applies to become Foster Parents. The path for accessing information on a closed home differs, depending on whether the home is applying to the same or different district or agency. This tip sheet provides home finders information on accessing the FAD Closure Report in either circumstance.

There are a number of reasons why a closed foster home may need to be reopened:

- An individual who inquires about becoming a foster parent states that he/she has a history of providing foster care in New York State.

- A foster parent in your agency has taken a hiatus due to family circumstances and is ready to provide care again.

- The foster home/stage was closed by CONNECTIONS when the certification or approval period expired.

- A foster home was closed in CONNECTIONS due to system error or administrative reasons.

> ⚠️ Regulations require that a closed home be reopened in accordance with NYS regulatory requirements [18 NYCRR 443.2(b)(19) and 443.10(b)] which require all reopenings of foster homes that have closed to be treated as requests for a new certificate or approval. A new application must be completed regardless of how long the home has been closed. The only exception to this is when a reopening occurs for administrative reasons, i.e., when the home should not have been closed initially but because it was, a reopening is necessary.
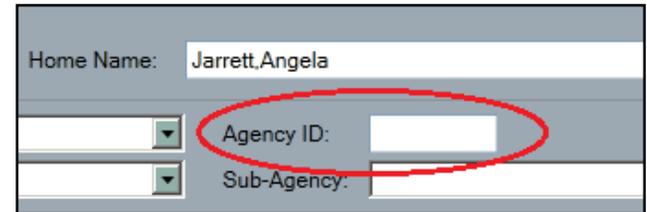
Finding Information on a Closed Home

Finding information on a closed foster home begins with a Foster/Adoptive Home Search.

1. From the Search/Maintain menu, select **F/A Home**.
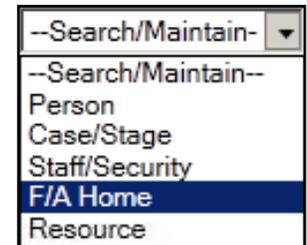
2. On the resulting F/A Home Search window, click the **Clear** button to clear the Agency ID field and perform a statewide search.

Leaving the Agency ID field pre-filled will search only your own agency/district.

3. Enter the home name in the **Home Name** field as "Last Name,First Name" (No spaces).

4. Click the **Search** button.

5. Select a home from the search results to display the **Home Demographics** tab.

Home Demographics🔒	Address
Home Name:	Jarret, Angela
Legal Name:	Jarret, Angela
Setting:	Foster Home

6. On the navigation pane, click the **F/A Home History** link to view the home's history.

Options	⌃
Reopen Closed Home	
F/A Home History	
Person List	

7. Select the "Closed" status to view the Home History Detail, including the reason for closure, whether reopening is recommended and whether the home closure was voluntary or involuntary.

	Effective Date	End Date	Setting	Status	Program Type
▶	01/17/2012		Foster Home	Closed	Regular
	01/17/2012	01/17/2012	Foster Home	Pending Closure	Regular
	01/17/2012	01/17/2012	Foster Home	Pending Closure	Regular

Home History Detail

Status: Closed   Auth From: 09/30/2011
Setting: Foster Home   Facility: Foster/Adoptive Home

Male Age Range Approved
Min Year: Min Month:
Max Year: 5   Max Month:

Closure Reason: A-Non-Compliance with ▼
Recommend Re-Opening: Do Not Recommend ▼
Involuntary Closure: Voluntary Closure ▼

⚠ For additional narrative information on why the home closed, you will need to access the Home Closure Report.

Accessing the FAD Closure Report

Workers with the proper security will be able to access the *Close Home* window and the Closure Report of a previously open home. Access to information about a closed home is available to the following workers:

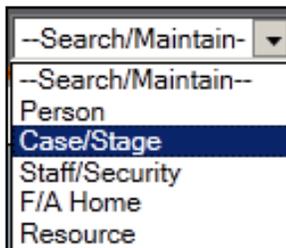| Type of Worker	Access	Business Functions Needed
Voluntary Agency	Homes previously open with their own agency	• Person Search • Access All Agency
District	Homes previously open with their own district	• Person Search • Access All District
Regional Office	Statewide access	• Person Search • Access All Cases

To access the Close Home window for a closed home:

1. On the F/A Search window, with the home selected, scroll to the right to find the FAD Case ID number.

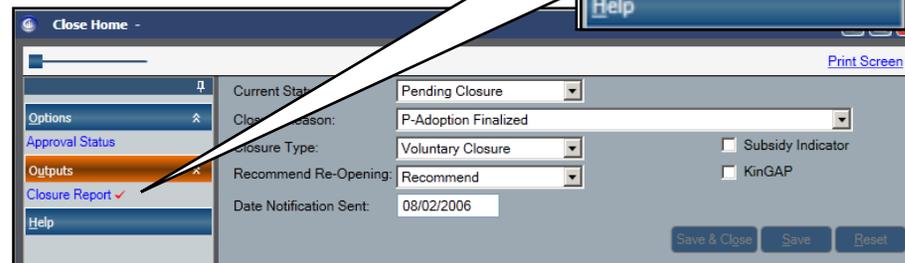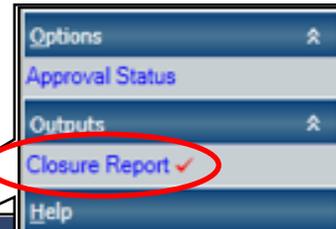| Phone	Ext	Case ID
		20002815
		20002813

2. Right click on the number to reveal the **Copy** option.

3. Click Copy.

32700068	
34900032	Copy Ctrl+C
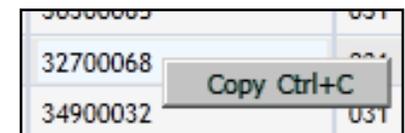
4. Select **Case/Stage** from the Search/ Maintain menu.

5. Right click in the **Case ID** field to paste the copied Case Number.

6. Click the **Search** button.

7. Highlight the case in the Search Results grid.

8. Click the **Case Events** Tab.

Comp	Case To-Dos	Case Events	Case Summary

9. Locate and highlight the "Home Submitted for Closure" event in the Description column.

Type	Description	Stage
Case-General	Case Closed	FAD
Stage	F/A Home Stage Closed	FAD
Conclusion	Home submitted for closure	FAD
Home	Home Closed.	FAD

10. Click on the **Detail** link in the navigation pane to open the Close Home window.

Event Options
Detail
Outputs
Person Search List

11. Click on the **Closure Report** link in the navigation pane to view the report.

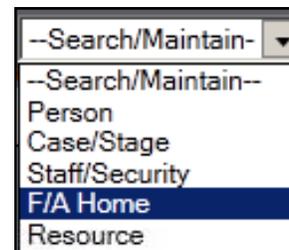Reminder: If no red checkmark (✓) appears next to the link, the Closure Report does not contain data.

If there is no information in the Closure Report, you may need to contact the former FAD worker or former agency to obtain additional information on the closing.

Options
Approval Status
Outputs
Closure Report ✓
Help

Close Home -
Print Screen
Current Status: Pending Closure
Closure Reason: P-Adoption Finalized
Closure Type: Voluntary Closure   ☐ Subsidy Indicator
Recommend Re-Opening: Recommend   ☐ KinGAP
Date Notification Sent: 08/02/2006
Save & Close   Save   Reset

Accessing Closure Reports from Other Districts/Agencies

CONNECTIONS security only allows direct access to historical FAD information by the district or agency with whom a foster home was previously open. However, the information contained in the Close Home report may be highly relevant when a former foster parent seeks to become certified at another district or agency.

⚠️ **To access the Close Home report done by another district or agency, the home must first be opened in Inquiry status.** This allows access to past Case Events via the Implied Role path from the workload of the new worker.

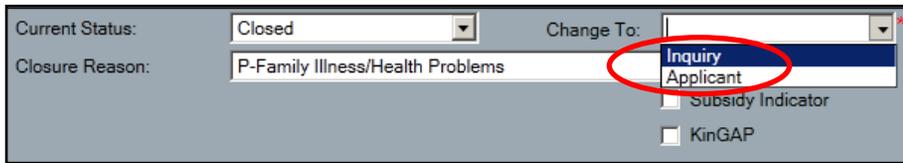**To open a home in Inquiry status:**

1. Locate the home by conducting an F/A Home search as described on page 1 of this tip sheet.

2. Select the home from the search results.

--Search/Maintain--
Person
Case/Stage
Staff/Security
F/A Home
Resource

3. Click the **Reopen Closed Home** link in the navigation pane.

Options	⌃
Reopen Closed Home	
F/A Home History	
Person List	

Outputs	⌃
F/A Home Information Report	

4. On the *Reopen Home* window, select **"Inquiry"** from the Change To: menu.

Current Status:	Closed ▾	Change To:	▾ *
Closure Reason:	P-Family Illness/Health Problems		Inquiry
			Applicant
		□ Subsidy Indicator	
		□ KinGAP	

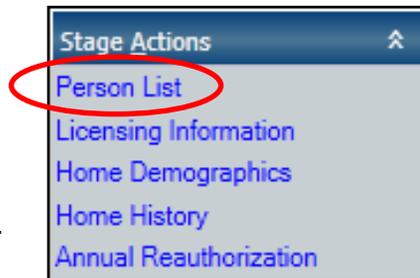5. Click the **Save & Assign** link in the navigation pane.

6. In the *Assign* window, assign the desired worker as Primary.

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

Accessing the Closure Report via the Implied Role Path

1. From the workload of the assigned worker, select the FAD stage that is now in Inquiry status.

Stage Actions	⌃
Person List	
Licensing Information	
Home Demographics	
Home History	
Annual Reauthorization	

2. Click the **Person List** link on the navigation pane.

3. Select the former foster parent.

4. Select the **Case List** tab.

FA Home Person Detail	Home Member Training	Case List 🔒

Case Type
FAD

5. Select the previously closed FAD stage.
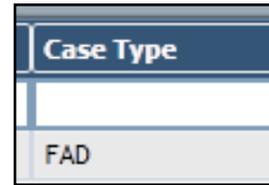
6. Follow steps 8-11 as outlined in the *Accessing the Home Closure Report* section, on page 3 of this tip sheet.

For additional information on the Implied Role path please see the CONNECTIONS Tip Sheet, *Implied Role/Cross District Access*, in the Helpful Info tab in CONNECTIONS.

NEW YORK STATE | Office of Children and Family Services | CONNECTIONS

HOME | WORKLOAD & TO-DOs | REPORTS | WINDOWS MANAGER | HELPFUL INFO

Resources

- CONNECTIONS Job Aids and Tip Sheets:
  http://ocfs.ny.gov/connect/jobaides/jobaides.asp
- CONNECTIONS Regional Implementation Staff:
  http://ocfs.ny.gov/connect/contact.asp
- CONNECTIONS Application Help Mailbox:
  ocfs.sm.conn_app@ocfs.state.ny.us
  (NOTE: address contains an underline)

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

New York State ITS Service Desk
1-844-891-1786