



This tip sheet provides guidance and step-by-step instructions for a number of less common FAD-related tasks. It is intended for home finding staff and supervisors. Any additional questions may be directed to the CONNECTIONS Triage Team at ocfs.sm.conn_app@ocfs.state.ny.us.

How to Create a Multipurpose Home (Adding a Foster Home to an Adoption Subsidy and/or KinGAP Home)

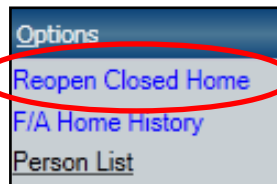
When persons receiving an adoptive subsidy or KinGAP payments wish to resume fostering, a foster home component can be added to their existing Adoption Subsidy and/or KinGAP Home, rather than creating a separate foster home in CONNECTIONS. This type of home is commonly referred to as a multipurpose home.



Only districts may open and manage a multipurpose home because only districts generate adoption subsidy or KinGAP payments.

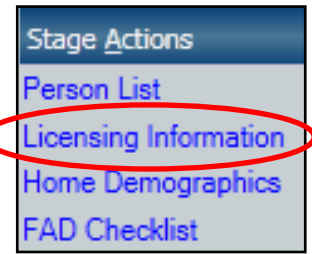
If the Adoption Subsidy and/or KinGAP Home stage is not active (or on your workload) you will need to follow these steps before creating the Multipurpose Home:

1. Select **F/A Home** on the **Search/Maintain** drop-down menu.
2. Complete the search and select the correct home from the possible matches.
3. Click the **Reopen Closed Home** link in the NAVIGATION PANE.
4. In the **Change To:** field, select "Applicant."
5. Click the **Save & Assign** link in the NAVIGATION PANE and **assign the home to your workload.**



Creating a Multipurpose Home, Step-by-Step:

1. From your workload, highlight the Adoption Subsidy and/or KinGAP Home stage.
2. Click the **Licensing Information** link in the NAVIGATION PANE.
3. On the **Home License** window:
 - Change the **Setting** to "Foster Home."
 - Change the **Facility Type** to "Foster/Adoptive Home."
 - Change the **Status** to "Pending Acceptance."
 - Check the **Subsidy** checkbox, if not already checked.
 - Select the applicable type(s) from the **Program Types** grid.
 - Enter today's date in the applicable "**From**" field(s) that correspond with Program Type(s) you selected in the grid.
4. Click the **Save and Submit** link in the NAVIGATION PANE. *If the home is missing criteria required for foster home certification, a list of needed information will display. This information must be entered before the foster home can be submitted for approval.*



Staff Exclusion List received date must exist for all persons in the home over 18.

A valid medical must be on file for all foster parents in the home.



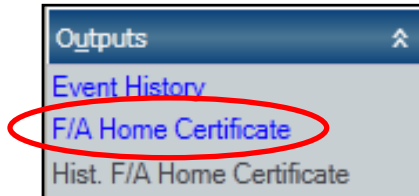
Programmatic Note:

Please refer to 17-OCFS-ADM-05 for the documentation requirements for the Foster and Adoptive Home Development (FAD) stage in CONNECTIONS.

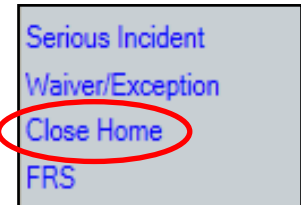
<http://ocfs.ny.gov/main/policies/external>

- If all data is complete, complete the approval To-Do and submit to your Unit Approver.
- Upon approval, click the **refresh list** link on your workload. The home will now be able to receive adoption subsidies and foster board payments under a single Vendor ID and Case ID number.
- Print the license, if needed:

- Click the **Licensing Information** link in the NAVIGATION PANE.
- Click the **F/A Home Certificate** link on the Home License window.
The certificate opens as a PDF document.
- Click the printer icon.



- Click the **Close Home** link in the Stage Actions section of the NAVIGATION PANE.
If the home was previously closed, one or more records will display in the Filtered Event List on the Close Home window.



- Click the **New** button to the lower right of the grid to display a blank Close Home window.

Current Status: Accepted - Active

Closure Reason: P-Family Request

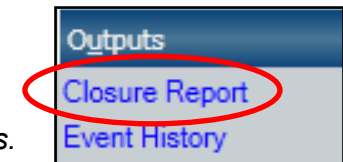
Closure Type:

Recommend Re-Opening:

Date Notification Sent: / /

- Select the appropriate values in the **Closure Reason**, **Closure Type**, **Recommend Re-Opening** and **Date** fields.

- Click the **Closure Report** link in the Outputs section of the NAVIGATION PANE.



The FAD Closure Report template opens. The Information on page 1 is populated from other fields in CONNECTIONS. The Closing Narrative begins on page 2.

- Complete all required fields and the Closing Narrative questions.

- Close the FAD Close Summary window using the "X" button at the top right to again display the Close Home window.

Do not click the topmost red X.



How to Close the Foster Portion of a Multipurpose Home

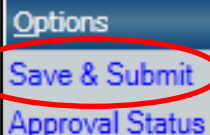
If the parents in a multipurpose home no longer wish to foster, the foster home portion of the home can be closed.

Closing the Foster Home Portion, Step-by-Step:

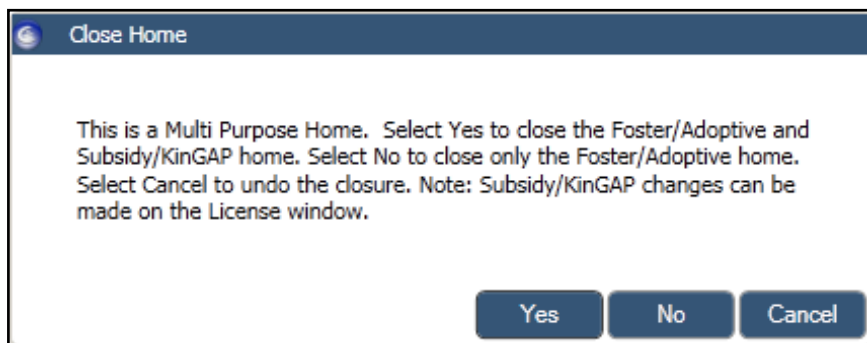
- On your workload, select the FAD stage you wish to change.

Closing a Foster Home, Step-by-Step:

8. Click the **Save & Submit** link in the NAVIGATION PANE.



9. Click the **Yes** button on the pop-up message asking if you have completed the Closing Summary Report.



A Close Home pop-up window will display.

10. Click the **NO** button to close only the Foster/Adoptive portion of the home.
The To-Do Detail window displays.
11. Enter any needed comments and click the **Save & Close** button to send the approval request to your Unit Approver.
Upon approval, the foster portion of the multipurpose home will close.

How to Close a Foster Home

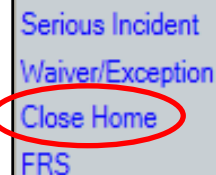
When foster parents decide they no longer wish to foster, or circumstances change and they cannot foster, it is necessary to close the home.

Closing the home is preferred over allowing the certification to lapse which will system close the home since this allows you to complete the Closure Report and describe whether or not a home is recommended for reopening in the future.

1. On your workload, select the FAD stage you wish to close.

2. Click the **Close Home** link in the Stage Actions section of the NAVIGATION PANE.

If the home was previously closed, one or more records will display in the Filtered Event List of the Close Home window.



3. Click the **New** button to the lower right of the grid to display a blank Close Home window.
4. Select the appropriate values in the **Closure Reason, Closure Type, Recommend Re-Opening** and **Date** fields.

5. Click the **Closure Report** link in the Outputs section of the NAVIGATION PANE.

The FAD Closure Report template opens.



6. Complete all required fields and the Closing Narrative questions.
7. Close the FAD Close Summary window using the "X" button at the top right to again display the Close Home window.

Do not click the topmost red X.



8. Click the **Save & Submit** link in the NAVIGATION PANE.
9. Click the **Yes** button on the pop-up message asking if you have completed the Closing Summary Report.
10. Enter any needed comments in the To-Do Detail window and click the **Save & Close** button to send the approval request to your Unit Approver.

Upon approval, the foster home will close and no longer display on your workload.

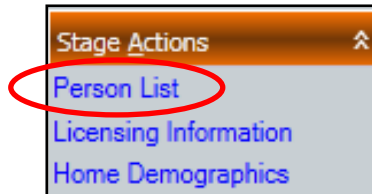
How to Change the 'Resource Legal Name' of a Home

Sometimes a foster parent's circumstances change, necessitating a change to the home's resource legal name.

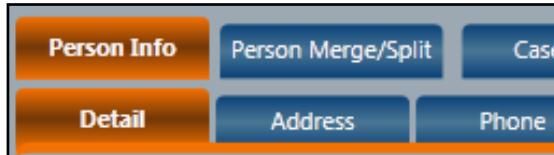
Changing a Resource Legal Name, Step-by-Step:

1. On your workload, select the FAD stage you want to change.

2. Click the **Person List** link in the NAVIGATION PANE.



3. On the person grid, select the person whose name you want to change.



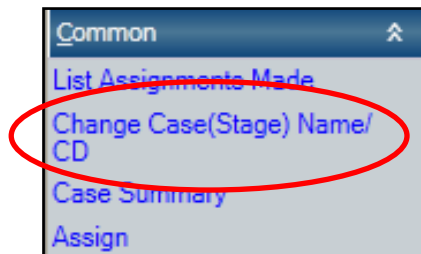
The Person Info tabs display with the Detail tab selected.

4. On the **Detail tab**, enter the correct names in the **First Name** and **Last Name** fields.

5. Click the **Save and Close** button.

This will update the Primary Name for the person on the AKA tab and will return you to your workload with the previously selected FAD stage still highlighted.

6. Click the **Change Case(Stage) Name/CD** link in the Common section of the NAVIGATION PANE.



7. Use the dropdown menu to select the new name and click the **Save & Close** button.

The new name of the home will display.

How to Print Historical Home Licenses

On occasion a foster home's license or certificate is not printed out at the time it is certified, or the foster parent may request a copy after a recertification. There are two different paths for printing an historical license depending on whether the home is in Accepted Active or in Closed status.



Note: Licenses cannot be printed for homes opened in Emergency Status. Licenses can only be printed for homes that are or were fully certified.

Printing an Historical License, Step-by-Step:

1. Locate the certification event.

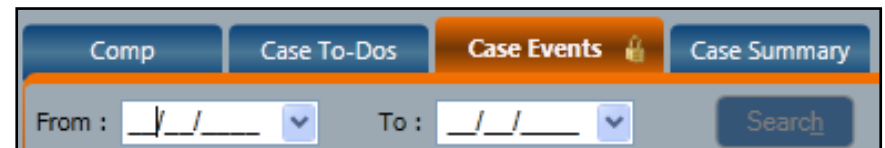
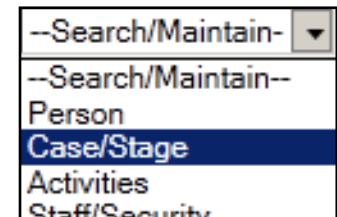
If the home currently is on your workload :

- Select the stage that needs the historical license printed.
- Click the **Stage Events** tab that displays below the workload.



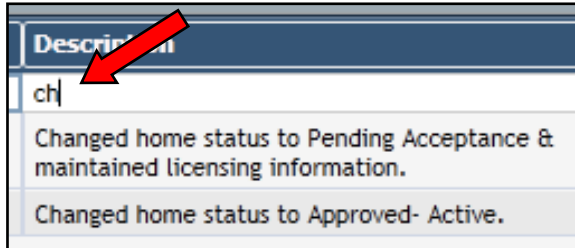
If the home is no longer on your workload or is closed, you will need to access it through a Case Search:

- Select the **Case/Stage** command In the **Search/Maintain** dropdown list on the main CONNECTIONS window.
- Enter the Case ID number and click the **Search** button.
- On the Case List grid, highlight the case.
- Select the **Case Events** tab.



- In the filter bar for the **Description** column, enter "ch."

One or more events described as "Changed home status to Approved Active" will display.



- Select the "Changed home status" event with the Event Date that corresponds to the license request.
- Click the **Detail** link in the Event Options section of the NAVIGATION PANE to display the **Home License** window.
- On the Home License window, click the **Hist. FA Home Certificate** link in the Outputs section of the NAVIGATION PANE.
The historical home license will display.
- Click the print icon.



How to Reopen a Home

It may be necessary to reopen a home at the request of the foster parent, or if the home system closed due to a lapse in certification.

- When a Foster Home is re-opened within the same agency and within 60 days of expiration, the home will be considered a reauthorizing.
- A home is considered to be reopened if it has been more than 60 days from the closure date since expiring, or if it is being reopened within 60 days of expiring within a new agency.

Reopening a home is a multistep process.

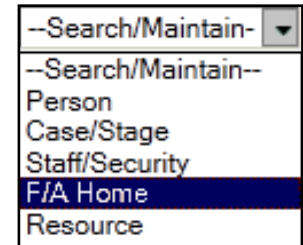


Note: When a home system closes, it is necessary to wait overnight for a batch file to run in CONNECTIONS before the home can be reopened.

Reopening a Home, Step-by-Step:

A. Locate the home in CONNECTIONS:

- From the **Search/Maintain** drop-down menu, select **F/A Home**.
- In the **Home Name** field of the F/A Home Search window, enter the name as "Last Name,First Name" (No spaces).
- Click the **Search** button.
- Select the correct result.
*The **Home Demographics** tab opens.*
- Review the data including address, phone, Vendor ID (VID), Resource ID and Setting to make certain this is the home that should be reopened.
- Click the **Reopen Closed Home** link in the options section of the NAVIGATION PANE.
- Click the dropdown arrow in the **Change To** field and select "Applicant." ("Inquiry" may also be selected but if the home just closed, it is not necessary to go back to the point of Inquiry.)



B. Assign the home:

- Click the **Save & Assign** link in the NAVIGATION PANE to open the Assign window.

On the **Assignments** grid, your name will automatically appear with a role of Primary.

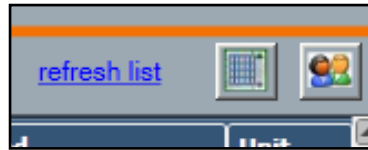
If you want to add a Secondary worker, check the **Available Staff** grid to see if that worker's name is listed.

- If the desired worker is listed, select the worker's name
- If the desired worker is not listed. click the **Staff Search** link in the Options section of the NAVIGATION PANE. Conduct a search to add the worker to the Available Staff list.
- With the worker's name highlighted, click the **Secondary** button.
- Click the **Save & Close** button.

If you are not adding another worker, close the Assign window by clicking on the red "X" in the upper right of the window. To return to your workload, close the F/A Home Search window by clicking on the red "X."

2. On your workload, click the **refresh list** link.

*The home will display at the top of your workload with a red "Y" in the **New** column.*



C. Confirm data and update where necessary:

1. Select the home on your workload and click the **Person List** link in the NAVIGATION PANE.
2. For each adult in the home (age 18 or older), select the person and click on the **FA Home Person Detail** tab:



3. Verify that the **Fingerprint Information**, **Medical Exam Date**, **Staff Exclusion List (SEL)**, and **SCR Database Check** fields are complete and current, according to the following requirements:

For Foster Homes reopened within 60 days with the same agency:

Finger Prints Sent	Required for all persons 18 and over
Finger Prints Received	Required for all persons 18 and over

Fingerprint results	Required for new person added to the stage since the last reauthorization, or for those persons existing in the stage that have turned 18 since the last reauthorization
Foster Parent Medical Exam date	Must be within 2 years
SCR Date Sent SCR Date Received SCR Results	Required for new Foster Parents since last reauthorization - based on the addition of a person to the stage with a role of Foster Parent, or changing the role of a person that existed in the home to Foster Parent.
SEL Date Sent SEL Date Received SEL Results	Required for new Foster Parents since last reauthorization - based on the addition of a person to the stage with a Rel/Int of Foster Parent, or changing the Rel/Int of a person that existed in the home to Foster Parent.

For Foster Homes reopened beyond 60 days or NOT with the same agency:

Finger Prints Sent	Required for all persons 18 and over
Finger Prints Received	Required for all persons 18 and over
Fingerprint results	Required for all persons 18 and over
Foster Parent Medical Exam date	Must be within 18 months
SCR Date Sent SCR Date Received SCR Results	Required for all persons 18 and over
SEL Date Sent SEL Date Received SEL Results	Required for all persons 18 and over

- If any revisions were made on the **FA Home Person Detail** tab, click the **Save & Close** button; otherwise, close the **Person List** window.
- On your workload, with the stage selected, click the **Licensing Information** link in the NAVIGATION PANE.

Confirm that the following fields on the **Home License** window are correct:

- Age Ranges - use the up/down arrows in the **Year** fields to make changes
- Capacity
- Program Types
- The "From" date for each Program Type selected (Therapeutic, Special Needs, Regular, and/or Emergency)

- Click the **Save & Close** button.
- On your workload, with the stage selected, click the **Home Demographics** link in the NAVIGATION PANE.
- On the **Current Home Demographics** tab verify that the **Vendor ID** field displays the correct VID.



If the home was last open with a different agency, the VID will need to be replaced:

- Check the **Use as Business** box
- Enter your VID
- Click the **Validate** button.
- Click the **Accept** button to accept the address.
- Click the **Save & Close** button.

Note: A home that was last open with a different agency will display the previous agency in the Authorizing Agency field on the Current Home Demographics tab until the home is placed in "Accepted Active" Status. Once this occurs, your agency's name will display in that field.

D. Complete/Update the Home Study:

- On your workload, with the stage selected, click the **Home Study** link in the NAVIGATION PANE.
- If there is a pop-up window asking you to choose between "New" or "Use Prior," **always select "Use Prior" to access the existing Home Study.**

*If a blank template is desired, select "New." **The existing home study will be replaced with a new, blank template.***

The prior home study can still be accessed via the Events List.

- Select which components you wish to Retain or Clear.
- On the **Home Study** window, select appropriate checkbox(es) in the **Reason(s) for Home Study** section.

Last Approved Home Study/Annual Reauthorization: 10/05/2016

Last Updated	FRS Component	Retain	Clear
	FAD Checklist	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency Backup, Directions to the Home, Child Characteristics, Child Race, Ethnicities, Religions and Languages	<input type="checkbox"/>	<input type="checkbox"/>
	Med/CHRC/SCR/Employee Comments	<input type="checkbox"/>	<input type="checkbox"/>
	Training Comments	<input type="checkbox"/>	<input type="checkbox"/>
11/12/2015	Home Study Narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Select the home study narrative template used by your agency.
- Click the **Save** button.
- Click the **Narrative** link in the NAVIGATION PANE to open the Home Study template.

- If a previous Home Study displays, you may update the information in any of the categories.



As part of your update, enter the date of the original Home Study at the start of the narrative, then enter today's date in the first paragraph of the updated section(s).

- Close the window using the red "X" at the top right of the narrative window.
- Click the **Yes** button to save changes.

E. Verify/Complete Clearances:

- Click the **Licensing Information** link on the NAVIGATION PANE.
- Review the Cert./Approval Requirements checklist to ensure all Certification and Approval Requirements have been met.

Cert./Approval Requirements	
<input checked="" type="checkbox"/>	Staff Exclusion List Complete
<input checked="" type="checkbox"/>	Medical Dates Complete
<input checked="" type="checkbox"/>	Fingerprint Results Complete
<input checked="" type="checkbox"/>	NYS SCR Results Received
<input checked="" type="checkbox"/>	Out of State SCR Received

F. Submit for Approval:

- With the home highlighted on your workload, click the **License Information** link in the NAVIGATION PANE.

Status:	Applicant
From Date:	Applicant
To Date:	Pending Acceptance
	Pending Emergency

- On the **Home** License window, change the Status to "Pending Acceptance."
- Click the **Save & Submit** link in the Options section of the NAVIGATION PANE.
- Enter any comments on the To-Do Detail window and click the **Save & Close** button to send the approval request to your unit approver.
- Upon supervisory approval, click the **refresh list** link on your workload.

*Your agency's name will display on the **Auth Agency** field on the Home Demographics window.*

G. Print the New License:

- On your workload, click the **Licensing Information** link in the NAVIGATION PANE.
- Click the **F/A Home Certificate** link in the NAVIGATION PANE.

A PDF version of the certificate opens.

Outputs
Event History
F/A Home Certificate

- Click the print icon.

How to Correct a Home's Authorization "From" Date

When a home that system closed is reopened, the Authorization From Date can be set back to the date the home closed, This will prevent reimbursements to the foster parents from being interrupted.



NOTE: The checkboxes are view-only.

To enter required information:

- Click on the **Person List** link in the NAVIGATION PANE.
- Select a person over age 18.
- Click the **FA Home Person Detail** tab.
- Enter the necessary information.
- Click the **Save** button.

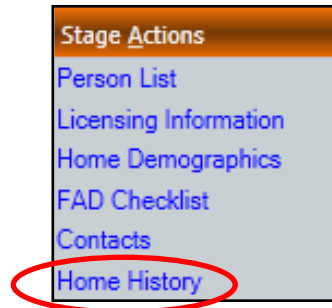


Note: The home must be in Accepted Active status.

Step-by-Step, Correcting a Home's "From" Date

1. On your workload, select the FAD home you want to back date.

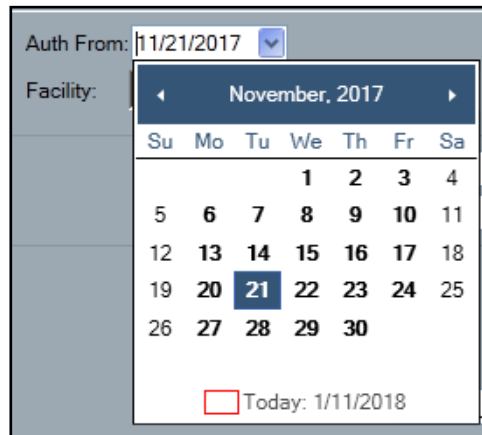
2. Click the Home History link in the NAVIGATION PANE.



3. In the Home History grid, select the top row/date.

4. Click the OK button on the pop-up message stating that only the Auth. From date may be modified.

5. In the **Auth From** field, use the drop down calendar to select the date the home closed.



6. Click the **Save & Close** button to save the corrected date.

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 FixIt@its.ny.gov.

New York State ITS Service Desk

1-844-891-1786