



The My Uploads feature was introduced in CONNECTIONS in 2020 to increase sharing and storage of case-related information. Local Districts and Voluntary Agencies are encouraged to thoughtfully determine which documents will be uploaded into CONNECTIONS and which will be maintained in paper form or electronically outside of CONNECTIONS. OCFS, through recently issued ADMs, has determined that specific forms are now **required** uploads. Other documents, while not currently required, align with **best practice** standards. It is recommended that these be uploaded as they may become required in the future. The grid 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 subcategory labels.

Stage	Document	Name	Required?	Authority	Guidance	Category	Subcategory
INV	OCFS-2196	Plan of Safe Care	Best Practice	18-OCFS-LCM-06	Link to the Photos/Docs window of the stage.	CARA	Plan of Safe Care
INV/FSS	Safety Plan	Safety Plan				CPS	Signed Safety Plan
FSS		Pre- and Post-Dispositional PINS Court Orders	REQUIRED as of 12/20/2019	19-OCFS-ADM-22	Link directly to the stage OR link to the progress note documenting the court appearance.	Legal	Placement Order
FSS	CANS or CASII	QI Assessment (i.e., CANS)	REQUIRED as of 12/20/2019	21-OCFS-ADM-23	All documents in the Family First category MUST be linked to the Health Services Window.	Family First	30 Day Assessment Tool
FSS	OCFS-5571	Qualified Individual Report					QI Assessment
FSS	OCFS-5572	Qualified Individual Summary Report					QI Assessment

Stage	Document	Name	Required?	Authority	Guidance	Category	Subcategory
FSS	OCFS-5562	Supervised Setting Program Approval and Placement Agreement	Best Practice		Link to the Photos/Docs window of the stage.	Independent Living	Other
FSS	OCFS-5563	Community-Site Physical Safety Checklist					
FSS	OCFS-5571	Standardized Supervised Setting Readiness Assessment					
FSS	OCFS-5575	Appropriateness of Placement (AOP) Assessment in a PPP/Empower Setting	REQUIRED as of 12/8/2021	21-OCFS-ADM-31	All documents in the Family First category MUST be linked to the Health Services Window.	Family First	Other
FSS	OCFS-5576	Referral Addendum for PPP Programs (Parts A & B)					
FSS		Stress Pass	Best Practice		All documents in the Family First category MUST be linked to the Health Services Window.	Family First	Other
FSS	OCFS-3920	Child Sex Trafficking Indicators Tool	Best Practice	15-OCFS-ADM-16	Link to the Photos/Docs window of the stage.	Safety/Risk Assessments	Human Trafficking
FSS	OCFS-2922	Law Enforcement Report of a Child Sex Trafficking Victim					

Stage	Document	Name	Required?	Authority	Guidance	Category	Subcategory		
FAD		Signed Expedited Home Study and Reauthorization	Best Practice		Linked signed Home Study and Reauthorization to the Photos/Docs window of the stage.	Foster/Adoptive	Expedited Home Study		
FAD	OCFS-5300D	Expedited Home Study Checklist	REQUIRED as of 6/1/2020	20-OCFS-ADM-08	Link to the Photos/Docs window of the stage.	Foster/Adoptive	Home Study Checklist		
FAD		Signed Waiver Approval (if necessary)			Link signed waiver to the Photos/ Docs 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		
FAD	OCFS-5200A	Self-Assessment					Self Assessment		
FAD	OCFS-5200B	Adoptive Parent Application					Application		
FAD	OCFS-5200C	Family Adoption Registry Information					Additional Requested Documents		
FAD	OCFS-5200D	Adoptive Applicant Medical Report					Medical		
FAD	OCFS-5200E	Safety Review Form					Safety Review Form		
FAD	OCFS-5200	Household Composition and Relationships					Application		
					21-OCFS-ADM-13		Link to the Photos/Docs window of the stage.		

Stage	Document	Name	Required?	Authority	Guidance	Category	Subcategory
FAD	OCFS-5200G	Genogram	REQUIRED as of 6/11/2021	21-OCFS-ADM-13	Link to the Photos/Docs window of the stage.	Foster/ Adoptive	Genogram
FAD	OCFS-5200H	Personal Reference					References
FAD	OCFS-5200I	Resource Characteristics					Additional Requested Documents
FAD	OCFS-5200J	Final Assessment and Determination					Expedited Home Study

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

TO PRINT A FILE, select the **Photos/Docs** link from the left navigation pane.

Select the file to be printed and click the **Open** link.

FOR PICTURES, choose **Print Screen** in the upper right corner.

FOR PDF FILES, click on the **File** menu and choose **Print**, or utilize the print icon in the toolbar.

Resources

OCFS Policy Directives: <https://ocfs.ny.gov/main/policies/external/>

Uploading Photos and Documents in CONNECTIONS Job Aid: <https://ocfs.ny.gov/connect/imp/Uploading/Uploading-Photos-and-Documents-in-CONNECTIONS.pdf>
(Also available in the Helpful Info tab in CONNECTIONS.)

Uploading Family First Documents Tip Sheet: <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>