



Supervised Independent Living Program (SILP) Job Aid

Revised July 2020

Supervised Independent Living Programs (SILPs)

A Supervised Independent Living Program (SILP) is a program whereby youth under the supervision of an authorized child-care agency are allowed to live on their own in the community. Such programs are intended to provide a transitional experience for youth for whom the plan of care is discharge from care to their own responsibility. In a supervised independent living program, the youth will live in a unit separate from the rest of the agency dwellings. A supervised independent living unit may house up to four youth, including their children. Youth must be at least 16 years of age and not more than 21 years of age. Before an authorized agency may operate a SILP, the agency must have received a letter of approval to operate such a program from OCFS. Each individual supervised independent living unit will require its own approval certificate issued by the agency according to OCFS standards.

Once an authorized agency is approved to operate a SILP program, the agency is required to

- Notify the OCFS Regional Office of each SILP unit that it certifies
- Enter and maintain changes to individual SILP units in CONNECTIONS.

Note: The *Maintain FAD* business function is required to create or maintain a SILP program in CONNECTIONS.

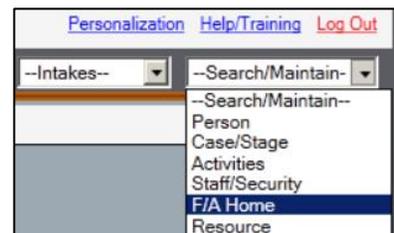
See **08-OCFS-ADM-07 Standards and Procedures for Approval of Supervised Independent Living Programs** for additional information.

Creating a New Supervised Independent Living Program (SILP) in CONNECTIONS

Step I: Conduct an F/A Home Search

1. From the Search/Maintain menu, select **F/A Home**.

The F/A Home Search window displays.



2. Verify your Agency Code in the **Agency ID** field.

Note: State staff should delete the default code and enter the code for the agency adding the SILP.

3. In the **Setting** field, select “Congregate”.
4. Enter the name for the SILP in the **Home Name** field, using appropriate naming protocols both to facilitate uniformity in searches and because there are limited spaces in the name field. (See Appendix A: Naming Protocols for Facilities.)
5. Click the **Search** button.
6. Review the resulting F/A Home List, verifying facility names and addresses. If the facility is not returned in the search results, click the **New** button.

Resource Name	Resource ID	VID	Setting	Status	Sub-Agency	Ethnicity	Race	Addr1	City	Count
Childrens Home Wyom-Ardsley Gh	20101645	00A09743	Congregate	Accepted - Active				1 ARDSLEY RD	BINGHAMTON	BROC
Children's Home Wyom-Main-Silp	20067145	00A09613	Congregate	Accepted - Active				329 MAIN ST	BINGHAMTON	BROC
Children's Home Wyom-G H	2023	00A09100	Congregate	Accepted - Active				56 SCHILLER ST	BINGHAMTON	BROC
Children's Home Wyom Main St 5	20114273	00A09794	Congregate	Accepted - Active				329 MAIN ST	BINGHAMTON	BROC

Count = 252

New

Step II: Demographics

1. On the resulting **Home Demographics** tab, enter the street address and city for the SILP’s physical (primary) address.
2. Click the **Validate** button.
3. If the address that displays is correct, click the **Accept** button.

County, Zip Code and, for New York City, the CD (Community District) code will be automatically entered.

Original Address		Validated Address	
Street:	1004 Chenango St.	Street:	1004 CHENANGO ST
PO Box/Apt:		PO Box/Apt:	
City:	Binghamton	City:	BINGHAMTON
State:	New York	State:	New York
County:		County:	BROOME
Zip:		Zip:	13901-1729
CD:		CD:	

4. Enter the full **Legal Name** for the SILP (up to 64 characters), school district (**Sch Dist.**), and **Primary Phone** number in the appropriate fields.

The screenshot shows the 'Home Demographics' form with the following fields and values:

- Home Name: Childrens Home Wyom-Chen Silp
- Legal Name: Children's Home of Wyoming Conference Ch
- Setting: Congregate
- Status: Inquiry
- Auth. Agency: (empty)
- Religion: (empty)
- Sub-Agency: (empty)
- Language: (empty)
- Respite: (empty)
- Marital: (empty)
- Inquiry Source: (empty)
- Primary Address:
 - Street: 1004 CHENANGO ST
 - City: BINGHAMTON
 - State: NY
 - Zip: 13901-1729
 - County: BROOME
 - Sch Dist: CHENANGO FORKS CSD
- Primary Phone:
 - Number: (607) 555-1212
 - Extension: (empty)

- To enter the Authorizing Agency (**Auth. Agency**), you must do a resource search, by clicking the **Resource Search** link in the navigation pane.
- On the Resource Search window, enter the name of the agency in the **Resource Name** field.
- Enter the Agency Code in the **Agency ID** field.
- Click the **Search** button.
- In the resulting Resources Search List grid, scroll to the right to select the listing with the type of Agency.



Resource Type	Agency ID
Agency	C14
Facility	C14
Facility	SED
Provider	

- Click the **OK** button.
- The **Auth. Agency** field fills with this information.*

The screenshot shows the 'Home Demographics' form with the 'Auth. Agency' field populated with 'Children's Home Wyom'.

- If the Primary address (SILP location) is different than the Business address (where payments should be sent), click the **Address** tab and select "Business" from the **Type** drop down menu.
- Enter the street address and city for the Business Address.
- Click the **Validate** button.

The screenshot shows the 'Address' form with the 'Type' dropdown menu open and 'Business' selected.

14. If the address that displays is correct, click the **Accept** button.

County, Zip Code and, for New York City, the CD (Community District) code will be automatically entered.

15. Click the **Add** button.

16. Click the **Save** button.

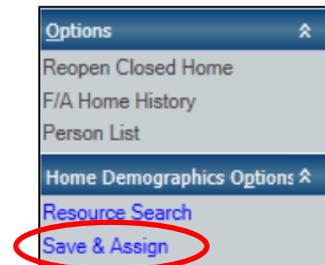
17. Click the **Phone** tab to add additional phone numbers (e.g., Fax), if needed.

Step III: Assigning a Worker

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

The Assign window displays with the person creating the new SILP assigned the role of Primary worker.

2. To assign additional staff with responsibility for the facility, select a worker from the Available Staff grid or click the **Staff Search** link in the navigation pane.



3. On the Staff Search window, enter the desired worker's name and click the **Search** button.

4. Select the individual and click the **OK** button.

5. On the Assign window, click the **Secondary** button.

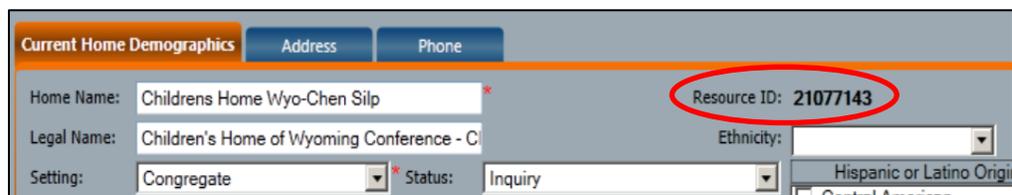
6. Add additional workers if needed or click the **Save & Close** button to save your changes.

If you have retained the role of Primary, your workload displays with the new SILP next to a red "Y".

Step IV: Obtain the Resource ID (RID) Number

1. With the new SILP selected on your workload, click the **Home Demographics** link in the navigation pane.

2. Note the new Resource ID number.



3. Close the Home Demographics window by clicking on the red X.

Step V: Maintain Licensing Information

1. With the new SILP selected on your workload, click the **Licensing Information** link in the navigation pane.

The Current License Information tab on the F/A Home License window displays.

- Use the **Facility Type** drop down menu to select “Supervised Independent Living Program”.

- Change the **Status** field from Inquiry to “Applicant”.
- Enter the appropriate age ranges for male and/or female residents.
- Enter the SILP capacity in the Placement Information section.

The Open Slots field will auto-fill.

- In the **Program Types** grid, scroll down and select “Cong. Care Only - Supervised Independent Living Program”.

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

Step VI: Enter the Vendor ID (VID) Number

- Obtain a Vendor ID from the list of SILP Vendor IDs sent to your agency by OCFS.
- With the SILP selected on your workload, click the **Home Demographics** link in the navigation pane.

The Current Home Demographics tab displays.

- If the SILP’s Primary and Business addresses are the same, check the **Use As Business** checkbox on the Current Home Demographics tab to enable the Vendor ID field.

- Enter the Vendor ID in the **Vendor ID** field.
- Click the **Validate** button to re-validate the address.
- Click the **Accept** button.
- Click the **Save** button.
- If the Primary and Business addresses are different, select the **Address** tab.

9. Highlight the previously entered Business address to enable the Vendor ID field.

10. Enter the Vendor ID in the **Vendor ID** field.

11. Click the **Modify** button.

The address validation window displays.

12. Click the **Accept** button to re-validate the address.

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

The screenshot shows a form with the following fields: Business (98765432), 1004 CHENANGO ST, Address Type (Business), Vendor ID (empty, highlighted with a red circle), Street (1004 CHENANGO ST), PO Box/Apt, Attn, City (BINGHAMTON), State (NY), Zip (13901-1729), County (BROOME), CD, and Sch Dist. A 'Validate' button is present at the bottom right.

Step VII: Submitting the SILP for Approval

1. With the SILP selected on your workload, click the **Licensing Information** link in the navigation pane.

2. Change the **Status** field from Applicant to Pending Acceptance.

3. Click the **Save & Submit** link in the navigation pane.

The To-Do Detail window displays.

4. Add comments as needed on the To-Do Detail window.

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

The screenshot shows a dropdown menu for the 'Status' field. The options are: Pending Acceptance (selected), Applicant, Pending Acceptance, and Pending Emergency.

Step VIII: Approving the SILP

1. The Approver navigates to their **To-Do Tab** and locates the approval request for the SILP.

Type	Status	Date	Case Name	Stage ID	Stage Name	Description	Created By
Navigate	COMP	03/19/2020	Children's Home Of Wyoming	32085133	Children's Home Of Wyoming	Maintain Non-Licensing Information - 32085133	MG

2. Click the **Navigate** link.

The approval window displays.

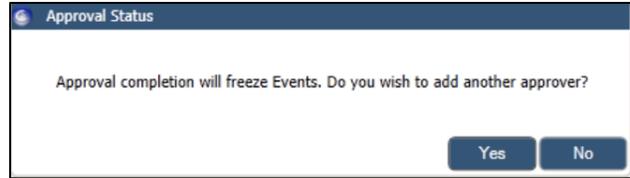
3. Review the Licensing Information window for accuracy.

4. Close the window using the red X.

The Approval Status window displays.

5. Click the Approve button.

- Unless required by local protocol, click the **No** button on the pop up asking if you wish to add another approver.
- Click the **Save & Close** button.



Updating SILP Unit Information

Maintaining Licensing Information

SILP licensing information includes the facility type, program type, ages, sex and bed capacity. This information is recorded and maintained in the Home License window. Supervisory approval is required for changes to these fields.

- From the workload, select the SILP FAD stage.
- Click the **Licensing Information** link in the navigation pane.
- Make the appropriate changes (bed capacity, ages, Program Type).
- From the **Status** drop-down menu, select "Pending Acceptance".
- Click the **Save & Submit** link in the navigation pane.



- Once supervisory approval is completed, the status changes to Accepted- Active.

Maintaining Non-Licensing Information

Non-licensing information includes address and phone number for the SILP. This information is maintained in the Home Demographics window. Supervisory approval is not needed for changes to these.

- From the workload, select the SILP FAD stage.

2. Click the **Home Demographics** link in the navigation pane.

The Current Home Demographics tab displays.

To Change the SILP’s Primary Address:

1. Make any needed changes in the Primary Address Section on the **Current Home Demographics** tab.
2. Click the **Validate** button.
3. If the address that displays is correct, click the **Accept** button.
4. Click the **Save** button.

To Change the SILP’s Business Address:

1. Click the **Address** tab.
2. Select the Business address from the address grid.

The address displays in the Address section below the grid.

3. Modify the business address information as needed.
4. Click the **Validate** button.
5. If the address that displays is correct, click the **Accept** button.
6. Click the **Modify** button.

The modified address displays in the Address section.

7. Click the **Save** button

Note: Primary address changes can also be made on the Address tab.

Type	Vendor ID	Street	PO Box/Apt #
Primary		1200 CHENANGO ST	
Business	98765432	1802 CHENANGO ST	

To Change the SILP’s Primary Phone Number

1. On the **Current Home Demographics** tab, make needed changes to the Primary Phone number field.
2. Click the **Save** button.

To Change the SILP’s Business Phone Number

1. Click the **Phone** tab.

2. Select the Business number from the Phone grid.

The Business phone information displays in the Phone Information section below the grid.

3. Modify the Business phone information as needed.
4. Click the **Modify** button.
5. *The modified phone information displays in the Phone Information section.*
6. Click the **Save** button

Closing an Individual SILP Unit

Supervisory approval is required to close a SILP unit.

1. From the workload, select the FAD stage for the SILP.
2. Click the **Close Home** link in the navigation pane.

The Close Home window displays with a status of Pending Closure.

A screenshot of a web application window titled 'Close Home - Childrens Hm Wyo Chenango - R:21077423/V:98765432'. The window contains a form with the following fields: 'Current Status' (dropdown menu showing 'Accepted - Active'), 'Change To' (dropdown menu showing 'Pending Closure'), 'Closure Reason' (text input field), 'Closure Type' (dropdown menu), 'Recommend Re-Opening' (dropdown menu), 'Date Notification Sent' (calendar icon), and 'Operating End Date' (calendar icon). There are also checkboxes for 'Subsidy Indicator' and 'KinGAP'. At the bottom right, there are three buttons: 'Save & Close', 'Save', and 'Reset'. On the left side, there is a navigation pane with links for 'Options', 'Save & Submit', 'Approval Status', 'Outputs', 'Closure Report', and 'Event History'. A 'Print Screen' link is visible in the top right corner of the form area.

3. From the **Closure Reason** drop-down menu to select the reason the SILP is being closed.
4. From the **Closure Type** drop-down menu, select either “Involuntary Closure” or “Voluntary Closure”. (Typically, the closure is voluntary.)
5. From the **Recommend Re-Opening** drop-down menu, select either “Recommend” or “Do Not Recommend”.
6. Click the **Closure Report** link in the navigation pane.

The Closure Report template opens.

7. Record a narrative regarding the reason for the closure, recommendations regarding reopening as well as any additional comments.
8. Close the Closure Report by clicking on the red X.
9. Click the **Save & Close** button.
10. Once supervisory approval is complete, the SILP is closed.

Reminder: The agency must notify the OCFS Regional Office that the SILP has closed.

Appendix A
Naming Protocols for Facilities

In order to preserve standardized data formatting, follow these naming protocols when recording information about Congregate Care facilities in CONNECTIONS.

Instead of...	Use...
And	&
Agency Boarding Home	ABH
ACS-NY	ACS
Association	Assn
Catholic Charities	Cath Char
Children	Chn
Children's	Chns
Community	Comm
Developmental Disability Services	DDSO Office
Department	Dept
Department of Social Services	DSS
Family	Fam
Group Home	GH
Group Residence	GR
Hospital	Hosp
Immediate Care Facility	ICF
Institution	Inst
Long Island	Long Is
Medical Center	Med Ctr
Mother child	Mo Ch
New York	NY