The Family Assessment and Service Plan (FASP) provides a uniform method for (1) assessing the strengths and needs of children and families in receipt of child welfare services, (2) determining what aspects of family functioning need to change in order to support safety, well-being, and the attainment of permanency planning goals, and (3) establishing a service plan for achieving these goals.

FASPs are completed within a Family Services Stage (FSS) with a stage type of FSS/CWS or FSS/CCR. For NYC cases with an ADVPO stage type, the FASP is recorded offline on the FASP template. FASPs are not required for Family Service Stages with a type of OTI, COI or ICPC. This tip sheet, for services workers, focuses on FASPs that are due at regularly scheduled intervals. A separate tip sheet covers Plan Amendments and Removal Updates, two specialized types of FASPs, which are used to document specified status changes during the life of a case.

FASP Types and Time Frames

Listed in the chart below is information about regularly scheduled types of FASPs, including when they can be started ("launched") and submitted for approval.

Type of FASP	When is it Due?	Can be Launched	Can be Submitted for Approval
Initial	30 days from the Case Initiation Date (CID) unless the CID is the Date of Indication, in which case the FASP is due 7 days from the CID	At any time	At any time
Comprehensive	90 days from the CID	No earlier than 30 days prior to due date	No earlier than 30 days prior to due date
Reassessment	210 days from the CID and every 180 days thereafter	No earlier than 60 days prior to due date	No earlier than 30 days prior to due date

FASPs in CONNECTIONS are "dynamic" - meaning that their components are customized based on factors such as the Program Choice (PC), Permanency Planning Goal (PPG), age of the child(ren) and Primary and Secondary Caretakers. Before launching a FASP, review the following items and enter/update them as necessary to insure that you are launching the version of the FASP most appropriate to the specific circumstances of the case:

✓ Person List demographic information for all stage members

✓ Program Choice for each tracked child

- ✓ Permanency Planning Goal for each tracked child

- ✓ Primary and Secondary Caretaker

- ✓ Family Relationship Matrix (FRM)

  The FRM link in the left navigation pane will display a (C) symbol once all relationships are completed.

  Note: if the (C) displays, but you receive a message when attempting to launch the FASP that the FRM is incomplete, invalidate and re-enter one of the relationships.

- ✓ Case Initiation Date (CID) is correct for an Initial FASP

⚠️ The FASP is intended to be a coordinated and collaborative effort among the workers providing services to the family. Your ability to access and contribute to the FASP depends upon your assigned role in the Family Services Stage, as indicated in the chart below.

Note: *If no Case Planner is assigned, the Case Manager fulfills this role and their supervisor fulfills the Case Manager role.*

CONNECTIONS Role	Who Can be Assigned?	Able to do in a FASP
Case Manager	One Local District worker	• Launch the FASP • View the FASP while in process or while pending approval • Approve or reject a submitted FASP
Case Planner	One Local District or Voluntary Agency worker	• Launch the FASP • View and/or modify any data in the FASP • Complete the Case Planner Summary in those FASP components that require it • Submit the FASP for review or approval
CPS Worker/Monitor	One Local District worker, if needed	• Launch the FASP • View the FASP while in process or pending approval • Complete Safety and Risk Assessments
Case Worker	One or more Local District and/or Voluntary Agency workers (up to 20 workers total)	• Launch the FASP • View and modify any non-child specific elements in the FASP (except Safety and Risk) • View and modify Child Scales and Foster Care Issues for child(ren) *to whom the worker has been associated*

FASP Statuses	

CONNECTIONS generates Alert To-Do's to inform assigned workers when a FASP is coming due or overdue.

A FASP can be in one of six statuses:

Not Launched	The FASP has yet to be launched (started).
In Process	The FASP has been launched and is in the process of being completed. Only one FASP can be In-Process at a time.
Pending	The FASP has been submitted for approval and is awaiting one or more approvals.
Approved	The submitted FASP has been approved.
Missed	A FASP is marked as Missed when an unlaunched FASP is significantly overdue and a subsequent FASP becomes available and is launched. Once a FASP is marked as "Missed," it can *never* be launched.
Template Format	A FASP that is In Process and considerably overdue drops into a Word Template when a subsequent FASP is launched. A worker has 60 days in which to complete a Template FASP before it "freezes" and is no longer modifiable. Template FASPs cannot be submitted for approval electronically and information does not carry over into the next FASP.

Launching a FASP

To launch a new FASP:

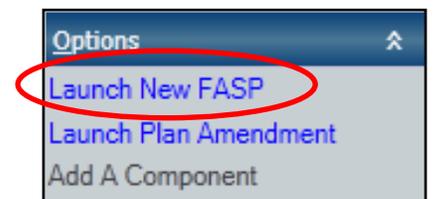1. From your workload, select a stage and click the **FASP** link in the left navigation pane.
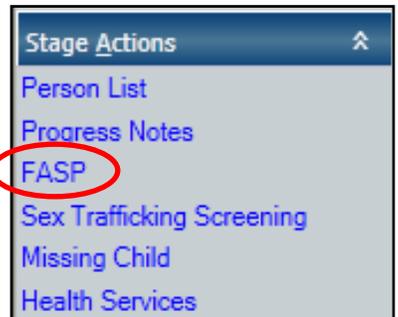
2. On the resulting FASP window, select the FASP to be launched on the FASP History grid.

3. Click the **Launch New FASP** link in the left navigation pane.

The FASP Tree opens and populates with components based on the chosen Program Choice(s). Be sure to verify the accuracy of these BEFORE launching the FASP.

FASP Tree

▼ Family Assessment
    Safety (Non-CPS)*
    Family Update*
    ▼ Strengths, Needs and Risks
        Family*
        Child
        Parent/Caretaker*
    Analysis*
  Programmatic Eligibility*
  Service Plan*

← Preventive

Placement →

Required components are indicted by a red asterisk (*).

FASP Tree

▼ Family Assessment
    Safety (CPS)*
    Family Update*
    ▼ Strengths, Needs and Risks
        Family*
        Child*
        Parent/Caretaker*
    Risk Assessment Profile*
    Analysis*
 ▼ Non-LDSS Custody
    Placement and Planning Issues*
    Family/Child Visiting Plan
  Programmatic Eligibility*
  Service Plan*

Modifying FASP Components After Launching

If case circumstances change after a FASP is launched (e.g., the Program Choice for a child changes from Preventive to Foster Care), the Tracked Child Detail or Person List data can still be modified as needed. The correct components will be presented based on that change the next time the FASP is opened.

Note: If you have already recorded information in a FASP component and then discover it is not needed, that component *cannot* be removed from the FASP.

Document that the FASP component was included in error by recording the statement "Not Applicable to the Case" in the component.

If it is desired to include information in a FASP that is not automatically presented (e.g., life skills information for a child under age 14), the appropriate component can be added to the FASP using the **Add a Component** link in the navigation pane of the FASP window.

Options ▲
Launch New FASP
Launch Plan Amendment
Add A Component
Detail
Removal Update
Check FASP Detail
Status Changes
Tracked Children
Bill of Rights

## Associating a Child to a Case Worker

Those with a role of Case Worker may be "associated" to one or more children in a CWS or CCR type FSS stage. Associating a Case Worker to a child indicates that that worker is responsible for completing Foster Care Issues documentation and Child Scale information in the FASP for the selected child.

- Only one worker may be associated to a child at a time, but the same worker may be associated to more than one child.

- Associating a worker to a child does not prevent other workers from working with the child or completing other parts of the FASP Service Plan.

- The Case Planner has overall responsibility for the FASP and may complete the Child Scales whether or not a Case Worker has been associated to the child.

- Associated workers can "unassociate" themselves as appropriate.

To associate a worker to a child:

1. Click the **Tracked Child** link in the left navigation pane.

2. Select the Associate Worker tab

3. Select a the child to be Associated.

4. Select the Worker to be Associated.

5. Click the **Associate** button.

6. Click the **Save** or **Save & Close** button

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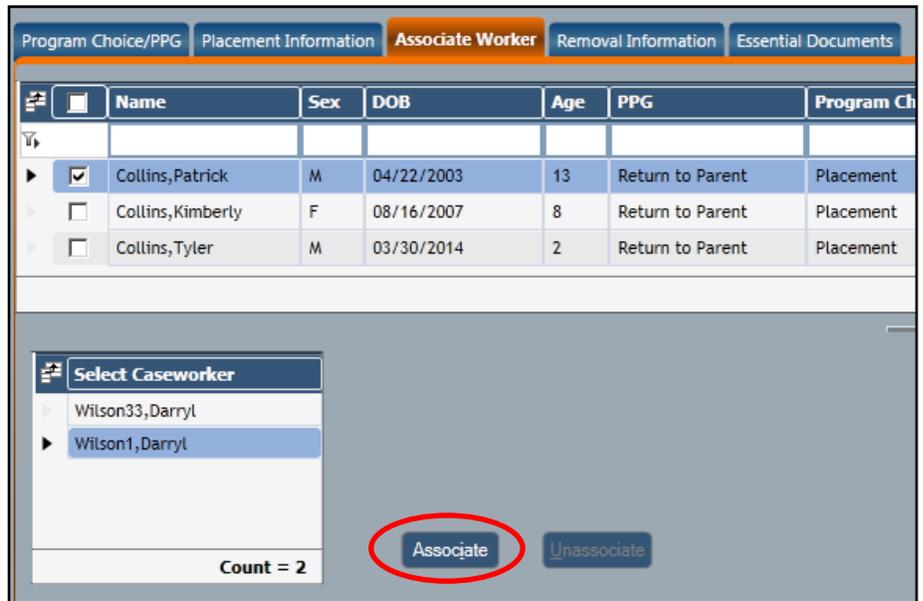
Submitting a FASP for Review or Approval

1. Click **Check FASP Detail** link in the navigation pane to determine if the FASP is complete.

   Incomplete components will be listed on the *Check FASP Detail* window. (Note: system edits can only determine if a narrative has been entered, not if the narrative includes all intended information.)

   Selecting a component from the Check FASP Detail list will navigate you directly to that component of the FASP.
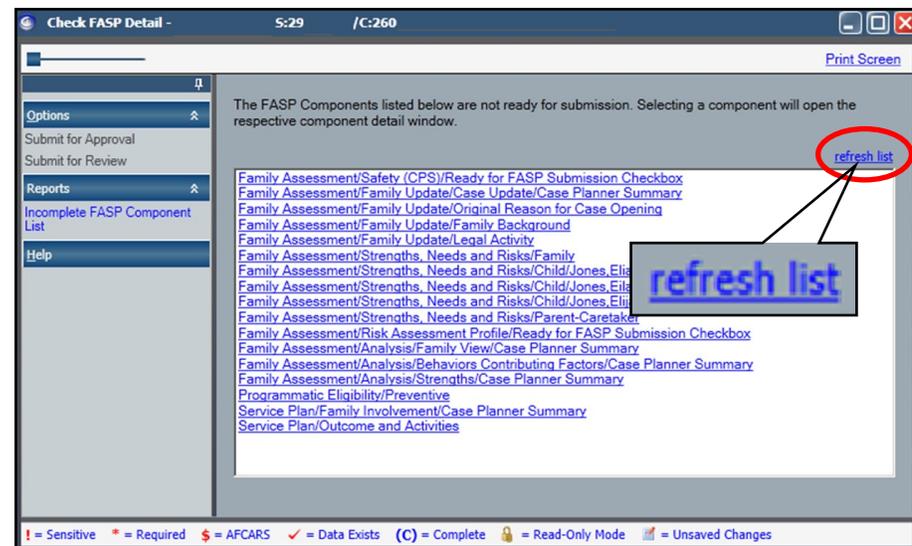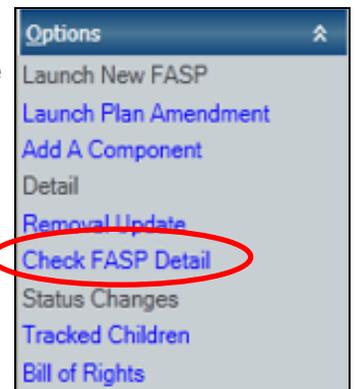
2. After completing a component, click the **refresh list** link to update the list of incomplete components.

3. When all components have been completed, the list appears blank and two links enable in the navigation pane; **Submit for Approval** and **Submit for Review**.

Reminder: Documentation of a Sex Trafficking screening is required for all tracked children under age 18 prior to the due date of each FASP.

If a screening has not been documented by the due date of an Initial FASP, within 3 months of the due date of a Comprehensive FASP or within 6 months of the due date of a Reassessment FASP, an reminder message will display. You will not be able to submit a FASP for approval until a Sex Trafficking Screening is recorded.

4. If required by Local District or Agency policy, use the **Submit for Review** link to send an editable version of the FASP for supervisory review prior to a formal submission for approval.

When the Case Planner clicks the **Submit for Review** link, a navigable To-Do is created for their Unit Approver.

The Unit Approver clicks the **Navigate** link for the To-Do to open a modifiable FASP document for review.

The Unit Approver can then return it to the worker without comments; or insert comments and/or revisions, which display in red font on the FASP document.

The reviewed FASP document is then returned to the Case Planner, through their own To-Dos so that any suggested changes can be incorporated into the in-process FASP before it is submitted for approval.
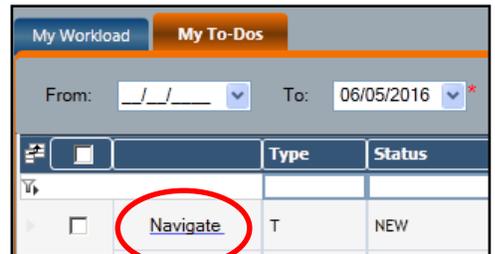
⚠️ *Note: The Submit for review process does NOT allow the FASP to be approved until it is returned to the worker and submitted again using the Submit for Approval link.*

5. Once the FASP is complete, the Case Planner clicks the **Submit for Approval** link in the navigation pane to send the FASP for formal approval.

If no one is assigned the role of Case Planner, the Case Manager fulfills this function and submits the FASP to their own Unit Approver.

Additional Approvers can be added to the process if needed.

Reminder: A FASP cannot be submitted for approval more than 30 days before its due date.
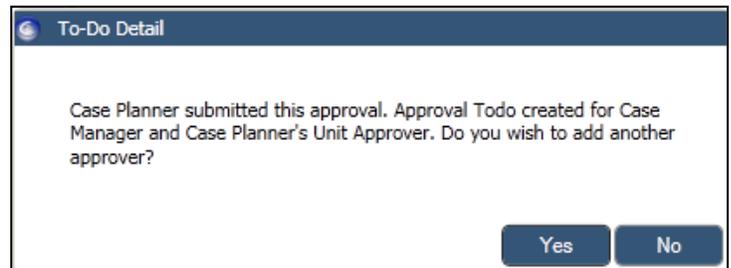

Approving or Rejecting a FASP

Clicking the Submit for Approval link creates a To-Do for the Unit Approver of the submitting worker.

FASPs submitted by Voluntary Agency Case Planners require approval by their own Supervisor (Unit Approver) before approval by the Local District Case Manager.

1. From the To-Do tab, click the Navigate link associated with the FASP approval request to open a print preview of the FASP.
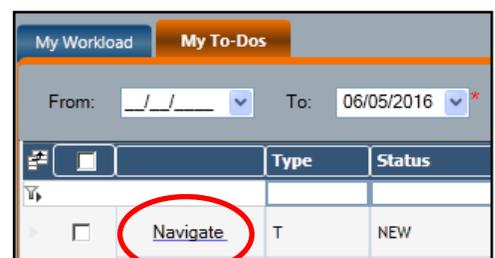
2. Once reviewed, click the red X in the upper right corner of the window to close the FASP preview and display the approval window.

3. On the Approval Window, select your name if it is not already selected.

   If you are doing an approval on behalf of someone else, select the name of the person to whom the approval was submitted. CONNECTIONS, based on your own log in information, will record the approval or rejection in your name. .

4. Click the Approve button to approve the FASP.

   Note: If you wish to reject the FASP, you must enter information in the Comments field to explain the reason(s) for the rejection for the **Reject** button to enable.

   When a FASP is rejected, any pending approvals that remain are automatically invalidated. The FASP returns to the status of In-Process and the Case Planner received an Alert that the FASP has been rejected. Appropriate revisions should be made and the FASP resubmitted for approval.
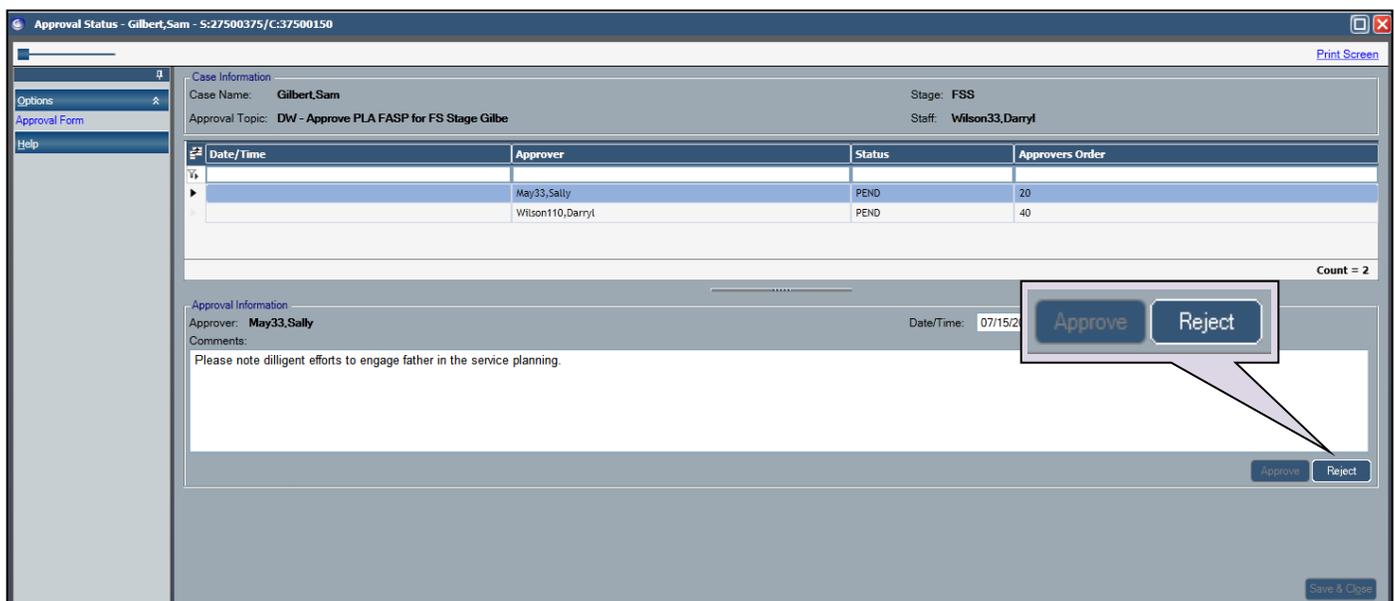
Once the FASP is fully approved, individual contributions by various Case Workers are eliminated and only the Case Planner's version remains in the finalized FASP document.

Resources

- CONNECTIONS Job Aids and Tip Sheets: http://ocfs.state.nyenet/connect/jobaides/jobaides.asp

- CONNECTIONS Regional Implementation Staff: http://ocfs.state.nyenet/connect/contact.asp

- CONNECTIONS Application Help Mailbox: ocfs.sm.conn_app@ocfs.state.ny.us

  (NOTE: this 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**.*

ITS Enterprise Service Desk
1-844-891-1786