



A Plan Amendment is a type of Family Assessment and Service Plan (FASP) used to describe and document significant changes in the status of a case and to direct a reassessment of the family and/or child's situation so that any necessary revisions to the service plan can be made. A Removal Update is a special version of a Plan Amendment which is used when a child is removed from his or her home and enters or reenters foster care or is placed by the court with a relative or other suitable person, and the 30 day timeframe for documenting these changes cannot be met by a FASP or Plan Amendment. This tip sheet, for Family Services workers, covers the specifics of each of these specialized types of FASPs. For more information on other types of FASPs, see the CONNECTIONS Tip sheet, The Family Assessment and Service Plan.

Plan Amendments

A Plan Amendment, as the name implies, is used to document a change in an existing Family Assessment and Service Plan.



If a status change occurs prior to the completion of the Initial FASP, the change must be documented in a progress note entry since no plan exists to amend.

Changes in case status that require a plan amendment include:

- preventive services are started for a child
- preventive services are ended for a child
- a case is opened for child protective services
- child protective services are ended for a case
- a child is removed from his or her home and enters or reenters foster care
- a child is moved from one foster care setting to another
- a child is removed from his or her home and is placed by a court in the direct custody of a relative or other suitable

person pursuant to Article 10 of the Family Court Act (“Non-LDSS placement”)

- a child becomes legally free for adoption or
- a child is discharged (trial or final) from care, including:
 - a child discharged to home, relative or other caretaker
 - a child returned home from a non-LDSS placement
 - an adolescent discharged to another planned living arrangement
 - a child discharged to Adult Residential Care
 - finalization of adoption

Plan Amendments may also be completed to reflect a change in a visitation plan or other status change.

When Should a Change be Documented?

- Opening or closing a case for **Child Protective Services (CPS)** must be documented and approved within **7 days** of the change.

- The status change of a child entering or reentering foster care or non-LDSS placement must be documented within **30 days** of the change.

 If the established FASP cycle is such that a Plan Amendment or FASP cannot be completed within this timeframe, a Removal Update must be completed instead.

- Other status changes must be documented and approved within **30 days** of the change, unless they occur within 60 days of FASP due date. If so, the status change may be documented and approved in the upcoming FASP.
- A Plan Amendment cannot be launched if a FASP is available unless you are documenting the closure of the FSS.
- A Plan Amendment is the first FASP to be completed in a newly created Child Case Record (CCR) when a child is freed for adoption.

Pre-Launch Preparation



Before launching a Plan Amendment, it is important to check the accuracy of the Program Choice (PC) and Permanency Planning Goal (PPG) on the Tracked Children window.

Use the **Tracked Children** link in the navigation pane to open this window.

Like other FASPs, the specific status change components available in a Plan Amendment will depend on the FSS type (CWS or CCR) and the selected Program Choice(s).

PPG	Program Choice 1	Program Choice 2	Program Choice 3
Prevent Return to Placement	Preventive Mandated	Protective	
Prevent Return to Placement	Preventive Mandated	Protective	
Return to Parent	Preventive Mandated	Placement	Protective

 **IMPORTANT!**

Update the Program Choice before launching the Plan Amendment if a child is entering foster care or direct relative placement (non-LDSS placement) or if you are adding Preventive or Protective services.

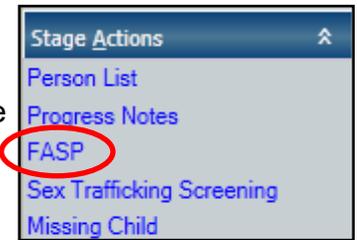
When documenting a child’s discharge, do not remove a Program Choice of Placement or Non-LDSS Custody – Relative/Resource Placement before you launch the Plan Amendment.

The availability of the Discharge sub-node is dependent upon having a Program Choice of “Placement”. Once the Plan Amendment has been approved, the Program Choice of Placement may be end-dated.

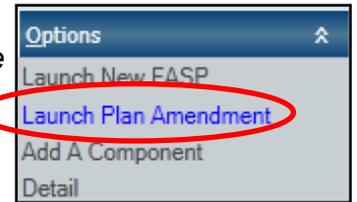
Launching a Plan Amendment

To launch a Plan Amendment:

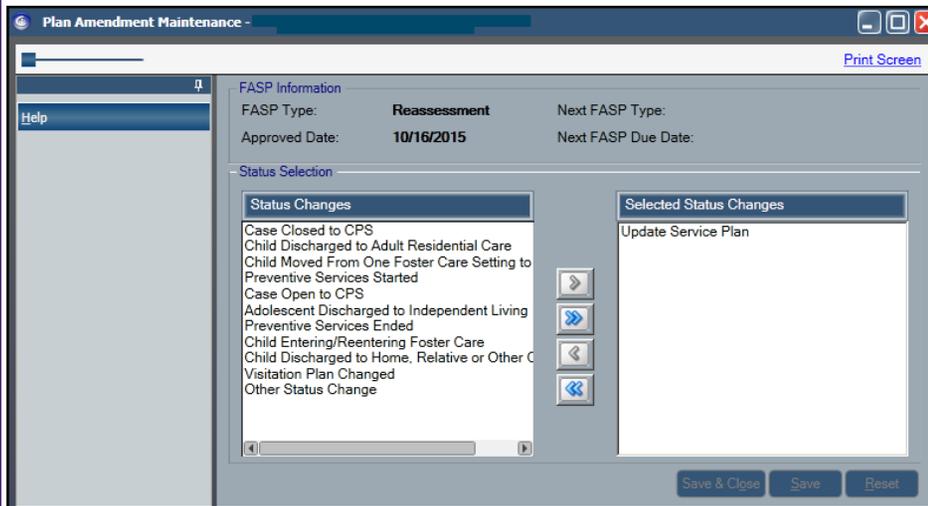
- From your workload, highlight the stage and click the **FASP** link in the navigation pane.
- On the FASP window, click the **Launch Plan Amendment** link in the navigation pane.



The Plan Amendment Maintenance window opens and populates with Status Selections based on the chosen Program Choice(s).



- Highlight desired component(s) from the Status Changes list and use the arrow buttons in the center to add them to the list of selected changes.

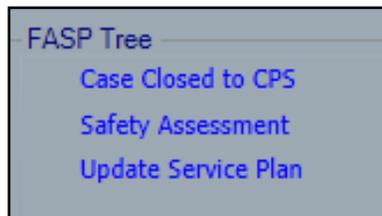


- Multiple components can be selected by holding down the Ctrl key while clicking the desired statuses.
- The Update Service Plan component is added by default to the Selected Status Changes

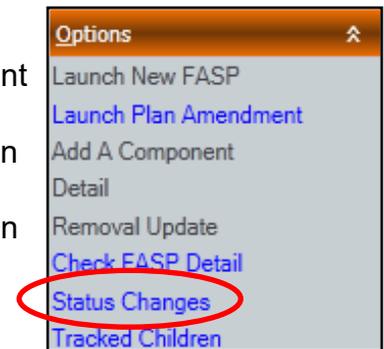
- Click the **Save & Close** button to add the selected components and return to the FASP window.

The selected Plan Amendment components now appear on the FASP tree in the **FASP** window.

As with other FASPs, clicking on a FASP Tree component will navigate you directly to that component of the Plan Amendment.



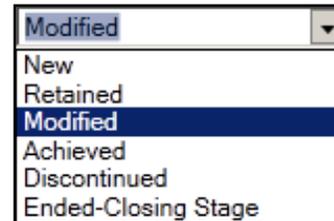
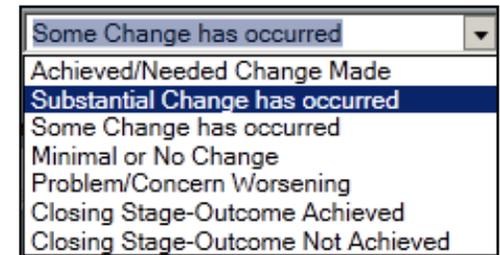
If additional changes to the component selections are needed, the Plan Amendment Maintenance window can be accessed again by clicking the **Status Changes** link in the navigation pane.



Updating the Service Plan

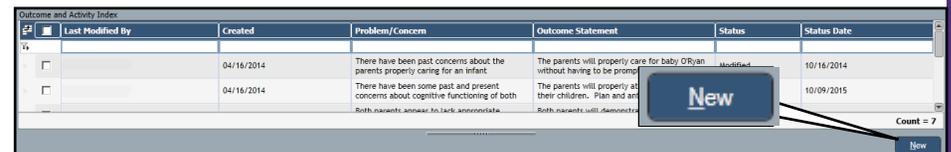
Service Plan Outcome and Activity (O & A) blocks in the Plan Amendment are brought forward from the last approved FASP.

As with other FASPs, the level of outcome achieved must be recorded for all O & A blocks.



The status must also be updated for O & A blocks which were "New" in the previous FASP.

- Select an Outcome & Activity from the Outcome & Activity Index to review and make any needed modifications.
- Click the **New** button to create additional O & A blocks, if needed.

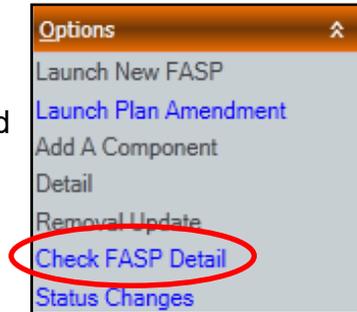




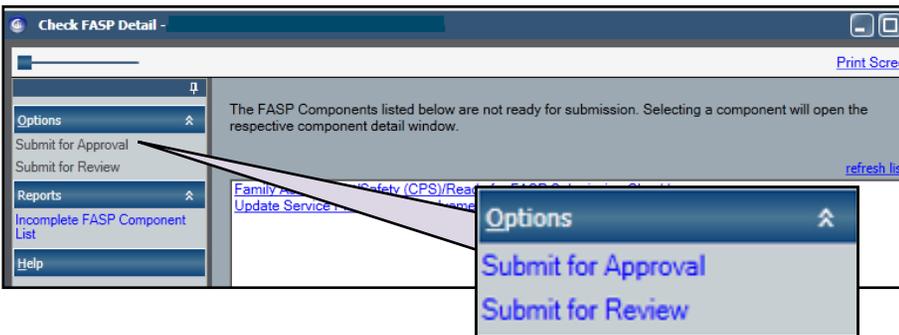
When a Plan Amendment is being completed for the closing of the Family Services Stage, all remaining O & A blocks must be given a Closing Stage outcome (Achieved or Not Achieved) and a status of “Ended—Closing Stage”.

Completing and Submitting the Plan Amendment

Use the **Check FASP Detail** link as you would with any FASP to view and navigate to components which are incomplete.



Once all components have been completed and the list is blank, the **Submit for Approval** and **Submit for Review** links enable, allowing you to send the completed Plan Amendment to your approver for review or approval.



REMINDER: Those with a role of Case Worker (CW), who have been Associated to a specific child, may complete all sections of a Plan Amendment except the Safety Assessment and the Family Involvement Case Planner Summary.

As with other FASPs, only the Case Planner (Case Manager if no Case Planner is assigned) may complete those components and can submit the Plan Amendment for approval.

Removal Updates

When a child is removed from his or her home and enters or reenters foster care or if the child is placed by the court with a relative or other suitable person, documentation of the status change and an update to the service plan is required within **30** days.

Typically, such changes are documented in a Plan Amendment. The Removal Update is a special version of a Plan Amendment which is used when a FASP or Plan Amendment cannot be completed and approved within the required 30 day timeframe.

FASP, Plan Amendment or Removal Update?

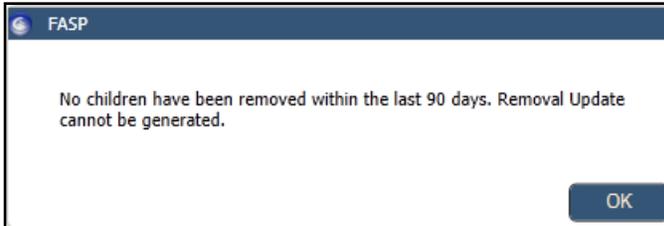
- A Plan Amendment cannot be used to document changes in an FSS remaining open if a FASP is available to launch, is in -process or is pending approval.
- If a FASP has been completed, is not overdue and is pending approval, the Case Planner can open the FASP, modify it and save the changes. This will invalidate the pending approval(s) and return the FASP to a status of In-Process. The Program Choice of Placement may then be added to document the child’s entry or re-entry into out-of-home care. The new FASP components can be completed and the FASP resubmitted for approval.
- If a FASP is launchable or is already in process but cannot be completed and approved within the required 30 day timeframe, a Removal Update must be used instead to fulfill documentation requirements.

The Removal Update process pulls a sub-set of information (Foster Care Issues or Non-LDSS Custody Issues, Visiting Plan

and Service Plan) from an in-process FASP into a Removal Update Report, which can then be completed and submitted for approval.

To launch a Removal Update, the following conditions must be met:

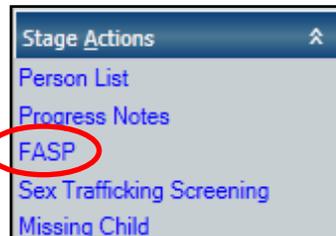
- At least one child must have a Program Choice of “Placement” or “Non-DSS Custody”.
- A child must have been removed from their home within the last 90 days.
- A FASP must be in process. If one is available but not yet launched, you can launch it to meet this requirement.
- The **Removal Information** tab on the **Tracked Children** window must have been completed for the placed child(ren).



 **Note: Only the Case Planner can launch a Removal Update and submit it for approval.**

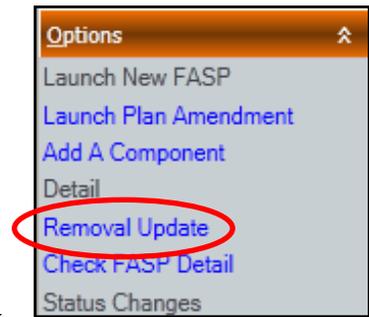
Launching and Completing a Removal Update

1. From your workload, highlight the stage and click the **FASP** link in the navigation pane.

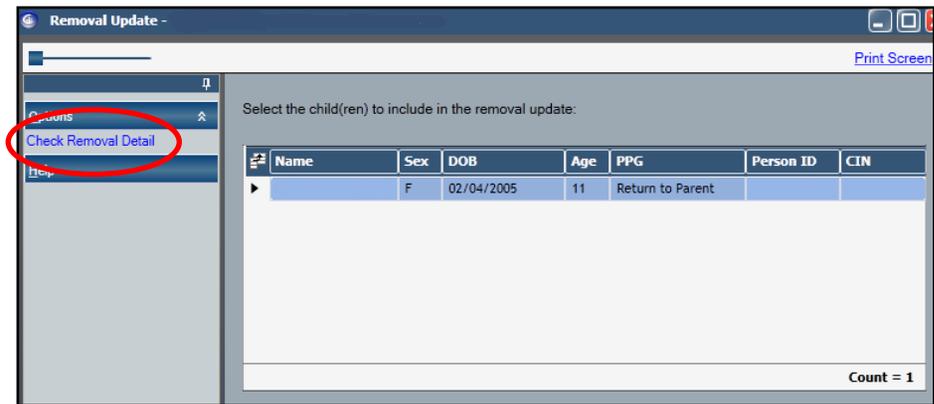


2. Click the **Removal Update** link in the navigation pane.

The resulting Removal Update window lists all children with a Program Choice of “Placement” or ‘Non-DSS Custody” who have been removed in the last 90 days.

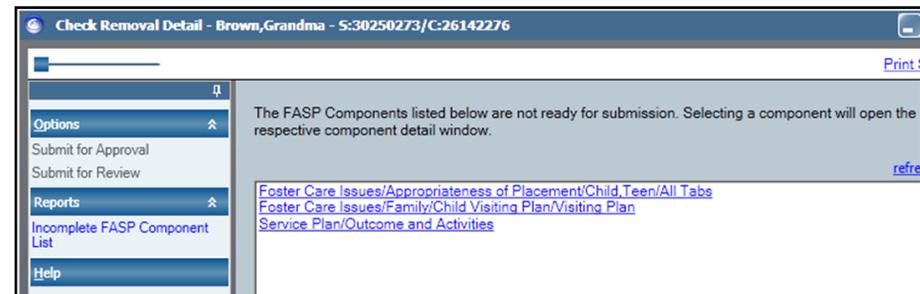


3. Highlight the child’s name and click the **Check Removal Detail** link in the navigation pane.

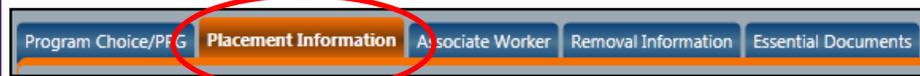
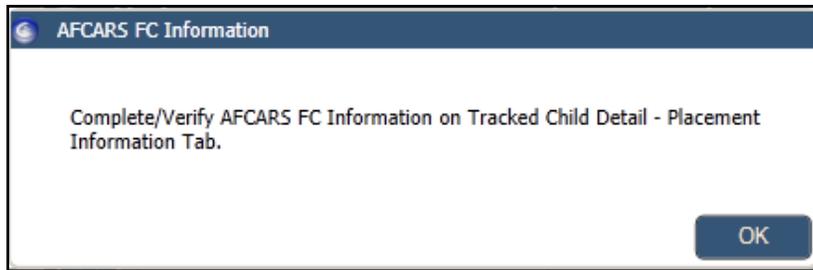


 **Only one child can be selected at a time as Removal Update Reports are child specific. A separate Removal Update Report must be done for each child**

4. Navigate to the required components by clicking on the listed component links on the Check Removal Detail window.



You will be prompted to insure the AFCARS required information has been entered on the Placement Information tab of the Tracked Children Detail window.



AFCARS Foster Care Information

Child Placed in Congregate Care:

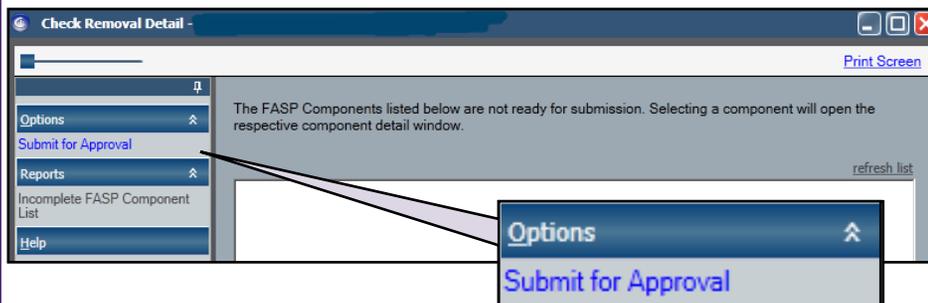
Foster Family Structure: \$

Has the child been previously adopted?: \$

Was the child adopted internationally?:

How old was the child when the previous adoption was finalized?:

Once all components are completed, the **Submit for Approval** link enables in the NAVIGATION PANE.



Submit for Review functionality is not available for Removal Updates.

The approved Removal Update, like a FASP, can be printed.

FAMILY ASSESSMENT AND SERVICE PLAN REMOVAL UPDATE		*****WARNING***** CONFIDENTIAL INFORMATION AUTHORIZED PERSONNEL ONLY
Case Name:	Case ID:	
Stage Name:	Stage ID:	
Case Initiation Date:	Report Date:	05/23/2016
LD SS With Case Management:	LD SS/Agy with Case Planning:	
FAMILY ASSESSMENT AND SERVICE PLAN (FASP) INFORMATION		
FASP Type: Reassessment	FASP Status: In Process	FASP Due Date: 01/13/2016
WORKER INFORMATION		

 **NOTE:** Generating a Removal Update does not affect the in-process FASP. Work can continue on the FASP so that it may be completed and submitted for approval by its due date.

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: 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