Foster Care One-Day Training

Handbook
Acknowledgement
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Family Assessment and Service Plan (FASP) Components for Program Choices: Placement and Non-LDSS (Local District Social Services) Custody

The image at right illustrates the nodes and sub-nodes that display when “Placement” and “Non-LDSS Custody” are the selected Program Choices.

The Foster Care Issues node and its sub-nodes display when “Placement” is a Program Choice.

The Non-LDSS Custody node and its sub-nodes display when “Non-LDSS Custody” is a Program Choice.

Copy to Other Children

A worker can use the Copy to Other Child(ren) function in Foster Care Issues or Non-LDSS Custody when:

- There is more than one child with a Program Choice of “Placement” or “Non-LDSS Custody.”
- A worker saved data in any section of the sub-node for the “copy from” child (currently selected in the grid).
- The information in the sub-node has not changed since the last save.
- No data has been saved on any of the sections for the “copy to” child(ren).
- The worker is Associated to the “copy to” child(ren) or assigned the Case Planner role.
The “Non-LDSS Custody” Program Choice is:

- used in conjunction with a “Preventive” and/or “Protective” Program Choice; and
- designed for children placed with a relative or other suitable person under Article 10.
Creation of the Child Case Record

The following occurs automatically upon creating a Child Case Record (CCR):

- The child’s name becomes the Case Name and Stage Name.
- The Case Manager, Case Planner, and any Associated Caseworker roles are brought forward from the “Child Welfare Services” type Family Services Stage (FSS/CWS) into the FSS/CCR.
- A link is created from the FSS/CWS to the FSS/CCR.
- The child’s demographic information from the FSS/CWS is retained in the FSS/CCR.
- The Case Initiation Date (CID) from the FSS/CWS is retained in the new FSS/CCR; due dates within the FSS/CCR FASP cycle remain unchanged.
- The child is end-dated in the FSS/CWS and established in the FSS/CCR.
- The child no longer appears on the FSS/CWS Progress Notes Family Participant grid or Service Plan Review (SPR) Person grid and can no longer be the focus or participant in a CWS stage progress note or Service Plan Review. (Complete all documentation regarding the freed child in the FSS/CWS before creating the FSS/CCR.)
- The child’s Education and Health Services information from the FSS/CWS is retained in the FSS/CCR.
- Permanency Progress questions are customized and focus on adoption milestones.

See the CONNECTIONS Tip Sheet: Creating a Child Case Record for a Legally Freed Child for more information.
Recording Education Information

• Education information must be recorded for all children in foster care.

• Section 475 of the Social Security Act (federal law) requires that a foster child’s education records, to the best extent available, must be included in the child’s case plan. This is a Title IV-E state plan requirement.

• The Safe and Timely Interstate Placement of Foster Children Act of 2006 (federal law) requires that foster children be given their educational records to the extent available and at no cost when discharged from foster care to their own care.

• The educational record includes, among other things, the names and addresses of the child’s education providers and the child’s grade level performance.

• For children who are in foster care at the beginning of the school year, education information should be recorded by October 1st for each academic year.

• For children placed in foster care during the school year, education information should be recorded as soon as possible.
Access to Health Services by Role

Rules pertaining to Health Services access by assigned role:

- Workers with an assigned role of Caseworker will only have access to health information for children for which their agency has been designated responsible.

- All assigned workers have access to Early Intervention information for all children.

- Workers with the role of Case Planner/Case Manager or those in their unit hierarchy may view and modify all tracked children in the stage.

- The Primary and Secondary caseworkers in a Child Protective Services (CPS) Investigation (INV) stage open concurrently with an FSS stage may view all tracked children.
Access to Health Services by Business Function

- Health Specialist with MAINT HEALTH at ACS (Case Manager Agency)
- Health Specialist with MAINT HEALTH at Children's Center (Case Planner Agency)
- Health Specialist with MAINT HEALTH at Acme Home Services

Health Services Information
Recording Information on the Child Health Info Tab

Use the exact date (if known) for start dates regarding medications, allergies, and durable medical equipment. When you need to approximate, use the following guidelines:

- For new prescriptions, use the date on the prescription bottle.
- If only the year is known, use January 1st of that year.
- If only the month and year is known, use the first day of the month.
- If the medication, allergy, or equipment has been effective since birth, use the date of birth.
- If the start date is not known, and no one can provide this information, but you know the age when the child started taking the medication, use the date the child turned that age.
- The absence of a start date will prevent you from saving the record.
- If start date information becomes available later, the record can be invalidated and a new one with the correct date can be recorded.

Recording Hospitalizations

You must record any overnight hospitalizations while the child is in foster care and any overnight hospitalizations that occurred prior to placement in foster care that are related to chronic health conditions or conditions that led to the child’s removal.

(Note: “Overnight” does not include waiting in an emergency room throughout the night.)

If needed, any hospitalization can be recorded.

You must record the following information:

- the name of the hospital
- the city in which it is located
- the reason for hospitalization
- the hospitalization start date (and the end date, if appropriate)

If the hospitalization was a psychiatric hospitalization, this should be indicated by selecting the Psy checkbox.
## Required Health Assessments

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Assessment</th>
<th>Who Performs</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days</td>
<td>Initial Medical Assessment</td>
<td>Health Practitioner</td>
</tr>
<tr>
<td>(mandated)</td>
<td>(30 days)</td>
<td></td>
</tr>
<tr>
<td>30 days</td>
<td>Initial Dental Assessment</td>
<td>Health Practitioner</td>
</tr>
<tr>
<td>(mandated)</td>
<td>(30 days)</td>
<td></td>
</tr>
<tr>
<td>30 days</td>
<td>Initial Mental Health Assessment</td>
<td>Mental Health Practitioner</td>
</tr>
<tr>
<td>45 days</td>
<td>Initial Developmental Assessment</td>
<td>Health Practitioner</td>
</tr>
<tr>
<td>45 days</td>
<td>Initial Substance Abuse Assessment (over age 10)</td>
<td>Health Practitioner</td>
</tr>
<tr>
<td>Varies</td>
<td>HIV Risk Assessment</td>
<td>Designated staff</td>
</tr>
</tbody>
</table>

The timeliness and thoroughness of the assessments sets the stage for:

- determining the types and degree of **services** the child needs;
- planning for and achieving **permanency goals**;
- supporting the **child and caregivers** during the child’s placement; and
- helping the **biological parents** focus on the child’s well-being.
Recording Information on the Clinical Appointment Tab

Record information from the following appointments:

- the five initial health assessments
- periodic physical/medical well-child visits
- periodic preventive dental care visits
- the first clinical appointment when a chronic condition is diagnosed
- all emergency or crisis intervention appointments
- the discharge exam (required when a child is being discharged from foster care, unless the child has had a physical/medical assessment or well-child appointment within the past three months)

Providing a Health History

In accordance with New York State regulations (18 NYCRR 357.3), the health history of a child’s biological parents must be provided to the following individuals:

- foster parents
- adoptive parents
- the child, if and when discharged to his/her own care
- an adopted former foster child upon the child’s request
Permanency Hearing Report
Types

Three types of Permanency Hearing Reports were developed collaboratively by the Office of Court Administration (OCA) and OCFS:

- Individual Child
- Multiple Child - All selected children must have the same Date Certain; may be used when:
  - the children have at least one parent in common (but if any confidentiality concerns among parent recipients exist, use the Individual Child report); and
  - the children are placed together. If placed apart, consider confidentiality.
- Freed Child - Can only be launched for a child in an FSS/CCR stage

Providing Notice of a Permanency Hearing

Notice of a Permanency Hearing and the associated Permanency Hearing Report must be provided to the following individuals:

- the child’s parent, including any non-respondent parent (unless parental rights have been terminated)
- any other person legally responsible for the child
- the foster parent in whose home the child currently resides, if applicable
- the child’s law guardian
- the attorney for the respondent parent, if applicable
- the agency supervising the child’s care, if applicable
- any pre-adoptive parent
- any relative providing care for the child

In addition, all former foster parents within whose home the child resided for a continuous period of at least 12 months must be provided only with Notice of the Permanency Hearing. This requirement is to be met regardless of whether the foster boarding home remains open or has since closed.
Available Resources

OCFS CONNECTIONS Intranet and Internet Sites
Many of the resources you may need, including Tip Sheets, FAQs, and Job Aids, can be found on the OCFS CONNECTIONS Internet site: http://ocfs.ny.gov/connect/ and OCFS CONNECTIONS intranet site: http://ocfs.state.nyenet/connect/.

Human Services – ITS Enterprise Service Desk
The Human Services – ITS Enterprise Service Desk staff are available to answer basic questions related to your equipment, or to solve problems you are having with CONNECTIONS. If they cannot solve your problem, they will forward it to others who can. The Human Services – ITS Enterprise Service Desk is staffed 24 hours a day, seven days a week. The telephone number is:

1-800-NYS-1323
(1-800-697-1323)

FixIT@its.ny.gov

OCFS Regional Implementation Staff
If you cannot find the answer to your question(s) through either of the above options, you can contact one of the many statewide CONNECTIONS Regional Implementation staff members. The current list of members is always available on the contact page of the OCFS CONNECTIONS Internet and intranet sites.

Topic-Specific Resources
Working Together: Health Services for Children in Foster Care:

Permanency Hearing Reports Quick Start Guide:

Closing Adoption Cases Guide:
http://ocfs.ny.gov/connect/jobaides/Closing%20adoption%20cases%20rev%201-21-09.pdf

Documenting Casework Contacts with Foster Children in CONNECTIONS web-based training:
Register through the Statewide Training Automated Registration System/Human Services Learning Center (STARS/HSLC) website: http://www.hslcnys.org.

Kinship Guardianship Assistance Program:
http://ocfs.ny.gov/kinship/background_and_process.asp