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CONNECTIONS

Permanency Bill System Build 18.7 Job Aid



CONNECTIONS Training Project
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CONNECTIONS - System Build 18.7 Job Aid

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This Job Aid is available online:

- In the Public Folders:
All Public Folders > Statewide > CONNECTIONS > Build 18
- On the CONNECTIONS intranet site:
DFA Intranet Site > OCFS Home page > CONNECTIONS >Desk and Job Aids

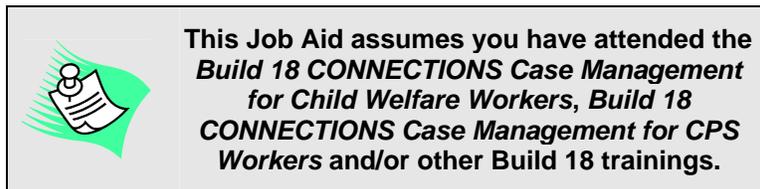
The OCFS CONNECTIONS intranet site also contains information about trainings offered to support you in your work with CONNECTIONS.

Introduction

This Job Aid provides workers with the information they need to use CONNECTIONS system Build 18.7 functionality effectively as part of their casework responsibilities. It is intended for all workers and provides a detailed overview of the CONNECTIONS system changes being introduced with Build 18.7.

Specifically, this Job Aid contains information about:

- implications of Chapter 3 of the Laws of 2005 (Permanency Bill) on child welfare system procedures, including the “Date Certain”;
- changes to the Family Assessment and Service Plan (FASP);
- status change documentation;
- Plan Amendment changes;
- the **Removal Information** tab on the *Tracked Children Detail* window;
- the Removal Update process;
- the CCRS interface;
- alerts; and
- changes to the **Key Dates** tab on the FSS window.



The 2005 Permanency Bill

On August 23, 2005, the Permanency Bill, Chapter 3 of the Laws of 2005, was signed by the Governor. In order to support the new permanency legislation, changes have been made to the CONNECTIONS system. These changes were implemented as part of Build 18.7.

Children affected by the provisions of Part A of the Bill, which takes effect on December 21, 2005, include those placed in foster care under Article 10 of the Family Court Act (FCA), children placed directly with a relative or other suitable person under Article 10 of the Family Court Act (Non-LDSS Custody/direct care), children voluntarily placed in foster care, children surrendered for adoption, children completely freed for adoption (including completely freed children subject to Article 3 JD and/or Article 7 PINS proceedings) and children subject to Article 651.b Unaccompanied Refugee Minors. The main provisions of Part A include the following:

- Courts are to set a “Date Certain” for each permanency hearing for all children referenced above. This date for the *first* permanency hearing is to be set at the removal hearing (or the hearing approving the Voluntary Placement Agreement or surrender).

The **Removal Information** tab has been added to the *Tracked Children Detail* window; this tab displays the Date Certain, which is recorded in CCRS and brought forward into CONNECTIONS through an interface (see page 15 for more information on this tab). The **Removal Information** tab was also added to support the recording of removal information, including the date of a child’s physical removal. Section 409-e of Social Services Law, as amended by Chapter 3 of the Laws of 2005, specifies timeframes for assessment, case planning and Service Plan Reviews based on the date of the physical removal of the child.

- The first permanency hearing after a *non-freed* child is removed must be commenced on the Date Certain set by the court, which must be within eight (8) months of the removal. The first permanency hearing for a child *completely freed for adoption* must occur no later than 30 days after the hearing that completely freed the child, but preferably immediately following an approval of a Voluntary Surrender or a Termination of Parental Rights disposition that completely frees a child for adoption. Subsequent permanency hearings for completely freed and non-freed children must be held at least every six months thereafter for as long as the child remains in foster care or direct care with a relative or other suitable person. A Date Certain for the next hearing will be set at each hearing, so that all parties know when they are expected back in court. The Judge may set the next permanency hearing at a date earlier than six (6) months from the



For more information on the Permanency Bill, refer to the following site:

<http://www.ocfs.state.ny.us/main/legal/legislation/permanency>



Workers *must* record the Date Certain in CCRS Legal Activities.



The twelve-month permanency hearing cycle for children subject to Article 3 (JD) and Article 7 (PINS) proceedings remains unchanged, unless they are completely legally free for adoption.

date of the current hearing, but no later. In addition, all permanency hearings must be completed within 30 days of commencement.

- Permanency Hearing Reports must be prepared for each permanency hearing. These reports will serve as the means used to notify the court of a family's progress. The Permanency Hearing Report must be mailed with the Permanency Hearing Notice to required parties 14 days prior to the Date Certain; it must also be filed with the court. Three templates have been developed collaboratively by the Office of Court Administration (OCA) and OCFS for use in completing these reports. These templates offer a temporary solution; however, it is anticipated that after the implementation of Build 19, CONNECTIONS will generate Permanency Hearing Reports and notices. The templates can be accessed from the following site:
<http://www.ocfs.state.ny.us/main/legal/legislation/permanency/caseworkerguide.asp>



Workers can copy and paste information from an approved FASP and Progress Notes into the Permanency Hearing Report templates.

For information on completing the Permanency Hearing Report, refer to "A Guide for Caseworkers: Completion of the Permanency Hearing Report," located at the following site:

<http://www.ocfs.state.ny.us/main/legal/legislation/permanency/caseworkerguide.asp>

Another change being introduced in CONNECTIONS with Build 18.7 is the Removal Update. Workers will use the information in *approved* FASPs to help complete their Permanency Hearing Reports. However, if a worker has a FASP in-process that is either not ready for submission or not within the submission timeframe (it is more than 30 days prior to that FASP's due date) and a Permanency Hearing Report must be completed, the worker can use the Removal Update process. The Removal Update extracts the necessary information from the in-process FASP to generate the Removal Update Report, which is then submitted for approval. Once it has been approved, the worker has *approved* content to include in the Permanency Hearing Report. (See page 21 for more information on Removal Updates.)

- The law has made changes to the requirements for Service Plan Reviews. There must be a Service Plan Review within 60 to 90 days from the date of removal.

Family Assessment and Service Plan (FASP) Changes

The Family Assessment and Service Plan (FASP) provides a uniform and effective method for workers to document their assessment of family and child functioning, strengths and needs. Ongoing assessment of a family receiving services is important in achieving the goals of safety, permanency and well-being for children.

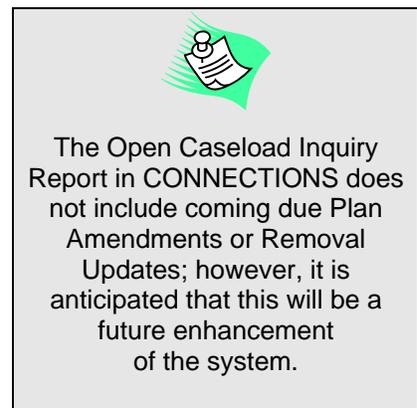
One important change with the implementation of Build 18.7 is the due date change for the *first* Reassessment FASP. Previously, the first Reassessment FASP was due six (6) months from the Case Initiation Date (CID) (Day 180). In order to support the new timeframes taking effect as a result of the Permanency Bill, the due date for this FASP is 210 days from the CID. Subsequent Reassessment FASPs are due every six (6) months thereafter.

Required Status Change Documentation

Periodic Family Assessments and Service Plans (FASPs) provide for the documentation of changing events and circumstances of the family and/or child throughout the life of the case. As circumstances change and new needs are identified, it may be necessary to modify the type or level of services provided to the family and/or child. Certain status changes require documentation if they occur outside the timeframes for periodic assessment and service planning.

When a child is removed from the home, a review is required to be completed no later than 30 days from the date of the removal. To meet this requirement, one of the following must occur:

- a worker can launch and complete a Plan Amendment; OR
- a worker can record the removal information directly into a FASP if required timeframes can be met; OR
- a worker can complete the Removal Update information within an in-process FASP if there is not sufficient time to complete the entire FASP or the FASP submission date is more than 30 days in the future. (See page 21 for information on the Removal Update process in CONNECTIONS.)



In addition to the initial 30-day requirement, workers *must* complete a Service Plan Update 90 days from the date of removal. This requirement can be met by:

- launching and completing a Plan Amendment; OR
- recording the updated Service Plan information directly into a FASP if required timeframes can be met.

Plan Amendment Changes

Plan Amendments are completed throughout the life of a Family Services Stage (FSS) when significant changes occur *between FASP cycles*. A Plan Amendment can only be launched for an approved FASP, but if the *next coming due* FASP can be launched, the status change information should be recorded within *that* FASP, rather than creating a Plan Amendment. A Plan Amendment may be launched in an FSS/CCR, even if there is no approved FASP.

Child Entering/Reentering Direct Placement with a Relative/Resource Status Change

As mentioned earlier in this Job Aid, the new permanency legislation applies to certain children, including those placed directly with relatives or other suitable person under Article 10; permanency hearings are required for these children. A new status change has been added: "Child Entering/Reentering Direct Placement with a Relative/Resource," which displays on the *Plan Amendment Maintenance* window. This status change is available when at least one of the tracked children in the FSS stage has a Program Choice of "Non-LDSS Custody." The selection of this new status change enables CONNECTIONS to send alerts to the worker(s) regarding the child(ren).

After a Plan Amendment is launched, the **Plan Amendment** node displays on the FASP tree on the *Family Assessment and Service Plan* window; this node provides access to the *Plan Amendment Maintenance* window. The new status change displays in the **Status Changes** field on this window.

For an FSS/CWS stage, the following list displays:

This Status Change displays in the Status Changes list:	If any child in the stage has a Program Choice of:
Preventive Services Started	Preventive
Preventive Service Ended	
Case Open to CPS	Protective
Case Closed to CPS	
Child Entering/Reentering Foster Care	Placement
Child Moved from One Foster Care Setting to Another	
Child Discharged to Home, Relative or Other Caretaker	
Adolescent Discharged to Independent Living	
Child Discharged to Adult Residential Care	
Child Entering/Reentering Direct Placement with a Relative/Resource	Non-LDSS
Child Returned Home from Non-LDSS Placement	
Visitation Plan Changed	Placement OR Non-LDSS
Other Status Change	Any Program Choice

When the “Child Entering/Reentering Direct Placement with a Relative/Resource” status change is selected, the “Visitation Plan Changed” and “Update Service Plan” status changes are required and automatically selected.



Step-by-Step: Launching a Plan Amendment and Selecting the New Status Change

- 1 On the *Family Assessment and Service Plan* window, click on the drop-down arrow for the **Launch New FASP...** field and select **Plan Amendment** from the resulting list.
- 2 Click on the **Launch** button.
The preliminary launch edits begin.
- 3 Once the edits have been completed, **Plan Amendment** is added as a node on the FASP tree.
Several secondary edits must be passed to launch a Plan Amendment successfully.
- 4 Click on the **Plan Amendment** node.
The Plan Amendment Maintenance window displays. “Update Service Plan” displays in the Selected Status Changes list.
- 5 Select the “Child Entering/Reentering Direct Placement with a Relative/Resource” status change from the **Status Changes** list.
- 6 Click on the >> (Add) button.
The selected status change is added to the Selected Status Changes list; “Visitation Plan Changed” is also added to the Selected Status Changes list. If necessary, more status changes can be added by selecting additional status changes and repeating Step 6.
- 7 Click on the **Save** button.



Where am I?

*Assigned Workload > FSS >
Tasks > FASP tab*



At least one child in the stage must have a Program Choice of “Non-LDSS Custody” in order for the new status change to display in the *Plan Amendment Maintenance* window.

As mentioned earlier in this Job Aid, workers must complete a Service Plan Update 90 days from the date of removal. When the update is completed using a Plan Amendment, the “Update Service Plan” status change helps meet that requirement. The “Update Service Plan” status change always displays as a sub-node under the **Plan Amendment** node, unless you deselect the status change on the *Plan Amendment Maintenance* window. Clicking on this sub-node displays the *Update Service Plan* window. On this window, you can modify existing Service Plans.

Child Entering/Reentering Direct Placement with a Relative/Resource Window

When the new status change is selected, the **Child Entering/Reentering Direct Placement with a Relative/Resource** sub-node displays under the **Plan Amendment** node in the FASP tree. Clicking on this sub-node displays the *Child Entering/Reentering Direct Placement with a Relative/Resource* window.

This new window contains a Select Child grid, the **Appropriateness of Alternative Setting** tab, and various buttons (**Validate**, **Spell Check**, **Save**, **Cancel**, **Copy** and **Close**).

The **Appropriateness of Alternative Setting** tab supports the recording of general information about the placement of a child with a Program Choice of “Non-LDSS Custody,” including the caretaker’s name, relationship to the selected child, location of the placement and a narrative field to explain the appropriateness of the living arrangement.



For more information about the **Appropriateness of Alternative Setting** tab, see Module 15 of the *CONNECTIONS Case Management Step-by-Step Guide: Non-LDSS Custody*.

Child Entering/Reentering Direct Placement with a Relative/Resource - Collins, Kristy - S:24000431/C:34000122

File Options Help

Person ID	Child	Age	In Process
▶ 27764399	Collins, Tyler	11	

Appropriateness of Alternative Setting

Caretakers Name:

Relationship to Caretaker:

Address Information

Street: PO Box/Apt:

City: State: Zip: County:

CD:

Explain the appropriateness and safety of this living arrangement.



Step-by-Step:
**Accessing and Recording Information on the
Child Entering/Reentering Direct Placement with
a Relative/Resource Window
(for a Plan Amendment)**

- 1 On the *Family Assessment and Service Plan* window, click on the **Child Entering/Reentering Direct Placement with a Relative/Resource** sub-node under the **Plan Amendment** node in the FASP tree. You may need to expand the FASP tree by clicking on the + sign next to the **Plan Amendment** node in order for the sub-nodes to display.
*The Child Entering/Reentering Direct Placement with a Relative/Resource window displays with the **Appropriateness of Alternative Setting** tab active.*
- 2 Click on the box to the left of the child's Person ID in the Select Child grid.
- 3 In the **Caretaker Name** field, type in the name of the caretaker.
- 4 Click on the drop-down arrow for the **Relationship to Caretaker** field and select from the resulting list.
- 5 In the **Street** field, record the caretaker's street address.
- 6 In the **City** field, record the city where the caretaker resides.
*The default setting for the **State** field is "New York."*
- 7 Click on the drop-down arrow for the **County** field and select the county where the caretaker resides.
- 8 Click on the **Validate** button.
See the tip box at right regarding address validation.
- 9 Check the accuracy of the address displayed on the address validation window.
- 10 Click on the **Accept** button to accept the validated address, if appropriate.
- 11 In the narrative field, record comments regarding the appropriateness of this living arrangement.
*The **Save** button enables.*
- 12 Click on the **Save** button.
The information is saved to the database.



Where am I?

*Assigned Workload > FSS >
Tasks > FASP tab*



Address Validation

When you click on the **Validate** button, CONNECTIONS launches a search to verify the validity of the address and to format it to comply with U.S. Postal Service standards. The address validation window displays, containing a side-by-side comparison of the address you recorded and the validated address in standardized postal format. Compare the address you recorded to the address provided.

If the validated address is *the same as or more complete than* the address you recorded, click on the **Accept** button; otherwise, click on the **Reject** button.

If a different address (or an address that is not as complete as the address you recorded) is returned *and you are certain that the address information you recorded is correct*, click on the **Reject** button.

If a message displays indicating that the address information you recorded is invalid (e.g., "The house number is invalid" or "The street is invalid"), click on the **OK** button to close the message. Be sure to verify that the address you recorded is correct. If it is *not* correct, record the correct address in the appropriate fields.

Submission Edits

Once complete, all FASPs are submitted from the *Family Assessment and Service Plan* window (accessed via the **Family Assessment and Service Plan** tab on the *Family Services Stage* window). The Case Planner clicks on the **Check FASP Detail** button to initiate the process whereby CONNECTIONS reviews the FASP for completeness. Two types of submission edits take place: standard edits, which are performed regardless of FASP type or stage type (with the exception of Plan Amendments) and edits specific to each component (node or sub-node) based on FASP type, stage type and Program Choice. These processes are invisible to workers.

Plan Amendments must proceed through the standard FASP approval process in CONNECTIONS, with some differences: when the FASP type is Plan Amendment, clicking on the **Check FASP Detail** button initiates a slightly different process. A Plan Amendment is comprised of the status change(s) selected by the worker when it was launched. Each status change selected builds a sub-node on the FASP tree below the **Plan Amendment** node. Only these sub-nodes are checked for completeness. The standard submission edits are *not* initiated for Plan Amendments.

When submitting a Plan Amendment with the “Child Entering/Reentering Direct Placement with a Relative/Resource” status change, the edits for the **Appropriateness of Alternative Setting** tab are executed (i.e., caretaker name, relationship, validated address and narrative).

When submitting a Plan Amendment with a status change of “Child Entering/Reentering Foster Care” or “Child Moved from One Foster Care Setting to Another,” the following submission edits occur:

- For FSS/CWS stages, certain items must be completed or “Child/Entering/Reentering Foster Care” displays in the list box of incomplete FASP components on the *Check FASP Detail Component Status* window. These items include:
 - the narrative field on the **Activities Prior to Placement** tab on the *Child Entering or Reentering Foster Care* window when the status change “Child Entering/Reentering Foster Care” was selected on the *Plan Amendment Maintenance* window;
 - the narrative field on the **Activities Prior to Placement** tab on the *Child Moved from One Foster Care Setting to Another* window when the status change “Child Moved from One Foster Care Setting to Another” was selected on the *Plan Amendment Maintenance* window; and
 - the placement questions regarding Family Contact, Sibling Contact, Continuity with Child’s Community and Parent’s Religious Preference on the **Continuity of Environment** tab, as well as the question “*Are all siblings placed in the same home?*”
- For FSS/CWS stages, the question “*Is any child placed a substantial distance from his/her parent(s)?*” on the **Location of Child** tab must be answered.
- For FSS/CCR stages, certain items must also be completed or “Child/Entering/Reentering Foster Care” displays in the list box of incomplete FASP components (on the *Check FASP Detail Component Status* window). These items include:
 - the narrative field on the **Activities Prior to Placement** tab on the *Child Moved from One Foster Care Setting to Another* window when the status change “Child

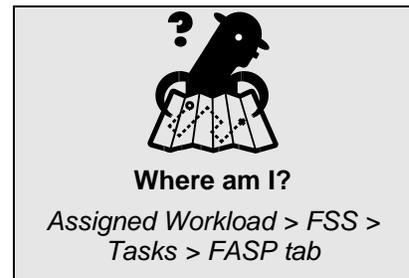
Moved from One Foster Care Setting to Another” was selected on the *Plan Amendment Maintenance* window; and

- the question “*Is any child placed a substantial distance from his/her siblings or out of state?*” on the **Location of Child** tab.
- The question “*Is the child in placement an American Indian child?*” on the **Continuity of Culture for American Indian Children** tab must be answered. If “Yes” is selected, the two questions regarding placement requirements and order of preference for placement on this tab must also be answered. Selecting **No** to either or both of those questions displays a narrative field where workers must record an explanation. If these questions are not answered, “*Child/Entering/Reentering Foster Care*” displays in the list box of incomplete FASP components (on the *Check FASP Detail Component Status* window).



Step-by-Step: Submitting a Plan Amendment for Approval

- 1** On the *Family Assessment and Service Plan* window, select the Plan Amendment from the FASP tree.
The Plan Amendment displays various sub-nodes.
- 2** Click on the **Check FASP Detail** button.
The Check FASP Detail Component Status window displays. If there are any incomplete FASP components, they display on the window. If all FASP components are complete, the window is clear.
- 3** If there are incomplete FASP components, click on the **Close** button and navigate to the component(s) to complete the required information.
*Once you complete the information, return to **Step 2**.*



—OR—

If all FASP components are complete, click on the **Submit** button.

The following message displays:

“This action will close this window. Do you want to continue?”

- 4** Click on the **Yes** button.
*The To-Do Detail window displays with the approver’s name in the **Assigned To** field; this field cannot be modified.*
- 5** Click on the **Save** button.
*If you are the Case Planner, the following message displays:
“Approval To-Do created for Case Manager and Case Planner’s Unit Approver.
Do you wish to add another approver?”*

- *Click on the **No** button to submit the Plan Amendment without adding another approver. Skip the remaining instructions in this step-by-step section.*

—OR—

- *Click on the **Yes** button to add another approver.
The Staff Search Criteria window displays. Proceed to **Step 6**.*

If you are the Case Manager, the following message displays:
“Case Manager submitted this approval. Approval To Do created for Case Manager’s Unit Approver. Do you wish to add another approver?”

- Click on the **No** button to submit the Plan Amendment without adding another approver. Skip the remaining instructions in this step-by-step section.

—OR—

- Click on the **Yes** button to add another approver.
The Staff Search Criteria window displays. Proceed to **Step 6**.

6 On the Staff Search Criteria window, enter the approver’s name in the **First** and **Last Name** fields.

7 Click on the **Search** button.
The Staff List displays with the results of your search.

8 Select the approver and click on the **OK** button.
The following message displays:
”Approval To-Do created for <Name>. Do you wish to add another Approver?”

- Click on the **No** button to submit the Plan Amendment without adding another approver.

—OR—

- Click on the **Yes** button to add another approver. Repeat **Steps 6 – 8**.

Plan Amendment Report Changes

Upon submission of the Plan Amendment, an in-process Plan Amendment Report is created; the approver navigates to this report (rather than to the individual windows) via the Approval Task To-Do that s/he received on the *Staff To-Do List*. The format of the report is different from the layout of the information on the windows, but it contains the same information that is in each window of the Plan Amendment. Until the Plan Amendment is approved, the Plan Amendment report can only be accessed via the Approval Task To-Do. However, all assigned workers may still view the Plan Amendment information online in the window format until the Plan Amendment is approved.

Once the Case Manager reviews and approves a Plan Amendment, the information previously recorded on the various components can only be found in the Plan Amendment Report; workers can no longer access the Plan Amendment windows or components.

As a result of the changes to CONNECTIONS with Build 18.7, the Plan Amendment version of the FASP Report contains two new sections:

- Removal Information - Located after the Stage Composition section, this new section contains the child’s name, Date of Physical Removal and Type of Legal Event Associated with Removal. The section is populated with information on all children who have a recorded removal date that is later than the approval date of the last approved FASP.
- Child Entering/Reentering Direct Placement with a Relative/Resource - This section is included in the report when the Plan Amendment contains the new status change of “Child Entering/Reentering Direct Placement with a Relative/Resource.”

In addition, the following wording changes are present in the Plan Amendment Report:

Component	Updated Narrative
Appropriateness of Alternative Setting	<i>“Explain the appropriateness and safety of this living arrangement.”</i>
Plan Amendment – Child Entering/Reentering Foster Care – Activities Prior to Placement	<i>“Discuss the reasons for placement and the alternatives to placement considered, including services offered and reasonable efforts made to avert placement. Include efforts made to identify and evaluate the suitability of the non-respondent parent, other relatives or other suitable persons as resources.”</i>



Step-by-Step: Printing an Approved Plan Amendment

- 1 From the *Family Assessment and Service Plan* window, double-click the desired approved Plan Amendment from the FASP tree.
The Plan Amendment Report displays in the Print window.

- 2 Click on the **Print** button on the lower left corner of the window.



Where am I?

Assigned Workload > FSS > Tasks > FASP tab



An approved Plan Amendment can also be printed from the *Event List* by highlighting the Plan Amendment, clicking on the **Detail** button to access the Plan Amendment Report in the *Print* window, then clicking on the **Print** button.

The Removal Information Tab

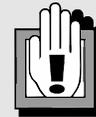
Due to the need to capture removal information (e.g., physical removal date), a fourth tab has been added to the *Tracked Children Detail* window: the **Removal Information** tab. This tab provides for the tracking of information related to the physical removal of a child who is placed in foster care or direct care with a relative or other suitable person under Article 10 of the Family Court Act. Any worker with a role in the stage can access this tab; however, it is only enabled when at least one child in the stage has a Program Choice of “Placement” or “Non-LDSS Custody,” or historical removal information exists for the stage. This tab is view-only for closed stages. For stages closed prior to the implementation of Build 18.7, the **Removal Information** tab is disabled.



Step-by-Step: Accessing the Removal Information Tab

- 1 Click on the **WORK** button on the CONNECTIONS Toolbar.
The Assigned Workload displays.
- 2 Select the appropriate FSS stage and click on the **Tasks...** button.
The Family Services Stage window displays.
- 3 Click on the **Family Assessment and Service Plan** tab.
The Family Assessment and Service Plan window displays.
- 4 Click on the **Tracked Children** button.
*The Tracked Children Detail window displays with the **Program Choice/PPG** tab active.*
- 5 Click on the **Removal Information** tab.
*The **Removal Information** tab displays.*

The **Removal Information** tab consists of a Select Child grid, Removal Information section (including a History of Removals grid) and various fields and buttons.



The **Removal Information** tab is *not* enabled if no child in the stage has a Program Choice of “Placement” or “Non-LDSS Custody,” or no historical removal information exists for the stage.

Tracked Children Detail - Collins, Kristy - S:24000431/C:34000122

File Options Help

Program Choice/PPG Placement Information Associate Worker **Removal Information**

Select Children:

Child	Age	Caseworker
Collins, Kimberly	17	
Collins, Patrick	13	
▶ Collins, Tyler	11	

Activity Date: 10/20/2005

Next Permanency Hearing Date Certain (Subsequent): 10/30/2005

Removal Information

History of Removals:

Invalid	Removal Date	Legal Event	Date Saved
▶		AJD Article 3 JD	10/18/2005 2:57:21 PM
	10/18/2005	RAP Article 651. b Refugee Ass:	10/18/2005 12:35:12 PM

Date of Physical Removal: 10/4/2005 Type of Legal Event Associated with Removal:

Clear Save Cancel

Close

Select Child Grid

The Select Child grid lists each active child in the stage with a Program Choice of “Placement” or “Non-LDSS Custody” (and children with historical removal information even if the children no longer have one of these Program Choices), the child’s age, and the Caseworker Associated to the child. Upon opening the tab, the first (or only) child in the grid is selected. Only one child may be selected from the grid at a time. Removal information is modifiable only for children whose *current* Program Choice is “Placement” or “Non-LDSS Custody”; removal information is view-only for all other children.

Two view-only fields display next to the Select Child grid: **Activity Date** and **Next Permanency Hearing Date Certain (<Hearing Type>)**. Upon selecting a child from the grid, these fields populate with the applicable dates for that child, which are brought into CONNECTIONS through a daily batch interface with CCRS.

Activity Date The date of the last legal activity pertaining to permanency (e.g., date of removal, approval of voluntary placement, date of last permanency hearing).



The information displayed in the **Activity Date** and **Next Permanency Hearing Date Certain** is carried forward from CCRS to CONNECTIONS via a system interface. If the information is *not* recorded in CCRS, these fields do not populate and the worker will not receive necessary alerts.

Next Permanency Hearing Date Certain <Hearing Type> The date of the next permanency hearing for a child (Date Certain), which is set at each relevant court hearing. If no Date Certain has been entered into CCRS, this field is blank.

This field name includes either the word “Initial” for the first permanency hearing or “Subsequent” for all successive permanency hearings.

Various alerts to assigned workers for Service Plan Reviews/Consultations and Permanency Hearing Report submission are generated based on the Date Certain (see page 35 for detailed information on alerts).

Removal Information Section

The Removal Information section is comprised of the History of Removals grid, **Date of Physical Removal** field and **Type of Legal Event Associated with Removal** field.

The History of Removals grid provides a listing of all removal records for the child selected in the Select Child grid. The following columns display in the grid (all columns are view-only with the exception of the **Invalid** field):

Invalid The **Invalid** checkbox indicates if a removal record is invalid. A worker can invalidate a removal record by selecting this checkbox and clicking on the **Save** button.

Removal Date The child’s date of physical removal from the home. This field is populated with the date that was recorded in the **Date of Physical Removal** field.

Legal Event The type of legal event that resulted in the removal of the child from the home. This field is populated with the event that was selected in the **Type of Legal Event Associated with Removal** field. This allows the system to distinguish the cases that are subject to the Permanency Bill and those that are not, so that appropriate alerts are generated.

Date Saved The system date and time that the removal record was saved.

Upon selecting a removal record in the grid, the **Date of Physical Removal** and **Type of Legal Event Associated with Removal** fields populate with the information recorded for that removal record. These fields can be modified for the most recently recorded (and valid) removal record:

Date of Physical Removal This field is used to record the date of the child’s physical removal from the home. The date recorded cannot be a future date and can be backdated. However, if more than one removal record exists, this date can only be backdated to the most recent valid Date of Physical Removal plus one day. For example, if the Date of Physical Removal for the most recent valid record is 12/27/05, the date recorded in this field must be 12/28/05, or later. This field *must* be completed for children removed *after* 9/21/05. For children removed before 9/21/05, historical information can be recorded here. While recording historical removal information for such children does not generate alerts, it preserves historical information within CONNECTIONS.

Type of Legal Event Associated with Removal

This required field is used to record the type of legal event that resulted in the removal of the child from the home. The following options display in a drop-down list:

- Article 10 Abuse/Neglect
- Article 3 JD
- Article 7 PINS
- Voluntary Placement Agreement
- Voluntary Surrender
- Article 651.b Unaccompanied Refugee Minors



CONNECTIONS does not provide alerts for Article 3 JD or Article 7 PINS related legal activities (unless the child is completely legally freed for adoption), since those populations are not covered by Chapter 3 of the Laws of 2005.

Buttons

Clear

Selecting a record in the History of Removals grid enables the **Clear** button. Clicking on this button deselects the selected removal record.

Save

This button is enabled when a change is made to the tab *and* the **Type of Legal Event Associated with Removal** field is complete. Clicking on this button saves any changes that have been made to the tab.

Changes to an existing removal record must be saved before making changes to another record. New removal records must be saved before adding or modifying another removal record.

Cancel

Making a change to the tab enables the **Cancel** button. Clicking on this button cancels any changes made to the tab since the last save. After clicking on the **Cancel** button, the following message displays:

*“Do you want to cancel?
Unsaved data and/or narrative(s) will be lost.”*

- Clicking on the **Yes** button cancels the changes and all information reverts to its state after the last save.
- Clicking on the **No** button ends the cancellation request and returns to the window for additional modifications.

The following buttons display at the bottom of the **Removal Information** tab:

The **Close** button displays at the bottom of the *Tracked Children Detail* window and is always enabled. Clicking on the **Close** button prior to clicking on the **Save** button displays the following message:

*“Do you want to exit?
Unsaved data and /or narratives will be lost.”*

- Click on the **Yes** button to close the window. The changes are *not* saved.
- Click on the **No** button to return to the window with the unsaved changes displayed.

Recording a New Physical Removal

New physical removals are recorded directly on the **Removal Information** tab by selecting a child from the grid, completing the **Date of Physical Removal** and **Type of Legal Event Associated with Removal** fields, and clicking on the **Save** button.



Step-by-Step: Recording a New Physical Removal

- 1 Select a child in the Select Child grid.
*The **Activity Date** and **Next Permanency Hearing Date Certain** fields populate (if that data was recorded in CCRS) and any removal records display in the History of Removals grid.*
- 2 Record the child's removal date in the **Date of Physical Removal** field.
- 3 Click on the drop-down arrow in the **Type of Legal Event Associated with Removal** field and select from the resulting list.
- 4 Click on the **Save** button.
The new removal record displays in the History of Removals grid.



Where am I?

Assigned Workload > FSS >
Tasks > FASP tab > Tracked
Children button > Removal
Information tab

Modifying a Removal Record

A removal record should be modified if the Date of Physical Removal and/or Type of Legal Event Associated with Removal were recorded incorrectly. For example, if the actual date of removal was February 2, 2006, but it was accidentally recorded as February 1, 2006, the removal record should be modified to reflect the correct removal date. Only the most recent valid removal record can be modified.



Step-by-Step: Modifying a Removal Record

- 1 Select a child in the Select Child grid.
*The **Activity Date** and **Next Permanency Hearing Date Certain** fields populate (if that data was recorded in CCRS) and any removal records display in the History of Removals grid.*
- 2 Select the most recent removal record in the History of Removals grid.
*The **Date of Physical Removal** and **Type of Legal Event Associated with Removal** fields populate with the information recorded for the selected removal.*
- 3 Modify the information in the **Date of Physical Removal** and **Type of Legal Event Associated with Removal** fields, as appropriate.
- 4 Click on the **Save** button to save your changes.
The changes display in the History of Removals grid.



Where am I?

Assigned Workload > FSS >
Tasks > FASP tab > Tracked
Children button > Removal
Information tab

Invalidating a Removal Record

A removal record should be invalidated if it was *never* correct. For example, if the wrong child was selected when recording the removal, that record was never correct; the removal record must be invalidated and a new removal record reflecting the correct child must be recorded.



Step-by-Step: Invalidating a Removal Record

- 1 Select a child in the Select Child grid.
*The **Activity Date** and **Next Permanency Hearing Date Certain** fields populate (if that data was recorded in CCRS) and any removal records display in the History of Removals grid.*
- 2 Select the appropriate removal record in the History of Removals grid.
*The **Date of Physical Removal** and **Type of Legal Event Associated with Removal** fields populate with the information recorded for the selected removal.*
- 3 Click on the **Invalid** checkbox for the record in the History of Removals grid.
- 4 Click on the **Save** button to save your changes.



Where am I?

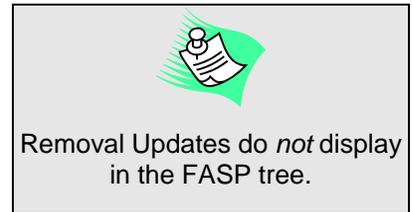
Assigned Workload > FSS >
Tasks > FASP tab > Tracked
Children button > Removal
Information tab

Removal Update

The Removal Update process in CONNECTIONS pulls a sub-set of information from the Foster Care Issues (or Non-LDSS Custody), Visiting Plan and Service Plan components of an in-process FASP into a Removal Update Report, which can be reviewed and approved. This functionality provides workers with the ability to obtain current, approved information to use during the period that a periodic FASP is in-process and cannot be completed or approved in time for completion of the Permanency Hearing Report. It also allows workers to have an approval of a status change within 30 days to be in compliance with regulations. The Removal Update functionality is available only in FSS/CWS stages for children with a Program Type of "Placement" or "Non-LDSS Custody."

Removal Update Button

A **Removal Update** button has been added next to the **Check FASP Detail** button on the *Family Assessment and Service Plan* window; this button provides access to the Removal Update functionality. The **Removal Update** button enables when a FASP is in-process *and* at least one child in the stage has a Program Choice of "Placement" or "Non-LDSS Custody." The Case Manager, Case Planner and Caseworker(s) in an FSS/CWS stage can click on the **Removal Update** button; however, only the Case Manager or Case Planner can submit the Removal Update Report for approval.



Family Assessment & Service Plan - Collins,Kristy - 5:23324766/C:21686673

File Options Reports Help
Case Name: Collins,Kristy Case Initiation Date: 09/04/2005

Initial - Approved 12/01/2005
Comprehensive - In Process

CID Trigger Dates
Date of Application: 12/1/2005 Date of Court Order: 9/4/2005
Date of Indication: Date of Placement: 12/1/2005

Next FASP Due Date: 04/02/2006 Next SPR Meeting Date:

Name	DOB	Age	PPG	Program Choice
Collins,Kristy	2/19/1974	31		
Collins,Thomas	11/24/1965	40		
Collins,Patrick	4/22/1989	16	Return to Parent	Protective
Collins,Kimbelty	8/16/1997	8	Return to Parent	Protective
Collins,Tyler	3/30/2004	1	Return to Parent	Protective

Launch New FASP
Launch

Tracked Children

Removal Update Check FASP Detail Save Cancel Close

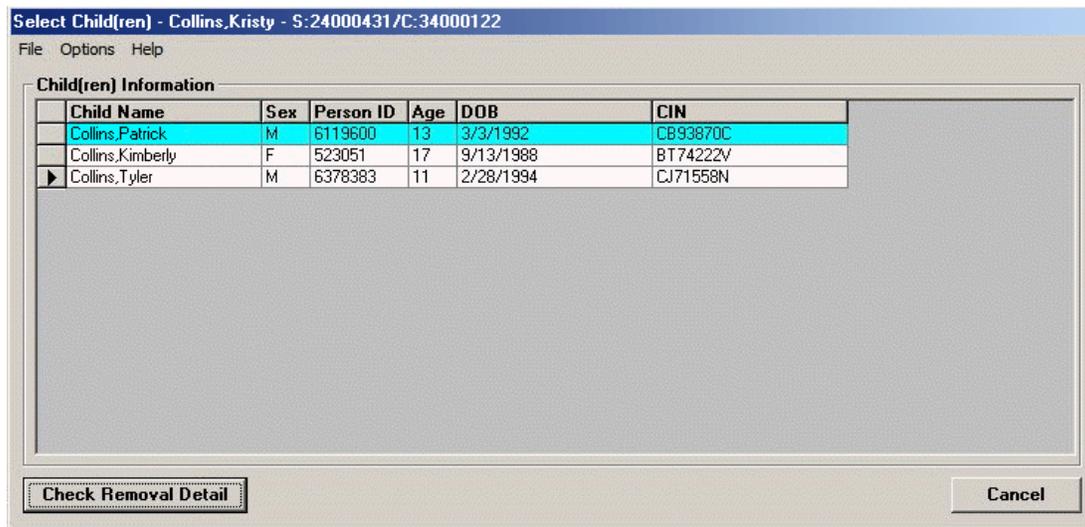
Select Child Window

When a worker clicks on the **Removal Update** button on the FASP window, the *Select Child* window displays. This window contains the Child(ren) Information grid, which is view-only and lists all children in the stage with a Program Choice of “Placement” or “Non-LDSS Custody” who have a removal date within the last 90 days. Only one child can be selected from the grid at a time. Upon opening the window, the first (or only) child in the Child(ren) Information grid is automatically selected.

When a worker clicks on the **Removal Update** button and there are no children in the stage with a Program Choice of “Placement” or “Non-LDSS Custody” who have a removal date within the last 90 days, the following message displays:

“No children have been removed within the last 90 days. Removal Update cannot be generated.”

Click on the **OK** button to close the message and return to the FASP window.



The Child(ren) Information grid is comprised of the following columns:

- Child Name** The child’s name (Last,First,Middle Initial).
- Sex** The child’s gender.
- Person ID** The child’s unique, CONNECTIONS system-generated identification number.
- Age** The child’s age (computed using the child’s date of birth and current system date).
- DOB** The child’s date of birth.
- CIN** The child’s unique, system-generated WMS client identifier number.

The following buttons display on the *Select Child* window:

Check Removal Detail Clicking on this button initiates system submission edits, which check for completeness of certain sections of the in-process FASP for the selected child.

For children with a Program Choice of “Placement,” edits occur for the following:

- Appropriateness of Placement component
 - Activities Prior to Placement tab
 - Location of Child tab
 - Continuity of Environment tab
 - Continuity of culture for American Indian Children tab
- Visiting Plan component
- Service Plan component

For children with a Program Choice of “Non-LDSS Custody,” edits occur for the **Appropriateness of Alternative Setting** tab, Visiting Plan component and Service Plan component.

Once the submission edits are complete, the *Check FASP Detail Component Status* window displays, listing any incomplete components. If there are incomplete components, the worker must access the in-process FASP and complete any listed components for the selected child. The worker can then click on the **Removal Update** button on the FASP window, select the child on the *Select Child* window and click on the **Check Removal Detail** button. Workers must repeat this process until no incomplete components display in the *Check FASP Detail Component Status* window.

When there are no incomplete components in the *Check FASP Detail Component Status* window, the **Submit** button on the window is enabled for the Case Planner only. If there is no Case Planner for the stage, the button is enabled for the Case Manager only.

Cancel Clicking on this button closes the *Select Child* window.

Submitting a Removal Update Report for Approval

When the Case Planner (or Case Manager when no Case Planner is assigned) clicks on the **Submit** button on the *Check FASP Detail Component Status* window, the *To-Do Detail* window displays and the Removal Update Report is submitted for approval according to the following system rules:

- If the Case Planner is submitting the Removal Update Report, an Approval Task To-Do is sent to the Case Planner's Unit Approver *and* the Case Manager. The Case Planner's Unit Approver must approve the Removal Update Report before the Case Manager can approve or reject it. If the Case Planner's Unit Approver rejects the Removal Update Report, it must be corrected and resubmitted for approval. If the Case Planner is the Unit Approver, the *Staff Search Criteria* window displays and the Case Planner must select another worker within his/her agency to perform the approval.
- If the Case Manager is submitting the Removal Update Report, an Approval Task To-Do is sent to the Case Manager's Unit Approver. If the Case Manager is the Unit Approver, the *Staff Search Criteria* window displays and the Case Manager must select another worker within his/her agency to perform the approval.

The *To-Do Detail* window displays the following descriptions for the Approval Task To-Do:

Short Desc field	<i>"Approve Removal Update Report for Person <child's name>"</i>
Description/Notes field	<i>"Removal Update Report has been submitted for approval for Family Services stage: <Stage Name>, Case: <Case ID>, Stage: <Stage ID>, Person: <person's name, Person ID>"</i>

	<p>Step-by-Step: Submitting a Removal Update Report for Approval</p>	 <p>Where am I? <i>Assigned Workload > FSS > Tasks > FASP tab</i></p>
<ol style="list-style-type: none"> 1 Click on the Removal Update button on the <i>Family Assessment and Service Plan</i> window. <i>The Select Child window displays.</i> 2 Select the appropriate child from the grid and click on the Check Removal Detail button. <i>Submission edits are initiated and the Check FASP Detail Component Status window displays.</i> 3 If there are incomplete components, click on the Close button and navigate to the component(s) to complete the required information. <i>Once you complete the information, return to Step 1.</i> <p>—OR—</p> <p>If all components are complete, click on the Submit button. <i>The following message displays: "This action will close this window. Do you want to continue?"</i></p> <ol style="list-style-type: none"> 4 Click on the Yes button. <i>The To-Do Detail window displays with the approver's name in the Assigned To field; this field cannot be modified.</i> 		

5 Click on the **Save** button.

If you are the Case Planner, the following message displays:

“Approval To Do created for Case Manager and Case Planner’s Unit Approver. Do you wish to add another approver?”

- Click on the **No** button to submit the Removal Update Report without adding another approver. Skip the remaining instructions in this step-by-step section.
—OR—
- Click on the **Yes** button to add another approver.
The Staff Search Criteria window displays. Proceed to **Step 6**.

If you are the Case Manager, the following message displays:

“Case Manager submitted this approval. Approval To Do created for Case Manager’s Unit Approver. Do you wish to add another approver?”

- Click on the **No** button to submit the Removal Update Report without adding another approver. Skip the remaining instructions in this step-by-step section.
—OR—
- Click on the **Yes** button to add another approver.
The Staff Search Criteria window displays. Proceed to **Step 6**.

6 On the Staff Search Criteria window, enter the approver’s name in the **First** and **Last Name** fields.

7 Click on the **Search** button.

The Staff List displays with the results of your search.

8 Select the approver and click on the **OK** button.

The following message displays:

“Approval To-Do created for <Name>. Do you wish to add another Approver?”

- Click on the **No** button to submit the Removal Update Report without adding another approver.
—OR—
- Click on the **Yes** button to add another approver. Repeat **Steps 6 – 8**.

The Removal Update Report

The Removal Update Report displays during the approval process when an approver navigates to the report from his/her *Staff To-Do List*. The Removal Update Report contains information pulled from the in-process FASP, including the name of the child and removal information. This report is similar in format to the FASP Report, but with some differences:

- “Removal Update” appears in the report header.
- The data contained in the report is only for the child selected on the *Select Child* window.
- A section titled “Removal Update” displays after the Stage Composition section of the report. This new section lists the selected child, the child’s Date of Physical Removal and Type of Legal Event Associated with Removal.
- For a child with a Program Choice of “Placement,” the information from the Appropriateness of Placement component (of Foster Care Issues) appears in the report.

- For a child with a Program Choice of “Non-LDSS Custody,” the information from the Non-LDSS Custody, **Appropriateness of Alternative Setting** tab appears in the report.
- Information from the Service Plan component appears in the report.
- Information from the Visiting Plan component appears in the report.

Approving a Removal Update Report

Completing an approval for a Removal Update Report follows the same process as approving any submitted work within CONNECTIONS. Approvals of a Removal Update Report must occur in this order:

- If submitted by the Case Planner:
 - Case Planner’s Unit Approver (or selected worker if the Case Planner is the Unit Approver)
 - Any approvers added, if applicable
 - Case Manager
- If submitted by the Case Manager:
 - Any approvers added, if applicable
 - Case Manager’s Unit Approver (or selected worker if the Case Manager is the Unit Approver)

An approver completes a Removal Update Report approval by accessing his/her *Staff To-Do List*, selecting the Approval Task To-Do and clicking on the **Navigate...** button. Clicking on the **Navigate...** button displays the Removal Update Report.

If an approver rejects the Removal Update Report, a rejection Alert To-Do is generated and sent to the worker who submitted the report. The Removal Update Report is deleted so that a new one can be generated and submitted for approval.

If the in-process FASP used to populate a Removal Update Report is approved while the Removal Update Report is pending approval, the Approval Task To-Do’s for the Removal Update Report are deleted along with the Removal Update Report since the approved FASP contains the most recent removal information. When making the final approval for an in-process FASP while a Removal Update Report is pending approval, the following message displays:

“All pending Removal Updates for this stage will be deleted. Do you wish to continue?”

- Click on the **Yes** button to delete the Removal Update Report and approve the FASP.
- Click on the **No** button to close the message and return to the *Approval Status* window.



When closing an FSS stage that has a Removal Update Report pending approval, clicking on the **Submit** button on the *Case Summary* window displays the following message:

“All pending Removal Updates for this stage will be deleted. Do you wish to continue?”

Click on the **Yes** button to close the FSS stage; all Permanency and Removal Update To-Do’s for the stage will be deleted.

OR

Click on the **No** button to close the message and return to the *Case Summary* window.

Throughout the Removal Update process, all sections of the in-process FASP remain modifiable so that it can be completed and submitted for approval within the required timeframe.



Step-by-Step: Approving a Removal Update Report

- 1 Click on the **TO DO** button on the CONNECTIONS Toolbar.
The Staff To-Do List displays.
- 2 Select the Approval Task To-Do “Approve Removal Update Report for Person <Person’s name> - <Person ID>” and click on the **Navigate...** button.
The Removal Update Report displays.
- 3 Review the information contained in the report. Click on the **Close** button when finished.
The Approval Status window displays.
- 4 Click on the **Approve** button.
The following message displays:
“Approval will freeze events. Do you wish to add another approver?”
- 5 Click on the **No** button to complete the approval without adding another approver.
*Skip to **Step 11**.*

—OR—

Click on the **Yes** button to add another approver.
The To-Do Detail window displays.
- 6 Click on the **Staff...** button.
The Staff Search Criteria window displays.
- 7 On the *Staff Search Criteria* window, enter the approver’s name in the **First** and **Last Name** fields.
- 8 Click on the **Search** button.
The Staff List displays with the results of your search.
- 9 Select the approver and click on the **OK** button.
*The Approval Status window displays, with the selected person listed in the **Assigned To** field.*
- 10 Click on the **Save** button.
The Approval Status window displays.
- 11 Click on the **Save** button.
The Staff To-Do List displays.

After the final approval has occurred for a Removal Update Report, a corresponding event displays on the *Event List*. Using this event, workers can navigate to the Removal Update Report to view and print it.



Step-by-Step: Viewing and Printing the Removal Update Event on the *Event List*

- 1 Click on the **WORK** button on the CONNECTIONS Toolbar.
The Assigned Workload displays.
- 2 Select the appropriate stage.
- 3 Click on the **Options** menu and select the **Event List...** command.
The Event List displays for the selected stage.
- 4 Select the Removal Update event ("*Removal Update Approval for <child> in Stage <Stage ID>*").
- 5 Click on the **Detail...** button.
The Removal Update Report displays.
- 6 If desired, click on the **Print** button in the lower left corner of the window.
- 7 To close the window, click on the **Close** button.
The Event List displays.

FASP Additions

Foster Care Issues - *Location Detail* Window

Other modifications to the Family Assessment and Service Plan include the addition of out-of-state placement information on the *Location Detail* window. This window is accessed from the **Location of Child** tab on the *Appropriateness of Placement* window (*Child Entering or Reentering Foster Care* window for Plan Amendments) by clicking on the **Edit** button. The *Location Detail* window is used to record the physical location for each foster child in the stage. This information can be recorded and maintained by the Caseworker associated to the child on the *Tracked Children Detail* window or by the Case Planner.

The screenshot shows the 'Location Detail' window with the following data:

- Facility Name: Green, Amy
- Facility Type: Foster/Adoptive Home
- Address 1: 3138 COUNTY ROUTE 45
- Address 2: (empty)
- City: FULTON
- State: NY
- Zip: 13069-4237
- Placement Date: 2/17/2005
- Reason for Transfer: (empty)
- Out of County:
- Reason for Out of County Placement: (empty)
- Out of State:
- Reason for Out of State Placement: No program available in NYS
- Program Types:
 - Medical Need
 - Psychiatric need
 - Developmental disability need
 - Violent behavior
 - Sex offending behavior
 - Fire setting behavior
 - Criminal behavior

Buttons at the bottom: Save, Cancel, Close.

The following additional fields have been added to the *Location Detail* window as part of Build 18.7:

Out of State
checkbox

The addition of this checkbox provides workers with the ability to indicate if the child has been placed out of New York State.

Reason for Out of State Placement

This field is required when the **Out of State** checkbox is selected. This field is used to record the reason that the child was placed out-of-state. The following options display in a drop-down list:

- Child residing with relative or other suitable person
- Child in pre-adoptive placement with relative
- Child in pre-adoptive placement with non-relative
- Clinical Program exists in NYS – no vacancy
- Child was rejected from all NYS programs due to clinical need
- No program available in NYS

If “No program available in NYS” is selected, the **Program Types** field displays.

Program Types

This field displays and is required when a worker selects “No program available in NYS” from the **Reason for Out of State Placement** drop-down menu. This field is used to record the type(s) of programs the child requires. The following options display in a drop-down list; more than one option can be selected:

- Medical need
- Psychiatric need
- Developmental disability need
- Violent behavior
- Sex offending behavior
- Fire setting behavior
- Criminal behavior
- Substance Abuse

	<p>Step-by-Step: Recording Information on the <i>Location Detail</i> Window</p>
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- 1** On the **Location of Child** tab, click on the gray box to the left of the child's name in the Select Child grid.
- 2** Click on the **Edit** button.
The Location Detail window displays.
- 3** In the **Facility Name** field, record the name of the foster home or facility where the child has been placed.

 <p>Where am I?</p> <p><i>Assigned Workload > FSS > Tasks > FASP tab > FASP Tree > Foster Care Issues node > Appropriateness of Placement (Child Entering or Reentering Foster Care for Plan Amendments) > Location of Child tab</i></p>

- 4 Click on the drop-down arrow for the **Facility Type** field and select from the resulting list.
- 5 Record the street address of the foster home or facility in the **Street 1** (and, if necessary, **Street 2**) field(s).
- 6 Record the city, state and ZIP Code information by typing directly in the **City**, **State** and **Zip** fields.
- 7 To accept the current **Placement Date**, click on the checkbox to the left of the existing date.
—OR—
Change the date by clicking on the drop-down arrow for the **Placement Date** field and selecting a new date from the resulting calendar selector.
You can also type the date directly into the field, one segment (month, date, year) at a time; to use this method of entry, you must first click on the checkbox to make the field “active.”
- 8 If appropriate, click on the drop-down arrow for the **Reason for Transfer** field and select from the resulting list.
- 9 If the child is placed out of county, select the **Out of County** checkbox.
*Proceed to **Step 10**.*
—OR—
If the child is not placed out of county, skip to **Step 11**.
- 10 Click on the drop-down arrow for the **Reason for Out of County Placement** field and select from the resulting list.
- 11 If the child is placed outside of New York State, click on the **Out of State** checkbox to select it.
*Proceed to **Step 12**.*
—OR—
If the child is not placed outside of New York State, skip to **Step 14**.
- 12 Click on the drop-down arrow for the **Reason for Out of State Placement** field and select from the resulting list.
- 13 If you selected “No program available in NYS” for the **Reason for Out of State Placement** field, the **Program Types** field displays. Click on the drop-down arrow for the **Program Types** field and select one or more options from the resulting list.
- 14 Click on the **Save** button.
*Recording and saving other changes to this window may change the fields that display on the **Location of Child** tab. You may be required to record specific information on the tab due to those changes.*



The information displayed on this window is carried forward from CCRS to CONNECTIONS in the system interface.

Remember that information modified in CONNECTIONS does *not* carry over to CCRS.

To avoid needing to record the information in both systems, record the Location Detail information in CCRS, then re-open the *Location Detail* window in CONNECTIONS. The system interface updates CONNECTIONS with the CCRS information.

Foster Care Issues – Activities Prior to Placement Tab

The **Activities Prior to Placement** tab (on the *Appropriateness of Placement* window) provides directive narrative fields for recording information regarding the alternatives that were considered prior to foster care placement or changes in foster care settings for a child already in care. The fields that display are dependent on the selections you made on the *Appropriateness of Placement* message window. The first directive narrative field on the **Activities Prior to Placement** tab has been modified with Build 18.7. This narrative field displays when Foster Care Issues is a component of the FASP and this is an Initial FASP, or if you selected the **Child has entered or reentered foster care** checkbox on the *Appropriateness of Placement* message window. This narrative field also displays on the *Appropriateness of Placement* window for a Plan Amendment when the status change of “Child Entering/Reentering Foster Care” and/or “Child Moved from One Foster Care Setting to Another” is selected.



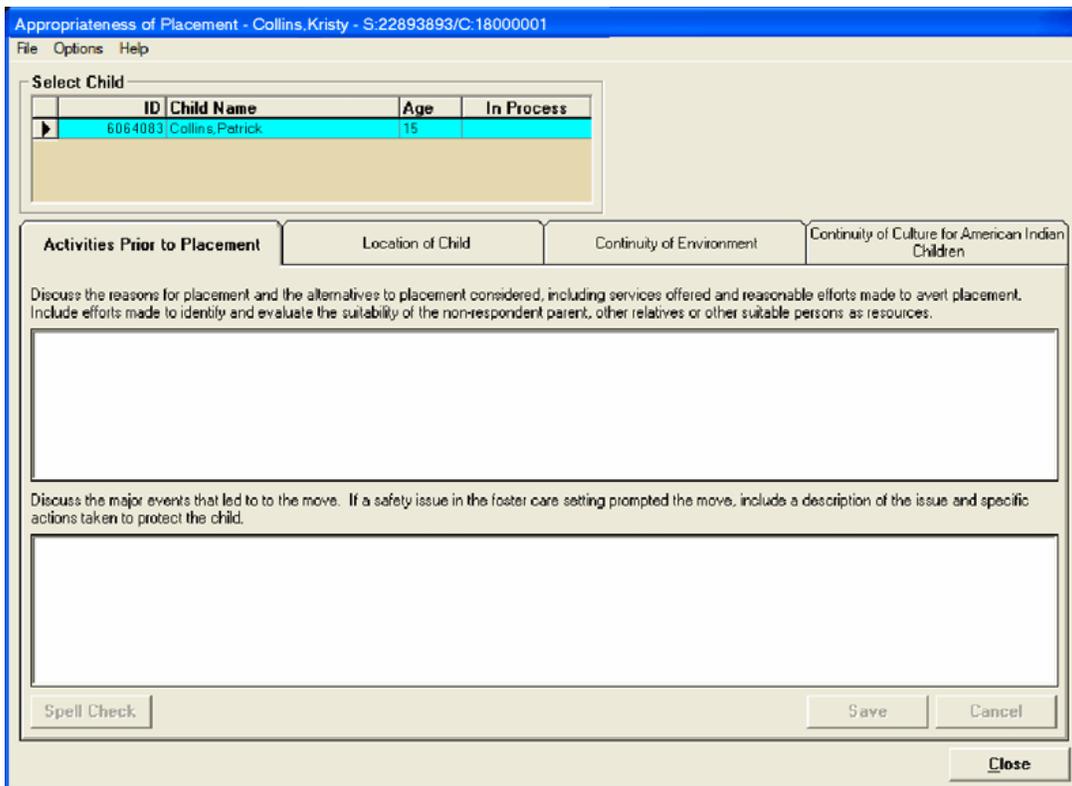
Where am I?

Assigned Workload > FSS > Tasks > FASP tab > FASP Tree > Foster Care Issues node > Appropriateness of Placement (Child Entering or Reentering Foster Care for Plan Amendments) > Activities Prior to Placement tab

The directive narrative has been modified to read:

“Discuss the reasons for placement and the alternatives to placement considered, including services offered and reasonable efforts made to avert placement. Include efforts made to identify and evaluate the suitability of the non-respondent parent, other relatives or other suitable persons as resources.”

As a result, this updated language also displays in the FASP Report.



ID	Child Name	Age	In Process
6064083	Collins, Patrick	15	

Activities Prior to Placement | Location of Child | Continuity of Environment | Continuity of Culture for American Indian Children

Discuss the reasons for placement and the alternatives to placement considered, including services offered and reasonable efforts made to avert placement. Include efforts made to identify and evaluate the suitability of the non-respondent parent, other relatives or other suitable persons as resources.

Discuss the major events that led to the move. If a safety issue in the foster care setting prompted the move, include a description of the issue and specific actions taken to protect the child.

Spell Check | Save | Cancel | Close

Non-LDSS Custody

Wording changes have also been made to certain fields in the Non-LDSS Custody component of the FASP. These changes are outlined below:

Location	Updated Message
Appropriateness of Alternative Setting window	<i>“The Appropriateness of Alternative Setting Tab must be completed if any child has been given the Program Choice of Non-LDSS Custody since the last FASP or Plan Amendment or moved from one such placement to another.”</i>

Location	Updated Narrative
Appropriateness of Alternative Setting tab	<i>“Explain the appropriateness and safety of this living arrangement.”</i> (This updated language also displays in the FASP Report.)

CCRS Interface

The **Activity Date** and **Next Permanency Hearing Date Certain** fields on the **Removal Information** tab are populated from CCRS (the Child Care Review System) during a nightly interface that pulls information from CCRS into CONNECTIONS.

Recording the Date Certain

For all L300 (hearing) activities, workers *must* enter the Date Certain given by the court into CCRS in the Modifier D field, which is a required field. The nightly batch interface retrieves all the Dates Certain and CINs from CCRS of all individuals having their Dates Certain entered/updated that day and brings them forward into CONNECTIONS.

A Date Certain must also be recorded in the Modifier D field for removals (L700) when the value in the Modifier A field is 27 (preliminary order of removal - 1022) or 28 (preliminary order after petition -1027).

CONNECTIONS compares the Date Certain to the Activity Date (for an initial permanency hearing) recorded on the **Removal Information** tab, or to the date of the prior hearing (for a subsequent permanency hearing) recorded in CCRS. If the Date Certain does not fall within the appropriate timeframes, the worker receives an Alert To-Do on his/her *Staff To-Do List*. This message does *not* prevent the worker from completing any work in CONNECTIONS; it simply alerts the worker that the Date Certain does not comply with the timeframes made effective by the Permanency Bill. For example, a worker removes a child, obtains a preliminary Order of Removal (1022) on 1/2/06, and the court schedules the initial permanency hearing (Date Certain) for 11/15/06. The worker receives a warning message in CONNECTIONS since the initial permanency hearing will not commence within eight (8) months of the removal, as required by the Permanency Bill. If a worker receives this warning message, s/he should check CCRS to be sure the Date Certain was recorded accurately. If the Date Certain was recorded accurately and is indeed not in compliance with the law, then the worker should contact his/her legal department about how to proceed.

The **Next Permanency Hearing Date Certain** field in CONNECTIONS populates with the Date Certain. This date is used to generate various alerts for workers (see page 35 for more information on the alerts).

CCRS Changes

Changes have been made to CCRS codes in order to support the Permanency Bill. Effective December 21, 2005, a new hearing type value of 21 will be used in CCRS for the Modifier A field. This value will be used for 1089 permanency hearings and replaces values 03, 05 and 16 for any permanency hearings that would have been held under those types (i.e., 392 Court Review, 1055 Court Review and 1055-a Court Review [for a completely freed child]). Workers may only use values 03, 05 and 16 to record hearings if the Activity Date is before 12/21/05.



The Date Certain *must* be recorded in CCRS in order for CONNECTIONS to generate alerts related to the Permanency Bill provisions (e.g., Permanency Hearing Reports, Service Plan Reviews).



Although children under Article 3 (JD) and Article 7 (PINS) are not subject to the Permanency Bill legislation unless they are completely freed for adoption, workers must enter the date of the next permanency hearing for these children in the Modifier D field, as well. Workers should enter this date as 12 months from the date of the previous hearing when an earlier date has not been set by the court.

Also effective December 21, 2005, petitions for permanency hearings are not filed for children placed in foster care under Family Court Act (FCA) Article 10, children voluntarily placed or surrendered, children completely freed for adoption and Unaccompanied Refugee Minors (FCA 651(b)). As a result, the CCRS Caseload Report will no longer alert workers to file these petitions. Instead, CCRS cues for the following, which are included in the report:

- Initial permanency hearing (714)
- Subsequent permanency hearings (611)
- Initial permanency hearing after a child is completely freed for adoption (523)



The following table illustrates actions taken in CCRS and their result in CONNECTIONS:

Action in CCRS	Impact on CONNECTIONS
<p>For legal activities dated 12/21/05 and after (post-implementation):</p> <ul style="list-style-type: none"> • Workers enter legal activities, including Date Certain, in CCRS 	<ul style="list-style-type: none"> • The Date Certain populates the Next Permanency Hearing Date Certain field on the Removal Information tab in CONNECTIONS • Workers should ensure the date in this field is correct • If a warning message is received, workers should check CCRS to be sure the Date Certain is recorded accurately
<p>For legal activities dated before 12/21/05 (pre-implementation):</p> <ul style="list-style-type: none"> • Workers enter legal activities in CCRS with the date of the next hearing in the Modifier D field 	<ul style="list-style-type: none"> • The Date Certain populates the Next Permanency Hearing Date Certain field on the Removal Information tab in CONNECTIONS • Workers should ensure the date in this field is correct • If a warning message is received, workers should check CCRS to be sure the Date Certain is recorded accurately • If the Date Certain was recorded accurately and is indeed not in compliance with the law, then workers should contact their legal department about how to proceed
<p>For legal activities dated before 12/21/05 (pre-implementation):</p> <ul style="list-style-type: none"> • Workers enter legal activities in CCRS <i>without</i> the date of the next hearing in the Modifier D field 	<ul style="list-style-type: none"> • No Date Certain populates CONNECTIONS • No alerts based on the Date Certain are generated (e.g., Permanency Hearing Report alerts, Service Plan Review alerts)

Note: If workers did not receive a Date Certain originally and then receive one through a scheduling order, the Date Certain must be entered in CCRS.

Alerts

With Build 18.7, CONNECTIONS will generate various alerts based on system events. Alerts are generated in two different ways:

- When a new Date of Physical Removal is entered or an existing one is modified; and
- through the Permanency Alert Batch process.



See Appendix A for detailed descriptions of all alerts.

Alerts based on the Date of Physical Removal

Upon entering a new Date of Physical Removal, or modifying an existing Date of Physical Removal, and clicking on the **Save** button, the following types of alerts are generated:

Removal Update/Plan Amendment	Notifies workers when a Removal Update/Plan Amendment is due by or overdue.
First Service Plan Review	Notifies workers when the first Service Plan Review is due by.
Service Plan Update	Notifies workers when a Service Plan Update is due by.

These alerts are sent to the Case Manager, Case Planner and Caseworker(s) assigned to the FSS stage as Alert To-Dos that display on each worker's *Staff To-Do List*. These alerts display for children with a Program Choice of "Placement" or "Non-LDSS Custody."

Permanency Batch Alerts

The Permanency Alert batch is a nightly update that generates alerts based on Date Certain information recorded in CCRS. The following types of alerts are generated:

Permanency Hearing Report	Notifies workers when a Permanency Hearing Report is due.
Permanency Hearing Report Overdue	Notifies workers when a Permanency Hearing Report is overdue.
Permanency Hearing/Date Certain	Notifies workers when the Date Certain exceeds the statutory time limits established by the Permanency Bill.
Service Plan Review/Consultation	Notifies workers when a Service Plan Review is due. A Consultation is a review used to prepare for a permanency hearing.



The Date Certain *must* be recorded in CCRS in order for CONNECTIONS to generate alerts related to the Permanency Bill provisions (e.g., Permanency Hearing Reports, Service Plan Reviews).

After the Permanency Alert batch is run, the alerts are sent to the Case Manager, Case Planner and Caseworker(s) assigned to the FSS stage in the form of Alert To-Dos that display on each worker's *Staff To-Do List*.

Alerts are generated for all children in placement (Program Choice of "Placement") who have one of the following legal proceedings selected:

- Family Court Act (FCA) Article 10 Abuse/Neglect
- Voluntary Placement Agreement (Social Services Law 384-a)
- FCA 651(b) Unaccompanied Refugee Minors
- Voluntary Surrender

Alerts are also generated for all children who are the subject of an Article 10 Abuse/Neglect proceeding and placed in the direct care of a relative or other suitable person (Program Choice of "Non-LDSS Custody").

Permanency alerts do not generate when:

- a child does not have a WMS-validated CIN stored in CONNECTIONS; or
- a child has a WMS-validated CIN, but no Permanency Hearing Date Certain in CONNECTIONS.

When an FSS/CWS stage contains multiple children, multiple alerts are generated for the stage.

Changes to the Key Dates Tab

Previously, the **Key Dates** tab on the *Family Services Stage* window provided access to the *Key Dates* window. This window displays decision and hearing dates related to the child(ren) in an FSS/CWS or FSS/CCR stage who have been placed in foster care.

With the implementation of Build 18.7, the *Key Dates* window becomes obsolete, since the timeframes established on the *Key Dates* window are not in accordance with the new law. For example, the *Key Dates* window displays the ASFA Day 1 date, which is either 60 days after the child was removed from the home, or the date of the first judicial finding that the child was subjected to abuse or maltreatment. The new legislation refocuses the timeframes based on the date of physical removal, not the ASFA Day 1 date. In addition, due to the continuing jurisdiction provision, petition filing will decrease and the petition due date is no longer calculated, making the **Next Permanency Petition Filing Due** field irrelevant for most children.

Due to such changes, the **Key Dates** tab is now only enabled for stages that were closed prior to the implementation of Build 18.7. The *Key Dates* window no longer receives updates from CCRS and instead displays the last data received from CCRS prior to the implementation of Build 18.7.

For all open FSS stages and FSS stages closed *after* the implementation of Build 18.7, the **Key Dates** tab is disabled; workers for such stages no longer have access to the Key Dates functionality.



Step-by-Step: Accessing the Key Dates Tab (for stages closed prior to Build 18.7 implementation)

- 1 Click on the **CASE** button on the CONNECTIONS Toolbar.
- 2 Enter information into the appropriate search fields and click on the **Search** button.
The Case List displays.
- 3 Select the appropriate case and click on the **Events** button.
The Event List displays.
- 4 Select the Family Services Stage Opened event and click on the **Detail...** button.
The Family Services Stage window displays.
- 5 Click on the **Key Dates** tab.
The Key Dates window displays. The fields populate with the data received from the last interface with CCRS prior to Build 18.7 implementation.

Support Tools

Online Help

The CONNECTIONS Online Help feature provides descriptions for various windows, as well as step-by-step instructions for common tasks. You can access Online Help at any time, from any window in CONNECTIONS. There are different ways to access Online Help: you can click on the **Help** menu in CONNECTIONS or you can press the **F1** key on your keyboard to access context-sensitive Online Help.

The **Contents**, **Index** and **Search** tabs in Online Help allow you to search for and navigate to the topic(s) you need help on.

Updates to Online Help content and functionality in CONNECTIONS are ongoing. As part of recent updates, new Online Help functionality has been added for Family Services Stage windows, as well as Child Protective Record Summary windows and Foster and Adoptive Home Record Summary windows. When you click on **Help** from any of those windows, the drop-down Help menu displays. For example, from the *Progress Notes* window, clicking on **Help** displays **Progress Notes Help** and from the *Child Protective Record Summary* window, clicking on **Help** displays **CPRS Help**.



Step-by-Step: Accessing Online Help

- 1 Click on the **Help** menu on the CONNECTIONS Toolbar.

The following list of commands displays:

Contents	<i>A table of contents for the help facility with links to major sections.</i>
How Do I?	<i>Step-by-instructions to help you complete tasks using CONNECTIONS.</i>
Window Descriptions	<i>Descriptions of windows in CONNECTIONS, along with information on various fields.</i>
DSS Policy	<i>Online OCFS policy handbooks (under revision).</i>
Help On This Window	<i>Window description help for the window you are on.</i>
Help for Help	<i>Instructions on how to use the help functionality.</i>
About CONNECTIONS	<i>Information about the current CONNECTIONS version and build.</i>

- 2 Click on a command from the **Help** menu.
*The window related to your selection displays. In some cases, you will need to make another selection in that window to obtain instructions. At the top of each window, you'll see additional buttons and menus. Use the **Search** button to search for specific information in the Help function and use the **Back** button to return to windows you've just visited in Help. The **Glossary** button opens a list of important CONNECTIONS terms and the **Print** button allows you to print Help information.*
- 3 When you're done reviewing information in Help, close each *Help* window by clicking on the **Close** button (☒) in the top right corner of the window.
The system returns to the window you were using when you accessed Help.

Enterprise Help Desk

The New York State Office for Technology (NYS OFT) Enterprise Help Desk staff are available to answer basic questions related to your equipment, or to solve problems you're having with the CONNECTIONS application. If they cannot solve your problem, they will record your information and forward it to others who can.

Your agency may have procedures in place for contacting the Help Desk. Check with your supervisor before you call.

The Help Desk is staffed 24 hours a day, seven days a week. The telephone number is:

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

When you call the Help Desk with a problem, you will be given a ticket number to use for tracking your issue and its resolution. Keep a record of this number; you will need it for any follow-up conversations with the Help Desk.

OCFS CONNECTIONS Intranet Site

A variety of training-related materials are available from the OCFS CONNECTIONS intranet site (<http://ocfs.state.nyenet/connect/>), as well as from the Public Folders in Microsoft Outlook. The intranet site and public folders contain a wealth of information related to various aspects of CONNECTIONS, including training schedules, Alerts and Notices, Step-by-Step Guides (including the *CONNECTIONS Case Management Step-By-Step Guide*), Job Aids and Frequently Asked Questions (FAQs).



Step-by-Step: Accessing the OCFS CONNECTIONS Intranet Site

- 1 Double-click the **Internet Explorer** icon.
The NYS Department of Family Assistance home page displays.
- 2 Click on the **OCFS** link on the state map.
The Office of Children and Family Services home page displays.
- 3 Click on the **CONNECTIONS** link in the Intranet Programs and Services section on the left side.
The CONNECTIONS home page displays.
- 4 Click on a topic to access information.
- 5 To close Internet Explorer, click on the **File** menu and select **Close**.



If the NYS Department of Family Assistance home page is not your default home page, enter <http://ocfs.state.nyenet/connect/> in the address bar of the Internet Explorer window and press the **Enter** key on your keyboard, which will open the CONNECTIONS home page.

Appendix A: Alerts

Alerts based on the Date of Physical Removal

The following table describes the alerts generated by CONNECTIONS when a child's Date of Physical Removal is recorded or modified. To view the details of an Alert To-Do on the *Staff To-Do List*, select the alert and click on the **Detail...** button; the *To-Do Detail* window displays with short and long descriptions of the Alert To-Do in the **Short Desc** and **Description/Notes** fields.

The following alerts display for children with a Program Choice of "Placement":

Alert Type	Condition	Short Description	Long Description
Removal Update/Plan Amendment	<p>Workers receive either of these two alerts (coming due or past due, based on the date) when the Date of Physical Removal does not equal the CID (Case Initiation Date) and the Type of Legal Event Associated with Removal is one of the following (for FSS/CWS stages):</p> <ul style="list-style-type: none"> • Family Court Act (FCA) Article 10 Abuse/Neglect • Voluntary Placement Agreement (SSL 384-a) • FCA 651(b) Unaccompanied Refugee Minors • Voluntary Surrender (SSL 384) 	<p>For future dates:</p> <p><i>"Removal Update/Plan Amendment due for <child> by <most recent valid removal date plus 30 days>"</i></p> <p>OR</p> <p>For past dates:</p> <p><i>"Removal Update/Plan Amendment overdue for <child>"</i></p>	<p>For future dates:</p> <p><i>"A Removal Update or a Plan Amendment with Child Entering/Reentering Foster Care status change and Service Plan update is due by <most recent valid removal date plus 30 days> for Person: <child, Person ID> in FS Stage <Stage Name, Stage ID>"</i></p> <p>OR</p> <p>For past dates:</p> <p><i>"A Removal Update or a Plan Amendment with Child Entering/Reentering Foster Care status change and Service Plan update was due by <most recent valid removal date plus 30 days> Person: <child, Person ID> in FS Stage <Stage Name, Stage ID>"</i></p>

Alert Type	Condition	Short Description	Long Description
First Service Plan Review	<p>This alert is generated when the Type of Legal Event Associated with Removal is one of the following (for FSS/CWS stages):</p> <ul style="list-style-type: none"> • FCA Article 10 Abuse/Neglect • Voluntary Placement Agreement (SSL 384-a) • FCA 651(b) Unaccompanied Refugee Minors • Voluntary Surrender (SSL 384) <p>This alert will be generated whether or not an Initial FASP and Service Plan have been completed.</p>	<p><i>"1st SPR/consultation due for <person> by <Removal Date plus 75 days>"</i></p>	<p><i>"First Service Plan Review/Consultation is due by <Removal Date plus 75 days> based upon the Removal Date of Person <Person ID, person's name> in FS Stage <Stage ID>"</i></p>
Service Plan Update	<p>This alert is generated when the Date of Physical Removal does not equal the CID (Case Initiation Date) and the Type of Legal Event Associated with Removal is one of the following (for FSS/CWS stages):</p> <ul style="list-style-type: none"> • FCA Article 10 Abuse/Neglect • Voluntary Placement Agreement (SSL 384-a) • FCA 651(b) Unaccompanied Refugee Minors • Voluntary Surrender (SSL 384) <p>This alert will be generated whether or not an Initial FASP and Service Plan have been completed.</p>	<p><i>"Service Plan Update due for child <child's name> by <Removal Date plus 90 days>"</i></p>	<p><i>"Service Plan Update is due by <Removal Date plus 90 days> based upon the Removal Date of Person <Person ID, person's name> in FS Stage <Stage ID>"</i></p>

The following alerts display for children with a Program Choice of “Non-LDSS Custody”:

Alert Type	Condition	Short Description	Long Description
Removal Update/Plan Amendment	Workers receive either of these two alerts (coming due or past due, based on the date) when the Date of Physical Removal does not equal the CID (Case Initiation Date) and the Type of Legal Event Associated with Removal is “Article 10 Abuse/Neglect” for FSS/CWS stages.	<p>For future dates: <i>“Removal Update/Plan Amendment due for <child> by <most recent valid removal date plus 30 days>”</i></p> <p>OR</p> <p>For past dates: <i>“Removal Update/Plan Amendment overdue for <child>”</i></p>	<p>For future dates: <i>“A Removal Update or a Plan Amendment with Child Entering/Reentering Direct Placement status change and Service Plan update is due by <most recent valid removal date plus 30 days> for Person: <child, Person ID> in FS Stage <Stage ID>”</i></p> <p>OR</p> <p>For past dates: <i>“A Removal Update or a Plan Amendment with Child Entering/Reentering Direct Placement status change and Service Plan update was due by <most recent valid removal date plus 30 days> for Person: <child, Person ID> in FS Stage <Stage ID>”</i></p>
First Service Plan Review	<p>This alert is generated when the Type of Legal Event Associated with Removal is “Article 10 Abuse/Neglect” for FSS/CWS stages.</p> <p>This alert is generated whether or not an Initial FASP and Service Plan have been completed.</p>	<p><i>“1st SPR/consultation due for <person> by <Removal Date plus 75 days>”</i></p>	<p><i>“First Service Plan Review/Consultation is due by <Removal Date plus 75 days> based upon the Removal Date of Person <Person ID, person’s name> in FS Stage <Stage ID>”</i></p>

Alert Type	Condition	Short Description	Long Description
Service Plan Update	<p>This alert is generated when the Date of Physical Removal does not equal the CID (Case Initiation Date) and the Type of Legal Event Associated with Removal is "Article 10 Abuse/Neglect" for FSS/CWS stages.</p> <p>This alert is generated whether or not an Initial FASP and Service Plan have been completed.</p>	<i>"Service Plan Update due for child <child's name> by <Removal Date plus 90 days>"</i>	<i>"Service Plan Update is due by <Removal Date plus 90 days> based upon the Removal Date of Person <Person ID, person's name> in FS Stage <Stage ID>"</i>

Permanency Batch Alerts

The following alerts are generated by the nightly Permanency Alert Batch process, based on Date Certain information recorded in CCRS:

Alert Type	Condition	Short Description	Long Description
Permanency Hearing Report	This permanency hearing alert is generated when the Date Certain is 45 days from the current system date.	<i>"Permanency Report due for <person> in FS Stage <Stage ID>"</i>	<i>"Permanency Report is due for Person <Person ID, person's name> in FS Stage <Stage ID> and must be forwarded to court by <Date Certain minus 14 days>"</i>
Permanency Hearing Report Overdue	This permanency report alert is generated when a Date Certain received from CCRS is entered or modified in CCRS, causing the Permanency Hearing Report due date to be in the past.	<i>"Permanency Report overdue for <person>, Stage <Stage ID>"</i>	<i>"Permanency Report was due for Person <Person ID, person's name> in FS Stage <Stage ID> and should have been forwarded to court by <Date Certain minus 14 days>"</i>
Permanency Hearing Report	This alert is generated when the Date Certain has been backdated and the 45 day window has been missed, but the Permanency Hearing Report is still due in the future.	<i>"Permanency Report due for <person> in FS Stage <Stage ID>"</i>	<i>"Permanency Report is due for Person <Person ID, person's name> in FS Stage <Stage ID> and must be forwarded to court by <Date Certain minus 14 days>"</i>
Permanency Hearing	This alert is generated when the Date Certain is more than six (6) months from the last permanency hearing.	<i>"Next Date certain > 6 mos. from perm hearing, exceeds statutory time limits"</i>	<i>"Date certain > 6 mos. from last perm hearing, exceeds statutory time limits for <person ID, person's name>"</i>
Permanency Hearing	This alert is generated when the Date Certain is more than 60 days plus six (6) months from the current system date.	<i>"Date certain > 60 days + 6 mos. from removal, exceeds statutory time limits"</i>	<i>"Date certain > 60 days + 6 mos. from removal, exceeds statutory time limits for <Person ID, person's name>"</i>

Alert Type	Condition	Short Description	Long Description
Service Plan Review	<p>This alert is generated when the Date Certain is 75 days from the current system date.</p> <p>This alert is generated whether or not an Initial FASP and Service Plan have been completed.</p>	<p><i>“SPR/Consultation due for <person> no earlier than <permanency hearing Date Certain minus 60 days>”</i></p>	<p><i>“Service Plan Review/Consultation is due no earlier than <permanency hearing Date Certain minus 60 days> based upon the Permanency Hearing Date Certain of Person: <Person ID, person’s name> in FS Stage <Stage ID>”</i></p>
Service Plan Review	<p>This alert is generated when the Date Certain is entered or modified <i>and</i> the current system date is less than 75 days from the Date Certain, but not later than the Date Certain.</p> <p>This alert is generated whether or not an Initial FASP and Service Plan have been completed.</p>	<p><i>“SPR/Consultation due for <person> no earlier than <permanency hearing Date Certain minus 60 days>”</i></p>	<p><i>“Service Plan Review/Consultation is due no earlier than <permanency hearing Date Certain minus 60 days> based upon the Permanency Hearing Date Certain for Person: <Person ID, person’s name> in FS Stage <Stage ID>”</i></p>