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CONNECTIONS

System Build 15.1

Vacancy Control



CONNECTIONS Training Project
SUNY Training Strategies Group

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CONNECTIONS

System Build 15.1 Vacancy Control Job Aid

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This job aid is available online:

- In the Public Folders:

All Public Folders > Statewide > Connections > Build 15.1

- On the CONNECTIONS Intranet site:

DFA Intranet Site > OCFS Homepage > Connections > Desk and Job Aids

The CONNECTIONS Intranet site also contains information about CONNECTIONS training.

Note: Any visible identifying data in this job aid is simulated.

Introduction

This Job Aid provides information on a new process in CONNECTIONS called “Vacancy Control.” Vacancy Control is being introduced as part of Build 15.1 and is designed to provide local district and voluntary agency workers with real time access to vacant bed information that meets the needs of the children in need of placement. Workers will be able to search for bed vacancies and maintain bed level vacancies and bed characteristics in Foster Boarding Homes (FBH) or Congregate Care Facilities (CCF) that they authorize. Kinship Homes are not included in Vacancy Control.

Several windows have been created to help workers search for available beds and maintain new or existing beds and bed characteristics in facilities. These windows include:

- **Vacancy Control - Search** —Provides workers with the ability to search for an available bed based on the information entered for the type of facility and bed desired. Only facilities in active status are returned in a search.
- **Vacancy Control - Bed Detail** —Provides workers with the ability to view all beds in a selected facility. Workers are able to select a Vacant bed(s) and “Reserve” or “Occupy” the bed(s) for a child or children in need of placement. Workers who reserve a bed (or a staff person in the unit hierarchy) are also able to change the status to Unreserve within the two-hour time limit for bed holds.
- **Vacancy Control - Bed Maintenance** —Provides workers with the ability to maintain beds (e.g., add beds, delete beds, modify bed characteristics) for a facility in accepted, active or applicant status. Performing this function in a timely manner allows agencies to optimize their placement potential.
- **Vacancy Control - Closed To Intake** —Provides designated OCFS and local district staff with the ability to remove facilities from the Vacancy Control Facility Search Results. The Closed To Intake status can be applied to a single facility, all facilities within an agency or a facility type within an agency
- **Vacancy Control - CD/Borough Award** —Provides NYC/ACS workers with the ability to maintain data that indicates which agencies have been awarded a neighborhood based service contract.
- **Updates to the CONNECTIONS Online Help system** —Build 15.1 continues the development of the CONNECTIONS Online Help system. Online Help has been updated to reflect enhancements made to the CONNECTIONS system as a result of Vacancy Control.

In addition, two reports have been created to help track placement or notify individuals of Closed To Intake status changes applied to facilities.

- **Vacancy Control Placement Tracking Report** — Caseworkers and supervisors are able to create a report that contains information on selected beds that are in Occupied status.
- **Vacancy Control Closed To Intake Report** —Contains statewide information on facilities that have a Closed To Intake status. This report is available to all staff on the Closed To Intake Distribution List. The distribution list is maintained by NYS/OCFS.

Vacancy Control Security Access

Your Business Function Profile (BFP) determines what you are able to view and the tasks you are able to perform in CONNECTIONS. Three new Business Functions have been added to CONNECTIONS. These new Business Functions can only be applied to OCFS staff or workers from local districts and voluntary agencies that have chosen to participate in Vacancy Control.

The following table describes the new Business Functions.

<i>Business Function</i>	<i>Provides workers with the ability to:</i>
Vacancy Control Search BF —	<ul style="list-style-type: none"> • Search for beds using the <i>Vacancy Control Search</i> window. • Modify the Bed Status, Child Info and Date Bed Expected Vacant fields in the <i>Vacancy Control Bed Detail</i> window. • View the <i>Vacancy Control Closed To Intake</i> window in inquiry mode. • View the <i>Vacancy Control CD/Borough Award</i> window in inquiry mode.
Vacancy Control Bed Maintenance BF —	<ul style="list-style-type: none"> • Access the <i>Vacancy Control Bed Maintenance</i> window in modify mode.
Vacancy Control CD Awards/ Closed to Intake Maintenance BF —	<ul style="list-style-type: none"> • Access the <i>Vacancy Control CD/Borough Award</i> window in modify mode (NYC/ACS workers only). • Access the <i>Vacancy Control Closed To Intake</i> window in modify mode.

Note: Workers assigned to a FAD stage are able to view the Vacancy Control Bed Maintenance window from the Task List. This provides FAD workers who are not designated to maintain Vacancy Control with access to information contained in Vacancy Control that may be relevant to certification and licensing information.

Contact your security coordinator if you have questions regarding your security access.

Vacancy Control Conversion

All Foster Boarding Homes licensed by NYC/ACS or licensed by a voluntary agency which has a contract with NYC/ACS that are in Accepted-Active status will be pre-loaded into the Vacancy Control Bed Detail window using data already existing in CONNECTIONS. In addition, NYC/ACS and participating voluntary agencies were given the opportunity to submit additional bed-specific information on a spreadsheet to be included when the system goes live.

The bed records for Congregate Care Facilities will also be pre-loaded in Vacancy Control. The status of all beds in Congregate Care Facilities will be "Occupied." The licensed age range and number of beds will match the facilities licensing information.

The following list identifies the information that was submitted by agencies prior to the implementation of Vacancy Control. This information was used to update Foster Boarding Homes:

- **Bed Status** — The status of each bed.
- **Bed Location** — An identifier that clarifies the location of the bed (e.g., "A1-2 Ther" stands for Bedroom A, Bed 1 of 2 and Therapeutic Contract. This information is required for homes with vacancies).
- **Child Info** — The child's gender and age (e.g., M 12/06/91) entered in the first 10 spaces of the 25-character field.
- **Preferred** — This information is used to distinguish the foster parents preferred age ranges when they are different from the licensed age range. *This information must be within the CONNECTIONS licensed age range and will supersede the licensed age ranges in a Vacancy Control Search.*
- **Severity Rating** — The following choices represent the severity levels for Physical, Learning, Emotional and Behavioral:
 - 0 — NA (no known condition or problem)
 - 1 — Mild
 - 2 — Moderate
 - 3 — Severe

For AIDS, the choices are:

Yes — the home has agreed to accept children with HIV/AIDS.

No — the home has not agreed to accept children with HIV/AIDS.

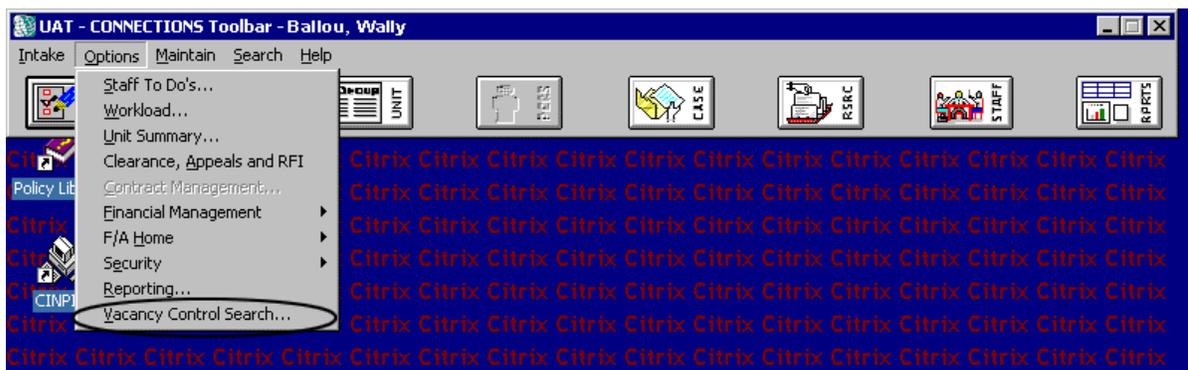
Beds that were not updated during the conversion process should be updated once Vacancy Control goes live. Workers responsible for maintaining bed information can update these fields using the *Vacancy Control Bed Maintenance* window.

Vacancy Control Search

The *Vacancy Control Search* window allows local district and voluntary agency workers to enter child characteristics and search for a facility with a bed that matches the child's needs. Searches can be conducted for both an individual child or sibling groups. Workers can review the results of this search and select a facility from the list. Once a facility has been selected, workers can view the status of all beds in that facility and "Reserve" or "Occupy" a vacant bed(s). Two different types of vacancy control searches can be conducted from this window:

- An Element Search for vacancies in Foster Boarding Homes (FBH) or Congregate Care Facilities (CCF); or
- An Exact Search using either Resource ID or Vendor ID.

To access this window, select "Vacancy Control Search" from the **Options** drop-down menu on the CONNECTIONS Toolbar. Workers must have the "Vacancy Control Search" Business Function (BF) to access this option.



The *Vacancy Control Search* window is divided into two sections, the tab section and a button section. The tab section has two separate tabs, the **Search** tab and the **Bed Characteristics** tab. Both contain fields and grids that allow workers to enter information that is used to conduct the search.

Conducting the Search

When the *Vacancy Control Search* window is first opened, only the **Search** tab is enabled. The **Bed Characteristics** tab becomes enabled after a type of search is selected. The type of search selected by the worker determines the:

- Required search criteria;
- Filters that can be added to narrow the search; and
- Type of results displayed in the *Vacancy Control Facility Search Results* window.

The Search Tab — Vacancy Control Search

The **Search** tab is divided into three sections: Search Elements, Exact Search and Search Filters. To conduct a search using elements, workers must select either Foster Boarding Homes or Congregate Care Facilities from the **Type of Search** drop-down list located in the Search Elements section. Foster Boarding Homes include Certified Foster Homes and Foster Adoptive Homes. Congregate Care Facilities include Agency Boarding Homes, Group Homes, Group Residences and Institutions.

The screenshot displays the 'Vacancy Control - Search' window. It features a menu bar with 'File', 'Options', and 'Help'. The main title is 'Vacancy Control Search'. The interface is divided into three main sections: 'Search Elements', 'Exact Search', and 'Search Filters'. The 'Search Elements' section includes a 'Type of Search' dropdown, 'Borough/County' and 'Community District' dropdowns, 'Male Age Range' and 'Female Age Range' sections with 'Minimum Year' and 'Maximum Year' dropdowns, and 'Required Number of Male Beds' and 'Required Number of Female Beds' spinners. The 'Exact Search' section has 'Resource ID' and 'Vendor ID' text boxes. The 'Search Filters' section has 'Agency ID' text box, 'Facility Type' dropdown, and 'Program Type' dropdown. At the bottom are 'Clear', 'Search', and 'Close' buttons. Brackets on the right side of the window label these three sections as 'Search Elements', 'Exact Search', and 'Search Filters'.

To conduct an Exact Search, workers must enter either the Resource ID or Vendor ID. Exact searches are “filtered” by the search criteria. Filtering eliminates results that do not match. Entering an Agency ID, Facility type or Program type that meets the child’s needs, can also filter the search results. For more information on filtering a search, refer to Search Filter section on page 11.

Search Elements

Vacancy Control Search provides workers with the flexibility to search for a single bed or for sibling groups. The information entered in the required fields will differ depending on whether the search is for a single bed or a sibling group. When searching for a single bed, the search criteria entered are specific for the child in need of placement. When searching for a sibling group, the search criteria entered represents an overall summary of the required number of beds by gender, age ranges by gender (widest range) and the Bed Characteristics (highest severity level).

Required fields for each search type highlight in yellow. When conducting a search for a Foster Boarding Home using Search Elements, the following fields on the **Search** tab are required:

- **Type of Search**
Select Foster Boarding Homes.
- **Borough/County: (of Primary Address)**
The borough for the child's last known primary address.
Allows a worker to conduct a search by selecting a specific borough, county, statewide, NYC wide, or out of state. The Borough Sort/Filter Option check box in the Search Filter section is only visible when a borough is selected from the drop-down list.
- **Community District: (of Primary Address)**
*The NYC/CD for the child's last known primary address. This field is required when a NYC borough is selected in the **Borough/County** field.*
Allows for a search to be conducted for a bed within a specific NYC/CD. The Community District Sort/Filter Option check box in the Search Filter section is only visible when a Community District is selected from the Community District drop-down list. Select "Unknown" from the drop-down list when the CD is unknown.
Note: When Unknown is selected from the CD drop-down list the Community District Sort/Filter Option check box is not visible and the Borough Sort/Filter Option check box is disabled.



When searching for a large sibling group, workers may want to lower the number of required beds used in the search to increase the number of results. The beds listed in Vacancy Control represent the foster parent's preferred number of beds. Some Foster Homes may be certified for more beds.

To accommodate the placement of large sibling groups, a waiver may be requested to exceed the licensed number of beds for a facility (up to eight).

- Male Age Range
Minimum Year and Maximum Year
- Female Age Range
Minimum Year and Maximum Year
- **Required Number of Male Beds and/or Required Number of Female Beds**
*If "0" is entered for Required Number of Beds in a FBH search, at least one characteristic from the **Bed Characteristics** tab must be added. By entering "0," workers are able to search for beds that are not currently available and check the date the bed is expected to be vacant.*

When conducting an Element Search for a Congregate Care Facility, the following fields on the **Search** tab are required:

- **Type of Search**
Select Congregate Care Facilities.
- **Borough/County: (of Primary Address)**
*The borough for the child's last known primary address.
Allows a worker to conduct a search by selecting a specific borough, county, statewide, NYC wide or out of state.*
- Male Age Range
Minimum Year and Maximum Year
- Female Age Range
Minimum Year and Maximum Year
- **Required Number of Male Beds and/or Required Number of Female Beds**
If "0" is entered for Required Number of Beds in a CCF search, it is not necessary to enter bed characteristics. By entering "0," workers are able to search for beds that are not currently available to determine if a bed with the needed characteristics exists or check when a bed is expected to be vacant.



Age Range

When searching for a single bed, workers can either list the child's age in both the Minimum Year and Maximum Year fields, or an estimated age range based on the child's expected ages upon discharge.

When searching for a bed for a child less than 1 year old, enter "0" in the Minimum Year field. Enter "0" or the child's expected age upon discharge in the Maximum Year field.

When searching for a sibling group, enter the youngest child's current age in the Minimum Year and the oldest child's current age or expected age upon discharge in the Maximum Year field.

Exact Search

When conducting an Exact Search the following fields on the **Search** tab are required:

- Resource ID; or
- Vendor ID.

Only numeric entries are allowed in the **Resource ID** field. Alphanumeric entries are allowed in the **Vendor ID** field.

Search Filters

In addition to these required fields, one of the three optional fields located in the Search Filters section on the **Search** tab can be used to narrow the search.

These fields are **Facility Type** (Certified Foster Home or Foster/Adoptive Home for FBH or Agency Boarding Home, Group Home, Group Residence or Institution for CCF), **Program Type** (e.g., Mother/Child, Emergency, Therapeutic) and **Agency ID** (the agency's three digit alpha-numeric identifier). When a search is filtered using one of these fields, the results of the search will only include beds that match the filter. For example, if you enter an Agency ID, your results will only include beds within that agency.



When workers from voluntary agencies enter the Vacancy Control Search window, their Agency ID is pre-filled in the Agency ID field. This field is view-only for voluntary agencies, allowing them to search for homes within their own agency only.

The Search Filters section may also display the following two sort/filter option check boxes:

- The **Show results for <Borough> only** check box displays when a New York City borough is entered in the **Borough/County** field. This check box is automatically selected when it displays. If the search is conducted with this check box selected, the search results are *filtered*, returning only the homes/facilities in the selected borough in the search results. If you de-select this check box, the search results are *sorted*, displaying facilities in all New York City boroughs with the targeted borough from the **Borough/County** field at the top of the list.
- The **Show results for <CD> only** check box displays only when you select a CD in the **Community District** field. When this check box displays, it is automatically selected and the **Show results for <Borough> only** check box disables. If the search is conducted with this check box selected, the search results are filtered, returning only the facilities in the selected CD in the search results. If you de-select this check box, the **Show results for <Borough> only** check box enables. If both check boxes are de-selected, the search results are *sorted*; displaying facilities in all New York City CDs, with the targeted borough and CD at the top of the list.

A screenshot of the 'Search Filters' section in a software interface. It contains three input fields: 'Agency ID' (text), 'Facility Type' (dropdown), and 'Program Type' (dropdown). To the right of these fields are two checkboxes: 'Show results for K03 only' and 'Show results for BROOKLYN only'. The 'Show results for BROOKLYN only' checkbox is highlighted with a dashed border. Two arrows point from text labels on the right to these checkboxes: 'Community District check box' points to the 'Show results for K03 only' checkbox, and 'Borough check box' points to the 'Show results for BROOKLYN only' checkbox.

The Bed Characteristics Tab — Vacancy Control Search

The **Bed Characteristics** tab displays a list of all characteristics for the selected Type of Search (Congregate Care Facility or Foster Boarding Home). This tab provides workers with the ability to add characteristics to the search by selecting the severity level appropriate for the child in need of placement.

Congregate Care Facilities

Bed Characteristics Tab for Congregate Care Facilities

The screenshot shows a software window titled "Vacancy Control - Search" with a menu bar (File, Options, Help) and a main title "Vacancy Control Search". The window is divided into two main sections: "Search" and "Bed Characteristics".

The "Search" section contains a text box with the instruction: "To add Characteristics, select the appropriate severity level." Below this is a table with three columns: "Category", "Characteristic", and "Severity".

Category	Characteristic	Severity
Education	School Achievement	
	Mental Retardation	
	Sheltered Workshop	
	Vocational On-Site	
	School Work	
	Educ. Facil On-Site	
	Access Educ. Serv	
General	Activities of Daily Living	
	Medication Control	
	24-Hour Awake Super.	
	Speak English	
	Adoption	
Physical	Physical	
	Terminal	
	Hearing	
	Vision	

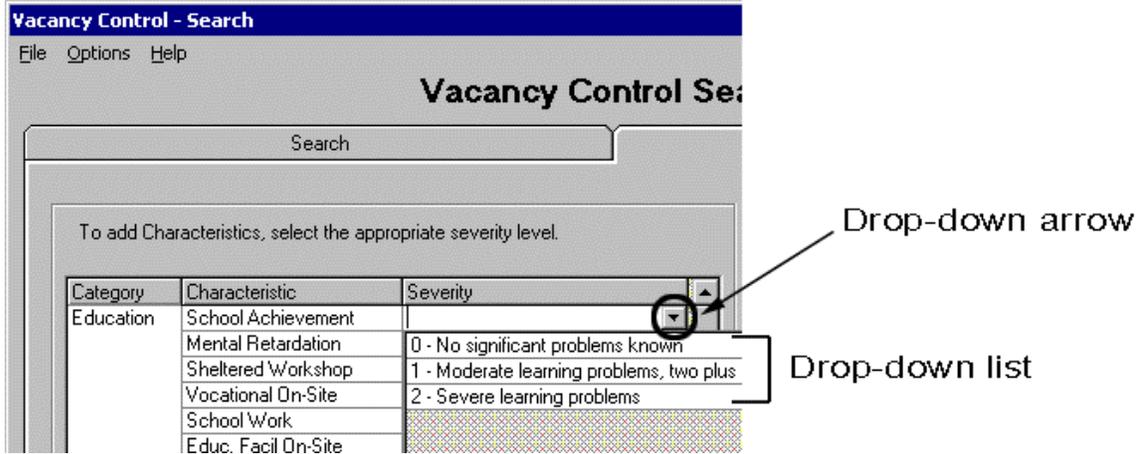
The "Bed Characteristics" section contains a "Search Elements Selected:" area with two input fields: "Type of Search:" (set to "Congregate Care Facilities") and "Number of Beds:" (set to "1").

At the bottom of the window are three buttons: "Clear", "Search", and "Close".

When "Congregate Care Facilities" is chosen as the type of search, a list box with three columns displays.

- The **Category** column displays a list of 5 characteristics groups that are allowed for resources in that type of search. The Category groups are Education, General, Physical, Psychiatric, and Psychosocial.
- The **Characteristic** column displays a view-only list of characteristics (e.g., speech, mental retardation) that are allowed for resources in that type of search. There are multiple characteristics for each Category.

- The **Severity** column allows workers to select the severity level for the associated characteristic by using a drop-down list. The list includes the severity number and a brief description. The range for severity levels in a Congregate Care Facility is 0-4. The choices for HIV are “Yes” and “No.”



Foster Boarding Homes

When “Foster Boarding Homes” is chosen as the Type of Search, a list box with two columns displays. The **Characteristics** column displays a view-only list of characteristics (e.g., Behavioral, HIV, Educational) that are allowed for resources in that type of search. The **Severity** column allows workers to select the severity level for the associated characteristic by using a drop-down list.

Bed Characteristics Tab for Foster Boarding Homes

The screenshot shows the 'Vacancy Control Search' application window. The title bar reads 'Vacancy Control - Search' and the menu bar includes 'File', 'Options', and 'Help'. The main window has a title 'Vacancy Control Search' and two tabs: 'Search' and 'Bed Characteristics'. The 'Bed Characteristics' tab is selected and contains the following elements:

- A message: "To add Characteristics, select the appropriate severity level."
- A table with two columns: 'Characteristic' and 'Severity'. The 'Characteristic' column lists: Behavioral, Emotional, HIV, Learning, and Physical. The 'Severity' column is empty.
- A search panel on the right titled 'Search Elements Selected:' containing:
 - 'Type of Search:' with a dropdown menu showing 'Foster Boarding Homes'.
 - 'Number of Beds:' with a text input field containing the number '1'.
- Buttons at the bottom: 'Clear', 'Search', and 'Close'.

The minimum – maximum range for Foster Boarding Homes is 0-3. The choices for Physical, Learning, Emotional and Behavioral Characteristics are:

- 0 — NA (no known condition or problem)
- 1 — Mild
- 2 — Moderate
- 3 — Severe

The choices for HIV are “Yes” and “No.” Please refer to Appendix A on page 45 of this guide for the NYC/ACS definitions for bed characteristic severity levels in Foster Boarding Homes.

The **Bed Characteristics** tab also displays the **Type of Search** and **Number of Beds** fields. These fields are view-only and display information entered on the **Search** tab.

The lower section of the window contains the buttons. The following table provides the name of each button and a description of the button's function.

Button Name	Description
Clear	<p>Clears all search fields <i>Vacancy Control Search</i> window.</p> <p><i>“Clear” can also be selected from the File drop-down menu.</i></p>
Search	<p>Initiates a search for facilities based on the criteria entered in the <i>Vacancy Control Search</i> window. The results of this search display in the <i>Vacancy Control Facility Search Results</i> window.</p> <p>The Search button is enabled when all required fields have been completed for the desired type of search.</p> <p><i>“Search” can also be selected from the Options drop-down menu.</i></p>
Close	<p>Closes the <i>Vacancy Control Search</i> window.</p> <p><i>“Close” can also be selected from the File drop-down menu.</i></p>

Reviewing the Results

A Vacancy Control Search returns facilities that meet or exceed the search criteria entered in the *Vacancy Control Search* window. Only facilities with the status of Accepted–Active are included in the results. Facilities in Applicant or Closed status will not return in the search. Facilities that are designated as “Closed To Intake” by the searching district or owned by an agency that is designated as “Closed To Intake” are *not* included in the results. The results display in the *Vacancy Control Facility Search Results* window.

Vacancy Control - Facility Search Results

File Options Help

Facility Search Results

Male Age Range: Female Age Ranges: Type of Search: Resource ID:

Number of Male Beds: Number of Female Beds: Borough / County: CD: Vendor ID:

Closed to Intake	Borough / County	CD	Vacancies	CD Award	Agency ID	Agency Name	Facility Name	Address	City	Status
N	BRONX	01	4	N	A##	Higley Center	Deere,Doe A.	1 Main Street	BRONX	Ne
N	BRONX	04	2	N	A##	Higley Services	Goldnson,Ray	1 Main Street	BRONX	Ne
N	BRONX	04	2	N	A##	Higley Services	Name,Mia	1 Main Street	BRONX	Ne
N	BRONX	04	2	N	A##	Willow St. Cent	Long,Fah	1 Main Street	BRONX	Ne
N	BRONX	07	2	N	A##	Willow Run	Thread,So	1 Main Street	BRONX	Ne
N	BRONX	07	1	N	A##	Willow St. Cent	Foster,M.	1 Main Street	BRONX	Ne
N	BRONX	11	1	N	A##	Higley Services	Smith,John	1 Main Street	BRONX	Ne
N	BRONX	12	1	N	A##	Willow Run	Smith,Jane	1 Main Street	BRONX	Ne
N	BROOKLYN	01	2	N	A##	Willow Run	Diaz,Juan	1 Main Street	BROOKLYN	Ne
N	BROOKLYN	17	1	N	A##	Willow St. Cent	Diaz,Jane	1 Main Street	BROOKLYN	Ne
N	MANHAT	11	1	N	A##	Higley Services	Long,So	1 Main Street	NEW YORK	Ne

Sort Total Facilities Returned: Bed Detail Close

Scroll to the right to view all columns

The maximum number of facilities returned is 200. If more than 200 facilities matched the search criteria, the following message displays:

*“There were more than 200 facilities that match the Search Criteria entered.
Only the first 200 facilities will be displayed.”*

If no facilities match the search criteria, the following message displays:

“No matches were found for the search parameters.”

All elements in the *Vacancy Control Facility Search Results* window (e.g., the **Male Age Range** and **Type of Search** fields) are view-only. This window is divided in to three sections. The header section at the top contains fields that are pre-filled with the search criteria entered by the worker in the *Vacancy Control Search* window. Only fields that were used in the search will be populated.

The middle section contains the facility results grid. This grid contains the following columns that provide specific information for each of the facilities returned in the results:

- Closed to Intake (Y/N)
- Borough/County
- CD
- Vacancies
- CD/Borough Award (Y/N)
- Agency Name
- Facility Name
- Address
- City
- State
- Zip
- Phone
- Vendor ID
- Resource ID
- Facility Type

Use the horizontal scroll bar at the bottom of the grid to scroll to the right to view all of the columns. Before viewing all of the columns, you may want to note the line number for the facility prior to using the scroll bar. The information displayed in these columns is view-only. If any of this information needs to be updated, the worker who maintains records for the facility must make the changes in the appropriate windows.

Two of the columns display information from other Vacancy Control windows:

- The **Closed To Intake** column displays an indicator next to the facilities that are designated as Closed To Intake by another district or that are owned by an agency that is designated as Closed To Intake by another district. For more information on Closed To Intake, refer to the Vacancy Control Closed To Intake section on page 38.
- The **CD/Borough Award Indicator** column displays an indicator (“Y” for yes or “N” for no) next to facilities that are authorized by an agency that is awarded a neighborhood based service contract. For more information on CD/Borough Awards, refer to the Vacancy Control CD/Borough Award section on page 41.

The lower section of the window contains the **Total Facilities Returned** field and the **Sort**, **Bed Detail** and **Close** buttons. The following table provides the names for each button and a description of the button’s function.

Button Name	Description
Sort	Opens a sort dialog box. Workers may select one, two or three columns to use to re-sort the <i>Facility Results</i> list.
Bed Detail	Opens the <i>Vacancy Control Bed Detail</i> window. The Bed Detail button becomes enabled when a facility is selected from the list.
Close	Closes the window. <i>“Close” can also be selected from the File drop-down menu.</i>

When the *Vacancy Control Facility Search Results* window is first opened, the facilities are sorted based on the type of search that was conducted. The default sort for Foster Boarding Homes is:

- Borough/County
- NYC/CD (targeted CD displayed first with remaining CDs following in numerical order)
- NYC/CD Award
- Facility Name (alphabetically in ascending order)

For example, if you are searching for a bed in CD 04 in the Bronx, the results will list CD 04 in the Bronx first. All non-targeted CDs in the Bronx will display in numerical order after the targeted CD (04, 01, 02, 03, 05). Facilities with a CD Award will display higher on the list (within that CD) than other facilities from that CD.

The default sort order for Congregate Care Facilities is:

- Borough/County
- NYC/CD
- Facility Name (alphabetically in ascending order)

Sorting the Results

The results on the *Vacancy Control Facility Search Results* window can be re-sorted using either of the following two methods described below.

Method 1—Sorting the List using the Sort button:

1. Click on the **Sort** button in the lower section of the Vacancy Control Facility Search Results window.
*A **Sort** box containing three drop-down lists displays. These lists have the names of each column heading on the facility result grid. Workers are able to sort the list by selecting one, two or three columns.*

The screenshot shows a dialog box titled "Vacancy Control - Search Results Sort". It contains three sections for sorting. The first section, "Sort By:", has a dropdown menu with "Borough/County" selected and two radio buttons for "Ascending" (selected) and "Descending". The second section, "Then By:", has a dropdown menu with "Language" selected and two radio buttons for "Ascending" (selected) and "Descending". The third section, "Then By:", has a dropdown menu with "Language" selected and two radio buttons for "Ascending" (selected) and "Descending". At the bottom are "OK" and "Cancel" buttons.

2. Select the name of the column from the first drop-down list.
The first column represents the primary sort.
3. Click on either the **Ascending** or **Descending** radio button.
4. If desired, select the name of the column from the second drop-down list.
The second column represents the secondary sort.
5. Click on either the **Ascending** or **Descending** radio button.
6. If desired, select the name of the column from the third drop-down list.
The third column represents the tertiary sort
7. Click on either the **Ascending** or **Descending** radio button.
8. Click on the **OK** button to sort the results using these choices, or click on the **Cancel** button to return to the list without changing the sort.

Method 2—Sorting the List using the Column Header or Footer:

- Click on a column header.
The results are re-sorted in ascending order by the selected column.

Or

- Click on the column footer.
The results are re-sorted in descending order by the selected column.

Selecting a Facility

A facility can be selected from *Vacancy Control Facility Search Results* window by clicking on the gray button to the left of the first column. Only one facility can be selected at a time. Once a facility is selected, the **Bed Detail** button becomes enabled. Click on the **Bed Detail** button to display the *Vacancy Control Bed Detail* window.

Viewing the Vacancy Control Bed Detail window

The *Vacancy Control Bed Detail* window displays a list of all beds and bed characteristics for the facility that was selected from the *Vacancy Control Facility Results* window. Workers are able to use this window to “Reserve” or “Occupy” a vacant bed or beds. This window is divided into three sections, the header, a middle section with two tabs and a lower section with buttons.

Header

Tab Section

Buttons

Bed ID	Status	Male Min Year	Male Max Year	Female Min Year	Female Max Year	Reserved by Worker (ID)	Child Info	Date expected Vacant	Physical	Learning	Emotional	Behavioral	HIV
6	Vacant	0	21	0	21				Severe	Severe	Severe	Severe	No
1	Occupied	0	21	0	21		F-04/29/92		Severe	Severe	Severe	Severe	No
2	Occupied	0	21	0	21		M-11/11/94		Severe	Severe	Severe	Severe	No
3	Occupied	0	21	0	21		F-11/11/94		Severe	Severe	Severe	Severe	No
4	Occupied	0	21	0	21		M-1/17/95		Severe	Severe	Severe	Severe	No
5	Occupied	0	21	0	21		M-08/05/95		Severe	Severe	Severe	Severe	No

The header section at the top of the window displays the following view-only information for the selected facility:

- Resource Name
- Agency
- Resource ID
- Address
- Sub Agency
- Vendor ID
- Phone
- Borough/County
- CD (NYC only)
- Facility Type

The middle section of the window contains two tabs, the **Beds** tab and the **Bed Characteristics** tab. When the window is first opened, the **Beds** tab displays.

The Beds Tab — Vacancy Control Bed Detail

The **Beds** tab displays bed information on all beds for the selected facility. The information that is contained on this tab varies, depending on the type of facility (FBH or CCF) that was selected on the *Vacancy Control Search* window. The **Status**, **Child Info** and **Date Bed Expected Vacant** fields are modifiable. The remaining fields are pre-filled with view-only information.

The **Status** field allows workers to view the availability of a bed. When the status of a bed is “Vacant,” workers can select the bed and click on either the **Reserve** button or the **Occupy** button in the lower section of the window.

A bed can be left in Reserved status for up 2 hours before automatically changing back to Vacant status.

The worker who reserved the bed or a staff person (supervisor or above) in the unit hierarchy is able to unreserve the bed within the two-hour limit. Unreserving the bed changes the status of the bed back to Vacant.

Workers must continue to follow current procedure and consult with the agency regarding the appropriateness of the placement prior to changing the status of the bed to Occupied.

When a bed is in Reserved or Occupied status, the **Reserved by Worker ID** field displays the ID of the worker who changed the status. When a bed is in Reserved status, only the worker who reserved the bed or a staff person (supervisor or above) in the unit hierarchy can change the bed to Occupied or Unreserved.



When selecting a bed compare the child’s needs to the bed characteristics. Select the bed that has the lowest severity levels and still meets the child’s needs.

This will ensure that children requiring beds with higher severity levels are not closed out of these beds by children with lower severity levels.



Reserved Status

The two-hour limit refers to consulting with the agency regarding the placement. This limit does not imply that the child has to be physically in the home within the two hours.

Workers can reserve up to five beds per child.

To find contact information in CONNECTIONS about the worker listed in the **Reserved By Worker ID** field, conduct a Staff Search from the CONNECTIONS Toolbar.

1. Click on the **STAFF** button on the CONNECTIONS Toolbar.
*The Staff Search Criteria window displays. The **Agency** field for the worker conducting the search is pre-filled and the **Active** check box is selected. The **Agency** field is not enabled when the search is conducted using the **Person ID** number.*
2. Enter the number that was listed in the **Reserved by Worker ID** field in the **Person ID** field in the upper portion of the window.
3. Click on the **Search** button.
The Staff List displays with the results of your search.
4. Select the name from the list.
5. Click on the **Detail...** button.
The Staff Detail window displays.
6. To close the *Staff Detail* window, click on the **Cancel** button.
The Staff List displays.
7. To close the Staff List, click on the **Close** button.
The Staff Search Criteria window displays.

When reserving or occupying a bed, the worker (or a worker in the unit hierarchy) is able to enter information into the **Child Info** field and the **Date Expected Vacant** field. Information in the **Child Info** field is removed when the bed status changes to Vacant or Temporarily Unavailable. Information in the **Date Expected Vacant** field is removed when the bed status changes to Vacant.

The child's gender and age (e.g., M 12/06/91) should be entered in the **Child Info** field in the first 10 spaces. To enter more information, you may use the remaining 15 spaces allotted for this field. This information is important and provides a more complete view of the home for other workers making placement decisions. If there is a known date that the child expected to leave placement (e.g., a Planned Discharge) then this date should be entered in the **Date Expected Vacant** field.

Five additional columns display on this tab for Foster Boarding Homes. These columns capture the characteristic severity levels for Behavior, Emotional, Physical Learning and HIV.

Column Name	Description
Physical Learning Emotional Behavioral	The following choices represent the severity levels for these four columns: <ul style="list-style-type: none"> • 0 — NA (no known condition or problem) • 1 — Mild • 2 — Moderate • 3 — Severe
HIV	The choices for HIV are: <ul style="list-style-type: none"> • — No • — Yes

The Bed Characteristics Tab — Vacancy Control Bed Detail

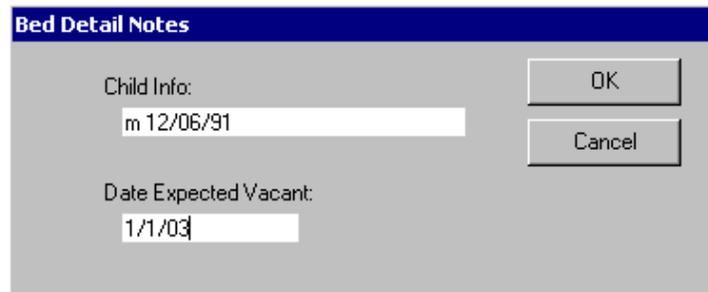
The **Bed Characteristics** tab displays the characteristics and severity levels of the selected Congregate Care Facility’s beds. Access to the **Bed Characteristics** tab is only available for beds in Congregate Care Facilities that have characteristics with severity levels greater than zero.

The lower section of the window contains the **Total Bed** field. This field is view-only and is pre-filled with the number of beds listed on the **Beds** tab. This section also contains the buttons. The following table provides the names for each button and a description of the button's function.

Button Name	Description
Sort	Re-sorts the list of beds. <i>"Sort" can also be selected from the Options drop-down menu.</i>
Previous	Click on this button to move to the previous facility in the <i>Vacancy Control Facility Search Results</i> window. If information is entered but not saved when the Previous button is clicked, the following message displays: <i>"Do you want to save changes? If No, modified data and/or narratives will be lost"</i> <i>"Previous Facility" can also be selected from the Options drop-down menu.</i>
Next	Click on this button to move to the next facility in the <i>Vacancy Control Facility Search Results</i> window. If information is entered but not saved when the Next button is clicked, the following message displays: <i>"Do you want to save changes? If No, modified data and/or narratives will be lost"</i> <i>"Next Facility" can also be selected from the Options drop-down menu.</i>
Reserve	Click on this button to reserve a vacant bed. <i>"Reserve" can also be selected from Beds sub-menu located in the Options drop-down menu.</i>
Occupy	Occupies a vacant or reserved bed. <i>Only the worker or a worker in the unit hierarchy can occupy a bed in reserved status.</i> <i>"Occupy" can also be selected from Beds sub-menu located in the Options drop-down menu.</i>
Unreserve	Changes the bed back to the previous status of vacant. <i>Only the worker or a worker in the unit hierarchy can unreserve a bed in reserved status.</i> <i>"Unreserve" can also be selected from Beds sub-menu located in the Options drop-down menu.</i>
Save	Saves the changes. <i>"Save" can also be selected from the File drop-down menu.</i>
Close	Closes the window <i>without</i> saving the changes. <i>"Close" can also be selected from the File drop-down menu.</i>
Print	Prints the Vacancy Control Placement Tracking Report. <i>"Print" can also be selected from the File drop-down menu.</i>

Reserving or Occupying a Bed

1. Select the bed to be Reserved or Occupied.
If the bed is in Vacant status, the status can be changed to Reserved or Occupied. If the bed is in Reserved status, only the worker who reserved the bed, or a staff person in the unit hierarchy can change the status to Occupied or Unreserved.
2. Click on the **Reserve** button to change the status to Reserved or on the **Occupy** button to change the status to Occupied.
The Bed Detail Notes window opens.



3. Enter information into the **Child Info** field.
Enter the child's gender and date of birth in the first 10 spaces (e.g., M 12/06/91) of the 25-character field.
4. If the date the child is expected to leave is known (e.g., a Planned Discharge) then enter this date in the **Date Expected Vacant** field.

NOTE: *If you have entered information into either the **Child Info** field or the **Date Expected Vacant** field, check for accuracy before you click on the **OK** and **Save** buttons. If the information has already been saved and you need to make changes, you must re-open the Bed Detail Notes window. To re-open the Bed Detail Notes window, you must select the bed and click on either the **Unreserve** or **Occupy** buttons.*

5. Click on the **OK** button.
6. Click on the **Save** button to save your changes.
Before you close the Bed Detail window for this resource, record the Resource Name, Resource ID, Agency Phone number and any other information you may need when contacting the agency concerning the placement.



When a child is moved from a bed, the bed must be updated using Vacancy Control Bed Maintenance to reflect the new status.

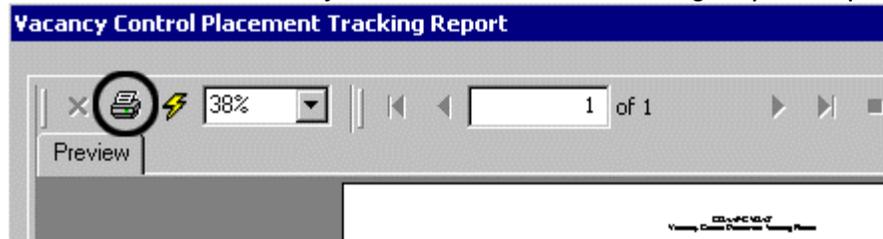
*Information in the **Child Info** and **Reserved By Worker ID** fields is removed when the bed status changes to Vacant or Temporarily Unavailable.*

*Information in the **Date Expected Vacant** field is removed when the bed status changes to Vacant.*

Vacancy Control Placement Tracking Report

The Vacancy Control Placement Tracking Report provides bed information for beds in Occupied status for workers and supervisors. Workers may select one or more beds from the list in the *Bed Detail* window. Click on the column to the left to select one bed. To select multiple beds that are adjacent, press the **Shift** key and click to select. If the multiple beds are not adjacent, press the **Ctrl** key and click to select.

1. Select one or more beds in Occupied status from the list in the *Bed Detail* window.
2. Click on the **Print** button or select "Print" from the **File** drop-down menu. *A Preview of the Vacancy Control Placement Tracking Report displays.*



3. Click on the **Print**  icon. *The print dialog box displays.*
4. Click on the **OK** button.
5. Click on the **Close** button.

Vacancy Control Bed Maintenance

Beds, Bed Characteristics, and other factors change and local districts and voluntary agencies must maintain accurate records to optimize their placement potential. Build 15.1 introduces the *Vacancy Control Bed Maintenance* window that provides workers with the ability to identify beds in Congregate Care Facilities and Foster Boarding Homes that are available for placement and offers designated workers the flexibility to make modifications to beds (e.g., add beds, delete beds, change bed characteristics, add comments) through the worker's *Assigned Workload* (including unit hierarchy access to the *Assigned Workload*) or owned by their agency.

In order for bed information to be maintained, the facility must be in either Accepted–Active or Applicant status.
Note: Only Facilities in Accepted-Active status will return in Vacancy Control Search.

Workers performing modifications to beds using the *Vacancy Control Bed Maintenance* window must have the new “Bed Maintenance” Business Function (BF) as well as one of the following conditions:

- The worker must be from the same district/agency that owns the facility

or

- The facility must be on the worker's Assigned Workload.

Note: Workers assigned to a FAD stage are able to view the Vacancy Control Bed Maintenance window from the Task List. This provides FAD workers who are not designated to maintain Vacancy Control with access to information contained in Vacancy Control that may be relevant to certification and licensing information.

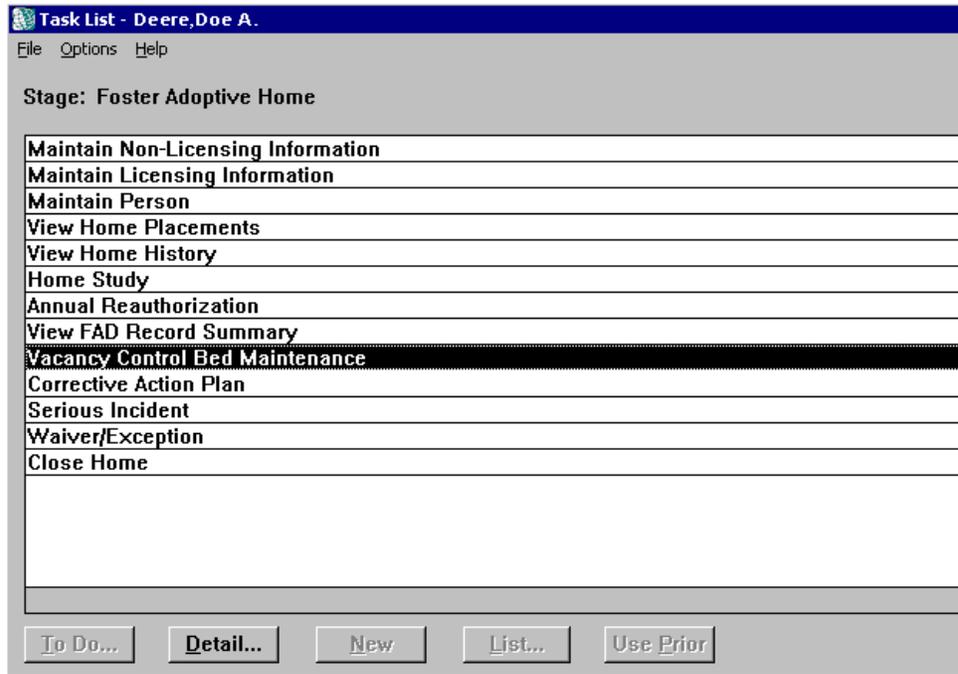


*If a child's placement in a bed changes the foster parent's overall preference, **all other beds in the home must be updated to reflect these changes.***

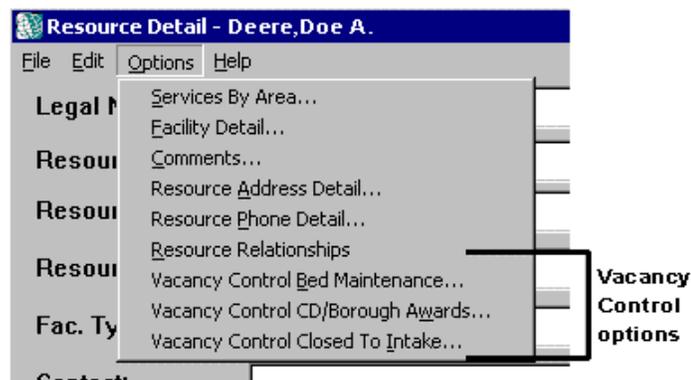
For example, if a male child occupies one of two beds in a room originally available for either males or females, then the worker who is responsible for maintaining the foster home must update the vacant bed to reflect a change in gender preference for the vacant bed.

You can access the *Vacancy Control Bed Maintenance* window from either your *Assigned Workload* or from the CONNECTIONS Toolbar using one of the following navigational paths:

- When the facility is on your *Assigned Workload*, click on the **Work** button on the CONNECTIONS Toolbar. Select the facility from the *Assigned Workload* and click on the **Tasks...** button. Select “Vacancy Control Bed Maintenance” from the *Task List* and click on the **Detail...** button.



- When the facility is not on your *Assigned Workload*, click on the **RSRC** button on the CONNECTIONS Toolbar to conduct a Resource Search for the facility. Select the facility from the *Resource List* and click on the **Detail** button. Select “Vacancy Bed Maint” on the **Options** drop-down menu from the *Resource Detail* window.



Instructions on how to conduct a **Resource Search** are provided in the *Search Techniques Step by Step Guide*. This guide is available on the CONNECTIONS intranet site <http://sdssnet5/ocfs/connect> by clicking on the link for Desk/Job Aids.

The *Vacancy Control Bed Maintenance* window is divided into three sections, the header, a middle section with tabs and a lower section with two buttons. The header section at the top of the window is pre-filled with view-only information for the selected facility.

The **Facility Comments** button opens a comments box. When the *Vacancy Control Bed Maintenance* window is opened in modify mode, workers are able to enter additional information about the facility that may be useful (e.g., “Foster home is wheel chair accessible” or “Foster parent is a registered nurse”). A check mark displays next to the **Facility Comments** button when comments have been saved.

The Beds Tab — Vacancy Control Bed Maintenance

The **Beds** tab is always active when the window is first opened. The **Beds** tab displays a grid that lists the beds that are maintained in Vacancy Control for the selected facility. These beds represent the foster parent's or agency's preferred number of beds and may not match the total number of beds licensed for the home. Some Foster Homes may be licensed for more beds. The number of beds and age ranges that display on the grid must be within the licensing certification.

The columns that display in the grid will differ depending on whether the *Vacancy Control Bed Maintenance* window was opened for a Foster Boarding Home or a Congregate Care Facility.

Click on the column to the left to select a bed. To modify **Bed Location**, click on the cell and enter information directly in the cell. To modify the **Status** of the selected bed or Bed Characteristics for a FBH, click on the cell in the column to display a drop-down arrow. Click on the drop-down arrow to open a drop-down list.

The following table provides the name of each column and a brief description of the function.

Column Name	Description
Bed ID	Displays a unique identifier that links beds for internal tracking. This field is view-only.
Status	Displays the current status of a bed. In modify mode, workers are able to change the bed status of beds with a status of Occupied, Vacant or Temporarily Unavailable (for less than 30 days). Beds that are in Reserved status can <i>only</i> be modified by the worker who reserved the bed or a staff member in the unit hierarchy.
Male Min Year Male Max Year Female Min Year Female Max Year	Age range information is modifiable and must be within the licensing age range. These fields are view-only when the window is opened in browse mode. Note: Enter "0" in the minimum age range when a bed is suitable for a child less than 1 year old. Leave the age fields blank if the bed is not suitable for a gender.
Reserved by Worker ID	Displays the Person ID of the worker who changed the status of the bed to Reserved. This field is view-only. The data in this field is removed when the bed status changes to Vacant or Temporarily Unavailable. To locate further information in CONNECTIONS about the worker, refer to page 22 of this guide.
Child Info	Allows a worker to enter the child's gender and date of birth in the first 10 spaces when reserving or occupying a bed (e.g., M 12/06/91). To enter more information, you may use the remaining 15 spaces allotted for this field.
Date Expected Vacant	Allows a worker to enter the date bed is expected to be vacant (if known). This information is removed when the bed status changes to Vacant.
Bed Location	Allows a worker to enter information on where the bed is located by using an identifier. For example, "A1-2" stands for Bedroom "A", Bed "1 of 2." The modifier "Ther" (Therapeutic Contract) is added when appropriate.

Five additional columns display on the grid on the **Beds** tab when Bed Maintenance is opened on a Foster Boarding Home. These fields do not display when the window is opened for a Congregate Care Facility. These columns provide Bed Characteristic severity levels for the selected bed.

Column Name	Description
Physical Learning Emotional Behavioral	The following choices represent the severity levels for these four columns: <ul style="list-style-type: none"> • 0 — NA (no known condition or problem) • 1 — Mild • 2 — Moderate • 3 — Severe
HIV	The choices for HIV are: <ul style="list-style-type: none"> • No • Yes

The **Beds** tab also contains buttons below the grid. The following table provides the names for each button and a description of the button's function.

Button Name	Description
Add Beds	Adds beds to the facility. The Add Beds button is enabled when the window is opened in modify mode and the current number of beds is less than the licensing capacity. <i>"Add Beds" sub-menu can also be selected from the Bed Maintenance drop-down menu.</i>
Delete Beds	Deletes existing beds from the facility. Always delete the bed in Vacancy Control before changing the bed capacity information in the <i>F/A Home License</i> window. The Delete Beds button is enabled when the window is opened in modify mode and one or more beds is selected. <i>"Delete Beds" can also be selected from the Bed Maintenance drop-down menu.</i>

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Button Name	Description
Modify Beds	Allows a worker to change existing bed characteristics. The Modify Beds button is enabled when the window is opened in modify mode and one or more beds is selected. <i>“Modify Beds” can also be selected from the Bed Maintenance drop-down menu.</i>
Save	Saves the changes. <i>“Save” can also be selected from the Bed Maintenance drop-down menu.</i>
Cancel	Cancels changes that are in progress. <i>“Cancel” can also be selected from the Bed Maintenance drop-down menu.</i>

The Bed Characteristics Tab — Vacancy Control Bed Maintenance

The **Bed Characteristics** tab is enabled when you select one or more beds from the **Beds** tab. A grid containing a list of bed characteristics displays on the tab. The information displayed on the grid depends on whether one bed or multiple beds are selected. If one bed is selected, the *existing* characteristics and severity levels for that bed displays on the grid. If multiple beds are selected, a list of *all possible* characteristics displays on the grid. Workers are able to select and apply the bed characteristics to all selected beds.

If the worker does not have the Bed Maintenance BF, the **Bed Characteristics** tab will be enabled only when ONE bed is selected. All fields on the window will be view only.

Vacancy Control - Bed Maintenance

File Bed Maintenance Help

Bed Maintenance

Resource Name: Name, Mia Resource ID: #####
 Address: 1 Main Street Vendor ID: #####
 BROOKLYN, NY 11225-2656 Status: Accepted - Active
 County: BROOKLYN CD: 09 Type: Certified Foster Home
 Phone: (718) 111-1111 Sub Agency: Agency: A##

F/A Home License
 Male Age Range: Min Year Max Year
 Female Age Range: Min Year 11 Max Year 18
 Total Capacity 1

Beds

Bed ID: 1

Existing Characteristics	
Physical	1 Mild
Learning	
Emotional	
Behavioral	
HIV	

Facility Comments

Save Cancel

Close

Adding a Bed

New beds can be added to a selected facility up to the certified capacity. These beds can be based on existing beds or added as a “blank” bed record. The number of beds and age ranges by gender for each bed must be within the licensing certification. Only one bed can be added at a time.

Adding a Bed based on existing bed information

1. Click on the **Beds** tab.
2. Click on the column to the left of the **Bed ID** column to select the bed.
3. Click on the **Add Beds** button.
A new bed displays with the characteristics (including severity levels, status and bed location) copied from the selected bed. If necessary, modify the copied information to accurately represent the new bed. The Bed Location field must be updated with the new bed information using an identifier. For example, “A1-2” stands for Bedroom “A”, Bed “1 of 2.” The modifier “Ther” (Therapeutic Contract) is added when appropriate. This information is required for homes with vacancies).
4. Click on the **Save** button.

Adding a “Blank” Bed

1. Click on the **Beds** tab.
2. Click on the **Add Beds** button (without selecting an existing bed).
*A new bed displays with a blank row.
Enter specific information for the new bed in the blank fields.*
3. Click on the **Save** button.

Deleting a Bed

One or more beds can be deleted from Vacancy Control for a facility at the same time. *Note:* When reducing the licensing capacity for a facility, always delete the beds that are beyond the new licensing capacity in Vacancy Control before changing the bed capacity information in the *F/A Home License* window.

1. Click on the **Beds** tab.
2. Click on the column to the left of the **Bed ID** column to select the bed.
3. Click on the **Delete Beds** button.
*The following message displays:
“Are you sure you wish to delete this bed?”*

4. Click on the **Yes** button to delete the bed, or on the **No** button to return to the **Beds** tab without deleting the bed.

Changing Bed Characteristics

Bed Characteristics for existing beds can be added, deleted or modified. Age ranges by gender on each bed must be kept within the licensing certification. Enter "0" in the minimum age range for beds appropriate for children less than one year old. Leave the age fields blank when the bed is not suitable for a gender.

Modifying Severity Levels in a Foster Boarding Home

1. Click on the **Beds** tab.
 2. Click on the column to the left of the **Bed ID** column to select the bed.
 3. Click on the **Modify Beds** button.
 4. Select the severity level (0,1,2, or 3) from the drop-down list.
 5. Click on the **Save** button.
- OR
1. Click on the column to the left of the **Bed ID** column to select the bed.
 2. Select the severity level (0,1,2, or 3) from the drop-down list for the column (e.g. **Physical** column) for the appropriate row.
 3. Click on the **Save** button.

Modifying Severity Levels in a Congregate Care Facility

The appearance of the **Bed Characteristics** tab depends on whether one bed or multiple beds are selected.

One Bed

1. Click on the column to the left of the **Bed ID** column to select the bed.
2. Click on the **Modify Beds** button. *The **Bed Characteristics** tab displays. When one bed is selected, a grid displays with all existing characteristics for the selected bed.*
3. Click in the cell for the Existing Characteristic you want to modify.
4. Click on the drop-down arrow and select the severity level from the list.
5. Click on the **Save** button.
6. Click on the **OK** button.

Multiple Beds

1. Click on the column to the left of the **Bed ID** column to select the bed.
*To select multiple beds that are adjacent, press the **Shift** key and click to select. If the multiple beds are not adjacent, press the **Ctrl** key and click to select.*
2. Click on the **Modify Beds** button (or **Bed Characteristics** tab).
If multiple beds are selected, a grid displays with all Available Characteristics to be applied to all selected beds.
3. Click in the cell for the Available Characteristic you want to modify.
4. Click on the drop-down arrow and select the severity level from the list.
5. Click on the **Save** button.
6. Click on the **OK** button.

Changing the Status of a Bed

The status of a bed in Vacant, Occupied or Temporarily Unavailable status can be changed. Beds in Reserved status can only be modified by the worker who reserved the bed or by a worker in the unit hierarchy. When a child is moved from a bed, the bed must be updated to reflect the new status. For example, when a child is no longer in placement and the bed becomes available, the status must be changed from "Occupied" to either "Vacant" or "Temporarily Unavailable."



The status of "Temporarily Unavailable" can be applied to a bed for less than 30 days.

1. Click on the column to the left of the bed to select the bed.
2. Click on the drop-down arrow in the **Status** field for that bed.
3. Select the status from the list.
4. Click on the **Save** button.

Vacancy Control Closed To Intake

The *Vacancy Control Closed To Intake* window allows designated local district and OCFS staff to remove facilities from the Vacancy Control Facility Search Results. The Closed To Intake status can be applied to:

- A Facility — to remove the facility from the search results.
- An Agency — to remove all Congregate Care Facilities and Foster Boarding Homes that the agency owns from the search results.
- A Facility Type within an Agency — to remove all facilities of a selected type (e.g., Group Home, Institution) that the agency owns from the search results.

To make modifications in the *Vacancy Control Closed To Intake* window, workers must have the “Closed To Intake” Business Function (BF). To access the window in view-only mode, workers must have the Vacancy Search BF.

The status of Closed To Intake works differently, depending on whether it was applied by an OCFS worker or a staff member from a local district. The following table illustrates how Closed To Intake functions when different workers apply the status.

<i>Designated OCFS staff applying the Closed To Intake status</i>	→ The facility is removed from all Vacancy Control Searches for all workers statewide.
<i>Designated Local district staff applying the Closed To Intake status</i>	<p>→ The facility is removed from Vacancy Control Search Results when a worker from the same district as the worker applying the Closed to Intake status performs the search.</p> <p>→ The facility returns with a “Closed To Intake Indicator” when a worker from another district performs the search</p>

For example, if a NYC/ACS manager from Kings County (Brooklyn) applies the Closed To Intake status to a facility, the facility will not return in Vacancy Control Searches performed by NYC/ACS workers from any of the five boroughs. If a staff member from NYS/OCFS, non-NYC/ACS districts, or a voluntary agency (and the bed is within their own agency) performs the search, this same facility will be included in the *Vacancy Control Facility Search Results* window with a “Y” displayed in the **Closed To Intake** column.

Applying the Closed To Intake status is not a permanent change and can be reversed by designated local district and OCFS staff.

Accessing the Vacancy Control Closed To Intake window:

1. Click on the **Options** drop-down menu in the *Resource Detail* window.
2. Select **Vacancy Control Closed To Intake**.
The Vacancy Control Closed To Intake window displays.

The *Vacancy Control Closed To Intake* window is divided into two sections, the header and the tab section. The header section at the top of the window is pre-filled with view-only information for the selected facility.

The tab section includes two tabs, the **Maintenance** tab and the **Inquiry** tab. The **Maintenance** tab is the active tab when workers with the Closed To Intake Business Function (BF) open the window. The **Inquiry** tab is the active tab when workers who don't have the Closed To Intake BF (but have the Vacancy Control Search BF) open the window.

The Maintenance Tab — Vacancy Control Closed To Intake

The type of resource selected determines which fields display on the **Maintenance** tab. When the window is opened for a facility, local district workers can click on the **Close to Intake for** [worker's district] check box to add or remove the Closed To Intake status for the facility for the worker's district. An OCFS worker can use the **Close to Intake for ALL** check box to apply the status to all districts.

Applying the Closed To Intake status is not a permanent change and can be reversed by de-selecting the **Close To Intake for** [worker's district] check box.

When the window is opened for an agency, a grid with following two columns displays:

- **Facility Types** — contains a view-only list of six facility types.
- **Closed** — a check box for each of the six facility types.

Local district workers can also use the **Close Agency to Intake for district** [worker's district] check box to add or remove the Closed To Intake status for the entire agency (e.g. all Foster Boarding Homes or Congregate Care Facilities within the agency) for the worker's district. OCFS workers can use the **Close Agency to Intake for ALL** check box to apply the status to the entire agency for all districts.

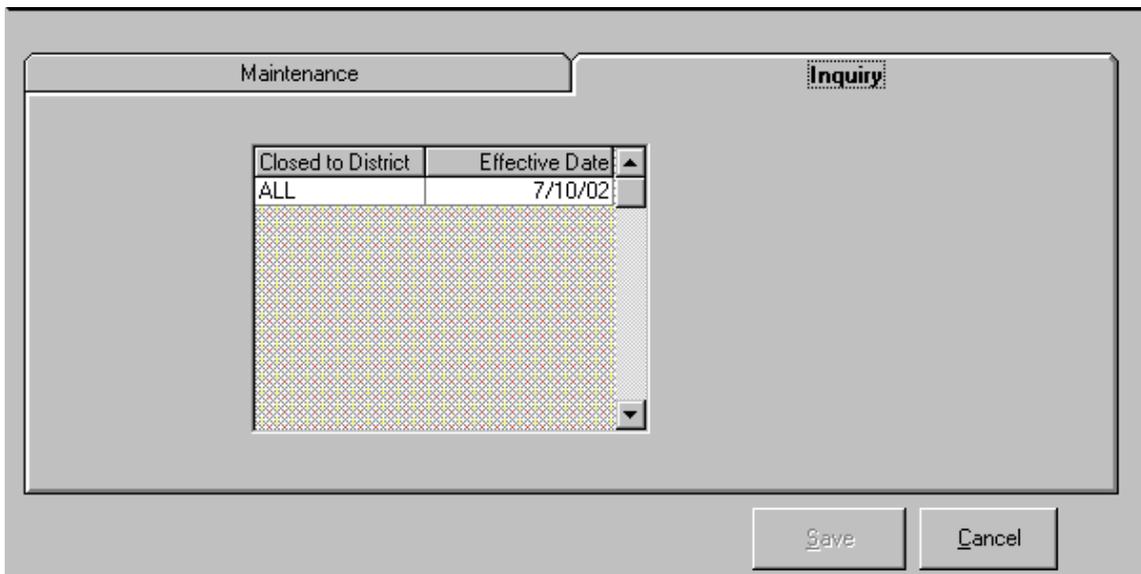
The Inquiry tab — Vacancy Control Closed To Intake

The type of resource selected determines which fields display on the **Inquiry** tab. When the window is opened for a facility, a grid with following two columns displays:

- **Closed to District** — lists the districts that added Closed to Intake to the facility.
- **Effective Date** — captures the date the status was applied.

When the window is opened for an agency, a grid with the following three columns displays:

- **Closed to District** — lists the districts that added Closed to Intake to the agency.
- **Closed for Facility Types** — lists the facility types that the status was applied to.
- **Effective Date** — captures the date the status was applied.



Vacancy Control Closed To Intake Report

In support of this function, the “Vacancy Control Closed To Intake Report” was created. This report contains a list of facilities and agencies (sorted by district) with detailed information for each facility or agency that have a Closed To Intake status. The report is generated weekly. All staff on the Closed to Intake Distribution List will be able to view this report from the Report List window. This list is maintained by NYS/OCFS.

Vacancy Control CD/Borough Award (NYC/ACS only)

The *CD/ Borough Award Maintenance* window allows NYC/ACS administration to indicate in CONNECTIONS which agencies have been awarded a neighborhood based service contract. The CD Awards apply to agencies that license Foster Boarding Homes and the Borough Awards apply to agencies that operate Congregate Care Facilities.

This window is accessed from the *Resource Detail* window by selecting “Vacancy Control CD Awards” from the **Options** drop-down menu.

The *CD/ Borough Award Maintenance* window is divided into three sections, the header, a middle section with tabs and a lower section with buttons. The header is pre-filled with view-only information for the selected agency.

The tab section is divided into two tabs, the **Foster Boarding Homes — CD Awards** tab and the **Congregate Care Facilities — Borough Awards** tab.

Foster Boarding Homes — CD Awards Tab

The **Foster Boarding Homes – CD Awards** tab is always active when the window is first opened. This tab displays a list of all NYC Community Districts. A check box next to each Community District indicates whether or not the selected agency was given an Award for the NYC/CD.

Workers must have the CD/ Borough Award Maintenance Business Function (BF) to modify information in this window. Workers that have the Vacancy Search BF can access the window in inquiry mode only.

The screenshot shows a software window titled "CD / Borough Award Maintenance" with a menu bar containing "File" and "Help". The main title is "CD / Borough Award Maintenance". Below the title are four input fields: "Agency Name" (Higley Center), "Agency ID" (A###), "Address" (1 Main Street, BRONX, New York 10465-2402), and "Phone" ((718) 111-1111). A horizontal line separates this section from a lower section containing two tabs: "Foster Boarding Home - CD Awards" (selected) and "Congregate Care Facilities - Borough Awards". The "Foster Boarding Home - CD Awards" tab contains a list of Community Districts with checkboxes next to them. The list includes: Bronx: Concourse/Highbridge, Bronx: East Tremont, Bronx: Fordham, Bronx: Hunts Point, Bronx: Morrisania, Bronx: Mott Haven, Bronx: Pelham Parkway, Bronx: Riverdale, Bronx: Throgs Neck, and Bronx: Unionport/Seward. Below the list are "Save" and "Cancel" buttons.

Adding a Community District (NYC/CD) Award

1. Click on the checkbox next to the CD to indicate that the selected agency is given an Award for the CD.
2. Click on the **Save** button to save the changes.
The Resource Detail window displays.

Deleting a Community District (NYC/CD) Award

1. Click on the checkbox next to the CD to remove the indicator.
2. Click on the **Save** button to save the changes.
The Resource Detail window displays.

Congregate Care Facilities — Borough Awards Tab

The **Congregate Care Facilities — Borough Awards** tab displays a list of all boroughs. A check box next to each borough indicates whether or not the selected agency was given an Award for the borough.

Workers must have the CD/ Borough Award Maintenance Business Function (BF) to modify information in this window. Workers that have the Vacancy Search BF can access the window in inquiry mode only.

CD / Borough Award Maintenance

File Help

CD / Borough Award Maintenance

Agency Name: Higley Center Agency ID: A##

Address: 1 Main Street
BRONX, New York 10465-2402 Phone: (718) 111-1111

Foster Boarding Home - CD Awards Congregate Care Facilities - Borough Awards

Borough

- BRONX
- BROOKLYN
- MANHATTAN
- QUEENS
- STATEN ISLAND

Save Cancel

Adding a Borough Award (NYC/ACS Only)

1. Click on the checkbox next to the borough to indicate that the selected agency is given an Award for the borough.
2. Click on the **Save** button to save the changes.
The Resource Detail window displays.

Deleting a Borough Award (NYC/ACS Only)

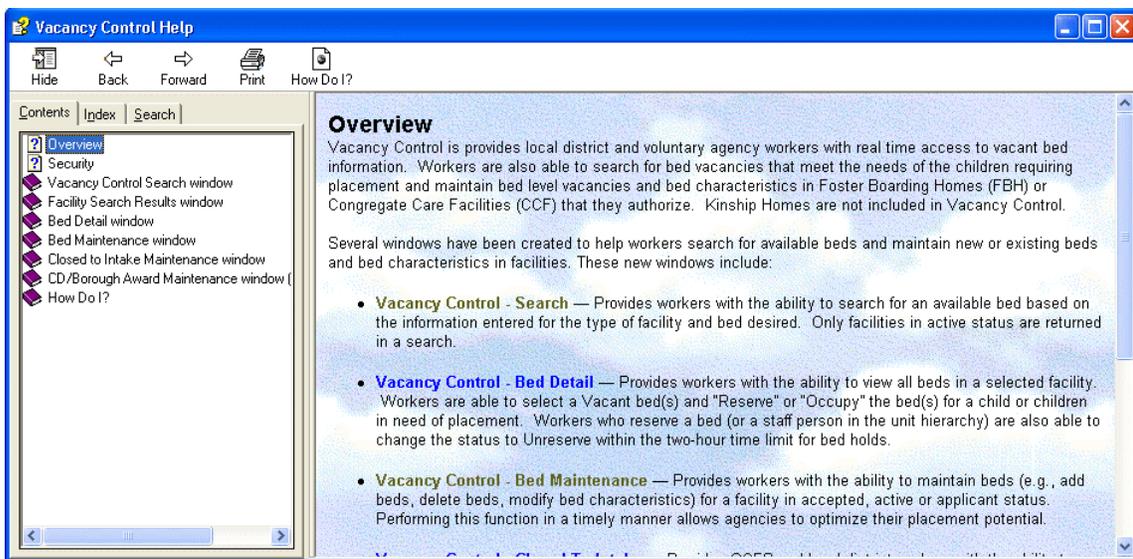
1. Click on the checkbox next to the borough to remove the indicator.
2. Click on the **Save** button to save the changes.
The Resource Detail window displays.

Updates to the CONNECTIONS Online Help system

Context-sensitive help information is available for all elements in Vacancy Control windows, including tabs, grids, buttons, and individual fields. Click on an element to make that element “active” and then press the **F1** key on your keyboard to display information about that element in Vacancy Control. Once you are in the Help system, the Table of Contents enables you to access help information about other elements of Vacancy Control.

Online Help includes the following features:

- A Table of Contents allowing access to additional Help information.
- Index and Search functions providing alternate means of finding information.
- Hyperlinks appear throughout the Online Help system. These links will take you directly to related information such as definitions and procedural guidelines.



In addition to context-sensitive help information about Vacancy Control elements like fields, tabs and buttons, the Vacancy Control Help system includes the following additional features:

- **Vacancy Control Overview**
A high-level summary of the Vacancy Control system, including a list of its features and functions. This overview is accessed directly by clicking on the **Help** menu in a Vacancy Control window and selecting the **Vacancy Control Help** command.
- **“How Do I?” Help**
Information about how to navigate within Vacancy Control and how best to utilize its functions.

Appendix A



NYC Administration for
Children's Services

DEFINING MILD, MODERATE AND SEVERE CHILD CHARACTERISTICS FOR VACANCY CONTROL MAINTENANCE

Introduction

In an effort to achieve maximum efficient vacancy utilization in the new Vacancy Control System (in CONNECTIONS), the Office of Placement Administration (OPA) is providing definitions of the terms, Mild (1), Moderate (2) and Severe (3) as applied to child and bed characteristics. OPA has defined the terms listed below, and illustrated them with specific examples of the applicability of the terms to child and bed characteristics. In addition, there is a list of "Additional" definitions that may be helpful in maintaining the Vacancy Control System.

Definitions

The definitions of Mild (1), Moderate (2) and Severe (3) as applies to Behavior, Emotional, Physical and Learning characteristics, have varying degrees of subjectivity, from the perspective of both the OPA placement worker and the foster care agency Intake Coordinator. There are, however, certain guidelines to provide some uniformity of definition:

- **"0"** - usually applies to characteristics that present no known condition or problem; or, child and bed characteristics may be left blank.
- **Mild** - usually applies to characteristics that present a minor condition or problem that does not significantly affect functioning. **Mild** is represented by the Number 1.
- **Moderate** - usually applies to characteristics that present a condition or problem that may affect functioning and that may require specialized services or treatment. **Moderate** is represented by the Number 2.
- **Severe** - usually applies to characteristics that present a serious condition or problem that significantly affects functioning and that requires intensive services or treatment. **Severe** is represented by the Number 3.

Specific Examples

Following, are some examples of Mild, Moderate and Severe characteristics to illustrate the definitions:

Behavior: Frustration

1. Mild - Easily frustrated, but remains under control
2. Moderate - Loses temper easily, but exhibits no violent behavior
3. Severe - Loses temper and loses control, causing harm to self, others or property

Emotional: Bed Wetting

1. Mild - Occasional bed wetting
2. Moderate - Some bed wetting that may require some treatment
3. Severe - Frequent bed wetting that requires special treatment

Physical: Newborn (Substance Abuse)

1. Mild - Evidence of substance abuse during pregnancy- no sign of any delay at this time
2. Moderate - Evidence of substance abuse during pregnancy- some indication of delay
3. Severe - Evidence of substance abuse during pregnancy, significant physical and developmental delays; fetal alcohol syndrome

Learning: School Achievement

1. Mild - Minor difficulty in maintaining grades
2. Moderate - Some learning problems - 2 levels below age group in reading and math
3. Severe - Major learning problems requiring intensive educational testing and services

Additional Definitions

In addition to the definitions described above, there are two characteristics that require explanation:

- To describe a child's HIV status, the indication is "YES" / "NO."
- To describe the range of intelligence for a child, the following levels apply:

Average Intelligence- 90-109>	* Mild - Capable of developing social and verbal skills up to a 6th grade level and sufficient for self-support
Borderline Retardation- 70-89 (70 and above is within the normal range)	* Moderate - Capable of some communication and learning vocational skills; difficulty with social functioning
Mild Retardation- 55-69	* Severe - Poor motor and verbal skills; some limited ability to perform supervised work
Moderate Retardation- 40-54	* Profound - Requires constant care, structured environment; limited self-care
Severe Retardation- 25-39	* Un-testable - Requires constant care and supervision; unlikely to acquire self-care skills.
Profound Retardation - 0-24	
Un-testable- <0	