



Office of Children
and Family Services

FAD- How to Create a New FAD Home

Creating a New Foster Home: Learning Points

- How to search to see if Home was previously certified
- How to create a Brand New FAD home
- Assigning a worker as primary and secondary
- Adding People to household- search, relate or new
- FA Home Person Detail- SEL, SCR, Finger Prints, Medical Exam (all required elements for certification)
- Generating a Finger Print Letter
- Changing Inquiry Status to Applicant Status (adding age range, capacity and program)



Learning Points Continued

- Home Demographics Link: Importance of Vendor ID
- FAD Check List
- Using Contacts
- Resource Characteristics
- Home Study



Review of Navigation

- Make Sure you are searching to see if the home previously existed. You need to “re-open” a closed home, not create a new one if it’s already in the system. *Do NOT “re-open” an adoption subsidy home*
- Starting New opens the home, then people need to be added
- 1 Primary worker; as many secondary workers as needed.
- Make sure you are searching to see if person already exists in the system. If they do, “relate” to stage which adds to person list. If not, “new” and need to add information
- FA Home Person Detail- Need to have this filled to progress to Active Accepted. It auto checks on the license page once completed



Review of Navigation

- Once they fill out application, need to progress from Inquiry to Applicant and follow timeline
- To progress to fully certified, needs to have gender, age range, capacity, and at least one program choice
- Vendor IDs are linked to overall agency and assigned by state
- FAD check list optional but needs to be completed if used
- All contacts, visits and training should be documented to show all the things they need to become certified
- Resource characteristics – Directly linked to how they will be matched with children. Needs to be BOTH family self assessment as to what needs they can meet as well as AGENCY assessment of what the family can handle





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Review of Navigation

- Home Study Final Assessment and Determination is **REQUIRED** to be completed.
- Additional written documentation can be uploaded to support this.
(Navigation on how to do this is detailed in another WebEx)

Contact Information

If you have additional questions or require more hands on navigational support please contact your Connections Regional Implementation Team

You can find your region's contact information on the following Website: <https://ocfs.ny.gov/connect/contact.asp>

Thank You!