

# FAD Stage Basic Navigation

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Where to find information and  
How to navigate windows for  
existing FAD homes

# Basic Navigation

What we  
will be  
exploring

## **During this Training you will learn:**

- Explanation of Workload grid and columns
- How to change a Case Name
- Understanding Case Summary
- How to assign Primary and Secondary roles
- Person List information - Review of Detail, Address, Phone, AKA, Additional Detail, Home Member Training and FA Home Person Detail tabs
- Critical Information such as Fingerprints, SEL, SCR Clearance, and medical dates/results

# Basic Navigation

## Learning Points cont.

- Home Demographics window highlights
- Importance of License window
- Using the FAD Checklist (optional)
- Documenting Contacts
- Viewing Home History
- Navigating Annual Reauthorization (MUST be completed electronically)
- Reviewing a Home Study (MUST be completed electronically)

# Basic Navigation

## Learning Points cont.

- Entering Resource Characteristics (to match with potential referrals in the Placement process)
- Using a Corrective Action Plan
- Using a Waiver/Exception
- Overview of the Close Home window (details/instructions are covered in a separate training)
- Overview of Uploads functionality (details/instructions are covered in a separate training)

# Highlights: Basic Navigation

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- On the Workload grid, homes have multiple unique numbers that mean different things
  - Resource ID
  - Stage ID
  - Case ID
  - Start Date = creation of FAD stage
  - Assign date = when assigned to your Workload

# Highlights: Basic Navigation

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- Highlighting a home (FAD stage) on the Workload grid activates the links in the left Navigation Pane
- Changing the Stage Name requires selecting a person from the Person List. If needed, change the person's name PRIOR to changing the stage name.
- Only 1 person may be assigned as Primary worker. Can be multiple Secondary workers.
- Only the Primary worker can close a home.

# Highlights: Basic Navigation

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- **Person List** is where information regarding each person is recorded. Some of this information transfers over to the Licensing window.
- You must fill out Native American tribal affiliation box in the **Additional Info** tab to submit home for approval

# Highlights: Person List

A red asterisk (\*) means that information is required to enable the Save button

Medicals are needed for all household members

SCR check required for all household members over 18 when home is certified

Fingerprints for all household members over 18 – safety assessment for any fingerprint result is in left navigation pane

An SEL “hit” requires an explanation as to why the home can still be certified and the child would be safe

Out of State SCR requests must be sent when lived out of state within last 5 years



# Highlights: License Window

- Home License window is where home is progressed from **Inquiry**, to **Applicant** to **Accepted-Active**.
- Choose **Setting** and **Type**
- Must set age range for *each* gender
- **Capacity** is based on Homefinder's assessment, NOT just physical space, but ability of foster home to manage and meet the needs for that number of children.
- Checkboxes for SEL, Fingerprints, Medical, SCR are all checked automatically once information is entered in Person List, FA Home Person Detail tab.
- Program types are what an agency is **licensed** for AND what a foster family is **TRAINED** for (regular, therapeutic, etc) Must have at least 1 program type.

# Additional Highlights

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- **Home Demographics:**
  - Always make sure it is YOUR agency name in this window.
  - Vendor ID **MUST ALWAYS HAVE 8 DIGITS** - do NOT drop the two zeros at the front for the number!
- **FAD Checklist** can keep you on task with timelines and regs
- Document **Contacts** made with the home including face to face, letters, emails, phone calls when addressing anything of significance.

# Additional Highlights

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- **Home History:** Captures length of time home has been opened and if any gaps. Reads from bottom up.
- All **home studies** **MUST** be completed in **CONNECTIONS** electronically- check which type, initial, interim, re-open
- **Save and Submit** in narrative window **ONLY** allows supervisor to review home study, does **NOT** submit for opening- that is done in license window.

# Contact Information

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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!