

NEW YORK STATE
 DEPARTMENT OF SOCIAL SERVICES
 40 NORTH PEARL STREET, ALBANY, NEW YORK 12243 - 0001



CESAR A. PERALES
 Commissioner

ADMINISTRATIVE DIRECTIVE

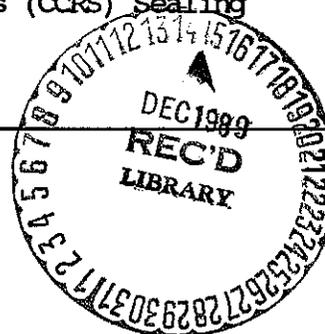
TRANSMITTAL: 89 ADM-48

TO: Commissioners of
 Social Services

DIVISION: Family and Children
 Services

DATE: December 11, 1989

SUBJECT: Foster Care: Child Care Review Services (CCRS) Sealing
 Requirements



**SUGGESTED
 DISTRIBUTION:**

Directors of Services
 Child Welfare Supervisors
 Foster Care Staff
 WMS/CCRS Liaisons
 Staff Development Coordinators

**CONTACT
 PERSON:**

Procedures: Jerry Seeley
 Bureau of Services Information Systems
 (518) 432-2937

Policy: Regional Office Director:

Albany: John O'Connor - (518) 432-2751
 Buffalo: Linda Brown - (716) 847-3145
 Metropolitan: Fredric Cantlo - (212) 804-1202
 Rochester: Linda Kurtz - (716) 238-8201
 Syracuse: Jack Klump - (315) 428-3230

ATTACHMENTS:

There are no attachments to this ADM.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		465.1(a) (5)			

DSS-296EL (REV. 9/89)

I. PURPOSE

The purpose of this directive is to advise you of the procedures that the Department has implemented to fulfill regulatory requirements for sealing the CCRS records of children discharged from foster care and of the steps necessary to designate staff who will be able to access the sealed data.

II. BACKGROUND

Department regulation, 465.1(a)(5), requires that "the child care review service shall remove from its records and seal the individual identifying information, excluding non-identifying child or family data to be used for historical purposes, concerning any child who has been discharged from foster care. such information would be unsealed when the child returns to foster care."

III. PROGRAM AND IMPLICATIONS

These sealing procedures were produced on April 24, 1989. They restrict on-line inquiry of CCRS foster care placement related information after a child has been discharged (final discharge), except to designated staff. This will be accomplished through the implementation of a Sealing Indicator that will be attached to designated system passwords. Only local district staff who have been designated will have access to sealed CCRS information.

Please note that the parenthetical phrase (final discharge) means that the local commissioner no longer has custody of the child. This does not include trail discharge or that period of time after which supervision ceases. In addition, Federal, State and Department Audit and Quality Control Staff have the right to access to sealed CCRS information as part of an auditing or investigative responsibility.

The child's CCRS status will determine what information will be sealed by CCRS as follows:

- (A) A child whose case has been closed will have all placement data from the previous track(s) sealed.
- (B) A child on Final Discharge will have all placement information prior to and including the discharge date sealed.
- (C) A tracked child (i.e., a child who has been discharged from foster care but whose case is open for preventive or protective services) will have all placement information sealed unless or until the child is re-placed in foster care.

IV. REQUIRED ACTION

You should have made your staff designations by the implementation date of April 24, 1989. The guidelines for your selection follow:

- (A) Local districts should authorize designated staff to access sealed CCRS information based on their need to carry out their responsibilities. Staff with fiscal and sanctioning responsibilities will need access to sealed placement data to reconcile sanction and/or fiscal issues.
- (B) Staff responsible for reports and statistical data may need access to determine that such reports are prepared accurately.
- (C) Staff persons responsible for child welfare intake and foster care placement will need access to determine prior foster care histories. It may not be necessary or useful to so designate all foster care staff, for example, but rather to designate a staff person or persons to be responsible for performing these cross-references.
- (D) The designation of staff to access sealed data will be handled through the on-line TTSS system. TTSS coordinators will use the on-line screen to add the Sealing Indicator to the individual sign-on password.
- (E) The Sealing Indicator must be added by the local districts to the system passwords/sign-on codes for the individuals you wish to designate to have access to sealed CCRS information. Specific instructions for designating staff and guidelines for selecting those to be designated are attached. (Attachment A, "Designation of Staff").
- (F) Authorized users (i.e., those persons you have designated) will be alerted by CCRS via screen message upon their inquiry to CCRS that the placement data being viewed has been sealed and access is restricted. This warning is to avoid inadvertant copying and distribution of sealed data.

V. SYSTEMS IMPLICATIONS

The following is a list of sealable placement information data elements and appropriate values that will be sealed in the above situations:

1. Relationship qualifier (DE 36131)

Value

- C Adoptive Parent
- D Kindship Adoptive Parent
- E Foster Parent
- F Kinship Foster Parent

2. Location Code (DE 36103)

Value

- D FC Placement - Institution
- E FC Placement - Foster Boarding Home
- F FC Placement - Group Residence
- G FC Placement - Group Home
- H FC Placement - AOEH
- O FC Placement - DFY Facility

3. Activity Codes

A All activities prefixed by 'M' except M999. *M999 is sealed if M910 is present and

- 1) M990 date equals M999 date, or
- 2) M999 date not equal to M990 date and M999 Modifier B (reason for discharge) has a value of 535, 553 or 570 through 585, or
- 3) M999 and no M990 since last placement

B Adoption Activities - all activities prefixed by 'A'.

C Goal Activities

Value

- G100 01 - Discharge to Parent/Legal Guardian
- G250 02 - Discharge to other PRP
- G700 03 - Discharge to Independent Living
- G400 04 - Discharge to Adoption
- G800 05 - Discharge to Adult Residential Care
- G700 10 - Independent Living - Unaccompanied Refugee

D Legal Activities - all activities prefixed by 'L'

E Notification Activities - N400 (Notification of intent to discharge to independent living sent)

F Exception and Monitoring Activities - all following activities prefixed by 'E':

E012	E100	E135
E013	E105	E140
E014	E110	E145
E017	E115	E150
E018	E120	E980
E020	E125	E990
E026	E130	

G Miscellaneous Activities

- S100 - Modifier A=01 - (IV-E-FCAA)
- S900 - Transitional Care Approved

4. Service Program Choice (DE 36231)

Value

C Placement

5. Service Program Choice Reason (DE 36111)

Value

- B Voluntary Surrender
- AA Termination of Parental Rights
- GG Court Order Placement
- W Speed Discharge
- EE Risk of replacement/unplanned discharge
- T Risk of replacement/recurrence of reason for placement
- FF Risk of replacement/family court contact

6. Permanency Planning Goals (DE 362901)

Value

- 01 Discharge to parent/legal guardian
- 02 Discharge to other PRP
- 03 Discharge to independent living
- 04 Discharge to adoption
- 05 Discharge to adult residential care
- 10 Independent Living - unaccompanied refugee

7. Worker Function (DE 36118)

Value

- A Adoption
- N Independent Living Service Worker

8. Service Needs (Child DE 36204, Family DE 36205)

Value

- 37 Adotption
- 38 Foster Care
- 43 Residential Program (OMH)
- 44 Residential Program (OMRDD)
- 45 Residential Program (DFY)
- 47 Adult Residential Care
- 48 After Care Services
- 61 Independent Living Program

VI. ADDITIONAL INFORMATION

NONE

VII. EFFECTIVE DATE

This Directive is effective December 1, 1989 retroactive to April 10, 1989.



Joseph Semidei
Deputy Commissioner
Division of Family and Children
Services

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