



Office of Children and Family Services

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Governor

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Administrative Directive

Transmittal:	23-OCFS-ADM-08
To:	Local Departments of Social Services Commissioners Voluntary Authorized Agencies Executive Directors
Issuing Division/Office:	Division of Child Welfare and Community Services
Date:	May 11, 2023
Subject:	Preventive Services Agency Attestation Instructions
Suggested Distribution:	Preventive Service Supervisors CONNECTIONS Implementation Coordinators
Contact Person(s):	See section V.
Attachments:	OCFS-5049, <i>Preventive Services Agency Attestation</i>

Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18 NYCRR 423.2(b)	SSA §471(e)(4)(B) SSA §371(10)(a) and (b) NPA §102(5)(a) Family First Prevention Services Act (FFPSA) of the Bipartisan Budget Act of 2018 (P.L. 115-123)		https://ocfs.ny.gov/main/sppd/docs/FFPSA-Prevention-Plan-2022-07-29.pdf

I. Purpose

The purpose of this Administrative Directive (ADM) is to inform preventive services agencies of the requirement to submit an attestation that they have met certain program requirements if they are seeking to implement an evidence-based program (EBP) for preventive services under the Family First Prevention Services Act (FFPSA). The EBPs must also be approved under the New York State Prevention Plan.

II. Background

The Family First Prevention Services Act of 2018 transforms federal child welfare financing streams to allow funding for services to families whose children may be at risk of entering foster care. The law aims

to prevent unnecessary removal of children from their families by allowing federal funding for mental health services, substance use treatment, and in-home parenting skills training.

III. Program Implications

As part of New York State's Prevention Plan, approved August 2, 2022, the New York State Office of Children and Family Services (OCFS) identified evidence-based programs that LDSSs can provide or contract for and seek federal Title IV-E reimbursement. Many LDSSs will contract with preventive services agencies for these services.

Each preventive services agency will be notified of the vendor and resource ID they are assigned for each individual evidence-based program they are providing. The vendor and resource ID are necessary when contracting with a local department of social services (LDSS), and OCFS suggests utilizing the EBP-specific vendor and resource ID when billing the LDSS for services being provided.

IV. Required Action

Preventive services agencies must obtain a vendor ID and resource ID for each preventive evidence-based program they provide in order for an LDSS to contract with them for these services.

Process for Existing Preventive Agencies in CONNECTIONS

Each preventive services agency currently listed in CONNECTIONS that wants to provide any of the evidenced-based services must complete the attached *Preventive Services Agency Attestation* (OCFS-5049). A list of the evidenced-based services and required manuals are noted in Section II of OCFS-5049. The preventive services agency must attest to the following:

- The agency's legal status.
- The agency employs a trauma-informed model of care (TIC).
- The agency's training plan requires all staff to complete trauma-informed care and provides the name of the training, which must include the learning objectives listed in the modules of Attachment A.
- The evidence-based program they are providing is based on the required manual approved in the New York State's Prevention Plan.

The preventive services agency must submit the attestation to the OCFS mailbox at ocfs.sm.agency.ff.attest@ocfs.ny.gov. The preventive services agency will be notified of the vendor and resource IDs assigned to the agency for each evidence-based program. The vendor and resource IDs will be used by an LDSS when contracting with the preventive services agency. Additional attestations must be submitted any time a new evidence-based service is being provided.

Upon receipt of the *Preventive Services Agency Attestation*, OCFS will review the document for completeness and assign both the vendor and resource IDs for each evidence-based service listed. OCFS will email the form back to the email address provided when the attestation was submitted.

Once the vendor and resource IDs have been entered into CONNECTIONS by OCFS staff, the LDSS will be able to see the vendor and resource IDs in the Resource Directory and must create a Contract Header in CONNECTIONS for the Family First preventive vendor. Once a Contract Header has been created, please contact the CONNECTIONS implementation staff to "maintain the vendor" so it may be moved to the Benefits Issuance and Control System (BICS) vendor file. The vendor ID will be used by

the LDSS in the writing of Family First-specific purchase of service (POS) lines in the Welfare Management System (WMS) when authorizing Family First preventive services and in BICS for processing evidence-based services payments.

Process for Preventive Services Agencies Not Currently in CONNECTIONS

Any new preventive services agency currently not in CONNECTIONS should reach out to their respective regional office, which will work with the CONNECTIONS implementation team to get your agency established in CONNECTIONS. Once the agency is established in CONNECTIONS, the above outline process is required.

V. Contacts

Any questions concerning this release should be directed to the appropriate regional office, Division of Child Welfare and Community Services.

Buffalo Regional Office – Amanda Darling (716) 847-3145
Amanda.Darling@ocfs.ny.gov

Rochester Regional Office – Chris Bruno (585) 238-8201
Christopher.Bruno@ocfs.ny.gov

Syracuse Regional Office – Sara Simon (315) 423-1200
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Albany Regional Office – John Lockwood (518) 486-7078
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Westchester Regional Office – Sheletha Chang (845) 708-2499
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New York City Regional Office – Ronni Fuchs (212) 383-2427
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Native American Services – Heather LaForme (716) 847-312
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VI. Effective Date

This ADM is effective immediately upon release.

/s/ Lisa Ghartey Ogundimu, Esq.

Issued by:

Name: Lisa Ghartey Ogundimu, Esq.

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services