



# Office of Children and Family Services

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## Local Commissioners Memorandum

<b>Transmittal:</b>	18-OCFS-LCM-14
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Strategic Planning and Policy Development, Child Welfare and Community Services
<b>Date:</b>	August 10, 2018
<b>Subject:</b>	<b>Child Protective Services Manual Updates</b>
<b>Contact Person(s):</b>	<a href="mailto:ocfs.sm.policy@ocfs.ny.gov">ocfs.sm.policy@ocfs.ny.gov</a>
<b>Attachments:</b>	CPS Manual CH 5 Page D3 Replacement CPS Manual CH 6 Page B3 Replacement CPS Manual CH 6 Page K4 Replacement CPS Manual CH 7 Page B3 Replacement CPS Manual CH 14 Page Replacements Sections B, M CPS Manual CH 14 Page Additions: <ul style="list-style-type: none"><li>• Fatality Checklists and Instructions</li></ul>

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSS) of updates to the *New York State Child Protective Services Manual* (CPS Manual; December 2017). These updates replace prior iterations of the manual and are intended to reflect the most recent law, regulation, and policy. Also, included in this update are revisions to sections where additional clarifying information was necessary, as well as resources added to the appendix for use by child protective services (CPS).

### II. Background

The purpose of the CPS Manual is to provide a comprehensive resource that incorporates current law, regulation, relevant guidelines, and procedures in child protective services guidance to CPS in putting those laws, regulations, and policies into operation. The CPS Manual is a principal source for CPS training and contains a glossary of terms and an appendix that contains many useful tools for CPS workers to use.

The CPS Manual was revised and published on December 22, 2017. The 2017 version includes improvements in formatting, organization, and use of plain language make it useful. Its structure now follows the flow of a CPS case to enhance its utility. It also expands chapters to reflect areas of growth in practice, and it adds new information related to Family Assessment Response.

Recognizing the importance of providing regular, updated information to the field, the New York State Office of Children and Family Services (OCFS) is providing “real time” page replacements for the CPS Manual. Each page replacement will have the date of the replacement on the page footer. Where appropriate, new text is highlighted and deleted text is shown as strikethrough text in each page replacement. At the end of each calendar year, all edits to the manual will be finalized and a new version will be issued for the subsequent calendar year. All prior versions of the manual will be archived and will be available on the OCFS intranet and internet pages.

The attached documents represent the first set of revisions to the manual. They include page replacements for the following chapters:

- **Chapter 5:** Family Assessment Response
- **Chapter 6:** Child Protective Services Investigations
- **Chapter 7:** Investigation in Foster Homes and Child Day Care Programs
- **Chapter 14:** Appendices

### III. Program Implications

The most current version of the manual when using it as a resource. All prior versions of the manual will be archived and maintained on the OCFS website. Specific page replacements in this update include:

#### Chapter 5: Family Assessment Response

- *FAR chapter correction - Section D, page D-3*

#### Chapter 6: Child Protective Services Investigations

- *Face-to-face contacts clarification - Section B, page B-3*
- *Protocol for reports on fatalities – Section K, page K-4*

#### Chapter 7: Investigation in Foster Homes and Child Day Care Programs

- *Clarification regarding CPS reports in Foster Boarding Homes - Section B Page B-3*

#### Chapter 14: Appendices

- *KinGap Relative Model Notification Letter - Section B Page B-7*
- *Parent of Sibling Model Notification Letter – Section B Page B-9 (also available in Spanish)*

- *KinGap Non-Relative Notification Letter – Section B, Page B-11 (NEW) (also available in Spanish)*
- *Fatality Report Checklist Instructions (NEW)*
  - *Fatality Checklist – SCR*
  - *Fatality Checklist Non-SCR*
- *Kinship Care – Section M, Pages M1, M2*

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