

APPENDIX C1: CLASSIFICATION INSTRUCTIONS AND SURVEY INSTRUMENT

GENERAL INSTRUCTIONS

Page 1 of 1 - August 2006

GENERAL INSTRUCTIONS

Appendix C of the Standards of Payment Manual contains these General Instructions, the Instruction Booklet, the Questionnaire, and the Answer Sheet/Data Entry Form for completing the Child Classification Self-Survey of Characteristics of Children in Residential Facilities

The Instruction Booklet has specific guidelines, definitions and examples to use in completing the Questionnaire.

We recommend you use the Instruction Booklet hand-in-hand with the Self-Survey Questionnaire to ensure a complete understanding of the questions and consistency within the overall survey.

You will record your answers to the Self-Survey Questionnaire on the Answer Sheet that also serves as a form for Data Entry.

When you have completed all of your Answer Sheets, your agency coordinator can have a designated person enter the data from the Answer Sheets into the database: Classification Data Entry. By clicking on the link below, you can access the General Instructions, the Instruction Booklet, the Questionnaire, and the Answer Sheet/Data Entry Form in the folder for Program Class – Self Survey on the OCFS Internet site. Otherwise, these materials can be directly emailed to an Internet address.

Rate Setting Home Page: <http://www.ocfs.state.ny.us/main/rates/FosterCare/SelfSurvey/>

➤ **Before you conduct a Self Survey, you must make arrangements with the OCFS - Rate Setting Unit. The OCFS - Rate Setting Unit will select the survey sample and discuss other relevant issues with you. Please contact:**

Dan Zeidman at 518-474-1384; or by E-mail through the Internet at:

Daniel.Zeidman@ocfs.state.ny.us.