



New York City Children's Services

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Policies, Procedures and Memorandums Issued In **2010**

This document contains a complete list and brief description of policies, procedures and memorandums that were signed by the Commissioner and/or issued by the Policies and Procedures Unit in 2010.

This newsletter also contains policies for which we frequently receive inquiries as well as "Recently Asked Questions" including an OCFS Q&A document concerning foster/adoptive boarding home compliance.

This document is issued by the Policies and Procedures Unit within the ACS Division of Policy and Planning. The Policies and Procedures Unit staff is as follows:

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This document provides instructions on accessing DocuShare. Once DocuShare access is obtained, access to the weblinks will be possible. If you have DocuShare access and you wish to access the weblinks, right click on the weblink then click on Open Weblink.

A. Provision of Preventive Services in Conjunction with Foster Care Services: Revised Procedures- February 2, 2010, Procedure 2010/01

PURPOSE: Children's Services encourages the use of community-based preventive services for children and their families during a child's placement in foster care and/or after discharge from foster care. This guidance articulates procedures for foster care agencies to follow as they arrange for community-based services for children returning from foster care and for their families. This procedure was written to introduce revised business processes for both foster care provider agency and Children's Services staff when arranging preventive services to be provided in conjunction with foster care services.

This document is available via Children's Services DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » General Child Welfare Services » Procedures

Weblink: http://10.239.3.195:8080/docushare/dsweb/Get/Document-90096/2%20%2002%20%2010%20%20Provision%20of%20Preventive%20Services%20in%20Conjunction%20with%20Foster%20Care%20Services-Revised%20Procedures%20_%20Procedure%202010-01.pdf

For more information, contact Melody Grissom at 212-341-2848.

B. Transition to Foster Care Services- February 22, 2010, Procedure 2010/02- Revised/Re-Issued January 11, 2011

PURPOSE: To ensure that when children enter foster care:

- parents/caretakers, including non-custodial parents, know what foster care agency and worker is responsible for their child(ren);
- parents have an early opportunity to meet face-to-face with child protection staff, foster care agency workers, foster parents and;
- children have an opportunity to visit with their parents early in the foster care placement, preferably at the time of the transition meeting.

This document is available via Children's Services DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » General Child Welfare Services » Procedures

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-92271/2%20%2022%20%2010%20%20Transition%20to%20Foster%20Care%20Services.pdf>

For more information, contact Michael Hopson at 212-341-2858.

C. Provider Agency Access to DocuShare- February 24, 2010

PURPOSE: This document was e-mailed to the provider agencies to instruct them as to how to access DocuShare, the internet-based document management system for ACS. This document can be accessed by either the weblink below, or by scrolling down to page 23 of this document. This document was written in response to requests from the provider agencies for additional guidance on DocuShare access.

This document is available via Children's Services DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » Administrative » Policies

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-96163/2%20%2024%20%2010%20%20Provider%20Agency%20Access%20to%20DocuShare.pdf>

For more information, contact Glen A. Henry at 212-341-3192

D. Joint Policy Statement on the Reporting and Investigating of Educational Neglect- March 1, 2010, Policy 2010/01

PURPOSE: As part of a statewide effort led by the New York State Office of Children and Family Services (OCFS), the Administration for Children's Services and the New York City Department of Education have developed a joint policy statement for the reporting and investigation of educational neglect allegations to ensure inter-agency coordination and a shared protocol for addressing the complex issues that such allegations present.

This policy was written to comply with §34-a of the Social Services Law (SSL), which was amended to require the Commissioner of OCFS, in conjunction with the Commissioner of the State Education Department (SED), to develop model practices and procedures for local social services districts and school districts regarding the reporting and investigation of educational neglect.

This document is available through Children's Services DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » General Child Welfare Services » Policies

Weblink:

http://10.239.3.195:8080/docushare/dsweb/Get/Document-95210/3%20%2001%20%2010%20%20ACS_DOE%20Joint%20Policy%20on%20the%20Reporting%20and%20Investigating%20of%20Educational%20Neglect.pdf

For more information, contact Michael Hopson at 212-341-2858.

E. Transferring a PIN/DAS Case to a Community-Based Preventive Service Program- March 5, 2010, Procedure 2010/04

PURPOSE: This procedure clarifies the process for case transfers to community-based preventive services for families involved with Persons In Need of Supervision/Designated Assessment Services (PINS/DAS). This procedure was written to establish a uniform practice for transferring PINS/DAS cases to community-based preventive service programs.

This document is available via Children’s Services DocuShare via the following path (s):
Child Welfare Policies & Procedures » DPP Child Welfare Policies & Procedures » Foster Care » Procedures, or

Child Welfare Policies & Procedures » DPP Child Welfare Policies & Procedures » Preventive » Procedures

Weblink:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-93518/3%20%2005%20%2010%20%20Transferring%20a%20PINS-DAS%20Case%20to%20a%20Community%20Based%20Preventive%20Service%20Program.pdf>

For more information, contact Michael Hopson at 212-341-2858.

F. Case Planning and Case Management Responsibilities for Children Discharged from Care with Ongoing “Court Ordered Supervision” – March 9, 2010, Procedure 2010/03

PURPOSE: This document establishes protocols for the transfer of court-ordered supervision (COS) cases from foster care agencies to the Children’s Services Division of Child Protection/Family Service Unit (DCP/FSU). This guidance was issued to clarify existing procedures for strengthening ongoing communication among all service providers upon a child’s return to the community.

This document is available via Children’s Services DocuShare via the following path:
DPP Child Welfare Policies & Procedures » Foster Care » Procedures

Weblink:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-93540/3%20%2009%20%2010%20%20Case%20Planning%20and%20Case%20Management%20Responsibilities%20for%20Children%20Discharged%20from%20Care%20with%20Ongoing%20Court%20Ordered%20Supervision.pdf>

For more information, contact Melody Grissom at 212-341-2848.

**G. Guidelines for Family Team Conferencing (FTC) for Children Returning Home From Foster Care- March 11, 2010 ,
Commissioners Memorandum**

PURPOSE: This memorandum addresses the implementation of the Reunification/Discharge Family Team Conferences and provides guidance to supplement the Commissioner's Memorandum Family Team Conferencing for Children Returning Home, September 29, 2009.

This memorandum was written to introduce new protocols for ensuring no child is returned home from foster care without a Family Team Conference facilitated by Children Services with the Foster Care Provider Agency participating in the conference.

This document is available via Children's Services DocuShare via the following path:
DPP Child Welfare Policies & Procedures » Foster Care » Policies

Weblink:

[http://10.239.3.195:8080/docushare/dsweb/Get/Document-93711/3%20%2011%20%2010%20%20Guidelines%20for%20Family%20Team%20Conferencing%20\(FTC\)%20for%20Children%20Returning%20Home%20From%20Foster%20Care.pdf](http://10.239.3.195:8080/docushare/dsweb/Get/Document-93711/3%20%2011%20%2010%20%20Guidelines%20for%20Family%20Team%20Conferencing%20(FTC)%20for%20Children%20Returning%20Home%20From%20Foster%20Care.pdf)

For more information, contact Jacqueline Roth at 212-788-1413.

H. Form CS 701D, Notice of Removal of Child(ren) from a Foster Home (NOR)- March 26, 2010

PURPOSE: To alert staff that the form CS-701D (also known as the 10-Day Notice of Intent to Remove NOR) has been revised by the Children's Services Office of Advocacy. **Children Services and provider agency staff should discard all copies of previous versions immediately.** Foster care agencies must provide the NOR to foster parents prior to a planned removal of a child from a foster home or at the time of (or as soon as possible subsequent to) an emergency removal due to imminent risk of harm. Form CS 701D was revised to minimize errors/omissions and to increase uniformity across all users.

This document is available via Children's Services DocuShare via the following path:
Forms » Advocacy » CS 701D

Weblink:

English - http://10.239.3.195:8080/docushare/dsweb/Get/Document-96151/CS%20701D%20English_Rev_8_09.pdf

Spanish - http://10.239.3.195:8080/docushare/dsweb/Get/Document-96152/CS-701D_Spanish_Rev._1_10.pdf

For more information, contact Dana Guyet at 917-551-7967

I. Revised Casework Contacts for Families with Children in Foster Care, March 30 2010, Guidance 2007/02

PURPOSE: This memorandum and chart describes Children's Services minimum casework contact requirements for children in their placement location (formerly know as home-based casework contacts) and for face-to-face contacts for all parents/relatives.

This memorandum was revised to clarify issues related to casework contacts with parents/discharge resources for children with a discharge goal of Another Planned Permanent Living Arrangement (APPLA) or Adult Residential Care. The accompanying chart was created to provide a casework contact summary and reference for case planners.

This document is available via Children's Services DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » General Child Welfare Services » Casework Contacts Documents

Weblink for document:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-95080/3%20%2030%20%2010%20%20Revised%20Casework%20Contacts%20for%20Families%20with%20Children%20in%20Foster%20Care.pdf>

Weblink for the chart:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-95085/Minimum%20Casework%20Contact%20Requirements%20For%20Foster%20Care%20Cases.pdf>

For more information, contact Melody Grissom at 212-341-2848.

J. New York State Anti-Trafficking Statute, March 30 2010

PURPOSE: This memorandum has been issued to comply with the New York State Anti-Trafficking Statutes as outlined in 09-OCFS-ADM-01-New York State Anti-Trafficking Statute. The state requires local social service districts to designate a Human Trafficking Liaison to provide guidance to its partners on the appropriate steps to take if they believe that a child(ren) in care is currently, or has been, the victim of human trafficking.

This document is available via Children's Services DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » General Child Welfare Services » Commissioner's Memorandums

Weblink:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-95191/3%20%2030%20%2010%20%20New%20York%20State%20Anti-Trafficking%20Statute.pdf>

For more information, contact Glen A. Henry at 212-341-3192.

K. Pre-Audit Procedure for Car Service Vendor Invoices, April 16, 2010, Procedure 2010/05

PURPOSE: In an effort to ensure that the Administration for Children’s Services has adequate controls over payments to its car service vendors, a new standardized pre-audit procedure has been developed. This procedure will help ensure proper contract management and payment to vendors.

This procedure was written to ensure proper contract management and proper payments to vendors who provide car services to Children’s Services staff in the borough offices. This procedure should be used when vendors submit invoices for payments and when ACS processes and audits these invoices for payments.

This document is available via Children’s Services DocuShare via the following path (s):
Policies and Procedures » DPP Child Welfare Policies & Procedures » Administrative » Procedures

This document can also be accessed via the following link:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-97762/4%20%2016%20%2010%20%20Pre-Audit%20Procedure%20for%20Car%20Service%20Vendor%20Invoices.pdf>

For more information, contact Glen A. Henry at 212-341-3192.

L. Amanda’s Law, May 13, 2010, Commissioner’s Memorandum

PURPOSE: To inform foster care provider agency and child care staff of the revised requirements of Amanda’s Law which sets the carbon monoxide detector installation requirements for residential programs. This memorandum was written to ensure that foster care provider agency staff and child care agency staff comply with the New York State Office of Children and Family Services (OCFS) Administrative Directive 10-OCFS-ADM-02, dated February 22, 2010, Standards of Installation and Maintenance of Carbon Monoxide Detectors and Amanda’s Law.

This document is available through Children’s Services DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » Foster Care » Commissioner's Memorandums

This document can also be accessed via the following link:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-101371/5%20%2013%20%2010%20%20Requirements%20of%20Amandas%20Law%20for%20Residential%20Programs.pdf>

For more information, contact Michael Hopson at 212-341-2858.

M. Referral and Admission Policy for Children Needing Nursing Homes or Skilled Nursing Facilities, May 19, 2010, Policy 2010/02

PURPOSE: This revised policy summarizes the critical steps to be taken for assessment and referrals of children entering foster care, or children in foster care, who may require nursing home or skilled nursing facility services. This policy also speaks to three initiatives at Children's Services which play a role in the determination of the need for such services: Placement Change Conferences (PCC), Child Safety Conferences (CSC), and the use of the Child and Adolescent Needs and Strengths assessment tool (CANS).

This document was written to clarify the criteria and steps that need to be taken in order to admit a child into a nursing home or skilled nursing facility.

This document is available through Children's Services DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » General Child Welfare Services » Policies

This document can also be accessed via the following link:

http://10.239.3.195:8080/docushare/dsweb/Get/Document-103108/5%20%2019%20%2010%20%20Referral%20and%20Admission%20Policy%20for%20Children%20Needing%20Nursing%20Homes%20or%20Skilled%20Nursing%20Facilities_Policy%202010-02.pdf

For more information, contact Michael Hopson at 212-341-2858.

N. Guidelines for the Provision of Emergency and Inpatient Mental Health Services for Children in Foster Care and Child Protective System, May 28, 2010, (Revised and Reissued November 12, 2010, Policy 2010/03

PURPOSE: This new policy provides guidance and clarifies responsibilities of foster care agencies to ensure coordination between child-serving agencies (child welfare, hospitals, mental health programs), when a child in foster care is psychiatrically hospitalized. This policy was written to ensure that planning for discharge of these children into a less restrictive setting is begun immediately and is carefully coordinated between child-serving agencies.

This document is available through Children's Services DocuShare via the following path:
Policies and Procedures » DPP Child Welfare Policies & Procedures » Foster Care » Policies

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-104102/5%20%2028%20%2010%20%20Guidelines%20for%20the%20Provision%20of%20Emergency%20and%20Inpatient%20Mental%20Health%20Services%20for%20Children%20in%20F%20C.p df>

For more information, contact Glen A. Henry at 212-341-3192.

O. Provision of Non-Medicaid Reimbursable Treatment or Services for Youth in Foster Care, June 7, 2010, Policy 2010/04

PURPOSE: This new policy is intended to support the health and well-being of children and youth in foster care by establishing a clear and consistent mechanism for responding to requests for medical and mental health services or treatment that are not Medicaid reimbursable.

This policy was written to reflect comments received from provider agencies and advocates to articulate a new, more structured process for handling situations in which a desired medical or mental health treatment is not covered by Medicaid and where foster care providers and Children's Services staff are seeking Children's Services support for each treatment.

This document is available via Children's Services DocuShare via the following path (s):
Policies and Procedures » DPP Child Welfare Policies & Procedures » Foster Care » Policies

Weblink: http://10.239.3.195:8080/docushare/dsweb/Get/Document-105398/6%20%2007%20%2010%20%20PRovision%20of%20Non-Medicaid%20Reimbursable%20Treatment%20or%20Services%20for%20Youth%20in%20%20Foster%20Care%20_Policy%202010%20-04.PDF

For more information, contact Glen A. Henry at 212-341-3192

P. Delegation and Centralization of Case Management Casework Requirements (Schedule B), June 23, 2010

PURPOSE: To reflect existing policies and procedures issued over the past six months, Children's Services Policy and Procedure Unit issued a revised version of the document entitled, *ACS Delegation and Centralization of Case Management Casework Requirements (aka "Schedule B")*. References to newly issued policies and procedures are summarized below and can be found throughout the text where appropriate. *Schedule B* will be updated biannually in support of required casework actions, documentation and timeframes for specific foster care case-related activities. This policy was written to reflect existing policies and procedures issued over the past six months. Specific changes are:

Final Discharges (Page 9)

- (New) Updated Instructions for Requesting CNNX Case Planner Role Re-assignment

The agency should notify the Children's Services CNNX Mailbox and request:

- 1) *Case Planner role be transferred in CNNX, and*
- 2) *The remaining foster care agency or accepting preventive provider be assigned the CNNX Case Planner role. Note: The referring agency should include the name of the new Case Planner in "CC" line of e-mail notification*

Final Discharges (Page 9)

- (New) Footnote # 13: Refer to ACS Procedure #2010/03 entitled, *Case Planning and Case Management Responsibilities for Children Discharged from Care with Ongoing "Court Ordered Supervision* and ACS Memorandum entitled *"Guidelines for Family Team Conferencing (FTC) for Children Returning Home from Foster Care"* both issued on 3/11/10.

Intra-Agency Transfer to a Different Level of Care (Page 11)

- (New) Footnote #18: Refer to ACS memorandum entitled, " *Family Team Conferencing in Residential Care*" (1/27/10)

Acceptance/Rejection for an Emergency Foster Care Placement (Page 13)

- (New) Footnote # 24: Refer to ACS Procedure #2010/02 entitled, *Transition to Foster Care Services* (2/22/10) for steps to be taken when a child is entering foster care. **NOTE** – *Procedure #2010/02 was revised and re-issued January 11 2011*

Change in Permanency Planning Goal: PPG/Discharge to APPLA (Page 14)

- (New) Footnote #29: Refer to ACS Guidance #2007/02 entitled, *Revised Casework Contacts for Families with Children in Foster Care* (3/30/10) for contacts with parents/discharge resources for children with a goal of APPLA.

Change in Permanency Planning Goal: PPG/Discharge to Adult Residential Care (Page 15)

- (New) Footnote #35: Refer to ACS Guidance #2007/02 entitled, *Revised Casework Contacts for Families with Children in Foster Care* (3/30/10) for contacts with parents/discharge resources for children with a goal of Adult Residential Care

Report of Abuse and Maltreatment of Foster Child (Page 16)

- (New Footnote #37): Refer to ACS Policy #2010/03 entitled, *Guidelines for the Provision of Emergency and Inpatient Mental Health Services for Children in Foster Care and Child Protective System*(5/28/10)
- (New) Footnote #40: Refer to ACS Policy #2010/01 entitled, *Joint Policy Statement on the Reporting and Investigation of Educational Neglect*, (3/1/10) and *Revised Form CS 701D, Notice of Removal of Child(ren) from a Foster Home* (3/26/10)

Preventive Services Begins/Ends (Page 23)

- (New) Footnote # 48: Refer to ACS Procedure #2010/03 entitled, *Provision of Preventive Services in Conjunction with Foster Care Services:* Revised Procedures (2/2/10)

Child Becomes Legally Free (Page 28)

- (New) Updated instructions:
Forward all relevant legal documents including freeing order via fax or hand delivery to Systems Support Office-
 - *Fax to "Attn: M. Sola" at 212-676-7444 or send via messenger to "Attn: M. Sola, Deputy Director for Operations, System Support Office, Central Team, 150 William Street, 4th Floor, Room 4K-5, New York, NY 10038*

This document is available via Children's Services DocuShare via the following path:
Foster Care>>>Family Team Conferencing & Case Management Delegation Documentation,
Weblink: <http://10.239.3.195:8080/docushare/dsweb/View/Collection-4482>

For more information, contact Melody Grissom at 212-341-2848

Q. Guidelines for Court Settlements, June 25, 2010, Commissioner's Memorandum

PURPOSE: This new policy gives guidance to FCLS attorney staff, child protective staff, and foster care agency staff on the appropriate use of Court Settlements to keep children safe.

This policy was written to further support the consideration of settlement alternatives in addition to court intervention to keep children safe where agreements can be reached with respondent parents and the attorneys who represent their children on court cases.

This document is available via Children's Services DocuShare via the following path (s):
DPP Child Welfare Policies & Procedures » Foster Care » Commissioner's Memorandums

This document can also be accessed by the following link

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-108591/6%20%2023%20%2010%20%20Guidelines%20for%20Court%20Settlements.pdf>

For more information, contact Margaret Morgan at 212-442-5132

R. Casework Requirements for 'Housing Subsidy Only' Preventive Service Cases, July 1, 2010, Policy 2010/05

PURPOSE: This policy describes case practice and planning expectations specific to these families, including regular casework contacts to monitor safety and to support planning for permanent and affordable housing. This document was written to clarify casework expectations of preventive staff for cases where housing subsidy is the only remaining service need.

This document is available through DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » Preventive » Policies

This document is also available via the following link: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-109985/7%20%20201%20%2010%20%20Casework%20Requirements%20for%20Housing%20Subsidy%20Only%20Preventive%20Services%20Cases.pdf>

For more information, contact Melody Grissom at 212-341-2848.

S. Recognition of Legal Same-Sex Marriages, Commissioner's Memorandum, July 1, 2010

PURPOSE: Children's Services is committed to ensuring that our staff and provider agency staff show respect for every staff, child, family, community member and foster family with whom we come into contact. As part of this commitment, Children's Services requires all staff and providers to recognize legal same-sex marriages when relevant in our dealings with staff, clients, families and others. These guidelines are effective immediately and are expected to be utilized when working with couples who describe themselves as married and have the documentation to prove it. This document was written to clarify Children's Services commitment to recognizing legal same-sex marriages.

This document is available through DocuShare via the following path: Policies and Procedures >> DPP Child Welfare Policies and Procedures>> General Child Welfare Services>> Commissioner Memorandums

This document is also available via the following link: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-109979/7%20%2001%20%2010%20%20Recognition%20of%20Legal%20Same%20Sex%20Marriages%20-%20ACS%20Staff.PDF> (For ACS Staff)

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-109980/7%20%2001%20%2010%20%20Recognition%20of%20Legal%20Same%20Sex%20Marriages%20-%20Provider%20Agency%20Staff.PDF> (For Provider Agency Staff)

For more information, contact Glen A. Henry at 212-341-3192

T. Interpretation Services for Deaf and Hearing Impaired Children and Family Members, Commissioner's Memorandum, July 13, 2010

PURPOSE: Whenever Children's Services Staff are interacting with a child or family member who is deaf or hearing impaired, we must arrange for sign language interpretation services to ensure that our communication is effective for the child and his/her family. We are obligated to do so by federal, state and local law. This document was written to ensure that no client of Children's Services is denied services due to his or her inability to communicate with Children's Services staff.

This document is available through DocuShare via the following path: Policies and Procedures>>DPP Child Welfare Policies and Procedures>>Foster Care>> Commissioners Memorandums

This document can also be accessed via the following link:
<http://10.239.3.195:8080/docushare/dsweb/Get/Document-111336/7%20%2013%20%2010%20%20Interpretation%20Services%20for%20Deaf%20and%20Hearing%20Impaired%20Children%20and%20Family%20Members.pdf>

For more information, contact Melody Grissom at 212-341-2848

U. Casework Contact Requirements for General Preventive Service Providers (Revised), August 23, 2010, Commissioners Memorandum

PURPOSE: To clarify to preventive provider agencies that case planners in General Preventive programs are required to see all of the children within a household at least once per month for both Child Welfare Service cases and Advocated Preventive Only (ADVPO) case types. This and all other standards articulated in the memorandum apply to families both with and without a history of Child Protective Services (CPS) Indication that are served in General Preventive Programs, including long-term Persons in Need of Supervision (PINS) cases, Beacon programs and Special Medical Programs. This memorandum replaces the Casework Contact Requirements for General Preventive Service Providers (Revised) memorandum that was issued March 8, 2007.

This document is available through DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » Preventive » Commissioner's Memorandums

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-117367/Casework%20Contact%20Requirements%20for%20General%20Preventive%20Service%20Providers-Revised%208-23-10.pdf>

For more information, contact Melody Grissom at 212-341-2848

V. Centralization of Data Entry Responsibilities Into Legacy Systems (CCRS and WMS)-DRAFT, October 18, 2010

PURPOSE: Children's Services is centralizing critical case management data entry functions in order to support data integrity, security of client-sensitive information, uniformity, and greater efficiency in our data systems. This document explains the new centralized information systems process and the specific guidelines and expectations for case opening, case maintenance and case closing activities. This **DRAFT** document was issued on October 18, 2010. The final document was issued January 14, 2011. The DocuShare path and weblink will be included in the 1st quarter Policies and Procedures Newsletter for 2011.

For more information, contact Melody Grissom at 212-341-2848

W. Notice of Placement Change to Attorneys, October 21, 2010, Commissioners Memorandum

PURPOSE: To ensure that case planners from either DCP or a foster care provider agency notify the attorney for the case if a placement change is anticipated.

This document is available through DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » Foster Care » Commissioner's Memorandums

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-139870/10%20%2021%20%2010%20%20Notice%20of%20Placement%20Change%20to%20Attorneys%20for%20Children.PDF>

For more information, contact Glen Henry at 212-341-3192

X. Certification of Adoptive or Foster Parent Applicants With an Association with the Certifying Agency, November 8, 2010, Policy 2010/06

PURPOSE: This policy provides guidelines to Children's Services and provider agency employees when becoming foster or adoptive parents. Additionally, this policy applies to the relatives of Children's Services and provider agency employees when becoming foster or adoptive parents.

This document is available through Children's Services DocuShare via the following path:
Policies and Procedures » DPP Child Welfare Policies & Procedures » General Child Welfare Services» Policies

This document can also be accessed via the following link: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-135831/11%20%2008%20%2010%20%20Certification%20of%20Adoptive%20or%20Foster%20Parent%20Applicants%20With%20an%20Association%20with%20the%20Certifying%20Agency.PDF>

For more information, contact Melody Grissom at 212-341-2848

Y. Child Protective Units Access to Criminal History Reports (E-Justice), December 1, 2010, Procedure 2010/06

PURPOSE: Recognizing the importance of criminal background history to inform child protective investigations, Children's Services has granted select staff access to certain criminal history databases. This document describes Children's Services' policy and procedure for requesting, accessing, and obtaining criminal history reports from the new eJusticeNY database as well as other databases that include criminal history information.

This document is available through Children's Services DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » Foster Care » Procedures

This document can also be accessed via the following link:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-138329/12%20%2001%20%2010%20%20Child%20Protective%20Units%20Access%20to%20Criminal%20History%20Reports%20-%20Procedure%202010-06.PDF>

For more information, contact Michael Hopson at 212-341-2858

Z. Voluntary Replacements (Foster Care Re-Entry), December 3, 2010, Procedure 2010/07

PURPOSE: To inform provider agencies and youth 18-20 who have voluntarily left foster care and have been out of foster care less than 24 months that they have the opportunity to request to return to foster care under certain conditions.

This procedure can be accessed via Children's Services DocuShare via the following path: Policies and Procedures » DPP Child Welfare Policies & Procedures » Foster Care » Procedures

This procedure can also be accessed via the following DocuShare link:

[http://10.239.3.195:8080/docushare/dsweb/Get/Document-138334/12%20%2003%20%2010%20%20Voluntary%20Replacements%20\(Foster%20Care%20Re-Entry\)%20-%20Procedure%202010-07.PDF](http://10.239.3.195:8080/docushare/dsweb/Get/Document-138334/12%20%2003%20%2010%20%20Voluntary%20Replacements%20(Foster%20Care%20Re-Entry)%20-%20Procedure%202010-07.PDF)

For more information, contact Michael Hopson at 212-341-2858

AA. Security of Confidential, Case Specific and/or Personally Identifiable Information , December 6, 2010, Policy 2010/07

PURPOSE: To articulate standards and best practices for protecting and securing confidential client data.

This procedure can also be access via the following DocuShare link: Policies and Procedures » DPP Child Welfare Policies & Procedures » Administrative » Policies

Weblink: http://10.239.3.195:8080/docushare/dsweb/Get/Document-138923/12%20%2006%2010%20%20SECURITY%20OF%20CONFIDENTIAL%20CASE%20SPECIFIC%20ANDOR%20PERSONALLY%20IDENTIFIABLE%20INFORMATION%20-2010_07%20.PDF

For more information, contact Glen A. Henry at 212-341-3192.

II. Documents Issued via the Policies and Procedures Unit and Written in Other Program Areas

A. Family Team Conferencing in Residential Care, January 27, 2010

PURPOSE: To ensure that residential care providers arrange a Family Team Conference at each critical decision-making point in a youth's stay in residential care. This will allow for on-going engagement and increased participation of the youth, his/her family, his/her treatment teams and other key stakeholders.

This procedure can be accessed via Children's Services DocuShare via the following path:
Policies and Procedures » DPP Child Welfare Policies & Procedures » Foster Care » Family Team Conferences

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-143384/1%20%2027%20%2010%20%20Family%20Team%20Conferencing%20in%20Residential%20Care.pdf>

For more information, contact Jacqueline Roth at 212-788-1413

B. Guidelines for Family Team Conferencing (FTC) for Children Returning Home From Foster Care, March 11, 2010

PURPOSE: To address the implementation of the Reunification/Discharge Family Team Conferences and to provide additional guidance to the Commissioner's Memo- Family Team Conferencing for Children Returning Home, September 29, 2009.

This procedure can be accessed via Children's Services DocuShare via the following path:
Policies and Procedures » DPP Child Welfare Policies & Procedures » Foster Care » Policies

Weblink:

[http://10.239.3.195:8080/docushare/dsweb/Get/Document-93711/3%20%2011%20%2010%20%20Guidelines%20for%20Family%20Team%20Conferencing%20\(FTC\)%20for%20Children%20Returning%20Home%20From%20Foster%20Care.pdf](http://10.239.3.195:8080/docushare/dsweb/Get/Document-93711/3%20%2011%20%2010%20%20Guidelines%20for%20Family%20Team%20Conferencing%20(FTC)%20for%20Children%20Returning%20Home%20From%20Foster%20Care.pdf)

For more information contact Jacqueline Roth at 212-788-1413

C. Revisions to the OCFS JD and PINS Field, October 6, 2010

PURPOSE: To assist the Children's Services Department of Policy and Planning and the Division of Youth and Family Justice with tracking various types of placements, a change has been made to SSPS submission process with respect to juvenile delinquency and PINS placements.

This procedure can be accessed via Children's Services DocuShare via the following path:
Policies and Procedures » DPP Child Welfare Policies & Procedures » General Child Welfare Services » Procedures

Weblink:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-132797/10%20%2006%20%2010%20%20Revisions%20to%20the%20OCFS%20JD%20PINS%20Field.pdf>

For more information contact Hattie Quarnstrom at 212-341-2867

III. Frequently Requested Policies and Procedures:

The following policies and procedures **are not new**, but they are policies and procedures for which we receive frequent inquiries and requests for copies:

A. Revised Casework Contacts for Families with Children in Foster Care, Guidance 2007/02, Initially Issued October 23, 2007, Revised and Re-issued March 30, 2010

PURPOSE: This memorandum and chart describes Children's Services minimum casework contact requirements for children in their placement location (formerly know as home-based casework contacts) and for face-to-face contacts for all parents/relatives. This memorandum was revised to clarify issues related to casework contacts with parents/discharge resources for children with a discharge goal of Another Planned Permanent Living Arrangement (APPLA) or Adult Residential Care. The accompanying chart was created to provide a casework contact summary for case planners.

This document can be accessed through DocuShare via the following path: Policies and Procedures>> DPP Child Welfare Policies and Procedures>> Foster Care>> Policies

This document can be accessed via the following weblink:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-95080/3%20%2030%20%2010%20%20Revised%20Casework%20Contacts%20for%20Families%20with%20Children%20in%20Foster%20Care.pdf>

The chart can be accessed via the following link:

<http://10.239.3.195:8080/docushare/dsweb/Get/Document-95085/Minimum%20Casework%20Contact%20Requirements%20For%20Foster%20Care%20Cases.pdf>

For more information, contact Melody Grissom at 212-341-2848.

B. Treating Foster Children as Members of the Family, Special e-Bulletin, July 2, 2007

PURPOSE: Children in foster care should be encouraged to participate in the same educational, cultural, and recreational, activities as other children. This e-bulletin clarifies and expands foster care agencies ability to allow overnight visits and vacations, including out-of-state vacations, with foster families.

This document can be accessed via the following weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-58171/Treating%20Children%20in%20Foster%20Care%20as%20Members%20of%20the%20Family.pdf>

For more information, contact Michael Hopson at 212-341-2858

C. Federal Parent Locator Service, Procedure 2009/05, October 19, 2009

PURPOSE: Children’s Services and provider agency staff are advised to use the Federal Parent Locator Search (FPLS) to support their diligent efforts to locate missing parents, and to use this to inform permanency planning for children.

This document is available through DocuShare via the following path: Policies and Procedures>>DPP Child Welfare Policies and Procedures>>General Child Welfare>>Procedures

This document can be accessed via the following weblink: [http://10.239.3.195:8080/docushare/dsweb/Get/Document-82285/Federal%20Parent%20Locator%](http://10.239.3.195:8080/docushare/dsweb/Get/Document-82285/Federal%20Parent%20Locator%20Procedure%202009%2005%20October%2019%202009.pdf)

For more information, contact Glen A. Henry at 212-341-3192

IV. Recently Asked Questions:

In this section, we have provided answers to some recently asked questions that we have received. In addition, we are including questions concerning foster/adoptive boarding home compliance that were addressed by OCFS in a document entitled Foster and Adoptive Home Certification/Approval Questions and Answers. We invite readers to send in any questions you may have so that we can provide and share answers in future newsletters providing relevant information to Children’s Services and the provider community.

A. Foster and Adoptive Home Certification/Approval Questions and Answers.

OCFS has compiled a list of frequently asked questions pertaining to Foster and Adoptive Home Certification and Approval. To review these Q and A’s, click on the following link:

[http://10.239.3.195:8080/docushare/dsweb/Get/Document-138922/Foster%20Home%20Certification%20Approval%20QAs%2011-3-10%20 3 .pdf](http://10.239.3.195:8080/docushare/dsweb/Get/Document-138922/Foster%20Home%20Certification%20Approval%20QAs%2011-3-10%203.pdf)

The document can also be accessed on DocuShare via the following path:

Policies and Procedures » DPP Child Welfare Policies & Procedures » Foster Care » Policies

B. Is there a current policy that mandates that individuals must speak minimal English in order to be a foster parent?

There is nothing in State regulations regarding approval or certification of foster parents that imposes an English proficiency requirement. In fact there is a regulation [18 NYCRR 303.1(a)] that states:

“No social services district or official shall establish or apply any policy or practice which would have the effect of discriminating against an individual because of race, color, national origin, age, sex, religion or handicap. This prohibition shall apply to all aid, care, services, benefits or privileges provided directly, or indirectly by other agencies, organizations or institutions participating under contractual or other arrangements”.

C. Is ACS approval or the approval of the birth parents needed for a foster family to take a foster child on an out-of-state family trip/vacation?

As of April 26, 1999, ACS approval is no longer necessary for a foster family to take a foster child on an out-of-state family trip or vacation. Children in care also should be permitted to travel with their foster families on vacations, including out-of-state vacations, or on school outings – just as they would were they not in foster care. For lengthy in state vacations away from NYC, and for all out-of-state vacations, the foster care agency is empowered to make the decision that the trip is in the child’s best interest. Of course, the birth parents’ approval and support must be sought as well. In those situations where the parents will not approve, but the agency believes the child should go, the approval by an appropriate representative of the foster agency’s management should be sought and documented. Every effort should be made to make up any birth family visits that are missed.

This document can be accessed via the following weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-58171/Treating%20Children%20in%20Foster%20Care%20as%20Members%20of%20the%20Family.pdf>

Attachment -

To: Provider Agency Executive and Program Directors
From: Policies and Procedures Unit
Date: February 24, 2010
Subject: Provider Agency Access to DocuShare

It has come to the attention of the ACS Policies and Procedures Unit and Management Information Systems units that some providers are unable to access the DocuShare links included in the attached document. We apologize for any inconvenience and suggest the following steps in the interim: To immediately obtain specific policies/procedures please contact Leonard Bolton, Policies and Procedure Unit, at Leonard.bolton@dfa.state.ny.us or 212-341-2849

For Provider Agencies with State (HSEN) Network Access:

You may access documents included in the attached via the following instructions:

1. Type one of the following URL's into your web browser to access the ACS Intranet
<http://nycaes.acsad.nycnet/> **or** <http://10.239.22.174>
2. Click on the Provider Agency Folder
3. Scroll down to find the Policies and Procedures Section
4. Click on 2010 Summary of Policies and Procedures; then click "open" in the dialogue box;
5. Click on any link in the summary document to open the desired detailed policy and/or procedure.

For additional technical assistance and help in gaining access to DocuShare please contact Miklos S. Ruschak, Management Information Systems, miklos.ruschak@dfa.state.ny.us or 212-676-8689.

You may access the ACS Intranet through the Internet via Contract Agency Remote Access (CARA) and follow the above instruction from step 2 to step 4.

If you do not have CARA access, contact the IT Service Desk via email at:
help.desk@dfa.state.ny.us