



**New York City Children's Services**

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## **Policies and Procedures Annual Summary for 2009**

This summary of Policies and Procedures that were issued in 2009 contains a complete list and brief description of policies, procedures and memorandums that were issued by the Policies and Procedures Unit in 2009. Future summaries will be issued as quarterly newsletters.

The Policies and Procedures Annual Summary is issued by the Policies and Procedures Unit within the ACS Division of Policy and Planning. The Policies and Procedures Unit is:

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**II. Summary of New Policies/Procedures and Commissioner Memorandums issued from January 1, 2009-December 31, 2009:**

**Preventive Services Case Closings-Issued April 30, 2009**

PURPOSE: As part of the Improved Outcomes for Children initiative (IOC), Children's Services is delegating greater authority for case decisions to preventive agencies. These changes are intended to improve decision-making by ensuring that those who are most familiar with families are making key decisions. In addition, these changes are expected to reduce delays in the implementation of case decisions.

Weblink: [http://10.239.3.195:8080/docushare/dsweb/Get/Document-61578/4%20%2024%20%2009%20%20Preventive%20Services%20Case%20Closings\\_%20Guidance%20No%202009\\_01.pdf](http://10.239.3.195:8080/docushare/dsweb/Get/Document-61578/4%20%2024%20%2009%20%20Preventive%20Services%20Case%20Closings_%20Guidance%20No%202009_01.pdf)

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

**Streamlined Intake for Advocates Preventive Cases- Issued April 30, 2009**

PURPOSE: This procedure introduces a streamlined process for the opening of Advocates Preventive (ADVPO) cases. These changes are intended to benefit families in need of preventive services by expediting the opening of an ADVPO case, thus enabling families to promptly receive preventive services.

Weblink: [http://10.239.3.195:8080/docushare/dsweb/Get/Document-61572/4%20%2028%20%2009%20%20Streamlined%20Intake%20for%20Advocates%20Preventive%20Cases\\_%20Procedure%202009\\_02.pdf](http://10.239.3.195:8080/docushare/dsweb/Get/Document-61572/4%20%2028%20%2009%20%20Streamlined%20Intake%20for%20Advocates%20Preventive%20Cases_%20Procedure%202009_02.pdf)

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

**Transfer of Preventive Services Cases- Issued May 13, 2009**

PURPOSE: Families whose cases are transferring between preventive service programs must be assured of service continuity for the parents and children. This memorandum articulates a standard procedure for doing so. It applies to the transfer of preventive services cases, with the exception of Persons In Need of Supervision/Designated Assessment Services (PINS/DAS) cases.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-63053/5%20%2011%20%202009%20%20Transfer%20of%20Preventive%20Services%20Cases%20%20Procedure%20No%202009-03.pdf>

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

**Modification and Maintenance of Program Choice-Issued June 2, 2009**

PURPOSE: This guidance clarifies how to select and maintain the correct Program Choice(s) for all children receiving Preventive and Foster Care services. This policy describes the basis for the assignment of Program Choice(s) in the CONNECTIONS system, and identifies the case circumstances in which ACS authorizes or prohibits Case Planners (provider agency staff) from closing, modifying and/or correcting the Program Choice(s) assigned to children.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-65225/6%20%2002%20%202009%20%20Modification%20and%20Maintenance%20of%20Program%20Choice.pdf>

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

**Family Rehabilitation Program Casework Contacts- Issued June 4, 2009**

PURPOSE: This revised casework contact policy for the *Family Rehabilitation Program (FRP)* introduces changes that support a multidisciplinary team approach to working with families, and gives providers a greater ability to deliver individualized, high quality services to families. Specifically, it allows greater flexibility to providers, by: permitting agency-employed specialized rehabilitative and supportive service providers—such as case aides, clinicians, credentialed alcohol substance abuse counselors (CASAC’s), and parent group facilitators—to fulfill a significant portion of the required casework contacts, and allowing agencies to use greater discretion in determining the level of intensity in contacts needed for each family over the life of a case.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-65371/6%20%2002%20%2009%20%20Casework%20Contact%20Requirements%20for%20Family%20Rehabilitation%20Program%20Service%20Providers.pdf>

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

**OCFS Requirements for Reporting the Death of Children in an Open Foster Care, Preventive or Protective Services Case When Abuse/Maltreatment Is Not Immediately Suspected as the Cause of Death- Issued July 7, 2009**

PURPOSE: This policy reinforces the responsibility that Children’s Services and provider agencies have to report the death of a child in our care to the New York State Office of Children and Family Services (OCFS). Supplementing our policy regarding the reporting of suspicious deaths, this policy requires that we also must report to OCFS any death of a child in an open foster care case, an open preventive services case that was referred for service as a result of an indicated protective investigation, and an open protective services case, even if abuse or neglect is not suspected as the cause of death of a child.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-74909/8%20%2014%20%2009%20%20OCFS%20Requirements%20for%20Reporting%20the%20Death%20of%20a%20Child.pdf>

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

**Case Record Management Information Sharing- Issued July 14, 2009**

PURPOSE: This Memorandum describes Children's Services policy for sharing confidential Child Protective Investigation stage information in foster care cases. With the increased access that has been given to foster care agencies to view Child Protective Services (CPS) Investigation Stages, ACS is informing and instructing agency staff of the implications involved with the releasing of confidential case record information. This memorandum is intended to serve only as a guideline. A careful, case-by-case analysis should be performed for each potential information-sharing occasion.

Weblink: [http://10.239.3.195:8080/docushare/dsweb/Get/Document-69480/7%20%2009%20%2009%20%20Childrens%20Services%20Case%20Records%20Management%20Information%20Sharing%20Guidelines%20\\_%20Guidance%202009-04.pdf](http://10.239.3.195:8080/docushare/dsweb/Get/Document-69480/7%20%2009%20%2009%20%20Childrens%20Services%20Case%20Records%20Management%20Information%20Sharing%20Guidelines%20_%20Guidance%202009-04.pdf)

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

**Protecting Children in Residential Care from Abuse and Neglect-Issued July 14, 2009**

PURPOSE: As Children's Services and provider agency staff work to ensure the well-being of all children in foster care, we should be aware of new state standards for identifying and investigating abuse and neglect of children in residential care. This policy is based upon changes in state law and regulation, as described by the Office of Children and Family Services (OCFS). As such these new guidelines should be incorporated into our work to ensure the safety of children in residential care.

Weblink: [http://10.239.3.195:8080/docushare/dsweb/Get/Document-69479/7%20%2009%20%2009%20%20Protecting%20Children%20in%20Residential%20Care%20from%20Abuse%20and%20Neglect%20\\_%20Guidance%202009-05.pdf](http://10.239.3.195:8080/docushare/dsweb/Get/Document-69479/7%20%2009%20%2009%20%20Protecting%20Children%20in%20Residential%20Care%20from%20Abuse%20and%20Neglect%20_%20Guidance%202009-05.pdf)

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

**Children’s Services Records Management- Issued July 14, 2009**

PURPOSE: This procedure reinforces the importance of standardized and effective records management practices, by articulating requirements for the maintenance, storage, and retrieval of all active and closed case and administrative records across all divisions of Children’s Services.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-69477/7%20%2009%20%2009%20%20Childrens%20Services%20Records%20Management%20%20Procedure%202009-04.pdf>

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

**Case Consultation- Issued July 17, 2009**

PURPOSE: This guidance articulates the process for conducting a case consultation in the event that a Permanency Planning Conference (also known as the Service Plan Review) is not conducted within 60 days of a scheduled permanency hearing. Conducting a case consultation will allow the foster care provider agency to review the service plan with relevant stakeholders and to assess permanency plans for the child.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-70043/7%20%2016%20%2009%20%20Case%20Consultation,%20Guidance%202009-06.pdf>

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

**Special Immigrant Juvenile Status (SIJS)-Issued August 17, 2009**

PURPOSE: The purpose of this policy is to ensure that no child leaves foster care without the opportunity of consideration for Special Immigrant Juvenile Status (SIJS), to permit him/her to stay in the U.S. legally as a permanent resident.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-73553/Special%20Immigrant%20Juvenile%20Status.pdf>

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

**Conducting Criminal History Checks on Prospective Employees- Issued September 8, 2009**

PURPOSE: This document clarifies and amends existing policy concerning the screening of prospective employees who-if hired, transferred or promoted-will have the potential to be engaged directly in the care and supervision of children. It applies to all foster care and preventive services agencies that provide child welfare services via a contract with ACS. This document replaces the ACS memorandum issued on 10/3/00 entitled, *Conducting a Criminal History Check on a Prospective Employee*.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-75735/9%20%2003%20%2009%20%20Conducting%20Criminal%20History%20Checks%20on%20Prospective%20Employees.pdf>

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

**Continuation of Adoption Petition When One Pre-Adoptive Parent Dies Before Completion of the Adoption- Issued October 30, 2009**

PURPOSE: It is now permissible for adoption petitions to proceed to completion after the death of one of the prospective adoptive parents. This guidance supports finalization of the adoption via the surviving petitioner in appropriate cases and permits the deceased applicant to be listed on the child's new birth certificate in order to be recognized as the child's legal parent.

Weblink: [http://10.239.3.195:8080/docushare/dsweb/Get/Document-81056/10%20%2021%20%2009%20%20Continuation%20of%20Adoption%20Petition%20When%20One%20Pre-Adoptive%20Parent%20Dies%20Before%20Completion%20of%20the%20Adoption\\_%20Guidance%202009-10.pdf](http://10.239.3.195:8080/docushare/dsweb/Get/Document-81056/10%20%2021%20%2009%20%20Continuation%20of%20Adoption%20Petition%20When%20One%20Pre-Adoptive%20Parent%20Dies%20Before%20Completion%20of%20the%20Adoption_%20Guidance%202009-10.pdf)

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

**Records Management Policy for Provider Agencies- Issued November 2, 2009**

PURPOSE: Foster care and preventive services agencies must maintain their client and program records in an accurate and orderly manner which protects confidentiality and ensures access to files, as appropriate, for both open and closed cases. This policy articulates standards and requirements for the maintenance and retention of such records that are in the possession of provider agencies. Additionally this policy provides instructions to preventive and foster care agencies for the handling of case records during special circumstances such as (1) the death of a child in foster care, (2) the request by a child previously in foster care for access to his or her records, and (3) closure of the provider agency or program. This document contains guidance for securing records and making them available to ACS, and as such, replaces the memo Securing Case Records When There Is a Child Fatality (3/3/06).

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-81054/10%20%2019%20%2009%20%20Records%20Management%20Policy%20for%20Provider%20Agency%20Guidance%202009-11.pdf>

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

**Federal Parent Locator Search/Services- Issued November 9, 2009**

PURPOSE: This procedure advises Children's Services and provider agency staff 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

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-81052/10%20%2019%20%2009%20%20Federal%20Parent%20Locator%20Service%20-%20Procedure%202009-05.pdf>

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

**Fostering Connections-Educational Stability- Issued November 9, 2009**

PURPOSE: This memorandum advises Children's Services foster care provider agency staff of the Federal Fostering Connections legislation that impacts placement considerations and education planning for children entering foster care. This memorandum provides information about the legislation and informs provider agencies of educational considerations that must be made when a child enters foster care.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-82269/11%20%2006%20%2009%20%20Fostering%20Connections%20-%20Educational%20Stability.pdf>

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

**Live Scan Technology for Fingerprinting Foster and Adoptive Applicants- Issued November 12, 2009**

PURPOSE: Children's Services is advising all Children's Services and foster care agency staff that effective October 9, 2009, the New York State Division of Criminal Justice Services (DCJS) has made electronic fingerprinting processing services available on a statewide basis for all individuals requiring a criminal background check including foster and adoptive home applicants. Complete instructions and guidance for using the electronic fingerprinting process specifically for foster and adoptive home applicants can be found in the attached ADM.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-82559/11%20%2009%20%2009%20%20Live%20Scan%20Technology%20for%20Fingerprinting%20Foster%20and%20Adoptive%20Applicants.pdf>

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

**Adoption Information Registry Guidelines- Issued November 2, 2009- Reissued November 16, 2009**

PURPOSE: This policy supports the recording into the Adoption Information Registry of non-identifying, identifying and medical information by parents who voluntarily surrendered their child for adoption, and by parents whose rights were involuntarily terminated. This policy describes revised practices concerning Adoption Information Registry requirements.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-81055/10%202021%20%2009%20%20Adoption%20Information%20Registry%20Guidelines-%20Guidance%202009%2009-3.pdf>

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

**Changes in the LDSS-3370 Form for the Statewide Central Register Database Check- Issued November 23, 2009**

PURPOSE: Children's Services is advising all Children's Services and foster care agency staff that OCFS has revised its requirements regarding the timeframe for which address history must be provided by applicants who are screened with the SCR for indicated reports of child abuse and maltreatment.

Weblink: <http://10.239.3.195:8080/docushare/dsweb/Get/Document-83715/11%20%2019%20%2009%20%20Changes%20in%20the%20LDSS-3370%20Form.pdf>

For more information, contact Glen A. Henry at 212-341-3291.