

City of New York
Administration for Children's Services

Procedure # 2010/01

**SUBJECT: Provision of Preventive Services in Conjunction with Foster Care Services:
Revised Procedures**

APPROVED: John B. Mattingly, Commissioner

DATE: February 2, 2010

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IMPLEMENTATION RESPONSIBILITY:
Children's Services Family Permanency Services,
Family Support Services and System Support
Office Staff; All Foster Care and Preventive
Agency Staff

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.

SCOPE: This procedural guidance applies to all staff in Children's Services System Support Office (SSO), preventive provider agency staff and foster care provider agency staff. This guidance should be utilized when a foster care agency offers preventive service components ("aftercare") through Reinvestment funds or accesses preventive service program slots (a.k.a., simultaneous services) to supplement foster care and help expedite a child's safe discharge to permanency.

This policy should be read in conjunction with *Appendix B* to the Children's Services Reinvestment Plan, November, 2005 and the memorandum entitled, *Provision of Preventive and Aftercare Services in Conjunction with Foster Care Services* (4/5/06).

This Guidance is effective immediately.

Requests regarding Foster Care cases should be sent to:
fostercare@dfa.state.ny.us

Requests regarding Preventive Service cases should be sent to:
prev@dfa.state.ny.us

¹ Formerly referred to as the System Implementation Program Office (SIPO)

POLICY:

Providing Preventive Services in Conjunction with Foster Care Services

Community-based services can be offered, in a preventive or aftercare capacity, to children and their families during a child's foster care placement and/or after discharge. These services can help to: a) prepare for the child's permanency (reunification, adoption or other family-based permanency outcomes); and b) continue to offer help to families within or close to their communities when children return home from care and/or for the siblings of children in care.

Children's Services urges foster care providers to consider the different levels and types of services available through two options for providing such services:

1. Using Reinvestment funds made available to foster care programs to provide aftercare preparation and/or service *components*, without the use of a preventive service slot;
2. Using existing program *slots* funded through ACS contracted preventive services programs (commonly referred to as "simultaneous services").

Preventive program slots potentially allow for more comprehensive services and supports for families than service components. Therefore, in selecting among the two options for a family, foster care providers should consider the intensity of services needed.

In order that corresponding Purchase of Service (POS) lines for these services are reflected in Welfare Management Services/Child Care Review Services (WMS/CCRS) foster care provider agencies should coordinate and work with Children's Services as indicated below.

Communicating With Children's Services When Requesting the Opening or Closing of Purchase of Service (POS) Lines: Foster Care Agencies' Responsibilities

Effective immediately foster care provider agency case planners should communicate with Children's Services System Support Office (SSO) staff when requesting the opening or closing of POS lines for the provision of preventive services to a foster care case. Foster care case planners are asked to initially document all requests in CNNX progress notes (as outlined in attached instructional guidelines). The progress note should begin with the header entitled "Request for Preventive Services" in the narrative.

Immediately thereafter a CNNX Family Assessment Service Plan (FASP) or Plan Amendment (PA) must be prepared and transmitted via the assigned case planner² to the Children's Services Centralized System Specialist (CSS). The FASP or PA must reflect a plan for regular contact between the foster care and the community-based/preventive service providers as well as coordination with all service providers where appropriate.

Upon submission of the FASP or PA, foster care agency case planners are asked to subsequently send an e-mail to the specified CNNX mailbox no later than 15 days from the start or end of the preventive service notifying the SSO Supervisor to review the progress note request. The e-mail sent via the CNNX mailbox must include the date the referenced CNNX progress note was entered.

Opening a Case in PROMIS

When a case is referred for preventive services, and when it requires a level of service that calls for use of a program slot and assignment to a preventive service program, the accepting preventive agency must create a new case in PROMIS using the CNNX identification number. This action must be carried out by all preventive programs, including those that may be operated by the same agency as the referring foster care program. Creating a PROMIS case upon such referrals supports important program documentation of utilization and casework contacts. There is no need to create a PROMIS case when using Reinvestment funds made available to foster care programs to provide aftercare preparation and/or service components when a preventive program slot is not used.

Please note: Cases referred for preventive services from foster care agencies are considered high priority referrals.

Preventing Premature Case Closings

It is imperative that foster care provider agency staff, as a matter of practice, always submit the appropriate PA or FASP **prior to updating CCRS**³ reflecting the discharge of children (M990) from foster care. Submitting the PA or FASP subsequent to updating CCRS may cause the case to become closed while the family is still in receipt of preventive services.

² Caseworkers with Case Planners of another agency must document the PA or FASP and forward to the assigned Case Planner for processing.

³ Effective immediately, provider agencies must complete entries for all child movements into CCRS within 5 business days. See ACS Memorandum entitled "Timely Data Entry into CCRS", dated 9/1/09.

Children's Services Responsibilities: Opening and Closing POS Lines

Upon receipt of the PA or FASP the Children's Services CSS will provide system approval.

Upon receipt of the e-mail via the CNNX mailbox, the SSO Supervisor will review the CNNX progress note for completeness, verify the approval of the PA or FASP, facilitate the opening or closing of the appropriate POS line, and assign a CNNX 'Case Worker' role to the accepting preventive agency.

PROCEDURES (Revised Procedures 2/10)

Instructions for the Opening or Closing of Purchase of Service (POS) Lines for the Provision of Preventive Services in Conjunction with Foster Care

1. When a case is referred for preventive services, and when it requires a level of service that calls for the use of a program slot and assignment to a preventive services program, the **accepting preventive agency** must create a new case in PROMIS using the CNNX identification number.⁴
2. When requesting the opening or closing of POS lines for the provision of simultaneous preventive or aftercare services, the **foster care case planner** must document the following information on a CNNX progress note with the header entitled, "Request for Preventive Services"
 - a. Preventive Provider Agency Name and Program Name;
 - b. Correct Program/Vendor ID:
(Note: For preventive services provided via Reinvestment Funding, please provide the distinct Vendor ID distributed to all foster care agencies for the Aftercare/Preparation Services)
 - c. Explanation of how the new preventive service will:
 - i. enable child(ren) who have been placed in foster care to return to his/her family at an earlier time than would be otherwise possible or;
 - ii. reduce the likelihood that a child who has been discharged from foster care would return to such care; or
 - iii. reason for closing;
 - d. The name of the family member(s) to whom the new preventive service is applicable⁵;
 - e. The individualized service to be provided by the preventive service provider⁶;
 - f. Date services will begin or end.
3. Upon completion of documented progress note, the **foster care case planner** must:
 - a. Transmit a FASP or Plan Amendment (PA) to the Children's Services Centralized System Specialist (CSS) reflecting a plan for regular contact between the foster care and the community-based/preventive service providers as well as coordination with all service providers where appropriate.
 - b. Send an e-mail to CNNX mailbox to fostercare@dfa.state.ny.us no later than 15 days from the start or end of services to request the opening or closing of the POS line and the date of the referenced CNNX progress note was entered.

⁴ There is no need to create a PROMIS case when using Reinvestment funds made available to foster care programs to provide aftercare preparation and/or service components when a preventive program slot is not used.

⁵ Family member name(s) must appear in the family composition window in CNNX).

⁶ The individualized service to be provided by the foster care service provider must be different and distinct from preventive services.

4. The **Children's Services CSS** will, upon receipt of PA or FASP, provide system approval.
5. The **SSO Supervisor** will, upon receipt of the e-mail request:
 - a. Review progress note for completeness;
 - b. Verify approval of PA or FASP;
 - c. Make recommendations as appropriate;
 - d. Facilitate opening/closing of POS line and notify the foster care case planner of action via e-mail reply; and
 - e. Assign a CNNX "Case Worker" role to the accepting preventive agency.
6. The **foster care case planner** will, upon receipt of the e-mail, document actions of the SSO Supervisor in CNNX progress notes.