

IMPLEMENTATION READINESS CHECKLIST (PHASE 2) FOSTER HOME IDENTIFICATION AND FOSTER CARE NOTIFICATION WINDOWS

SCOPE

Several new CONNECTIONS windows and processes will be implemented to support the identification and notification of foster parents involved in a CPS Intake (INT), Investigation (INV), or Family Assessment Response (FAR) stages. Phase 1 introduced the Intake Checklist. Phase 2 introduces the Foster Home Identification, and Foster Care Notification Windows.

New Foster Home Identification Window

The Foster Home Identification window will help the CPS Investigation or FAR worker with the Foster Home Notification process. During the Investigation or FAR stage, workers will be able to use this window to indicate, update, or correct whether or not there are foster parents in the home. In addition, they will be able to link a specific foster home by Resource Identification Number to the Investigation or FAR stage. The Foster Home Identification window will only be modifiable while the stage is open.

New Foster Care Notification Window and FC CPS NOTICES Business Function (Foster Care Notification Security Attribute)

The new Foster Care Notification window will provide information about children in foster care placements who are placed in the home of a person involved in a CPS Intake, Investigation, or FAR stage. This window will be accessed from the Search/Maintain drop-down menu and will only be available to users with the new FC CPS NOTICES Business Function with the View Foster Care Notification Security Attribute. The Business Function will be available to state, local district, and voluntary agency employees.

READINESS CHECKLIST

COMMUNICATIONS

- ✓ Review [Build Bulletins](#) and announcements from OCFS/CONNECTIONS.
- ✓ Review the Quick Start Guide.
- ✓ Review [Impact Analysis](#).
- ✓ Ensure Staff have access to these resources posted on the OCFS Internet and intranet sites <http://ocfs.ny.gov/connect/imp>.
- ✓ Review 16-OCFS-ADM-13, Requirements Relating to CPS Reports Involving Foster Parents, posted on the OCFS Policies Page. <http://ocfs.ny.gov/main/policies/external>.

BUSINESS PROCESS

- ✓ Identify and provide appropriate staff with the new FC CPS NOTICES business function.
- ✓ All other staff should be made aware of the new windows and have access to the Quick Start Guide for detailed instructions.

STAFF PLANS

- ✓ Communicate upcoming changes to all affected staff and supervisors.
- ✓ Schedule on-site support with CONNECTIONS Regional Implementation staff.

ANY QUESTIONS

If you have any questions specific to the implementation and/or training, please contact your CONNECTIONS regional implementation coordinator. Thank you!