



# CONNECTIONS Upload

## Categories and Subcategories

*It is essential that uploaded photos/documents be filed in a consistent manner so they can be easily located. This document provides information on the categories and subcategories available when uploading photos/documents into CONNECTIONS. This document is updated as of as of March 2022.*

Category	Sub-Categories	Additional Business Rules/Notes
<b>Candidacy</b>	OCFS-4777 (Candidacy Determination Form)	
	Other	
<b>CARA</b>	Plan of Safe Care	Comprehensive Addiction Recovery Act (CARA)
	Safety Form	
	Other	
<b>Correspondence</b>	E-mails/Texts	
	Letters	
	Reports/Updates from Service Providers	
	Other	
<b>CPS</b>	Info from Collaterals	Info from Collaterals or Source of Report can only be selected for photos/documents linked to a progress note with Other Participant of Reporter/Source.
	Info from Source of Report	
	Photo Related to Allegation/Injury	
	Signed Safety Plan	
	Other	
<b>Education</b>	Assessments	
	Attendance	
	Disciplinary Report	
	ESSA	
	IEP/504	
	Records/Transcript	
	Report Cards	
	Room and board/Tuition Bills	
Other		
<b>Essential Documents</b>	Bill of Rights	When a photo/doc is linked to a person, only the category of Essential Documents or Independent Living can apply. No other category may be selected.
	Birth Certificate	
	Death Certificate	
	Drivers License/Permit/Non-Drivers ID	
	Health Insurance Cards	
	Passport	
	Permanent Residency Card/Green Card	
	Proof in Foster Care	
	Tribal Birth Certificate	
	Social Security Card	
Other		

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<b>Family First</b>	30-Day Assessment Tool	<b>All Family First Forms must be uploaded to the Health Services window by a worker with one of the following:</b> <ul style="list-style-type: none"> <li>• a role in the stage, or</li> <li>• access to the worker's workload via unit hierarchy or Agency Access, or</li> <li>• speciality path with agency designated as Health Responsible.</li> </ul>
	30-Day QDM Form	
	Educational Assessments and Reports (IEP, Psychosocial, etc.)	
	FTM Form	
	LSR Forms	The 30 Day Assessment Tool is the CANS-NY or CASII. The QI Assessment is the Qualified Individual Report OCFS-5571 and/or Qualified Individual Assessment Summary Report OCFS 5572.
	Psychiatric/Psychological Assessments	
	QI Assessment	
	Substance Abuse Evals.	
Treatment Reports		
Other		
<b>FASP</b>	Signed Service Plan Review Page Other	
<b>Foster/Adoptive</b>	Additional Requested Documents Application Clearances Expedited Home Study Foster Parent Agreement Genogram Home Study Medical Pictures Reauthorization References Safety Review Form Self-Assessment Training Certification Documents Other	
<b>Health</b>	Dental Drug Test Results/Treatment Record HIV Physical Exam Signed HIPPA Other	May only be used in the following areas: <ul style="list-style-type: none"> <li>• Within the Health Dialog of the FSS stage</li> <li>• Within a Progress Note, Allegation, or Stage within an INV stage.</li> </ul>
<b>Independent Living</b>	Skills Assessment Transition Plan/Update Other	When a photo/doc is linked to a person, only the category of Essential Documents or Independent Living can apply. No other category may be selected.

Category	Sub-Categories	Additional Business Rules/Notes
<b>IV-E Documentation</b>	ARDC Financial Eligibility	
	Contrary to the Welfare/Best Interests	
	Legal Authority	
	Living with a Specified Relative	
	Parental Deprivation	
	Reasonable Efforts to Prevent Removal	
	Receipt	
	Re-determination	
	Vouchers/Orders for Clothing/Food/Furniture	
	Other	
<b>Legal</b>	Appeal	
	COI 1034	
	Court Order of Supervision	
	Custody Order	
	Hearing	
	Order of Protection	
	Paternity Documents	
	Petition	
	Placement Order	
	Removal	
	Signed Agreement	
Serving of Papers Receipt		
Other		
<b>Police</b>	Police Report	
	Probation/Parole	
	Other	
<b>Releases</b>	General	
	Medical	
	Other	
<b>Safety / Risk Assessments</b>	Human Trafficking	
	Other	
<b>Vouchers</b>	Child Care	
	Interpreter	
	Other	
<b>Other</b>	Other	

## RESOURCES:

**Uploading Documents in CONNECTIONS Job Aid:** <https://ocfs.ny.gov/connect/imp/Uploading/Uploading-Photos-and-Documents-in-CONNECTIONS.pdf>