

Placement Readiness – Things to Consider

The Placement Business Process

Have business process changes brought about by the Placement Module been identified and communicated to all affected staff for (1) Planned placements, (2) Emergency placements, (3) Placements with Relatives, (4) JD/PINS placements?

- Which staff will initiate a request for placement?
- Which staff will complete the request and get it ready for search?
- Which staff will do the search and select resources to which referrals will be sent?
- Which staff will access the Placement Dashboard to monitor incoming referrals?
- Which staff will respond to the referrals received?
- Which staff will select a resource and place the child(ren)?
- Which staff will verify placement? (Just the District? Just the VAs? Under what circumstances if either may be doing this?)
 - Which staff will check to be sure the Actual Date of Placement is recorded accurately?
 - Which staff will make corrections to the Actual Date of Placement if it is not entered accurately?
- Which staff will navigate and enter the placement code in Activities?

Will completion of the Placement Evaluation form within CONNECTIONS be used to replace, in whole or in part, any existing referral forms?

Business Functions & Notifications

Have needed business functions been assigned by the Security Coordinator?

- Have existing security templates been updated so Security Coordinators are aware which staff will need to be assigned which placement related business functions when new staff are hired and new CONNECTIONS accounts created?

Have all staff email addresses been entered, and desired notifications been assigned by the Security Coordinator?

- Are Security Coordinators aware email addresses will need to be entered each time a new staff account is created?

Lateral Transfers and Step-Down Placements

Has decision been made and communicated regarding the handling of lateral transfers and step-down placements?

- **Districts:** Will you allow your contracted agencies to initiate requests, do searches and place children through lateral transfers and step-down placements within their own agency? Or do you want the agency to alert the district when one of these is needed so that the district can do a wider, multi-agency search for an appropriate bed?
- **Agencies:** Are you clear which districts you contract with will and will not allow you to do lateral transfers and step-down placements within your own agency? (Initiate and complete a placement request, search for possible matches, place the child and verify placement)
 - If you WILL be doing this, have staff been assigned the business functions necessary to do so?

Contracts

Districts: Have all active, signed contracts between your district and contracted agencies been entered in CONNECTIONS?

Agencies: Have you contacted your contracting districts to verify that a contract has been entered?

- Only Districts can enter contracts.
- Agencies without a contract listed will not return in a multi-facility search for a resource.

Note: *Be aware if your contract expires on December 31, 2019. New contracts can be entered before the current ones expire to avoid a lapse in the agency's resources returning in multi-facility searches.*

Resource Characteristics & FAD

Districts & Agencies: Have Resource Characteristics been entered for all Active-Accepted Foster-Adoptive and Certified Foster Homes? (Do not need to be entered for Relative Resource Homes)

- Are staff aware they will need to enter Resource Characteristics each time a new home is certified?
- Are the licensed capacity and age ranges for which the home is certified correct? (Inaccurate information will result in a larger number of inappropriate homes being brought back in a multifacility search.)

Agencies: Have Resource Characteristics been entered for all Congregate Care facilities?

- Are staff aware they will need to enter Resource Characteristics each time a new congregate care resource is certified?

Note: OCFS Regional Office staff will need to update licensing information in the Congregate Care FAD stages on their workload whenever an operating certificate is updated to correctly reflect the number of available beds a program has.

Child Characteristics

Has a decision been made and communicated as to who will be responsible for entering Child Characteristics on open placement cases?

Have Child Characteristics been entered for every child currently in care?

- This populates data in the Placement Resource Roster so staff deciding among possible placements can see the characteristics of children already in the home/resource.

Activities (Districts)

Are all Activities entries up-to-date?

Districts should get all placements entered in Activities before the build goes live, if possible. Once the Placement build goes live, any recent placements for which the M910 (Child Placed), M981 (Intra-agency Transfer) or M982 (Inter-agency Transfer) has not been recorded (WMS case not yet fully open, CIN not assigned, Activities track not yet opened), will have to be documented through the Placement window to document and enter the correct M code. This is also true for M960 (Return from Absence) and M980 (Return from Trial Discharge) entries if the child is not returning to the same placement.

- Who will track which cases are in this category?
- Who will be responsible for documenting this in the Placement Module (using an Exact Search)?
- Have designated staff been assigned the needed business functions?
- Have designated staff been trained on the Placement Module steps?

Multiple PID Clean Up (Districts)

Has there been an effort to clean up multiple PIDs so placement data in Activities accurately reflects the number of children in care?

Training & Resources

Have staff responsible for initiating a placement request attended the WebEx training?

Have staff responsible for other aspects of the placement process attended classroom training?

Are staff aware of available printable resources and where to find them?

- Phase 1 Quick Start Guide
- Phase 2 Quick Start Guide
- Phase 3 Job Aid
- Placement build FAQs
- CONNECTIONS Quick Tips

- Placement Business Function Definitions
- Placement Notifications Definitions
- Placement Phase 3 ADM (19-OCFS-ADM-17)
- Placement Phase 1 ADM (18-OCFS-ADM-13)