



Office of Children and Family Services

Impact Analysis

Family Services Stage Modernization - Phase 4 (FASP and SPR) and New Functionality to Support the Prevention of Sex Trafficking and Strengthening Families Act

Functional Areas

Child Protective Services; Foster Care, Preventive

Overview

The Modernization of CONNECTIONS continues in 2016 with updates to two more modules in the Family Services Stage (FSS), namely, the Family Assessment and Service Plan (FASP) and the Service Plan Review (SPR). As with other areas in CONNECTIONS, such as CPS Investigations (INV) and the Family Services Intake (FSI), most changes to the FASP and SPR will be to the overall look of the windows. This may require some adjustment on the part of casework staff and other users who have not worked in the already modernized windows. With very few exceptions, the processes and the data entered in the FASP and SPR will remain unchanged.

In addition to the modernization changes mentioned above, new edits and windows designed to support the Prevention of Sex Trafficking and Strengthening Families Act will be added to CONNECTIONS. These changes will introduce new functionality and work processes that will impact both new and open FSS, INV and FAR stages.

Lastly, this build will introduce edits to the Safety Assessments that are part of INV and FAR stages as well as the CPS safety assessment completed in the FASP. These edits have been added to ensure that the selected Safety Factors and Safety Factors identified as placing the child(ren) are consistent with the selected Safety Decision.

What Remains the Same?

The FASP and SPR will continue to be where caseworkers and support staff enter data and document their work for ongoing services cases. With few exceptions, the same information will be recorded as it has been in the past. Likewise, existing security rules for accessing and modifying information will remain unchanged.

What's Changing in the FASP and SPR?

Many of the functions in the FASP that are now accessed via menus or buttons will be accessed through links located on the window or in the left Navigation Pane.. Other modernization changes include the following:

- A new FASP History Grid will be added to the FASP window. This grid will display all of the FASPs that were previously shown at the top of the FASP Tree. This new grid will allow staff to sort and/or filter the FASPs.
- The Launch New FASP and Launch Plan Amendment functions will be accessed by way of new links in the left Navigation Pane rather than via a drop-down menu.

- In the SPR, the Persons tab will be replaced with the Invitees window. It will look and function as the Other Participants tab in the PHR does now.

New Functionality to support the Prevention of Sex Trafficking and Strengthening Families Act will include:

- New INV and FAR Conclusion edits will be added to verify that all persons in CPS (INV and FAR) stages under the age of 18 have had a Sex Trafficking Screening recorded since the date of the Intake. If the edit fails, the following message will be displayed:

“Sex Trafficking Screening must be completed for all persons under the age of 18 prior to submitting the Investigation.”

- New FASP Submission Edits will prevent a FASP from being submitted for approval unless there is a valid sex trafficking screening for all tracked children as of the due date of the FASP. If a valid Sex Trafficking Screening does not exist, the following message will be displayed:

“FASP may not be submitted or reviewed until a valid Sex Trafficking Screening has been recorded for all tracked children within the last (nnn) days.”

- The age requirement for the permanency goal, “Another Planned Permanency Living Arrangement (APPLA),” has changed from 14 years and older to 16 years and older. If APPLA is selected in the Tracked Child Detail window– Program Choice/PPG tab for a child under 16, the following message will be provided:

“APPLA goal not valid for children less than 16 years of age.”

- A new Missing Child window will be introduced as a means to document information and required actions that must take place when a child in foster care, an open CPS Case, or open Preventive Case, is identified as being absent without consent, missing or abducted and upon the child’s return. This data includes the date the child was determined to be missing, the date the absence was reported to law enforcement and the date the absence was reported to the National Center for Missing and Exploited Children. Specific actions must be taken upon the child’s return, including a screening to determine if the child was a victim of sex trafficking, the child’s reason for absence, experiences while missing, contributing factors, and the response to contributing factors. The window will be accessed from the Workload for all INV, FAR, and FSS stages. Districts and agencies will need to assess the impact of this new requirement and possibly develop procedures to ensure that the proper documentation is entered each time a child has been determined to be missing.
- A new Bill of Rights window will be added to ensure that all children with a program choice of Placement who will be age 14 years or older by the due date of the FASP have been provided with the required Bill of Rights.
- Essential Documents tab has been added to the Tracked Children Detail window to help ensure foster children age 18 or older who are aging out of foster care have been provided with their United States Birth Certificate, Social Security Card, State issued ID card or driver’s license, Medical Records, Education Records and Health Insurance card when leaving care.

New Edits for Safety Decisions and Safety Factors:

- Edits for the Safety Assessment will ensure that the selected **Safety Decision** is consistent with the selected **Safety Factor(s)**, and **Safety Factor(s) identified as placing the child(ren) in immediate or impending danger or serious harm.** These changes apply to the INV and FAR Safety Assessments and the Safety Assessment (CPS) completed within the FASP.

Training/Documentation and Preparation Tools

1. CONNECTIONS Regional Implementation staff will be conducting Regional Implementation Support Team (RIST) meetings with local district and voluntary agency implementation staff. These meetings will provide a preview of the changes and identify work areas impacted by the build.
2. “Just-in-time” training will be available to caseworkers, supervisors and other staff impacted by the changes introduced with this build. Due to the large population of users, two types of online training will be provided prior to the build.
 - Live webinar training events will be offered each day for several weeks prior to the build. The webinar will run approximately 2 hours in length. Attendees will receive a detailed orientation to the changes, gain an understanding of the impacts and be able to send the trainers questions remotely from their desks. The webinar will be delivered using an iLinc platform.
 - A web-based training (WBT) covering similar content will be available as an alternative for staff looking for the opportunity for hands-on practice and a chance to learn about the changes at their own pace. The WBT is approximately 2 hours in length and can be completed over multiple sittings.

Although both courses will provide an orientation to the changes, the web-based training will include additional hands-on interaction and practice with the system changes. Prior registration in HSLC will be required for both.

3. A Job Aid that contains descriptions of the changes, screen-shots and step-by-step instructions will be available electronically. The guide will focus on the changes to the FASP, SPR and the new functionality added to support the Prevention of Sex Trafficking and Strengthening Families Act.

Recommendations

- For the most part, the modernization and addition of edits to existing windows does not entail changes to work processes or data entry. Changes supporting the Prevention of Sex Trafficking and Strengthening Families Act will introduce changes to or new work processes. Staff may require a brief time to adjust. This adjustment period can be significantly shortened if staff take advantage of the training and resource material that is being offered.
- Local district/voluntary agency administrators should be alert to communications and announcements from the CONNECTIONS team concerning these changes **and share that information with their staff.** Upcoming regional and on-site meetings will orient leadership staff to the changes and provide assistance in local preparation efforts.
- Local district/voluntary agency administrators should work with CONNECTIONS regional implementation staff to arrange pre-implementation previews of the changes as well as on-site support for their staff in the weeks that follow the release of the new windows.