



### What is a Plan Amendment?

A Plan Amendment is a type of Family Assessment and Service Plan (FASP) that is used to record certain significant changes that occur in a child welfare case between FASP cycles. Plan Amendments are used to describe and document significant changes in the status of a case and to direct a reassessment of the family and/or child's situation so that any necessary revisions to the service plan can be made.

Changes in case status that require a plan amendment include:

- \* preventive services are started for a child;
- \* preventive services are ended for a child;
- \* a case is opened for child protective services;
- \* child protective services are ended for a case;
- \* a child is removed from his or her home and enters/re-enters foster care;
- \* a child is moved from one foster care setting to another;
- \* a child is removed from his or her home and is placed by a court in the direct custody of a relative or other suitable person pursuant to Article 10 of the Family Court Act (non-LDSS placement);
- \* a child becomes legally free for adoption; or
- \* a child is discharged (trial or final) from care, including
  - a child discharged to home, relative or other caretaker
  - a child returned home from a non-LDSS placement
  - an adolescent discharged to another planned living arrangement
  - a child discharged to Adult Residential Care
  - finalization of adoption

Plan Amendments may also be completed to reflect a change in visitation plan or other status change.

### When Should a Change be Documented?



Opening or closing a case for **Child Protective Services (CPS)**, must be documented and approved within **7 days** of the change.

 Other changes must be documented and approved within **30 days** of the change, unless a periodic FASP is available for launch or is already in process. If so, the status change may be documented and approved in that FASP, except for the status changes of a child being removed from his or her home and placed in foster care or in a non-LDSS placement. In order to document these status changes in a timely way (within 30 days), a **Removal Update** must be completed instead.

See the "Removal Updates" Tip Sheet for more specific information.

A Plan Amendment is also the first FASP to be completed in a newly created Child Case Record (CCR) when a child is freed for adoption.



**NOTE:** If a status change occurs prior to the completion of the Initial Family Assessment and Service Plan, the change must be documented in a progress note entry, since no approved plan exists to "amend".

### Pre-Launch Preparation

Before launching a Plan Amendment, check the accuracy of the Program Choice (PC) and Permanency Planning Goal (PPG) on the *Tracked Child Detail* window.

Tracked Children Detail - Collins, Kristy - S:27200499/C:3720013

File Options Help

Program Choice/PPG	Placement Information	Associate Worker	Removal Information																	
Select Children:																				
<input type="checkbox"/> All	<table border="1"> <thead> <tr> <th>Child</th> <th>Age</th> <th>CaseWorker</th> </tr> </thead> <tbody> <tr> <td>Collins, Kimberly</td> <td>6</td> <td></td> </tr> <tr> <td>Collins, Patrick</td> <td>15</td> <td></td> </tr> <tr> <td>Collins, Tyler</td> <td>0</td> <td></td> </tr> </tbody> </table>	Child	Age	CaseWorker	Collins, Kimberly	6		Collins, Patrick	15		Collins, Tyler	0								
Child	Age	CaseWorker																		
Collins, Kimberly	6																			
Collins, Patrick	15																			
Collins, Tyler	0																			
<table border="1"> <thead> <tr> <th>Program Choice</th> <th>Eff Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>D Protective</td> <td>06/25/2009</td> <td></td> </tr> <tr> <td>C Placement</td> <td>04/24/2009</td> <td></td> </tr> </tbody> </table>		Program Choice	Eff Date	End Date	D Protective	06/25/2009		C Placement	04/24/2009		<table border="1"> <thead> <tr> <th>PPG</th> <th>Eff Date</th> <th>End Date</th> <th>Aut</th> </tr> </thead> <tbody> <tr> <td>11(a) Return to Parent (Parent)</td> <td>04/24/2009</td> <td></td> <td></td> </tr> </tbody> </table>		PPG	Eff Date	End Date	Aut	11(a) Return to Parent (Parent)	04/24/2009		
Program Choice	Eff Date	End Date																		
D Protective	06/25/2009																			
C Placement	04/24/2009																			
PPG	Eff Date	End Date	Aut																	
11(a) Return to Parent (Parent)	04/24/2009																			
Program Choice:	*PPG:																			
Effective Date: 7/16/2009	*Subcategory:																			
End Date: 7/16/2009	Effective Date: 7/16/2009 End Date: 7/16/2009																			
	*Anticipated Completion Date: 11/20/2009																			
Add Modify Clear		Comments Add Modify Clear																		
View <input checked="" type="radio"/> Active <input type="radio"/> All																				
Complete/Verify AFCARS FC Information on Placement Information tab. Save Cancel																				
Close																				

The specific status changes available in a Plan Amendment vary depending on the FSS type (CWS or CCR) and the Program Choice.

- Be sure to update the Program Choice first if you are adding Preventive or Protective services, or a child is entering foster care or direct relative placement (non-LDSS placement).

- When documenting a child's discharge, however, **do not remove** a Program Choice of Placement or Non-LDSS Custody – Relative/Resource Placement before you launch the Plan Amendment. The availability of the Discharge sub-node is dependent upon having a Program Choice of Placement. Once the Plan Amendment has been approved, the Program Choice of Placement is to be end-dated.



## Launching a Plan Amendment

A Plan Amendment can be launched by a worker with the role of Case Manager, Case Planner or Caseworker. A CPS Worker/Monitor cannot launch a Plan Amendment.

Use the pull-down menu in the lower left of the FASP window to select the Plan Amendment and click the Launch button.

Name	DOB	Age	PPG	Program Choice
Collins,Kristy	2/19/1974	34		
Collins,Kimberly	8/16/1997	11	Return to Parent	Protective
Collins,Patrick	4/22/1993	15	Return to Parent	Protective
Collins,Thomas	11/24/1965	42		
Collins,Tyler	3/30/2004	4	Return to Parent	Protective

Launching the Plan Amendment opens the *Plan Amendment Maintenance* window.

Highlight desired components from the Status Changes list and use the **>>** button to add them to the list of selected changes. Update Service Plan is added by default to the Selected Status Change components.

Multiple components can be selected by holding down the Ctrl key while clicking the desired statuses.

Click the Save button to add the selected components and return to the FASP window.

The Plan Amendment now appears on the FASP tree of the *Family Assessment and Service Plan* window.

A component can be removed until information is entered in it.

Click on the words "Plan Amendment" on the FASP tree to reopen the *Plan Amendment Maintenance* window if a further change in components is needed.

## Outcome and Activity Blocks

Outcome and activity blocks in the Plan Amendment are brought forward from the previously approved FASP.

Last Modified By	Date Created	Problem/Concern	Outcome Statement	Status	Status Date
Wilson10,Darryl	06/25/2009	This is where workers would document specific behaviors to be addressed/corrected.	This is where worker would document a concrete (measurable) benchmark.	New	06/25/2009

The level of outcome achieved must be recorded for all O&A blocks. O&A blocks which were "New" in the previous FASP must also have their status updated.

## Completing the Plan Amendment

The particular components of a Plan Amendment vary depending on

the status change(s) being documented.



For a detailed description of each component window in a Plan Amendment, see Module 17 in the *CONNECTIONS Case Management Step-by-Step Guide* on the CONNECTIONS Intranet site at <http://ocfs.state.nyenet/connect/jobaides/>. SSL-VPN users should use the <http://ocfs.state.nyenet> path on their

Citrix log in screen.

Use the *Check FASP Detail* window as you would for any FASP to view and navigate to components which are incomplete. Once all components have been

completed, the Submit for Review and Submit buttons enable, allowing you to send the completed Plan Amendment to your approver for review or approval.

**REMINDER:** Those with a Case Worker role, who have been Associated to a specific child on the *Tracked Child Detail* window, may complete all sections of the Plan Amendment except the Family Involvement Case Planner Summary and Safety Assessment. As with other FASPs, however, only the Case Planner or the Case Manager if no Case Planner is assigned may complete those sections and submit the Plan Amendment for approval.

**Reminder:** In all areas of CONNECTIONS, you can press F1 for help

### Resources:

CONNECTIONS Step-By-Step Guides:  
<http://ocfs.state.nyenet/connect/jobaides/>

CONNECTIONS Regional Implementation Staff:  
<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Application questions:  
[ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us) (NOTE: address contains an underline)

CONNECTIONS Communications  
[CONNECTIONSCommunications@dfa.state.ny.us](mailto:CONNECTIONSCommunications@dfa.state.ny.us)

NYS OFT Enterprise  
 Help Desk #  
 1.800.697-1323