Glossary of Information Technology Frequently Used Terms

A

24-Hour Home Study	FAD Homes are created in Emergency status at the time that a child is removed from his/her home and placed in foster care. Prior to placement, the authorizing agency must complete a preliminary assessment of the home. This assessment is referred to as the 24-Hour Home Study, because it is completed quickly to facilitate immediate placement. In the process of preparing an Emergency Home for certification or approval, a full Home Study must be completed in CONNECTIONS. This longer home study reflects the additional assessments and background checks required for full certification/approval.
Accepted-Active	This status is used in CONNECTIONS to indicate that a home currently meets all state regulations for full certification/approval, including (but not limited to) the results to the CHRC and a completed/valid Medical Report. CONNECTIONS will automatically identify a FAD home as "Accepted-Active" once a supervisor has approved the initial certification/approval of a home/stage.
Accepted-Inactive	This status is used in CONNECTIONS to identify a FAD home that is fully certified or approved but is not currently accepting placements.
Access	The user's ability to maintain or view information.
ACS	Administration for Children's Services
Active and inactive visiting plans	a visiting plan is active once it has been recorded and saved. It becomes inactive if a worker temporarily suspends or closes it permanently.
Active O&A Block	An Outcome and Activity block with a status of new, modified, or retained.
Activity	An action or task to be completed in order to achieve a desired outcome/goal.
ADM	Administrative Directive Memo
Adoption Subsidy	Children meeting certain eligibility requirements may be able to receive federal and/or state adoption assistance (for information on eligibility for Adoption Subsidy see 18 NYCRR, Section 426). This financial assistance is referred to as an Adoption Subsidy. Adoption Subsidies are distributed once an adoption is completely and legally finalized. In CONNECTIONS, a Setting of "Adoption" is used to identify homes receiving Adoption Subsidy payments. Pre-adoptive placements (with a Setting of "Foster Care") receive Foster Care Payments until adoption finalization.
Adoptive Home - Facility Type	The Facility Type of "Adoptive Home" is used in CONNECTIONS once an adoption is finalized. It is the only option available for a home that is receiving Adoption Subsidy payments.

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Adoptive Home – Setting	In CONNECTIONS, the Setting of Adoptive Home is used for FAD homes where an Adoption has been finalized. This setting option indicates a home that is receiving Adoption Subsidy payments.
Adult Residential Care	A facility where an adult person can be cared for when that person is unable to meet his or her own needs. This facility has a custodial relationship for that person. Also the Permanency Planning Goal for children that need this level of care upon adulthood.
ADVPO	Advocates Preventive Only (B18) (stage)
AFCARS	Adoption & Foster Care Analysis & Reporting System
AG	Attorney General
Agency	A local district, voluntary agency, or other jurisdictional entity made up of one or more units.
Agency Name	In the FAD environment, the Agency Name/Resource ID field displays the name of the local district or voluntary agency responsible for authorizing the certification or approval of the foster or adoptive home. Following that name is the unique system-generated identification number for that agency.
AKA Names	People are frequently known by more than one name. An applicant or individual residing in a FAD home may have a legal name, a nickname, and/or a maiden name. Through the AKA Name function, CONNECTIONS allows you to record "also known as" (AKA) names for each individual residing in a FAD home. Once recorded in CONNECTIONS, these names are available to be searched upon.
Allergen	a substance, such as pollen, that causes an allergy.
Annual Reauthorization	On an annual basis, FAD homes must undergo a thorough assessment (documented in CONNECTIONS via the Annual Reauthorization task) before the certification or approval can be renewed. This process is referred to as the Annual Reauthorization, and is also called a Recertification or Reapproval of the home. Caseworkers can begin documenting their assessments using the Annual Reauthorization task in CONNECTIONS 90 days prior to the expiration of the certificate or approval.
Applicant	A FAD home's status can be progressed to "Applicant" in CONNECTIONS once a prospective foster or adoptive parent has submitted a completed application for Home Study.
Application Security	Focuses on granting access to the CONNECTIONS application itself as opposed to the computer network as a whole.
Application/Application for Home Study	Individuals interested in becoming certified or approved as foster parents must be provided with an Application to begin the process home certification or approval. This is also referred to as an Application for Home Study because the application is one of the first items to be reviewed by an authorizing agency. The application must be accepted in order for the applicant to continue forward to the Home Study process.

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Appointment Types(Health)	based on the domain type, you can choose from Diagnosis at Intake, Emergency Care, Follow-Up, Initial Assessment, Reassessment, Preventive, Treatment, Sick child, Well child and Crisis Intervention. A complete description of these types can be found in the Health Services Job Aid on the CONNECTIONS website.
AppReg	Application Registration
Approval Letter	An Approval Letter (or Letter of Approval) permits a relative within the second or third degree of the parents or stepparents to be reimbursed for providing foster care services to a child in the legal custody of the district. This letter is given to the foster parent(s) only after the foster home has met all approval requirements.
Approved FASP	the FASP has been submitted and approved.
Approved Relative Foster Home	This term is a Facility Type option for a FAD home with the setting of "Foster Home." This option indicates that the foster parents are within the second or third degree of the parents or stepparents of the child they are caring for.
Approved UCR	A UCR Assessment and Service Plan that has been approved by the LDSS Case Manager or the Case Manager's Supervisor if the Case Manager is also acting in the role of Case Planner. Approval of a UCR creates a navigable event.
APRV - Event Status	This status type is found on the Event List, and indicates that a task has been approved by a supervisor.
AQC	Office of Audit and Quality Control
Archives Page	historic documents that were posted on the CONNECTIONS intranet site.
ARI	Administrative Review of Investigation (stage)
ASAP	Adult Services Automation Project
ASFA	Acronym for Adoption and Safe Families Act, Federal law that introduces new expectations in case practice and documentation. Based on the requirements of the Adoption and Safe Families Act, caseworkers are required to complete specific tasks within required timeframes.
ASFA Day 1	The date the ASFA clock begins, which is either sixty days after the date on which the child was removed from the home OR the date of the first judicial finding that the child has been subjected to abuse or neglect, whichever occurs first.
Assessment Analysis	The process of analyzing and documenting the inter-relationships of relevant factors and influences in a family case which leads to identification of needed changes in behavioral conditions, to achieve child safety, permanency and well being.
Assessment Summary	A system generated summary and display of a family's most significant safety and risk factors, problems and strengths that were identified in the assessment.

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Assigned Role in a Case	In CONNECTIONS, a worker can be assigned the role of Primary worker, Secondary worker.
Assigned Workload	The Assigned Workload displays the worker's entire active caseload in one place. Workers can arrange assignments alphabetically by stage name, stage of service or by county number. A worker's Assigned Workload identifies the worker's role (Primary worker, Secondary worker) in each stage. The Assigned Workload also displays the name of each stage of service, the type of stage and when each stage was assigned to the worker.
Assignee	Workers who temporarily assigns their own security rights to another worker.
Assignee Designee Report	A report available from the CONNECTIONS Data Warehouse that lists which agency workers are assignees or designees and for whom.
Assistance (for a visiting plan)	examples are transportation, access to a secure facility or directions to the facility written in the parent's primary language.
Associated	when a Caseworker is Associated to a child in CONNECTIONS it indicates that s/he works directly with that child and is responsible for documenting certain parts of the Family Assessment and Service Plan. There is a tab on the Tracked Child Detail window where you can record this association.
Auth From Date	In CONNECTIONS, the Auth From Date identifies the Date of Approval for a FAD home that is in Accepted-Active status. The Auth From Date is system-generated based on the date a supervisor approves submission of the FRS for certification/recertification or approval/reapproval. The Auth From Date can be found in the heading of the FRS, on the F/A Home License window, and on the F/A Home Certificate or Approval Letter.
Auth To Date	In CONNECTIONS, the Auth To Date identifies the date of expiration for a FAD home in Accepted-Active status. The Auth To Date is system-generated based on the date a supervisor approves submission of the FRS for certification/recertification or approval/reapproval. The Auth To Date can be found in the heading of the FRS, on the F/A Home License window, and on the F/A Home Certificate or Approval Letter.
Author	The name of the author of the note.

B

BBM	Bureau of Budget Management – Division of Administration
BCFI	Behavioral Concerns and Family Issues
BCFI window	a non-Protective Intake screening tool used to document any behavioral concerns and/or family issues, referrals or interventions and emergency services provided, if applicable.
BCM	Bureau of Contract Management – Division of Administration

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Behaviorally specific	clear and descriptive narrative stating observations, actions and conditions; affirming facts rather than opinions that support conclusions.
BF	Used by the local Security Coordinator to maintain security and grant CONNECTIONS access to workers. BFs are made up of Security Attributes to allow access to a particular window, dialog or functionality. Each BF is designed to allow a worker to perform a particular function or group of functions.
BFO	Bureau of Financial Operations – Division of Administration
BICS (Benefits Issuance Control System)	The Benefits Issuance Control System (BICS) is used for the payment and claiming of services cases in New York State, with the exception of Erie County and NYC ACS Contract Agencies.
BT	Bureau of Training
Business Function Profile (BFP)	The list of all Business Functions given to a worker. It is attached to the worker's logon ID and it is this profile that the system checks to determine which windows and functionalities the worker is permitted to access.
Business Function Report	A report available from the CONNECTIONS Data Warehouse that lists all workers in an agency who have been assigned a particular Business Function.
Business Function Requiring Special Handling	A Business Function that allows a worker to change data in a case, including changes that affect the results returned in a search. Designed to be given to specific types of workers.

C

Capacity	The capacity of a FAD home is based upon the allocation of physical space in the home, and on the foster parents' interest and ability to care for a certain number of children. See 18 NYCRR or your supervisor for specific information (e.g., number of children per bedroom).
Capacity to Consent	an individual's ability, determined without regard to the individual's age, to understand and appreciate the nature and consequences of a proposed health care service, treatment, or procedure; or of a proposed disclosure of confidential HIV-related information, as the case may be, and to make an informed decision about the service, treatment, procedure, or disclosure.
CAPS	Central Accounts Payable

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Case	A case is a documented collection of one or more situations and their required casework activities for addressing the protective and/or preventive service needs of children and their respective families. A case may contain both open and closed stages at the same time. Also, several stages may be open at the same time. Once all stages are closed, the case is closed. In FAD, the case is comprised of the FAD stage only. A new case is created in CONNECTIONS, when the home is "Saved and Assigned."
Case ID Number	Every case has a specific number generated by CONNECTIONS. For FAD Homes, this system-generated number is assigned when the home is created and then "Saved and Assigned."
Case List	The Case List enables you to view a listing of all cases which either meet the search criteria entered in the Case Search window or are associated with a person searched for using the Person Search function. The Case List displays high level case information such as Case Name, Case ID, etc.
Case Manager	a local district worker with the responsibility to authorize the provision of services, approve eligibility determination and approve the Family Assessment and Service Plan. There can be only one Case Manager per Family Services Stage.
Case Name	The family name by which a case is identified.
Case Number	A unique integer which identifies a case in CONNECTIONS.
Case Planner	a local district or voluntary agency worker who is primarily responsible for coordinating and evaluating services to the family, as well as periodically completing and submitting the Family Assessment and Service Plan (FASP) in a timely fashion. The Case Planner reviews the work of all other workers who have contributed to the FASP and accepts or revises that information accordingly. S/he refers the child and family to service providers, as needed. There can be only one Case Planner per Family Services Stage. The Case Manager can assume the responsibilities of the Case Planner; if so, there would be no separate Case Planner.
Caseworker	a local district or voluntary agency worker who completes specific work within the Family Assessment and Service Plan and may be responsible for a specific child, multiple children or no children in the Family Services Stage. There can be multiple Caseworkers in a stage. In a Family Services Intake (FSI), Caseworker is the only role available and there is only one Caseworker per Family Services Intake (FSI); this role is automatically assigned to the person who created the Family Services Intake (FSI).

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CASP	provides a uniform and effective method for workers to document their assessment of individual child functioning, strengths and needs. These assessments form the basis for determining what aspects need to change in order to support the desired outcomes for a child. The service plan and an evaluation of the previous service plan also must be documented. CASPs are completed on a periodic basis or whenever key status changes occur during the life of a case.
Category	types of allergies (i.e. Food, Environmental and Medication).
Category 1 Crimes	This phrase refers to a method for organizing the type of crimes considered when a Criminal History Record Check (CHRC) is conducted (see 18 NYCRR 443.8). There are two segments to Category 1 Crimes: (A) A felony conviction at any time involving child abuse or neglect; spousal abuse; a crime against a child (including child pornography), or a crime involving violence (including rape, physical assault or battery) (B) A felony conviction within the past 5 years for physical assault, battery or a drug-related offense.
Category 2 Crimes	This phrase refers to a method for organizing the type of crimes considered when a Criminal History Record Check (CHRC) is conducted. Category 2 Crimes involve a charge or conviction of any other crime not listed in Category 1.
CBO	Community-Based Organization
CBT	Computer Based Training
CBVH	Commission for the Blind and Visually Handicapped
CCF	Congregate Care Facility
CCF	Council of Children and Families.
CCFS	Child Care Facility System
CCR	Child Case Record - An individual child's open case created when the child is legally freed for adoption and has a PPG of adoption.
CCRS (Child Care Review Service)	The Child Care Review Service (CCRS) is the Legacy computer system in New York State that tracks the activities of children receiving foster care, prevention, and protective services paid for by local districts. Prior to the implementation of CONNECTIONS Release 3, CCRS was the system of record for all Foster/Adoptive Home development activities.
CD	Community District (NYC)
Certified Foster Home	A Facility Type option for a FAD home with the setting of "Foster Home." Select this option when the potential foster parents have stated they do not intend to adopt foster children.
Certified Foster/Adoptive Home	A Facility Type option for a FAD home with the setting of "Foster Home." Select this option when the potential foster parents have stated they plan to, or will consider, adopting foster children.

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CETS	Contract Expenditure Tracking System
Child(ren) Over the Age of 10	Names of any children over the age of ten years at the time of the UCR due date. (If no UCR due date can be calculated, then any child over the age of ten years at the time of the UCR launch date.)
Children Involved	Children who are named in the legal activity.
Child's Tribe	The official tribe that an American Indian child is affiliated with, as determined by their lineage and American Indian rules and regulation.
CIAB	CONNECTIONS in a Box
CID	The Case Initiation Date or day one of a family services stage. It equals the earliest of the following events: 1. Date of CPS indication: approval date of determination a CPS report is indicated; 2. Date of application for services: date an application for services signed by a parent/client was received; 3. Date of placement: date a child is placed in foster care; 4. Date of court order: date of court order (of preventive services or commitment of care and custody or custody and guardianship to LDSS commissioner for placement).
CIN	Client Identification Number. A unique identifier for every person in CONNECTIONS.
Clarity of reference	avoid pronouns like he, she, him/her which can be interpreted in different ways, e.g. "Kristy Collins told Kimberly Collins to stop interrupting the conversation" rather than "She told her to stop interrupting the conversation."
Closed Stage Addendum	Additions made to a stage after the stage is no longer in an open status.
Closure	This status identifies a FAD home that has been approved for voluntary or involuntary closure. Children cannot remain in a home in closed status.
CMS	Contact Management System
COFCCA	Council of Family and Child Caring Agencies
Cognos	Business Intelligence Software
COI	Court Ordered Investigation (stage)
Collateral contacts	contact made with someone outside those individuals who are listed in the stage. This should include the reporter/source whenever possible and might also include a doctor, probation officer, drug counselor, neighbor or relative.
COMAS	Contract Management System
Community District (CD)	New York City addresses are organized into geographical subdivisions called Community Planning Districts (CDs). The CD displays as a two-digit code. The CD is listed on several windows in CONNECTIONS (e.g., F/A Home List) and indicates the Community Planning District in which the FAD home (or the household involved in a CPS stage) is located.

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COMP - Event Status	This status type on the Event List indicates that a worker or a supervisor has completed a task in CONNECTIONS.
Comprehensive FASP	the second assessment and service plan to be completed after a child welfare services case is opened.
Comprehensive UCR	The assessment and service plan that must be completed by the Case Planner and approved by the Case Manager within 90 days of CID.
Concurrent planning	early identification of an alternative permanency resource for a child in foster care while at the same time making efforts to reunify the child with her/his parent(s).
Congregate Care – Setting	The setting of Congregate Care in CONNECTIONS is used to indicate specific FAD facilities that are not based within a family residence. Congregate Care facilities are created in CONNECTIONS by employees of OCFS. Congregate Care facilities are operated by voluntary agencies and local district staff. Congregate Care facilities are identified further by the following Facility Types: Group Home, Group Residence, Agency Boarding Home, and Institution.
CONNECTIONS	New York State's federally required Statewide Automated Child Welfare Information System (SACWIS) system that provides OCFS, local districts and voluntary agencies with an automated system for Child Protective, Preventive, Foster Care and Adoption
Contemporaneously	at the same time, or close to it.
Contract	Local districts contract with voluntary agencies to arrange for specific services (e.g., foster care, preventive, adoption related services). This process must be reflected in CONNECTIONS. Local district staff create contract headers in CONNECTIONS to specify the services being provided by the voluntary agency. Contracts for each agency are system-generated when the FAD home is created in the CONNECTIONS system. These contracts allow CONNECTIONS to interface with BICS vendor files and CCRS when updates are made to facilities in CONNECTIONS.
Contract Reporter	Official state announcement of funding opportunities
Controlling interventions	intervening actions taken to control for the immediate health and safety of the children.
COS	Court Ordered Supervision
Court Outcome	Disposition or order resulting from legal activity.
Court Type	Classification of court, i.e. Family, Surrogate, Supreme, etc.
CPI	Contract Process Improvement
CPM	Child Protective Manager
CPRS	Child Protective Record Summary
CPS	Child Protective Services
CPS Monitor	CPS caseworker responsible for monitoring services being provided by someone other than a CPS worker to a family named in an indicated report of child abuse or maltreatment.

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CPS Worker	LDSS Caseworker responsible for investigating reports of child abuse and maltreatment.
CQC	Commission of Quality Care.
Credible evidence	evidence worthy or capable of belief and the lowest level of evidence that exists.
Criminal History - Discretionary Disqualifier	This phrase refers to a potential result of the Criminal History Record Check (CHRC). It indicates that the CHRC results list charges or convictions other than those specifically listed in 18 NYCRR §443.8(e)(1) and 00 OCFS ADM-4. In this situation, a household resident (other than the potential foster or adoptive parents) has been charged or convicted of a Category 1 Crime or Category 2 Crime; or a prospective or certified/approved foster parent or adoptive parent has been charged or convicted of a Category 2 Crime. The district or voluntary agency may exercise some amount of judgment in determining whether or not to deny an application or revoke an existing certification/approval consistent with the standards set forth in Art. 23A of the Corrections Law (see 00 OCFS Adm-4).
Criminal History - Presumptive Disqualifier	This indicates that an applicant, foster parent, approved or adoptive parent has a conviction of one or more "Category 1 Crimes" [see 18 NYCRR §443.8(e)(1) and 00 OCFS ADM-4 for more detail].
Criminal History Record Check (CHRC)	Authorizing agencies are required to obtain a set of prospective or existing foster parent's fingerprints, and those of each person over the age of 18 (including foster children) currently residing in the prospective or existing foster home. These fingerprint cards are sent to OCFS, and then to the Division of Criminal Justice Services (DCJS). DCJS conducts research on each person to determine if he/she has ever been convicted of a crime. Results of a CHRC include Presumptive Disqualifier, Discretionary Disqualifier, No Record Returned, and Hold in Abeyance (see 18 NYCRR 443.8 for more information).
CSMS	Child Support Management System
Current Role in a Stage	Being assigned as the Primary or Secondary in a stage of a case.
Custody	Formal, legalized responsibility for a child.
CW	Child Welfare
CWS	Child Welfare Services (stage)
Cycle	Timeframe on which the Uniform Case Record is due.

D

Data as of Date	when data was last brought over from CONNECTIONS into the Data Warehouse.

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Data Warehouse	designed to meet the needs of Local District Staff, Voluntary Staff, Regional and State OCFS staff who need access to management reports and ad hoc reporting on data in the CONNECTIONS and legacy systems.
Date of Application for Services	Date an application for services, signed by a parent/client, was received.
Date of Court Order	Date of court order of preventive services or commitment to custody or guardianship to LDSS Commissioner for placement.
Date of Indication = CID	Date of the approval of the Investigation conclusion, for an indicated and open report.
Date of Placement	Date a child is placed in foster care.
Date of Review	The date that workers involved in a case and the family meet to discuss progress.
DDPS	Division of Development & Prevention Services
Default BFP	A collection of Security Attributes that are bundled and can be assigned as a group to a worker role
Default Unit	A "holding place" for workers until they can be In-Assigned to their proper units. All workers are initially In-Assigned to one of the agency's default units. The Security Coordinator moves workers from default units to their In-Assignments.
Designee	The worker who is temporarily assigned the security rights of another worker.
Details	The narrative of the Progress Note.
Determination	The outcome of a CPS Investigation, based on whether there was credible evidence to support the allegations. Either indicated or unfounded.
DFY	Office Type: OCFS Rehabilitative Services.
Dialog	A series of windows that work together to capture information or perform a function.
Directories	Organized tables of information within CONNECTIONS that can be searched upon. All staff can view (without a special security profile) the Office, Resource and Staff directories. To access and/or maintain the Unit Directory requires the appropriate security profile.
Discharge Resource	The name of non-parent relative or non-relative to whom child in foster care is planned to be discharged.
District	Office Type: Local County Social Services.
DOB	Division of the Budget
Domain Types	identifies what kind of appointment took place: Physical/Medical, Dental, Developmental, Mental Health and Substance Abuse. You can select one or more of these domains for each appointment, but not all domains can be combined.
DPO	Designated Payment Office
DR	Disaster Recovery
DRL	Domestic Relations Law

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DRS	Division of Rehabilitation Services (oversees youth in custody of OCFS)
DSS	Office Type: State OCFS.
Due Date for the UCR	The date a UCR is due, as per State regulations. This date is based upon the Case Initiation Date (CID).
DUP	Duplicate Report (CPS Intake)

E

EAF	Emergency Assistance to Families
EAP	Employee Assistance Program
Early Intervention Program	a voluntary program that identifies infants and toddlers with disabling conditions; evaluates their needs for a range of early intervention services; and develops individualized family services plans to address such needs. This program was established by the NYS Department of Health in compliance with federal CAPTA requirements.
ECS	Emergency Children's Services (ACS)
EEO	Equal Employment Opportunity
EHD	NYS OFT Enterprise Help Desk
Emergency Status	This status is used in CONNECTIONS to identify a FAD home created for the purpose of providing board and care on an emergency time-limited basis. Such homes are created when a child is removed from his/her home and is placed in foster care. A child may be placed in a home in Emergency Status prior to full certification/approval of the home. A 24-hour Home Study, and a signed statement of caretaker relationship to the child are two of the requirements that must be met for a home to be placed in Emergency Status (18 NYCRR 443.7).
End-Dating Staff	Entering an end date in the Maintain Staff window to disable a worker's Person ID when that person has left an agency (either permanently or temporarily).
Entered By	The name of the person who entered the note into the system (system generated based upon the log-on of the person who is signed onto the system.
Entry Date	A system generated date identifying the date the Progress note is entered into the system.
EODD	Office of Equal Opportunity & Diversity Development
E-Rate	The E-Rate program provides affordable access to telecommunication services for all eligible schools and libraries.
ESD	Empire State Development (formerly NYS Department of Commerce)

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Event	An event is a stage-related action performed or recorded in CONNECTIONS. For example, a change in address, reauthorization or a new primary assignment is an event. CONNECTIONS generates events automatically once an individual has completed the home/stage-related action in the system.
Event Date	The date the activity occurred.
Event List	contains a list of CONNECTIONS tasks and case/stage-related activities that have been completed or are in progress.
Event Time	The time the contact occurred.
Extended Accepted-Active Status	This status is used in CONNECTIONS to identify a FAD home whose active status (Accepted-Active) has been extended beyond the one year expiration date due to missing Criminal History Record Check results. This type of extension is allowed when a home in Accepted-Active status is due for Annual Reauthorization. The fingerprint results from one or more (CHRC) have not been received, but the home has otherwise met all regulatory requirements. Accepted-Active homes can be recertified/reapproved in Extended Accepted-Active status for four (4) 90-day periods while awaiting fingerprint results. Since the home was already in Accepted-Active status, Title IV-E reimbursement is not affected.
Extended Emergency Status	This status is used in CONNECTIONS to identify a FAD home whose active status (Emergency status) has been extended beyond the initial 90-Day expiration date due to missing Criminal History Record Check results. This type of extension is allowed when a home in Emergency status is within 30 days of being advanced to Accepted-Active status (thus beginning an annual cycle). In this situation, fingerprint results from the CHRC have not been received but the home has otherwise met all regulatory requirements. Homes in Emergency status may be extended for three (3) 90-Day periods (or one year/360 days total).

F

F/A Home Certificate	This Certification to Board or F/A Home Certificate permits an individual (or individuals) to receive reimbursement for providing foster care services to children in the legal custody of the district. This certificate is given to the foster parent(s) only after the foster home has met all approval requirements.
Facility ID	An eight digit numeric code identifying a facility where a child is placed.

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Facility Type	A Facility Type is dependent upon the Setting of a home, and serves to further identify the FAD facility. Example: Choices for the Foster Home Setting include Certified Foster Home, Foster/Adoptive Home and Approved Relative Foster Home.
FAD	Foster Adoptive Development (stage)
FAD checklist	Found in the FRS (see below), this is a listing of all tasks required for home certification/approval and recertification/reapproval. It also includes a listing of casework activities necessary to create a home in Emergency status.
FADRS	FAD Record Summary
Family Activity	The action(s) or task(s) a family member(s) will undertake to achieve a desired outcome. The description should include the frequency of the activity.
Family Involvement Narrative	used to document the amount and nature of the family's input into the Service Plan, including the family's requests for specific services or changes to the plan.
Family Issues Type	Part of the BCFI indicating the types of issues/problematic behaviors that the family is experiencing/exhibiting during FSI
Family Relationship Matrix	a CONNECTIONS feature that the worker uses to record and modify relationships between individuals within the stage composition.
Family Resource	A person or external resource that provides support and assistance.
Family Services Face Sheet	a CONNECTIONS output that includes two sections of information: The Stage Composition section lists all of the individuals' demographics and their respective addresses; the Workers Information section lists the worker assigned to the stage.
Family Services Intake (FSI)	the CONNECTIONS stage created for the initiation of child welfare services.
Family Services Intake Report	displays information that was recorded in Connections as part of an FSI.
Family Services Stage (FSS)	the CONNECTIONS stage for documenting progress notes and family assessment and service plans. The FSS is the shell that contains much of the documentation regarding child welfare services.
Family Strength	Individual or family characteristics that help the family meet life challenges, handle stress, adapt and grow, and achieve safety, permanency and well being.
Family Strengths, Needs and Risk Scales	A set of scales used to assess a family's strengths, needs and risk of maltreatment or abuse.
Family/PDR Visitation	a progress note type identifying a visit between a child(ren) in foster care and her/his parent or the primary discharge resource.
FAQs	this section of the OCFS CONNECTIONS intranet site contains answers to common CONNECTIONS-related questions from workers.
FAR	Finalized Adoption Record (B19) (stage)

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FASP	provides a uniform and effective method for workers to document their assessment of family and child functioning, strengths and needs. These assessments form the basis for determining what aspects of family functioning need to change in order to support the desired outcomes. The service plan and an evaluation of the previous service plan also must be documented in the FASP. FASPs are done on a periodic basis or whenever key status changes occur during the life of a case.
FASP Reports	provide information on Initial, Comprehensive and Reassessment FASPs.
FASP Status Summary report	a monthly report providing the total number of open FASPs, approvals due, on-time approvals and overdue or missed FASPs for the month selected.
FASPs Due Detail report	a current point-in-time report that provides a listing of all overdue FASPs, as well as FASPs that are coming due within 30 days.
FBH	Foster (Family) Boarding Home
FBO	Faith-based Organization
FCI	Foster Care Issues (B18)
FFSNR	Family Strengths, Needs and Risks (B18)
FHDMS	Fair Hearing Decision Management System
Focus	A family member listed in the case comp, who was the topic of the contact. This individual may or may not have been present at the contact.
FOI	Freedom of Information
Foster and Adoptive Home Record Summary (FRS)	The Foster and Adoptive Home Record Summary (FRS) provides a comprehensive view of the FAD information you record in CONNECTIONS. This is accomplished through the use of a single, multi-tabbed window that allows you to access, view, and print FAD home information easily. This multi-tabbed window is organized to be consistent with the existing foster/adoptive home development process. You may record comments and contact notes at appropriate points throughout this process. The FRS is frozen upon approval by a supervisor. Historical information can be viewed by accessing the frozen FRS via the Event List.
Foster Boarding Home	A Foster Boarding Home is defined as "a residence owned, leased or otherwise under the control of a single person or family who has been certified or approved by an authorized agency to care for not more than six children" [18 NYCRR §443.1(j)]. Foster homes created on an Emergency basis is discussed in Module 19: Emergency Certified or Approved Foster Homes. Refer to Module 20: Certification and Approval of Adoptive Homes for information about the certification and approval of Adoptive Homes.
Foster Care	A placement wherein a child has been legally placed in the care and custody of the local Commissioner of Social Services.

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Foster Home - Setting	The Setting of "Foster Home" is used in CONNECTIONS to identify a FAD home currently providing foster care and/or pre-adoptive services. These homes receive Foster Care payment. The Facility Types listed below are found on the F/A Home License window and are used to further identify the type of FAD home. Certified Foster Home, Approved Relative Foster Home, and Certified Foster/Adoptive Home.
Foster Parents	Persons who have been certified or approved by an authorized agency to care for children in the custody of the Commissioner of Social Services and who receive payment for the care of such children.
FPLS	Federal Parent Locator Service
FPO	For-Profit Organization

G

GIC	Geographic Information Center
Glossary	a list of CONNECTIONS/child welfare related terms and their definition in alphabetical order.

H

Health Specialist	local district and voluntary agency staff who are not assigned a role in a stage.
Help on Narratives	The Help on Narratives button (found on the FRS) allows you to access help information for the Home Study and Annual Reauthorization documents. When the Help on Narratives button is selected while in the Home Study or Annual Reauthorization tabs, help information about that document will immediately display. Clicking on the button while on any other tab will open an index of help topics relating to these narratives.
Historical Role	The role in a stage accorded a worker if the worker was the Primary or Secondary worker at the time a stage was closed.
History of One or More Crimes	This phrase refers to a potential result of the Criminal History Record Check (CHRC). It indicates that a prospective foster or adoptive parent has been convicted of one or more felony or misdemeanor crimes. This result is further identified as either Criminal History - Presumptive Disqualifier or Criminal History - Discretionary Disqualifier.
Hold in Abeyance	A result of a Criminal History Record Check (CRHC) that indicates an individual has been charged with a crime, however the charge has not been fully resolved.
Home	The actual residence (address) in which the children live or were residing in, at the time of the CPS report.

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Home Certification/Approval Extensions	New York State Foster Care regulations allow homes already in an active status (either Emergency or Accepted-Active status) to have their status extended beyond their expiration date. Extensions are allowed when all certification/approval and recertification/reapproval requirements have been met, but the results of one or more Criminal History Record Checks (CHRC) have not been received. In CONNECTIONS, this means that all Date Card Sent fields have been completed on the Person Detail FA window, but one or more of the Date Results Received fields remains blank. The Fingerprint Extension checkbox on the F/A Home License window must be selected for the extension to be recognized by CONNECTIONS.
Home Study (Initial and Interim)	An Initial Home Study narrative documents the first assessment of a home as part of the preparation for certification or approval of a potential foster or adoptive placement. See 18 NYCRR Part 443 for specific instructions on items included in a Home Study narrative. An Interim Home Study is a reassessment of the home and an updating of the home information due to changes that occur during the annual certificate/approval period (such as foster parent marriage or divorce). The foster parent's ability to continue providing foster care services is assessed, with consideration given to the impact that the status change has on the foster home.
Household Constellation	For purposes of the Risk Assessment, household constellation consists of all persons named in the CPS report, including but not limited to all persons residing in the children's home at the time of the report; any person who has some child care responsibility or frequent contact with the child(ren) and assumes a caretaker role (i.e. a parent with weekend visitation or a relative who cares for the children daily while the parent(s) work; any child(ren) in foster care with a Permanency Planning Goal of "return home" and any child(ren) who has runaway or is temporarily in another living situation (i.e. with relatives, in a youth facility or in a hospital or residential treatment facility), but whom is expected to return home.
How-Tos	a section on the OCFS CONNECTIONS intranet site containing recommendations, tips and noteworthy points for completing various CONNECTIONS procedures.
HPF	High Priority Factor (NYC)
HPO	High Performance Organization
HR	Human Resources
HRIS	Human Resources Information System
HSEN	Human Services Enterprise Network

I

I&R Action Type	A listing of actions taken during an I&R.

Glossary of Information Technology Frequently Used Terms

I&R Service Type	A listing of general DSS and other related social services and programs.
IAB	Institutional Abuse (CPS)
ICPC	Interstate Compact on the Placement of Children
ICWA	Indian Child Welfare Act (federal)
Identification Numbers	Caseworkers use a variety of numbers to assist in the identification of person and home information that is stored in CONNECTIONS and in the External Foster Home Case Record. Examples of Identification Numbers include: Vendor ID Number and Resource ID Number.
IFB	Invitation for Bid(s)
Implied relationship	a relationship that can be deduced from a previously recorded relationship on the Family Relationship Matrix. For example, if Jean is the mother of William, the implied relationship is that William is the child of Jean; also called a "reciprocal relationship." An implied relationship is not automatically created if you select the child first when creating the relationship. It's suggested that you always select the oldest person first and relate those in the Person One list to those in the Person Two list.
Implied role	when a stage you are working on shares a person in common with another case, you are given an implied role in the related case and will be able to view information on the related case, but not modify it. This is available only to staff in local districts (with the appropriate Business Function).
In Process UCR	A launched UCR in which some data has been saved, but which has not yet been submitted for approval.
In Sequence UCR	A UCR that was approved in the defined order of assessment cycles required by OCFS regulation 18 NYCRR 428 (i.e., Initial, Comprehensive, Reassessment by due date).
Inactive O&A Block	An Outcome and Activity block with a status of achieved or discontinued.
In-Assignment	The formal placement of a worker into a unit. Each worker is In-Assigned to only one unit.
Incomplete UCR	A UCR that was started (some data saved in it), but never submitted for approval. The system will close and mark a Pending or In-Process UCR as Incomplete when it is 12 months past its due date or if a user launches a 3rd consecutive UCR and it has the earlier due date of the 2 already open UCRs. If no CID exists, a UCR will be marked as Incomplete 12 months from its launch date.
Independent Living	A Permanency Planning Goal for an adolescent that signifies a child will be able to live independently once adulthood is reached. Also used to note programs that teach children skills to be able to live independently.
Indicated	there is some credible evidence of child abuse or maltreatment neglect (at least one allegation is substantiated).

Glossary of Information Technology Frequently Used Terms

Individual Report of Involvement(IRI)	contains a comprehensive cross-reference history for each person listed in the associated Intake Report, as well as current information. This includes all reports under investigation, as well as indicated and unfounded CPS reports.
INF	Informational Letter
Information and Referral (I&R)	Information and referral allow a worker to record the time and effort spent on communicating with people who are asking for information on services and are not to be opened as a FSI.
INI	Initial Report (CPS)
Initial FASP	the first assessment and service plan to be completed after a child welfare services case is opened.
Initial UCR	The first Assessment and Service Plan that must be completed by the Case Planner and approved by the Case Manager within 30 days of CID, except for open indicated child abuse and maltreatment cases which is due 7 days after the approval of the Investigation Conclusion.
In-process FASP	work has begun on the FASP, but it has not yet been submitted for approval.
Inquiry	This term refers to the status given a FAD home by CONNECTIONS when it is first opened or reopened for the purpose of recording an inquiry by the applicant(s).
Intake (INT)	The Intake (INT) stage of service allows workers at the State Central Register to record calls regarding alleged abuse and/or maltreatment of children. Each report is recorded in the Intake stage and sent electronically (via CONNECTIONS) to the appropriate local Department of Social Service. Child Protective Service workers will investigate the allegations and assess the safety of the children in the home.
Intake Report	contains the details of the reported incident gathered from the reporter by the State Central Register (SCR) at the time of the CPS intake.
Intake Source	The person supplying information during a FSI.
Intake Source Information	Demographic information related to the Intake Source.
Intake Source Type	A listing of descriptors related to the person who is the source of the information for intake.
Intranet	a private computer network operated by a single organization and protected by security measures that prevent unauthorized users from accessing it (e.g., the OCFS CONNECTIONS intranet site).
Investigation (INV)	The Investigation (INV) stage of service allows local Child Protective Service workers to document their investigation into allegations of abuse and/or maltreatment of children in New York State.
IRI	Individual Report Involvement (CPS)
IT	Information Technology

Glossary of Information Technology Frequently Used Terms

J

JD	Juvenile Delinquent (Article 3)
Job Aids	a document that provides context and system information about specific areas and/or functions in CONNECTIONS. These documents may or may not be build-specific (e.g., changes implemented in an update or enhancement to CONNECTIONS).
Job Type	A combination of Program area (Foster care, CPS) and staff type (Case worker, supervisor) that will be used as a basis to assign default security Business Function Profiles.
Job-Type Business Function	A collection of Security Attributes forming a single Business Function designed to meet the basic access requirements of a particular type of worker: CPS worker, CPS supervisor, FAD worker, or FAD supervisor.

K

KEW	Knowledge Exchange Workshops
Key Dates	Specific dates associated with ASFA timelines, which are critical for caseworkers to be cognizant of in order to take required actions within the required timeframes.

L

LAN	Local Area Network
Late UCR	A UCR that has not been approved by its due date. An In Process late UCR becomes marked as an Out Of Sequence UCR if it is approved after the next In Sequence UCR is approved. If a late UCR is not launched by the time the next In Sequence UCR is approved, it is marked as a Missed UCR and can no longer be launched.
Launching a UCR	The first time a specific UCR is opened (Initial, Comprehensive or Reassessment) and saved.
LCM	Local Commissioner Memorandums
LDM	Local Data Maintenance
LDSS: Local District Social Services	The local government agency that provides and oversees child protective, foster care, preventive and other services to children and families within that area.
Legal	Office of Counsel/Division of Legal Affairs
Legal Event	Description of the legal activity, i.e. Petition, Hearing, Appeal, Agreement, etc.
Legal Event Date	Date court hearing or other legal activity took place.
Legal Name	Located in the Home Demographics window, this field indicates the official name of the facility. A Legal Name must be recorded to identify Foster and Adoptive homes and Congregate Care facilities. It is recommended that this field be used to record both foster parent names in the following format: Smith,Joan/Smith,John.

Glossary of Information Technology Frequently Used Terms

Legal Type	Article of law to which a legal event applies.
Legally sealed	an unfounded CPS report made to the SCR on or after 2/12/1996.
Level of Placement	The level of supervision, structure and proximity to a home in which a child is placed in foster care. From lowest level to highest, they are foster home, group home, group residence and institution.
Level RAS	Remote Access Server (Dial-In) Services
Location	A description of where the contact took place.
LOD	Level of Difficulty (Special/Exceptional rate)

M

M/WBE	Minority and Women-Owned Business Enterprise
MA	Medical Assistance/Medicaid
MAINT HEALTH	workers with this Business Function have the ability to view or maintain health services information for any tracked child for which their district/agency has responsibility without having a role in the child's case.
Maintain	The process of adding, modifying, or deleting data.
Maintain Access	The ability to add, modify, update, delete, or otherwise manage information in CONNECTIONS.
Maintain Primary Address/Phone	contains primary address and phone information for each individual in the family.
Maintainer	Staff members with security rights to maintain the staff members, in their own office, in CONNECTIONS.
Manager	A unit member whose level exceeds the Supervisor's.
Mandated Preventive Services	supportive and rehabilitative services provided to children and their families for the purpose of averting the disruption of a family that will or could result in placement (or replacement) of a child into foster care. Such services are considered "mandated" when they are to avert imminent foster care placement. These services can also be provided to enable a child to return home from foster care earlier than anticipated.
Mandatory Functioning by Local District Edit Matrix	Method by which the Local District or Agency can decide if certain functionality must be completed by their workers.
MAPP	Model Approach to Parenting Program (FAD)
Medicaid status	values derived from WMS, and each child in the Child List has one and only one status. Pending: to date there has been no Medicaid eligibility determined for the child. Ineligible: child was determined as not eligible for Medicaid. Eligible-Roster: eligible for Medicaid; child's name is on a voluntary agency roster list. Eligible-Card: child is eligible for Medicaid and has Common Benefits Issuance Card (CBIC).

Glossary of Information Technology Frequently Used Terms

Medical Home	the central site for the provision and coordination of health services for a child.
Method of Intake	The method the intake was received by the user.
Method of Notification	The manner in which a person is notified of a meeting, including mail, phone, face-to-face, etc.
MIR	Merchandise/Invoice Received
Missed UCR	A UCR that was not launched by the time the current cycle UCR is approved.
MOU	Memorandum of Understanding
MSAR	Maximum State Aid Rate
MSM	Acronym for Monthly Status Master.

N

NCANDS	National Child Abuse and Neglect Data System
NEW - Event Status	On the Event List, this status is used to identify that a new task has been created and work on the task has not yet been saved to CONNECTIONS.
New UCR	The next due UCR in a cycle, not yet launched or launched with no data saved in it.
News for Users	updates and bulletins regarding CONNECTIONS posted on the OCFS CONNECTIONS Intranet site.
NFP	Not-for-Profit Organization
No Criminal Record Found	This phrase refers to a potential result of the Criminal History Record Check (CHRC). It means that the CHRC revealed no criminal convictions, no open cases, and no history of arrests.
No Record Found	This is one result of the State Central Record (SCR) Database Check required of all foster or adoptive applicants and individuals over the age of 18 residing in their homes. This result indicates that the person was not found to be a subject of an indicated report of abuse or maltreatment to the State Central Register of Child Abuse and Maltreatment.
No Reportable Criminal Record Found	State Law makes reportable only convictions (or open arrests) for felonies and misdemeanors. This result of a Criminal History Record Check (CHRC) indicates that a history does exit for something other than a conviction or an open charge for a felony and/or misdemeanor. This could be, for example, a conviction for a violation or a dismissal of a charge.
Non-LDSS Custody	the child is placed in the home of a relative or non-related resource person with or without a court order and the local social services district is providing supervision and/or services to enable the child to return home or to enable the child to remain safely with the relative or resource person. The local social services district does not have custody of the placed child. This must be used in conjunction with a Program Choice of Preventive (either mandated or non-mandated) and/or Protective.

Glossary of Information Technology Frequently Used Terms

NPS	Non-Personal Services
NYCRR	New York Codes Rules and Regulations
NYPWA	New York Public Welfare Association
NYS	New York State

O

O&A Block	A detailed plan to address an identified problem or concern including a statement of problem, desired outcome, level of achievement, block status, family strengths, family activities and worker activities.
O&A Block Status	A classification of Outcome and Activity block as new, retained, modified, achieved or discontinued.
O&A Date	The date an Outcome and Activity block is created.
O&A Index	A listing of all Outcome and Activity blocks for a FSS.
O&A Status Date Change	The date an Outcome and Activity plan is changed or discontinued.
Objective	undistorted by emotion or personal bias; based on observable phenomena.
OCACM	Office of Contract Agency Case Management (ACS)
OCFS	NYS Office of Children and Family Services
OCFSDW	OCFS Data Warehouse – Storage collection of data retrieved from CONNECTIONS and the CCRS systems
OCI	Open Caseload Inquiry
OCI	Office of Confidential Investigations in ACS (investigates NYC foster care & daycare reports)
Office Directory	A listing of office addresses and phone numbers, office staff members, type, region, county, agency, site and office name.
OFT	NYS Office of Technology
OGS	NYS Office of General Services
OMH	NYS Office of Mental Health
OMRDD	NYS Office of Mental Retardation and Developmental Disabilities
On Hold	This status is used in CONNECTIONS to identify a home that has been fully certified or approved, and may have existing placements, but where intake to the home has been closed to additional placements.
Organizational Hierarchy	Access that is determined by a person or units position within an organization.
Organizational Hierarchy Report	A report available from the CONNECTIONS Data Warehouse that lists the Organizational Hierarchy set up for an agency or multiple agencies.
Organizational Hierarchy window	Access that is determined by a unit's position within an organization.
OSC	NYS Office of the State Comptroller

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OTDA	NYS Office of Temporary & Disability Assistance
Other Participant	Any category of person, other than a family member listed in the case comp, who participated in the contact.
OTI	Out of Town Inquiry (stage)
Out Assignment	The process of assigning a worker to a unit so that the worker can perform a function for that unit and gain access to case data assigned to that unit. (Generally used for Supervisors)
Out of Sequence UCR	A UCR for a prior cycle that was approved after the current cycle UCR was approved.
Outcome	A description of the desired change/improvement in the problematic behavior, condition or interest.
Outcome and Activity Blocks	a cluster of problem/concern statements that specify the behavior, underlying condition or circumstance that needs to change; the services that will support that change; and statements of the desired result/outcome of the change.
Outcome Statement	A description of the desired change/improvement in the problematic behavior, condition or issue in observable verifiable terms.
OYD	NYS Office of Youth Development

P

Parent Locator Service	An automated system used by local district Department of Social Services in order to locate parents of children receiving assistance.
Parent's Name	Parent(s), guardian(s) or relative(s).
Participant	A family member, listed in the case comp, who was present at the contact.
PEND - Event Status	This status, found on the Event List, is used to indicate that a completed task has been submitted to a supervisor and is pending (awaiting) approval.
Pending Acceptance	This status is used in CONNECTIONS to identify when a FAD home record has been submitted for supervisory approval. A FAD worker selects this status when using the Save & Submit command, via the F/A Home License window. Acceptance of the record is dependent upon the supervisor's actions. The home remains in Pending Acceptance status until a supervisor completes the task of approving or rejecting the submitted work.
Pending Closure	This status is used in CONNECTIONS to identify when the Close Home task has been submitted for supervisory approval. CONNECTIONS automatically identifies a FAD home with the status of "Pending Closure," when the Close Home window is accessed.

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Pending Emergency	This status is used in CONNECTIONS to identify a home is being submitted to a supervisor to approval for "Emergency" status. Acceptance of the FAD Home and child placement is dependent upon the supervisor's actions. Once the FAD record is accepted, the status of the home is system-progressed to "Emergency." This status also occurs when a home is already in "Emergency" but undergoes updates that require submission of the FRS for supervisory approval. This occurs when a Local District completes a 24 Hour Home Study, and progresses the home to Emergency Status, but sends the FAD home/stage to another agency to complete FAD Maintenance. The new agency will use "Pending Emergency" when changes are submitted for the record during the 90 day Emergency Life Cycle.
Pending FASP	the FASP has been submitted for approval and is pending that approval.
Pending Matters/Hold in Abeyance	This phrase refers to a potential result of the Criminal History Record Check (CHRC). It indicates that a final determination about the prospective (or current) foster or adoptive parent must be "held in abeyance" if (1)criminal charge for a Category 1 Crime has not been finally resolved or (2) the CHRC reveals a criminal conviction that may be a Category 1 Crime, but requires further review by OCFS.
Pending UCR	UCR that has been submitted for approval but is not yet approved.
Permanency	A permanent living arrangement that provides a safe, caring and nurturing environment for a child to grow up in.
Permanency Hearing Court Due Date	The date the permanency hearing is due to be held in Family Court.
Permanency Hearing Petition File Due Date	The date the petition for a permanency hearing is due to be filed in Family Court.
Permanency Planning Goal (PPG)	Goal of service provision that describes the most desirable and realistic permanent living arrangement to be secured for each child receiving services.
Person ID	a unique system-generated number used to identify individuals in CONNECTIONS.
Person ID Number	CONNECTIONS creates a unique Person ID Number for each person that is recorded in the system. Merge, Split, and Relate functions must be used with caution to preserve accurate Person ID numbers.
Person Identifiers	Items that help to further identify a person, such as: Social Security Number, CIN Numbers, and Driver's License Number. This information can be recorded via the Maintain Person task.
PFR	Putative Father Registry
PHL	Public Health Law
PID	Person Identification Number (in CONNECTIONS)
PINS	Person in Need of Supervision (Article 7)
PIO	Public Information Office

Glossary of Information Technology Frequently Used Terms

PIP	Program Improvement Plan
Placement	the child is removed from the home and placed in the care and custody of the local district Commissioner of Social Services or the Commissioner of OCFS.
Plan Amendment	an assessment and service plan that is completed when a significant change occurs in a family, such as a child's entry into foster care.
Plan Date	The date a UCR is approved.
Plan Development	A summary that documents the involvement of the parent(s) and child(ren) in the development of the service plan.
POL	Public Officers Law
PPG	the goal of service provision that describes the most desirable and realistic permanent living arrangement to be secured for each child receiving foster care services. For children receiving preventive or protective services, the goals are to prevent placement in foster care and protect the child, respectively.
PPS	Prescriptive Programming System
Pre-Adoptive Parents	Persons who have been certified or approved by an authorizing agency to adopt a child.
Preventive (mandated)	services that the agency is required to provide to a family to prevent the placement (or replacement) of a child into foster care when foster care is not imminent.
Preventive (non-mandated)	supportive and rehabilitative services provided to children and their families for the purpose of averting the disruption of a family that will or could result in placement (or replacement) of a child into foster care.
Primary Caretaker (PC)	The PC is always the mother if she lives in the same home as the children. If the mother does not live in the same home as the children, the PC is any adult who lives in the children's home and assumes the most responsibility for the care of the children, within that home. There can only be one (1) PC.
Primary worker	has overall responsibility for a CPS stage and there can be only one per stage. Primary workers can view and maintain (modify) information in the stages to which they're assigned. They can also view information for other stages in the same case.
Primary/Secondary Caretaker	used to display, modify and record information regarding the individuals designated as caretakers of the children receiving child welfare services.
Prior History	Specific information related to other information on the person already available in CONNECTIONS
Problem/Concern	A description of the behavior, condition, issue or family interest chosen as the focus of an Outcome and Activity block.
PROC - Event Status	This status, found on the Event List, is used to indicate when a task is in the process of being completed by the worker (and has not been submitted for approval or marked as completed).
Program	OCFS Division with lead responsibility for initiative

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Program Choice (PC)	a classification of services related to the circumstances of the child's situation and purpose for service provision (e.g. Placement, Protective and/or Preventive). A child can have up to three Program Choices.
Program Type	Program Types serve to further identify a foster home by specifying exactly what type of care the home is licensed to provide. For example, a home with a Program Type of "Therapeutic" is certified to provide a more intense level of foster care supervision. Program Types are defined by OCFS and authorizing agencies; they are not based solely on the characteristic of children currently living in the home.
Programmatic Eligibility	Defined standards of need for services related to child's and/or families circumstance or condition.
Progress notes	used to document the timely activities of casework staff and the information acquired during these activities.
Protecting Factors	Specific conditions that help keep a child, family or other persons safe from harm.
Protective	services provided to a child named in an open child protective case which are necessary to ensure the child's safety and reduce risk of future abuse or maltreatment.
PS	Personal Services
PSA	Protective Services for Adults
PSS	Project Status System – Keeps track of all WLM requests
Purpose	Reason for the contact.

Q

Quick Tips	helpful shortcuts and suggestions for help with specific system functions posted on the OCFS CONNECTIONS intranet site.

R

R	Renewal
RAP	Resource Allocation Plan
RDC	Resource Distribution Center
Reasonable efforts	the efforts made by the district/agency staff to directly provide services to the child/family, or to arrange, coordinate and evaluate services for the purpose of finalizing the child's Permanency Plan. The efforts must be documented in the FASP or CASP (Child Assessment and Service Plan) and also must be periodically documented in reports to Family Court.
Reasons for Parental Nonattendance	Specific reason that a parent did not attend a scheduled meeting.
Reassessment FASP	the third and each subsequent assessment and service plan to be completed after a child welfare services case is opened.

Glossary of Information Technology Frequently Used Terms

Reassessment UCR	The assessment and service plan that must be completed by the Case Planner and approved by the Case Manager within 6 months of CID and every 6 months thereafter.
Regional Office	Office Type: OCFS Regional Office.
Reinstating Staff	Removing an end-date from the Maintain Staff window to enable the worker's Person ID in CONNECTIONS.
Rejected UCR	A UCR that has been submitted for approval but is sent back to the worker for required modification before the Case Manager or Supervisor will approve it.
REJT - Status	This status, found on the Approval window, is used to identify work that has been reviewed by a supervisor and has been rejected. At the same time, the Event List will display a status of COMP for the same event – indicating that the supervisor completed the task of reviewing the work. When work is rejected, the FAD worker must make appropriate changes in a timely manner, and re-submit the FAD record to the supervisor.
Relationship Matrix	An established method of identifying the relationship of each person within a family to another member. This is stage specific.
Relationship/Interest (Rel/Int) to the Home	Each person residing in a FAD home is identified in several ways, including how they are associated with the foster or adoptive parent. In order for their names to appear on the F/A Home Certificate and Approval Letter, Foster parents must be identified in CONNECTIONS using the Relationship/Interest code of "Foster Parent." Caretakers who are related to foster children must be identified as "Foster Parent," and not by their familial relationship (e.g. aunt, uncle, grandparent). Other adults in the home should be identified by their relationship to the foster parent (i.e., mother, sister, etc.).
Relative/Resource: Non-LDSS Custody	Children who are either placed directly in the legal custody of a relative or other resource by virtue of a court order or who are informally placed in the physical custody of a relative or other resource, but, in either case, for whom there was no transfer of custody or guardianship to the local Commissioner Of Social Services.
Requested Services window	used to record services that the client/source specifically requested.
Resource	This is another term used to identify a foster or adoptive home, or congregate care facilities in CONNECTIONS as well as other service providers.
Resource Directory	A listing of all professionals and organizations who provide services to clients. Resources include community and contracted providers, law enforcement agencies, schools, help lines, facilities and foster/adoptive homes.

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Resource ID	A numerical code signifying the identity of the facility, agency or foster home where a child is placed while he or she is in foster care.
Resource Lien	Resource Lien is an action taken when a home has been overpaid unintentionally. Additional payments to the home for new expense are suspended until the overpaid amount has been rectified. In CONNECTIONS, this action can be indicated using the Resource Lien checkbox on the F/A Home License window.
RFI	Requests for Information
RFP	Request for Proposal(s)
RID	Resource Identification number
Risk	the likelihood of future abuse or maltreatment.
Risk Assessment	An itemized documentation of factors that estimate the likelihood of recurrence of maltreatment or abuse in the child's current living arrangement.
Risk Assessment Profile	a research-based assessment tool used to determine the presence of risk factors and predict the likelihood of future abuse and/or maltreatment (or repeat maltreatment).
RIST	Regional Implementation Support Team
RO	Regional Office
Role	A descriptor that indicates the person's function within a stage.
Role in a Stage/Case	The role assigned to a staff person to work on a stage/case.

S

SACWIS	Statewide Automated Child Welfare Information System (1993)
Safety	immediate danger of serious harm.
Safety Assessment	A Safety Assessment is an evaluation of the conditions (specifically the safety) of a foster home. Safety Assessments occur when an agency learns of positive results to a Criminal History Record Check (CHRC). CONNECTIONS provides a Safety Assessment template in the FRS where caseworkers can document their findings.
Safety Interventions	Activities or arrangements which protect a child from unsafe situations, behaviors or conditions that place a child in immediate danger of serious harm.
Scales	A series of questions with a set of answers to select from, 4 or 5 answers depending upon which cycle of the UCR a user is completing.
SCR	Statewide Central Register

Glossary of Information Technology Frequently Used Terms

SCR Database Check	New York State foster care regulations require authorizing agencies to determine whether or not foster/adoptive parent applicants, and individuals residing in their homes that are age 18 and over, have been the subject of an indicated report of child abuse or maltreatment on file with the Statewide Central Register of Child Abuse and Maltreatment.
SDLC	System Development Life Cycle – IT Development Approach
Search	A Search in CONNECTIONS is an action in the system performs to find a specific type of information. Examples include: Person Search, Case Search, Resource Search.
Search and Retain	This phrase refers to a potential result of the Criminal History Record Check (CHRC). From an excerpt of 00 OCFS ADM-4: "It should be noted that after the [initial Criminal History Record Check or CHRC] search is made, DCJS will retain the fingerprints for a prescribed period, and will notify OCFS upon any future arrest for a fingerprintable offense."
Secondary Caretaker (SC)	There does not have to be a SC. The SC is an adult who lives in the children's home and assumes some responsibility for childcare; or an adult who does not live in the children's home, but cares for the children in the household on a regular basis; or an adult who was a "subject" in a CPS "familial" report and has regular access to the children. There can only be one (1) or no SC. Use the following order to identify the SC: if the mother has a spouse or intimate partner, who is the "subject" of the CPS report (i.e. alleged or confirmed), select this person as the SC; if there are two (2) or more potential candidates and one of them is a "subject" of the CPS report (i.e. alleged or confirmed), select this adult as the SC; in all other situations, select the adult who assumes the most responsibility for the care of the children, either within the home or within the household constellation.
Secondary Worker	there can be any number of Secondary workers also assigned to work on a stage. Secondary workers can view and record some information (e.g., progress notes, Investigative Actions) in the stages to which they are assigned. Secondary workers cannot Save and Submit the investigation determination or Risk Assessment Profile for approval.
Security Attributes	Security attributes identify what level of access a CONNECTIONS user has in the system. A set of security attributes reflects casework duties. These security attributes are grouped together to create a security profile. Access to information in CONNECTIONS is governed by security profiles.
Security Coordinator	the individual in your local district/agency responsible for managing your agency's security assignments.
Security Profile	The list of all Business Functions available to a particular Office Type.
SED	NYS State Education Department

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Sensitive Case window	used to indicate that the case is marked "sensitive." A case is considered sensitive if an individual in the case is an employee of the SCR, a local district social services office, a voluntary agency or a high-profile public figure. If a CPS Investigation stage is marked sensitive, the related FSI and FSS will automatically be marked sensitive as well.
Sensitive Cases	A case is marked sensitive when one of the persons involved is either an employee of the district or Agency or when the case is to be sensitive for other reasons.
Service Plan	used to describe the actions planned to meet the most important needs of the family so that the goals developed for the family can be achieved.
Services Application	Application which must be completed and signed prior to the beginning of the Family Services Stage.
Services Needed	used to document the services needed for the plan, the beneficiary of the services and the status of those services.
Services Provided	Direct and/or purchased assistance, care or services that were provided since the prior UCR.
Services Requested Type	This listing indicates the type of services being requested.
Setting	The term "Setting" is used in CONNECTIONS to identify/describe FAD facilities. Setting choices include Foster Home, Congregate Care, and Adoption.
SIR	System Investigation Request
Site	A designation given to a particular location. Each site has its own unique code.
SOS	Sidney on SQL
Source	the individual requesting child welfare services for the family or family member, including self-referral. This is different from the source of a CPS report who is the person making the call to the State Central Register concerning suspected child abuse.
Source of Inquiry	This field found on the Home Demographics window, is used to document how a potential foster/adoptive applicant heard about, or became interested in, making an inquiry into becoming a foster/adoptive parent.
Special conditions	includes court orders, supervised contact, phone contact and restrictions on subject matter that is discussed during visitation.
Specifics of what is to occur	examples include activities that parents participate in with the child and any type of parenting skills that are to be practiced during visitation.
SPPD	Strategic Planning and Policy Development
SPR	Service Plan Review
SSL-VPN	Secure Socket Layer-Virtual Private Network
SSPS	Statewide Services Payment System

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Staff Directory	In CONNECTIONS, a "Staff Directory" is a listing of all CONNECTIONS users. This directory includes names, office phone numbers, addresses, and skills.
Staff Security Report	A report available from the CONNECTIONS Data Warehouse that lists all agency staff in CONNECTIONS, what Business Functions each staff member has, which staff member is a Unit Approver, and whether a staff member is an Assignee or Designee.
Stage /Stage of Service	A Stage of Service is a logical grouping of related casework activities. In each stage there are various tasks that may be performed. Some tasks may be repeated and performed at key intervals throughout the stage (e.g., reauthorizations). Certain tasks must be completed in order to close a stage. There are three stages currently in CONNECTIONS: Intake (INT), Investigation (INV), and Foster and Adoptive Home Development (FAD).
Stage ID Number	Every stage of service has a specific ID number associated with it. For FAD, the Case ID and Stage ID are the same number, since there is only one stage of service in a foster home case.
Stage progress	the process that supports the movement from one stage to the next in sequence (e.g., from FSI to FSS). When the new stage opens, the previous one closes.
Stage Role	Workers with a stage role, if the worker is associated with a stage in some way, such that they are able to access information about that stage. Possible stage roles include having a Current role in a stage, having an Implied role in the stage, or having a Historical role in the stage.
Standard Access	The first level of CONNECTIONS access given to workers. It permits workers to see the CONNECTIONS Toolbar and use only those functions that do not allow access to CONNECTIONS client data.
Start Date (Health)	for Start Dates regarding medications, allergies and Durable Medical Equipment use the exact date, if known. For new prescriptions, use the date on the bottle. If you only know the year, use 01/01 of that year. If you only know the months and year, use the first day of the month. If the medication, allergy or condition has been effective since birth, use the child's date of birth.
Status Change	A significant change that occurs during the life of a case. Status changes generally correspond to changes in Program Choices, which are Placement, Preventive and Protective.
Step-by-Step/Job Aids/Tips	resource page on the OCFS CONNECTIONS Intranet site containing various documents and guides designed to help you use CONNECTIONS.

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Sub-Agency (NYC Only)	Specific office sites in New York City (agency code A66) are classified further into sub-agencies; workers can search and sort FAD homes in CONNECTIONS by sub-agency. When a foster or adoptive home is created in CONNECTIONS by a New York City ACS worker (agency code A66) or transferred to a primary worker who is from agency A66, CONNECTIONS automatically populates the New York City "800" level sub-agency information in the F/A Home List. A foster or adoptive home in New York City can be associated with one of these sub-agencies. This field is always protected. Homes where the primary worker does not work for ACS do not display sub-agency information.
Submit Button	The Submit button (found on the FRS) initiates the "Save and Submit" process. When this button is selected, the F/A Home License window displays, allowing you to Save and Submit the FRS and the Home license information together. The Submit button will be disabled if the FRS has been entered in view-only mode or if no information has been saved to the FRS.
Substantiated	a determination that some credible evidence (i.e., evidence worthy of belief) exists and supports the allegations.
Supervisor	Usually, but not necessarily, the unit member who is responsible for approving the work of all other unit members.
System Build	A group of functionality and feature changes introduced to the CONNECTIONS system.
System Security	Focuses on granting access to the OCFS computer system based on a worker's NT logon ID. Most aspects of system security are handled through an application called WEBSTAR.
System-populated	a field(s) in CONNECTIONS that is automatically filled by the application.

T

T	Termination
T Contracts	Contracts, up to $15,000, that do not require OSC approval
TANF	Temporary Assistance to Needy Families
Task List	includes all tasks associated with a particular CPS Investigation (INV) or Foster and Adoptive Home Development (FAD) stage and provides an entry point to each of these tasks.
TCD	Track Child Detail
Templates	Uniform Microsoft Word forms that contain protected sections of text that cannot be altered. Information can only be recorded in the unprotected sections. An example is the Safety Assessment in the FRS.
Third Party Reviewer	An administrator or other person not responsible for the case management or delivery of services to a case, who participates in the review of the Service Plan.

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TPR	a petition filed in court to terminate a parent's rights to her/his child. Certain legal criteria must be met in order for such a petition to be filed. The law requires a TPR petition to be filed for children in foster care for more than 15 of the most recent 22 months. However, several exceptions to filing this petition exist.
TPR Decision Deadline Date	TPR is an acronym for Termination of Parental Rights. When a child has been in foster care 15 out of 22 months (the deadline date), ASFA requires that the caseworker make a decision whether or not to file a petition for Termination of Parental Rights (TPR). Workers begin receiving a cue, in CCRS, at day 330.
Tracked Child	A child with a PPG and Program Choice in FSS.
Training	list of available trainings through SUNY TSG and links to the STARS website where you can sign-up for training classes.
Type (Progress Notes)	A description of the type of contact that was made.
Type of services	types are Child Welfare Services (CWS), Out-of-Town Inquiries (OTI), Court Ordered Investigations (COI) and Interstate Compact for the Placement of Children (ICPC). NYC has an additional type of service of Advocates-Preventive Only (ADVPO).
Type of UCR	Classification of UCR Assessment and Service Plans by due date and purpose. UCR types are: Initial, Comprehensive, Reassessment and Plan Amendment.

U

UAT	User Acceptance Testing
UCR	Acronym for Uniform Case Record Assessment and Service Plan. The complete uniform case record includes a common application form, progress notes and other supplementary information (ex. court petitions and court orders, medical records, psychological evaluations), as well as Assessment and Service Plans. However, the field commonly refers to Assessment and Service Plans as a UCR.
UCR Due Date	The date, based upon the CID for a case, by which a UCR must be approved.
UCR Type	Classification of UCR Assessment and Service Plans by due date and purpose. UCR types are: Initial, Comprehensive, Reassessment and Plan Amendment.
Unfounded	there is a lack of credible evidence of child abuse or maltreatment/abuse (no allegations are substantiated).
Unit	A grouping of staff. A unit generally consists of a group of workers performing similar types of work and a supervisor managing the unit. A unit may be located in one office or it may be located in multiple offices.
Unit Approver	The person responsible for reviewing and approving all work done by workers in the unit. This role is usually assigned to a unit supervisor.

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Unit Approver Report	A report available from the CONNECTIONS Data Warehouse that lists all Unit Approvers for an agency.
Unit Directory	A listing of all supervisor units and the workers who are in/out and assigned to each unit (including the agency, site, zone and unit number).
Unit Hierarchy	Access that is based on a persons position within a unit
Unit Specialization	The primary function of a unit, such as Intake or Adoption.
Unsubstantiated	a determination that there is no credible evidence (i.e., evidence worthy of belief) that exists to support the allegations.

V

VA	Voluntary Agency
Vendor ID Number	This 8-digit number (also know as the "Facility ID") is necessary for payment in CONNECTIONS. Obtained locally from the worker's supervisor, these numbers are assigned to each home when it is entered into CONNECTIONS. Vendor ID Numbers are unique to each home. Preserve Vendor ID numbers and a home's historical record by properly closing, reopening and transferring homes as needed.
View Access	The ability to see information in CONNECTIONS without having the ability to modify it in any way.
VIEW HEALTH	workers with this Business Function have the ability to view health services information for any tracked child for which their district/agency has responsibility without having a role in the child's case.
View Historical Stage Comp	displays the names of all individuals who have been end-dated from the stage. You end-date an individual when s/he was a part of the stage composition, but no longer is (an historical record remains).
Voluntary Agency	Office Type: Non-Profit Foster Care, Preventive and/or Adoption agency.
VPN	Virtual Private Network

W

Web	OCFS Internet site
WEBSTAR	Web Enhanced Basic Security to Authorize Resources. The application used to maintain system security through the assigning and maintenance of NT logon IDs.
WiFi	Portable wireless devices
WKLD Person ID	A unique integer that identifies a person that is assigned to the stage.
WLM	Workload Management – Method for requesting IT assistance

Glossary of Information Technology Frequently Used Terms

WMS	Welfare Management System, the legacy data management system that collects eligibility information on families receiving services and non-services from a Local District of Social Services.
Worker	A staff member in a unit.
Worker Role	A descriptor that indicates a worker's responsibilities in a case.
Worker/Provider Activity	A description of the action(s) or task(s) a worker or provider will undertake to achieve a desired outcome. The description should include the frequency of the activity.
Worker's Identity	Worker's Identity consists of the Worker's Name, Local District and Unit. This is used to identify the worker completing the piece of work or narrative.
Worker's Names	All of the workers with a role in the stage, including LDSS, Voluntary Agency and other service provider.
WRTS	Welfare Reporting and Tracking System
WTWCMS	Welfare to Work Caseload Management System

Y

YASI	Youth Assessment and Screening Instrument