

## Foster Children Contact Summary

<b>Report Background</b>	<p>The Foster Children Contact Summary report can help Local District and Voluntary Agency supervisors and managers monitor their agency's performance contacting children placed in foster care.</p> <p>The summary report serves as a performance measurement for children in care and contacted/not contacted. The primary Federal reporting metric of Contact percent (Children Contacted each month they are in care / Total Children) is included in this report.</p>
<b>Report Purpose</b>	<p>Provides Local Districts and Voluntary Agencies with the overall number of CCRS children in care for one or more full calendar months during the selected reporting period, the number contacted, and the number not contacted.</p> <p>The report includes links to detailed reports containing more information on the children:</p> <ul style="list-style-type: none"><li>• The Foster Children In Care report contains a list of children in care in CCRS during the selected reporting period. There is a child detail line for each month the child was in foster care.</li><li>• The Foster Children No Contacts report contains a list of children in care in CCRS during the selected reporting period that were missing a face-to-face Casework Contact in CONNECTIONS for at least one month. There is a child detail line for each month the child was missing a contact.</li></ul>
<b>Target Users</b>	Managers and supervisors from Local Districts, Voluntary Agencies, and Regional Offices.
<b>Classification</b>	Management and operational reports.
<b>Prompts</b>	<p>Upon opening the report, users are asked to select one or more values from a list of choices for the following report prompts:</p> <ul style="list-style-type: none"><li>• <u>LDSS/Agency</u>: Select the name of the Local District or Voluntary Agency for which you want to run the report. Districts and agencies are listed alphabetically by agency code.</li><li>• <u>Start</u>: Select the start month and year for which you want to run the report.</li><li>• <u>End</u>: Select the end month and year for which you want to run the report.</li></ul>
<b>Notes</b>	<p>CCRS is the starting point for these reports. Only children that had an active placement in CCRS during the selected reporting period are included. The child must have been in care for the full calendar month and younger than age 18 to be counted in the report for that month. Children who were on trial discharge for more than 5 consecutive months are excluded.</p> <p>The data for this report is refreshed every Sunday. Data that is entered in CCRS or CONNECTIONS after the most recent refresh will not be included in the report.</p> <p>For more information, review the Frequently Asked Questions (FAQ) at the end of this document.</p>

Data Item	Data Definition
<b>FFY 20yy:</b> <b>mmm yyyy</b> <b>– mmm yyyy</b>	Federal Fiscal Year (FFY) and the Start and End months selected at the prompts. (i.e., FFY 2011: Oct 2010 – Nov 2010)  The report is based on FFY reporting, which is Oct 1 through Sep 30. You can view data from the prior FFY for several months after each FFY ends. However, in January, the months from the prior FFY are removed from the Start/End prompts.
<b>CCRS Data as of Date</b>	The last time child demographic and (non-contact) case information was retrieved from CCRS for this report. The CCRS data is refreshed every Sunday.
<b>CONN Data as of Date</b>	The last time casework contact information was retrieved from CONNECTIONS for this report. The CONNECTIONS data is refreshed every Sunday.
<b>Report Date</b>	The date on which the report was run.
<b>Agency/District</b>	3-digit code and name corresponding to the responsible District or placement Agency selected at the prompt.  State staff can run this report for more than one District/Agency at a time.
<b>Total Children</b>	The distinct number of children with an active foster care placement in CCRS during the selected reporting period. Users can click on the drill-thru link to view detailed information about these children.
<b>Contacted Each Month</b>	The distinct number of children with an active foster care placement in CCRS during the reporting period who were contacted every month they were in care.
<b>Contact %</b>	The percentage of all children with an active foster care placement in CCRS during the reporting period who had contacts every month in care.  $\text{Contacted Each Month} / \text{Total Children} * 100$
<b>Not Contacted</b>	The distinct number of children with an active foster care placement in CCRS during the reporting period who were not contacted every month they were in care. Users can click on the drill-thru link to view detailed information about these children.  $\text{Total Children} - \text{Contacted Each Month}$
<b>In Care Months</b>	The total number of months that all children with an active foster care placement in CCRS during the reporting period were in care.
<b>Contact Months</b>	The total number of months that all children with an active foster care placement in CCRS during the reporting period had contacts.
<b>In Care Contact %</b>	The percentage of all months that children with an active foster care placement in CCRS during the reporting period had contacts.  $\text{Contact Months} / \text{In Care Months} * 100$

## Foster Children In Care

Data Item	Data Definition
<b>FFY 20yy: mmm yyyy – mmm yyyy</b>	Federal Fiscal Year (FFY) and the Start and End months selected at the prompts. (i.e., FFY 2011: Oct 2010 – Nov 2010)  The report is based on FFY reporting, which is Oct 1 through Sep 30. You can view data from the prior FFY for several months after each FFY ends. However, in January, the months from the prior FFY are removed from the Start/End prompts.
<b>CCRS Data as of Date</b>	The last time child demographic and (non-contact) case information was retrieved from CCRS for this report. The CCRS data is refreshed every Sunday.
<b>CONN Data as of Date</b>	The last time casework contact information was retrieved from CONNECTIONS for this report. The CONNECTIONS data is refreshed every Sunday.
<b>Report Date</b>	The date on which the report was run.
<b>Distinct Children</b>	The distinct number of children with an active foster care placement in CCRS during the reporting period.
<b>District</b>	3-digit code corresponding to the District responsible for the child.
<b>Placement Agency</b>	3-digit code corresponding to the agency that placed the child.
<b>Child Name</b>	Child's last name, first name, and middle initial from CCRS.
<b>CIN</b>	Child's Client Identification Number (CIN); a unique identifier for the child from CCRS.
<b>PID</b>	Child's Person ID (PID); a unique identifier for the child generated by the CONNECTIONS application. Note: The child may have had multiple PIDs during the reporting period.
<b>Gender</b>	Child's gender (M-male, F-female) from CCRS.
<b>DOB</b>	Child's date of birth from CCRS. Note: 18 year olds are excluded from the report in the month they turn 18 and in subsequent months.
<b>WMS Case</b>	The Case number generated by the WMS application that uniquely identifies the case within the district or responsible state agency.
<b>CID</b>	Case Initiation Date (CID) is the start date of the child's most recent CCRS Case.
<b>Track Start</b>	The start date of the child's most recent tracking in CCRS.
<b>Track Close</b>	The end date of the child's most recent tracking in CCRS.
<b>State CD</b>	The 2-digit abbreviation for the State, where the child was placed.
<b>Month Year</b>	The month and year during the reporting period for which the child had an active foster care placement in CCRS. The months listed are based on the CCRS placement dates, not the CONNECTIONS FSS dates.

Data Item	Data Definition
<b>Contact</b>	<p>An indicator as to whether the child had a successful contact in CONNECTIONS for the specified month. If this field is blank, the child has a successful contact in CONNECTIONS for the month. If the field displays 'No Contact,' the child was missing a contact in CONNECTIONS for the month.</p> <p>A successful contact is defined as a face-to-face Casework Contact (draft or final), where the child is marked as the Focus and Participant.</p>

## Foster Children No Contacts

Data Item	Data Definition
<b>FFY 20yy: mmm yyyy – mmm yyyy</b>	<p>Federal Fiscal Year (FFY) and the Start and End months selected at the prompts. (i.e., FFY 2011: Oct 2010 – Nov 2010)</p> <p>The report is based on FFY reporting, which is Oct 1 through Sep 30. You can view data from the prior FFY for several months after each FFY ends. However, in January, the months from the prior FFY are removed from the Start/End prompts.</p>
<b>CCRS Data as of Date</b>	The last time child demographic and (non-contact) case information was retrieved from CCRS for this report. The CCRS data is refreshed every Sunday.
<b>CONN Data as of Date</b>	The last time casework contact information was retrieved from CONNECTIONS for this report. The CONNECTIONS data is refreshed every Sunday.
<b>Report Date</b>	The date on which the report was run.
<b>Distinct Children</b>	The distinct number of children with an active foster care placement in CCRS during the reporting period who were not contacted every month they were in care.
<b>District</b>	3-digit code corresponding to the District responsible for the child.
<b>Placement Agency</b>	3-digit code corresponding to the agency that placed the child.
<b>Child Name</b>	Child's last name, first name, and middle initial from CCRS.
<b>CIN</b>	Child's Client Identification Number (CIN); a unique identifier for the child from CCRS.
<b>PID</b>	Child's Person ID (PID); a unique identifier for the child generated by the CONNECTIONS application. Note: The child may have had multiple PIDs during the reporting period.
<b>Gender</b>	Child's gender (M-male, F-female) from CCRS.
<b>DOB</b>	Child's date of birth from CCRS. Note: 18 year olds are excluded from the report in the month they turn 18 and in subsequent months.
<b>WMS Case</b>	The Case number generated by the WMS application that uniquely identifies the case within the district or responsible state agency.

<b>Data Item</b>	<b>Data Definition</b>
<b>CID</b>	Case Initiation Date (CID) is the start date of the child's most recent CCRS Case.
<b>Track Start</b>	The start date of the child's most recent tracking in CCRS.
<b>Track Close</b>	The end date of the child's most recent tracking in CCRS.
<b>State CD</b>	The 2-digit abbreviation for the State, where the child was placed.
<b>Month Year</b>	The month and year during the reporting period for which the child had an active foster care placement in CCRS without a successful contact in CONNECTIONS.  A successful contact is defined as a face-to-face Casework Contact (draft or final), where the child is marked as the Focus and Participant.

The Office of Children and Family Services (OCFS) Data Warehouse is committed to providing information and tools to the Districts and Voluntary Agencies working with the children and families of New York State.

### **For More Information**

Contact the Data Warehouse at [data.warehouse@ocfs.state.ny.us](mailto:data.warehouse@ocfs.state.ny.us).

## Foster Children Contact Summary Frequently Asked Questions (FAQ)

Here are answers to some questions you may have about children appearing in the detail reports for the Foster Children Contact Summary report.

### **Why does the child appear on the Foster Children No Contacts detail report when there is a contact entered in CONNECTIONS for the month in question?**

- In order to be considered a successful contact, it must be marked as a face-to-face Casework Contact with the child listed as the Focus and Participant in CONNECTIONS. Review the progress notes in CONNECTIONS to make sure this criterion is met.
- Check to see whether the data for the contact was entered in CONNECTIONS prior to the CONN Data as of Date in the report header. If it was not entered prior to the CONN Data as of Date, the contact is not accounted for in the report.
- If the child has multiple active PIDs during the reporting period, it is possible that the report displays the PID with no contact recorded for the month in CONNECTIONS, rather than the PID with the contacts. Merging the multiple PIDs in CONNECTIONS should solve this issue.

### **Why does the child appear on the Foster Children No Contacts detail report as needing a contact after the FSS Stage was closed?**

CCRS is the system of record for foster care placements. Face-to-face Casework Contacts are required for the child every month, from the first full calendar month that the child's placement started until the month in which the placement ended in CCRS. As a result, children may be listed as having "No Contact" for one or more months after the FSS stage has been closed in CONNECTIONS if the placement remained active in CCRS after the FSS close date.

Also, check that the placement end-date was entered in the CCRS application prior to the CCRS Data as of Date in the report header. If it was not entered prior to the CCRS Data as of Date, the placement closure is not accounted for in the report.

### **Why does a foster child not appear in the Foster Children In Care detail report?**

Remember, CCRS is the system of record for foster care placements, and it is the basis for the foster child population in the report. It is possible that a CCRS placement case was never opened for the child, even though the child is tracked in CONNECTIONS with a Program Choice of Placement.

If there was an active CCRS placement case and the child is not appearing in the report, check the Personal Identifier tab in CONNECTIONS for the Services CIN start date. The CCRS Services CIN must have been linked to the PID in CONNECTIONS prior to the reporting period in order for the child to be included in the report.

Also, children ages 18 and older and children on trial discharge for 5 consecutive months are excluded from the report.

**Still have questions?** Contact the Data Warehouse Team at [data.warehouse@ocfs.state.ny.us](mailto:data.warehouse@ocfs.state.ny.us).