



Office of Children
and Family Services

HFNY Accreditation 101

SharePoint- HFNY Accreditation 2024



Office of Children
and Family Services



Prevent Child Abuse
New York™



CENTER FOR HUMAN SERVICES RESEARCH
UNIVERSITY AT ALBANY State University of New York

November 1, 2023



Today's agenda

- Uploading documentation in SharePoint
 - What goes where?
 - How can the accreditation tool be helpful?
- Tips & Reminders
- Questions

Accreditation Timeline

2023												2024	
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Look out for CA's Accreditation Standard in the month emails, Office Hours!	Review current HFNY finalized Policies; Make plan to update site procedures as needed	Review narrative items; Update as needed	<i>PIs</i> Review addtl. finalized policies, site procedures, adherence:	Review analysis items; Make plans to improve performance as needed	Review ASR template, Accred Tool, SharePoint timeline	Review MIS Accreditation reports	Emphasis on hiring practices Self-Study items	Focus on child welfare reporting, document, follow-through	<i>PIs</i> Focus on PIs connection to BPS	HFNY Accred SharePoint	Final Data Entry Incorporate CA feedback to Self-Study	Final Self-Study due to CA on 1/5/24	CA's Site Visit! Programs to be visited (Spring/Summer) selected by HFA
Accreditation 101 Sessions	2/22	3/15	4/5	5/3	6/7	7/19	8/16	9/6	10/4	11/1			
	10am-Noon												



SharePoint Folders-What goes where?

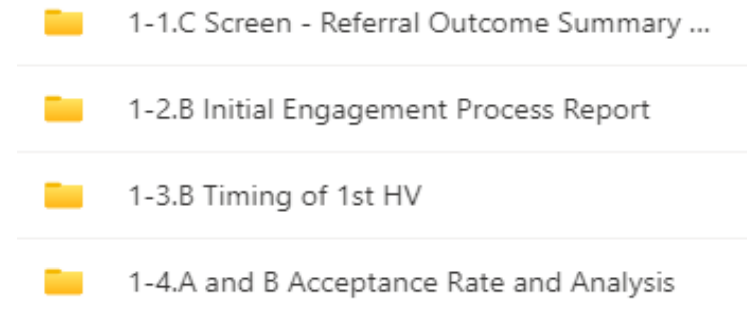
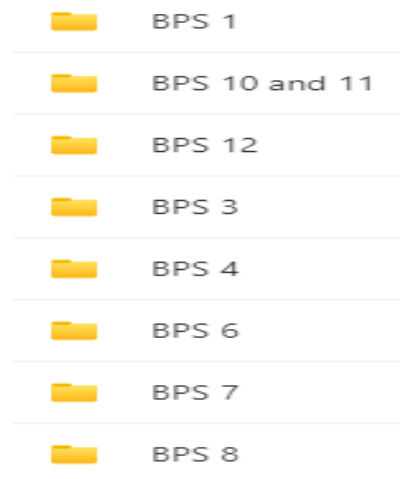
Folders-

- Additional Reports and Documentation
- ASR
- Personnel
- Policies
- Quarterly



Additional Reports and Documentation Folder

There are sub-folders within this folder (BPS 3, 4,6,7,8,10 &11, 12, & GA)
In each of these folders, there are sub-folders labeled with the name of each required report



Additional Reports and Documentation-

GA folder – Reports & Narratives



- GA 3-E Participation in Research Projects
- GA 4-C Corresponding Service Plans
- GA 5-B Participant Death & Grief Counseling
- GA-2B CQI- Quarterly Improvement Plan
- GA-4 Report of Suspected Abuse and Maltr...



Additional Reports and Documentation-

GA folder – Reports & Narratives

- GA-2B- CQI-
 - If doing the ColIN can submit that otherwise submit the CQI form printed from the MIS.
- GA-3-E – Participation in Research Projects
 - Complete & upload chart
- GA-4- Report of Suspected Abuse & Maltreatment
 - Upload MIS report
- GA-4-C- Corresponding Service Plans
 - Upload each service plan that corresponds with any reports **your site** made to the SCR
- GA-5B- Participant Death & Grief Counseling
 - Complete & upload chart



Narratives for BPS- GA folder

GA-3-E – Participation in Research Projects

Healthy Families America requires notification and a description in advance, of any site’s participation in a research study involving the HFA model or participant families (past/present) enrolled in services. Healthy Families New York has a detailed process all programs must undertake to receive approval for any research participation. This process requires Central Administration review and approval from the research and legal teams at the New York State Office of Children and Family Services (OCFS). Details of the process are delineated in the Site-specific HFNY Policy Manual for BPS GA-7.D (see attached).

Since 2019 our program has engaged in the following research activities:

Year	Program did NOT participate in research	Research Study Title	Research Partners	OCFS Approval Date	Participation Start Date	Participation End Date
2019						
2020						
2021						
2022						
2023						

GA-5B- Participant Death & Grief Counseling

GA-5B- Participant Death & Grief Counseling

Home visitors must immediately notify the program manager and/or supervisor in the event of a participant or participant household member’s death. The OCFS program contract manager (PCM) must be notified within one business day of a critical incident. Affected participants and staff are offered counseling (including grief counseling, Employee Assistance Program etc.) when a participant’s death occurs (See Policy & Procedures for GA-5A).

Healthy Families _____ follows the HFNY policy and site-specific procedures pertaining to GA-5A reporting of participant deaths. Healthy Families _____ had _____ death(s) in 2023. Below is a summary of information pertaining to each incident.

PCID	Date of Incident	Date reported to Program	Date reported to OCFS	Death of Focus Child (TC) (yes or no)	Death of PC1 or PC2 (yes or no)	Death of another household member (yes or no)	Support offered to Families (Yes or no)	Support offered to Staff (yes or no)	No participant deaths (mark with an X)

ASR Folder

- Your ASR contains almost all* of the narratives and analysis required for the self-study (1-1A, 1-1B, 1-2B, 1-2C, 1-4A, 1-4B, 3-4A, 3-4B, 7-1C, & 9-4). Uploading your ASR into the ASR folder ensures that you have uploaded all* required narratives for the self-study. **There is no need to upload individual narratives for these standards anywhere else in SharePoint.**
- Your ASR also contains all of the required information for BPS 5-4A, 5-4B, & 5-4C.
 - 5-4A- Family & Staff Input
 - 5-4B- Equity Plan
 - 5-4C- Advisory Input Regarding Equity Plan
- * There are only 3 other narratives required that are NOT part of your ASR (9-2 EOE, GA-5B, & GA-3E). We've already discussed the GAs and will discuss 9-2 in a future slide.



Personnel Folders

9-1A Site's system for hiring new staff

1. Job descriptions with at least the minimum criteria listed for program managers, supervisors and direct service staff (see standards 9-1.B-D).
2. Standardized interview questions appropriate to each role with questions to assess each applicant's reflective capacity.
3. **Please note:** For this, sites will include a sentence in this folder directing reviewers to reference Policy 9-1A.

9-1B-D- Screening & Selection of PMs, Supervisors, & Direct Staff

If this is a first accreditation visit, submit resumes for all current staff. If this is a reaccreditation visit, submit resumes for all staff hired since the last accreditation visit. Please also provide narrative for staff who do not meet all the criteria as outlined in the standard, including justification for the hiring decision and staff development plans that have been developed & implemented.



Personnel Folders

9-2 EOE (Equal Opportunity Employment) narrative agencies current status with regard to EOE & HR Policy on how it applies EOE laws

Provide a narrative description of the organization's current status with regard to EOE, whether with no violations, under current review, in remediation, or with a history of previous findings. Please also provide any HR policy or protocols or other descriptive documentation specific to how the organization applies EOE laws.



Policy Folders

- Ensure ALL uploaded policies and procedures are labeled by standard number. EXAMPLE- 1-3A_Policy OR BPS1_Policy (if you are keeping all policies for a first order standard as one document).
- Please upload policies & procedures after final approval is received by your OCFS PCM



Quarterly Folder

- Last completed Quarterly Reports for most recent 4 quarters (this will depend on contract start date)
 - July-2022-2023 quarters – 2nd, 3rd and 4th 2023-2024 1st quarter
 - September 2022-2023 quarters 2nd, 3rd and 4th and 2023-2024 1st
 - October 2022-2023 quarters 1-4
 - December 2022-2023 quarters 1-4



How is the Accreditation Tool useful?

- Use the Accreditation tool to see the breakdown of self study submission by BPS and where to find the info; ASR, Quarterly Reports, MIS reports, HR



Self Study Submission

- What am I submitting January 5th?
 - Policies and Procedures
 - Annual Service Review and Equity Plan
 - Last completed Quarterly Reports for most recent 4 quarters (this will depend on contract start date)
 - July-2022-2023 quarters – 2nd, 3rd and 4th 2023-2024 1st quarter
 - September 2022-2023 quarters 2nd, 3rd and 4th and 2023-2024 1st
 - October 2022-2023 quarters 1-4
 - December 2022-2023 quarters 1-4
 - MIS Reports – Begin uploading MIS reports after Dec. 10th, 2023
 - Personnel/Human Resources info (interview questions, job postings, resumes and staff development plans etc...)
 - Use Accreditation tool to see breakdown of self study submission by BPS and where to find the info; ASR, Quarterly Reports, MIS reports, HR



Tips & Reminders

Tools to reference:

- Tables of Documentation for each standard in the BPS manual
- Accreditation Tool
- Accreditation 101 slides (on the HFNY website)

Reminders:

- Begin uploading MIS reports after Dec. 10th, 2023 (to ensure you have the most recent data).
- Your ASR includes almost all narratives required for the self study. Please do not copy and paste narratives and upload to separate folders. Simple upload your ASR (once final review is received by OCFS PCM) into the ASR folder.



QUESTIONS??



Questions on Self Study

- For questions related to setting up an Outlook account to enable use of SharePoint, please reach out to Claudia Miranda-Julian.
Claudia.Miranda-Julian@ocfs.ny.gov
- For questions related to interfacing with SharePoint, please reach out to your accreditation OCFS program contract manager.



Questions?

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Supporting Families Right From the Start



Office of Children
and Family Services