



**Office of Children  
and Family Services**

# ***HFNY Accreditation & SharePoint Overview- Preparing/Finalizing your self-study***



**Office of Children  
and Family Services**



**Prevent Child Abuse  
New York™**



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

**December 18, 2023**



**Office of Children  
and Family Services**

## **Today's agenda**

- What can be uploaded to SharePoint at this point
- Resources that can help
- Reminders/Clarification
- Questions

- **What can be uploaded to SharePoint at this point?**

## Folders-

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



- **What can be uploaded to SharePoint at this point?**

- Additional Reports and Documentation Folder

- All reports can be run and uploaded now
  - Review reports to ensure all documentation has been entered.
  - Supervisors and staff can add documentation now if anything is missing and then re-run and upload.
- All information required under sub-folders in GA folder
- Performance Targets (sub-folder). This report is not listed on the HFNY Report excel sheet. For this you will run for the last 4 completed quarters.
- Please refer to your HFNY Report excel sheet sent by Corinne Noble
  - **Please note:** there is a typo for the dates on 12-1B in the chart. The date range shows 6 months but it should be only the last completed 3 months. It would be September-November for the report dates. Please run this report for the September 1, 2023-November 30, 2023.



- **What can be uploaded to SharePoint at this point?**

### ASR folder

- If your ASR has been reviewed and approved by your OCFS PCM it can be uploaded to SharePoint under your ASR folder.
- For programs with a December start please ensure that your ASR is submitted on or before the due date (12/30/23).

- **What can be uploaded to SharePoint at this point?**

- Personnel folder

- All information required for the sub folders in Personnel can/should be uploaded at this point.
- The EOE information may take time to complete if requesting from your HR department. If programs haven't requested this from their HR dept. it should be requested ASAP.
- Please note: Nothing needs to be uploaded in SharePoint for 9-3A & 9-3B. This is information that sites should have prepared, should their site be chosen, and will be reviewed by peer reviewers on site.

- **What can be uploaded to SharePoint at this point?**

## Policies

- All policies are now final and should have been submitted. If you are behind in your procedures, please prioritize getting them in. All policies are required to be uploaded for the self study submission.
- All policies that have been approved by your OCFS Program Contract Manager should be uploaded at this point.
- Ensure **ALL** uploaded policies 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)

- **What can be uploaded to SharePoint at this point?**

## Quarterly Reports

- Last completed Quarterly Reports for most recent 4 quarters (this will depend on contract start date)
  - July-2022-2023 quarters – 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 2023-2024 1<sup>st</sup> quarter
  - September 2022-2023 quarters 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> and 2023-2024 1<sup>st</sup>
  - October 2022-2023 quarters 1-4
  - December 2021-2022 quarter 4, 2022-2023 quarters 1-3



- **Resources to use**

- Accreditation tool
- HFNY website- Accreditation tab
  - All previous webinars have been uploaded
    - Can refer to the recordings OR the individual slides
- Accreditation Report Excel sheet
  - Enter the start date of your current contract in the yellow box. That will automatically list the start and end dates needed in MIS. For all reports that use ‘point in time’, the date will default to 12/01/2023

- **Resources to use**

- Let's take a look at:
  - SharePoint
  - Accreditation Tool
  - Accreditation Report Excel Sheet
  - HFNY website

## Reminders/Clarification

- 1. What is the timeframe for when programs should run the 1-4 A & B?** July, September and October contracts will need to run the 2 step from start of their contract (July 1, 2022, September 1, 2022 and October 1, 2022) to 11/14/22 and One step from 11/15/22 to end of the current contract year (June 30th September 30<sup>th</sup>, October 31<sup>st</sup>). These are the same reports that were used to complete ASR. Please see snip it from the Statewide Leadership Meeting in May. Note December contracts will only run the one step since the 2022 contract period was all one step for you.
- 2. What is the timeframe for the Quarterly Performance Targets?** Please run your Quarterly Performance targets for your last completed 4 quarters. Please pay attention to the default date and make sure that the dates do reflect the last completed quarter. This report will jump ahead so you will need to change to the previous quarter. To save this report in SharePoint go to the Additional Reports and Documentation folder, then click on BPS 7, then click on Quarterly Performance Targets and upload there.

# QUESTIONS??



# Questions on Self Study

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

## Questions?

[Allison.Contento@ocfs.ny.gov](mailto:Allison.Contento@ocfs.ny.gov)

[Melanie.Schraa@ocfs.ny.gov](mailto:Melanie.Schraa@ocfs.ny.gov)

[Suzan.Harry@ocfs.ny.gov](mailto:Suzan.Harry@ocfs.ny.gov)

## *Supporting Families Right From the Start*

