



Office of Children  
and Family Services

# HFNY Accreditation 101

## *ASR & Equity Plan*



Office of Children  
and Family Services



**Prevent Child Abuse**  
New York™



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

**June 7, 2023**



## **Today's agenda**

- Accreditation Timeline- updates & timelines
- Annual Service Review (ASR) & Equity Plan- Highlighted BPSs
- Walkthrough of ASR & Equity Plan
- Accreditation Tool
- Accreditation SharePoint – overview
- Questions

# Accreditation Timeline - updates

2023												2024	
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Look out for CA's Accreditation Standard of the Month emails, Office Hours!	Review current HFNY finalized Policies; Make plan to update site procedures as needed	Review narrative items; Update as needed <b>1, 2, 3 Office Hours</b>	<b>PIs</b> Review addtl. finalized policies, site procedures, adherence:	Review analysis items; make plan to improve performance as needed <b>Analysis Office Hours</b>	Review ASR template, Accred Tool, SharePoint, timeline <b>Open Office Hours</b>	Review MIS Accreditation reports <b>6, 10, 11 Office Hours</b>	Focus on child welfare reporting, document., follow-through <b>12, GA Office Hours</b>	Emphasis on hiring practices Self-Study items <b>7, 8,9 Office Hours</b>	<b>PIs</b> Topic TBD <b>Open Office Hours</b>	Topic TBD <b>Open Office Hours</b>	<b>Final Data Entry</b>  Incorporate CA feedback to Self-Study	<b>Final Self-Study due to CA on 1/5/24</b>	<b>CA's Site Visit!</b> Programs to be visited (Spring/Summer) selected by HFA
Accreditation 101 Sessions	2/22	3/15	4/5	5/3	6/7	7/10	8/16	9/6	TBD	TBD			
<b>10am-Noon</b>													



# Updated Self Study Timelines

- All programs will have their self study completed by **January 5, 2024**. There is no longer a need for staggered dates.



## July Contract

- **Self-Study Due: Jan. 5, 2024**
- **ASR: Use 22-23**
  - Quarterly: Use Q4

## Sept Contract

- **Self-Study Due: Jan. 5, 2024**
- **ASR: Use 22-23**
  - Quarterly: Use Q4

## Oct Contract

- **Self-Study Due: Jan. 5, 2024**
- **ASR: Use 22-23**
  - Quarterly: Use Q4

## Dec Contract

- **Self-Study Due: Jan. 5, 2024**
- **ASR: Use 22-23**
  - Quarterly: Use Q4



A Huge

**Thank You!**

(to the ASR workgroup and REaCH committee members)



# ASR & Equity Plan – Highlighted BPSs



# BPSs for self studies in ASR & Equity Plan

- 1-1A Program Eligibility Criteria
- 1-1B Referring Organizations
- 1-1C Tracking Referrals and Site Capacity
- 1-2B Initial Engagement Process (narrative **and** report)
- 1-2C Initial Engagement Process-Developed Strategies
- 1-4A Measure Acceptance rate (Definition of acceptance rate-boiler plate language)





# BPSs for self studies in ASR & Equity Plan

- 1-4B Acceptance Analysis
- 3-4A Measure Retention Rate (definition of retention rate-boiler plate language)
- 3-4B Retention Analysis
- 7-1C Focus Children with Well-Child Care
- 5-4A Family & Staff Input
- 5-4B Equity Plan
- 5-4C Equity Plan Review with Community Advisory Board (CAB) & Staff



# BPSs for self studies in ASR & Equity Plan

- 9-4 Staff Retention and Satisfaction
- GA-1A Organization & Function of CAB
- GA-1B Advisory with Wide Range of Skills & Knowledge (roster)
- GA-1C Program Manager & CAB Work Effectively



# Diversity, Equity, Inclusion & Belonging (DEIB) Focus Questions

- DEIB focus questions are included for each standard in the ASR.
- Programs are not required to answer every DEIB question, they are things to consider and can help Program Managers to think about context to include when drafting required narratives.



# Walkthrough of ASR & Equity Plan



Microsoft Word  
Document



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# Additional Resources for Drafting your ASR & Equity Plan

- Initial Engagement Strategies (1-2B & 1-2C)

<https://www.healthyfamiliesnewyork.org/Staff/Documents/One%20Step%20Toolkit.pdf>

Acceptance & Retention Analysis (1-4B & 3-4B)

[https://www.healthyfamiliesnewyork.org/Staff/Documents/SLM\\_ASR\\_accan\\_dretentionanalyses\\_onestep.pptx](https://www.healthyfamiliesnewyork.org/Staff/Documents/SLM_ASR_accan_dretentionanalyses_onestep.pptx)



# Helpful Resources for Drafting your ASR & Equity Plan

Community Data Resources & Tools (1-1A)

[https://www.healthyfamiliesnewyork.org/Staff/Documents/DataTools\\_SLM2021.pptm](https://www.healthyfamiliesnewyork.org/Staff/Documents/DataTools_SLM2021.pptm)



# Accreditation Tool



Microsoft Excel  
Worksheet



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# Working in SharePoint



SharePoint

<https://nysemail.sharepoint.com/sites/OCFS/sppd/HFNYAcc24/SitePages/Home.aspx>



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# Helpful Reminders

- Accreditation Session #3 (on HFNY website) has more detailed guidance on drafting equity plans, including examples of summary of input from staff and families, Equity Plan examples, and Review of Equity plan examples
- For questions related to setting up an Outlook account to enable use of SharePoint, please reach out to Claudia Miranda-Julian.
- For questions related to interfacing with SharePoint, please reach out to your accreditation OCFS program contract manager.



## By your next Office Hours session

- Please reach out to your Accreditation PCM with any questions that can't wait
- Please respond to any of your Accreditation PCM's requests (doodle polls, emails, phone calls, etc.)
- Please make sure your Contract Dates are updated in MIS



# Questions?

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## *Supporting Families Right From the Start*



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