



**Office of Children
and Family Services**

HFNY Accreditation

Supporting Selected Sites



**Office of Children
and Family Services**



Prevent Child Abuse
New York™



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



**Office of Children
and Family Services**

Today's agenda

- Supports Available
- Important Reminders
- Feedback from HFA on sites that completed visits
- Tips when Peers are on site
- Response Period

What supports are available to support sites selected?

- Monthly webinars to share information and answer questions
- Updated data chart with individualized information for pulling MIS reports
- Accreditation tool
- Accreditation Prep Guide
- Review Self Study to ensure all elements are included
- Documentation Review and feedback prior to onsite visit

Important Reminders

- Self Study Due Date
- Peer Reviewer Access to MIS



Best Practice Standard 2

- **2-1.D: Supervision notes for supervision of FROG**
 - Does your supervision notes show discussion and support for each FROG that was administered? They will look for the documentation of this.

Best Practice Standard 4

- **Transition Plans**

- When there is a planned closure are you creating transition plans? Review the policy with supervisors and staff to be sure there is clarity on when to create transition plans. Also, documenting if the family declines a transition plan.

Best Practice Standard 5

- **5-1A/B Team Agreements/Commitments and Policy**
 - There will be interview questions on the team agreements. Do you have them? Do staff know the agreements? Do they know the policy related to BPS 5-1B. Are staff are able to describe policy or written guidance.
- **5-2B Engaging Families in Partnership and Raising Family Voice and Honoring Diversity**
 - Are staff aware of policy around engaging families in partnership, elevating family voice and honoring family diversity? Can they give examples on how to do this? How do staff use reflective conversation and practices to learn about a family's unique culture and then put what they learn about families into practice? Do families help plan their visits? What are they interested in learning about? Review policy 5-2A.
- **5-3B Site Leadership and Community Advisory Board are aware of policies and written guidance and can describe efforts undertaken at the community level to identify and address existing barriers.**
 - Review your policy, Advisory Board minutes, prep with Advisory Board members prior to your on-site visit to ensure they are prepared to share about the sites policies (not in detail), what efforts have been taken at the community level to identify and address existing barriers. Examples may include; community event to make services more accessible (mobile services), taskforces within the community to discuss and help address barriers. Has the Advisory Board talked about barriers at meetings? Share that.

Best Practice Standard 5

- **5-4A/B Equity Plan Feedback from Staff and Families**
 - Is your Equity Plan based on feedback from staff and families? Your strategies should be based on the feedback you got from staff and families. For example: you have feedback from families that there are not sufficient materials available in the language they read in. Your Equity Plan states that you learned this from families and your plan is to work on obtaining materials in additional languages that represent the families you serve.
- **5-4C Review of Equity Plan**
 - for a two MUST have review and feedback from staff, for a 3 with advisory board. HFNY requires review with advisory board. If you haven't reviewed and received feedback, do that now and document in the Equity Plan review section.
- **BPS 5 Supportive Materials**
 - Links in the policy that have example team commitments etc...
 - Accreditation 101 from April 5, 2023 and May 3rd 2023
 - Support for Selected Sites from March 11, 2024

Best Practice Standard 6

- **Service Plans-**

- Do you have them for all families?
- 6-1B Are you documenting prioritization? After development of the initial service plans, are subsequent risks being added if applicable?
- 6-1C How are you documenting activities implemented? In the service plan is there enough detail about what was implemented? If referencing the details of activities implemented be clear where peers will find the information. “See Home Visit Log dated 00/00/00 under Parent/Child Interaction Tab”

Best Practice Standard 6

- **Family Goal Plans:**
 - Do you have them for all families?
 - 6-2B how are you celebrating family success?
Can home visitors talk about what they do to celebrate family success? It can be as simple as a high five.
 - 6-2C Are supervisors documenting the review of family goal and progress?

Best Practice Standard 6

- **CHEERS:**
 - All families have observation of PCI. Review policy 6-3A and expectation of CHEERS documentation.
 - 6-3E How are supervisors supporting staff with assessing PCI, addressing concerns, promoting the strengths of PCI with families being documented?

Best Practice Standard 7

- 7-4C Postnatal Depression Screen
 - For a 3: 95% have a screen within 3 months of birth or 3 months of enrollment whichever comes first
 - For a 2: 80-94% have a screen within 3 months of birth or 3 months of enrollment whichever comes first
 - Scoring a 1: Less than 80% at 3 months of birth or 3 months of enrollment whichever comes first *****OR less than a 100% within 6 months**

Even a family is beyond 3 months, they still must be screened by 6 months to score in.

Peers on Site

- **Ask Questions/Get Clarity**
 - If they are saying they are missing something, ask about it and make sure you are clear on what they are looking for so you can gather additional documentation **PRIOR** to them leaving. You can give them additional documentation to help them find what they are looking for while they are there.
 - Needing Improvement: at pre-exit when they say you have something needing improvement it means the site scored a 1 on it.
 - Peers are general at the Pre-Exit because nothing is final until the report is reviewed by HFA staff for final approval

Response Period

- We will revisit the different HFA responses in the next session. Also refer to:
- <https://www.healthyfamiliesnewyork.org/Staff/accreditation.htm>
- Select April 8, 2024 session

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 OCFS program contract manager.

Questions?

Allison.Contento@ocfs.ny.gov

Melanie.Schraa@ocfs.ny.gov

Suzan.Harry@ocfs.ny.gov

Supporting Families Right From the Start



Office of Children
and Family Services