



**John B. Mattingly**  
Commissioner

150 William Street  
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New York, NY 10038

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July 26, 2011

Dear Foster Care Agency Executive Director:

As you know, timely and accurate data entry into our systems of record (CNNX, CCRS and WMS) is critical because it ensures that we know where children in foster care are at all times. It is also important because your agency's payments are based on what is reflected in these systems.

The purpose of this letter is to address the issue of recording movements of children in foster care. Attorneys representing children are very concerned that they are not being notified when children move across homes. Children's Services current policy (see attached) requires that attorneys for children be notified via phone or email of all placement changes for their clients, but the attorneys representing children are reporting that they are not always notified. We must ensure that the child's attorney is informed as close to the move date as possible when a child experiences a change in his/her placement.

Therefore, Children's Services is taking an additional step to assist in providing notification. We have offered to generate weekly reports of all placement changes to share with the attorneys representing children. In order to capture the most current placement information in these reports, it is critical that the accurate placement facility ID codes be entered into CCRS within five days of the date a child moves, as per the policy (see attached) which was issued in September 2009.

Given how serious this issue is, we will be looking at agency specific data each month to determine how many moves are not entered on a timely basis, and if more than 5 percent of moves are entered six days after the movement occurs or later, your agency's reinvestment allocation for the next fiscal year will be reduced by 1% for each month in the year that this threshold is not met at the 95% percent compliance level. This would be calculated each year as we set each agency's final reinvestment allocation. We will deduct the penalty from the final allocation based on how many months the 95% standard was not met. For example, if an agency had an allocation of \$500,000, but did not meet the standard for 2 months out of the previous year, the allocation would be reduced by 2%, or \$10,000. This fiscal consequence will go into effect as of October 2011 which would impact your FY13 reinvestment allocation.

I also want to mention that ACS is committed to improving the time to case opening. We centralized this function in the fall of last year, and automated the 2921 form in an effort to ensure that new placements are open in CCRS and WMS within five business days. We are training the Division of Child Protection to improve case opening accuracy and timeliness, which we know is related to timely movement data entry. We

expect to meet this timeframe by the October of this year.

We plan to discuss both of these policies with you in the next Foster Care Directors meetings. Please reach out to Dawn Saffayeh if you have any questions or issues.

Sincerely,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

John B. Mattingly  
Commissioner