



# ACS Provider Bulletin



Cross Divisional

Foster Care

Preventive

Juvenile Justice

Early Care and Education

Wednesday, September 17, 2014

## Cross Divisional

### Draft Policies for Public Comments

The following draft policies have been issued for public comment:

#### Non-Medicaid Reimbursable Treatments and Services for Children in the Custody of the Administration for Children's Services

This policy supports the health and well-being of children in the legal custody of the Administration for Children's Services (ACS), including youth in non-secure and limited secure juvenile justice placement. The policy establishes procedures and standards for approval and reimbursement of medical and mental health treatments and services that are not reimbursable by Medicaid. This policy includes the procedure for requesting gender-affirming health care associated with gender dysphoria, often referred to as "trans-related health care."

[Click here to read the policy.](#)

#### Kinship Guardianship Assistance Program (KinGAP) Business Process

This business process provides step-by-step guidance to Administration for Children's Services (ACS) and foster care provider agency ("provider agency") staff on how to successfully navigate the KinGAP application process on behalf of families. It includes the roles and responsibilities of the ACS KinGAP reviewer ("KinGAP reviewer"), ACS KinGAP reviewer's supervisor ("KinGAP Unit supervisor"), Family Court Legal Services (FCLS) attorney, provider agency case planner, case planner's supervisor, and relative foster parent/prospective relative guardian. The document also outlines the responsibilities of every ACS division involved in completing the Kinship Guardianship Assistance and Non-Recurring Guardianship Expenses Program application, finalizing the Prospective Relative Agreement, receiving court approval of guardianship, and obtaining post-guardianship certification.

[Click here to read the policy.](#)

We value your feedback and welcome your comments ending by close of business on **October 17, 2014**. Comments may be sent via e-mail to [draft.policy.comments@acs.nyc.gov](mailto:draft.policy.comments@acs.nyc.gov) or by mail to:

ACS Policy Unit  
150 William St., 17th Floor, RM H-2  
New York, NY 10038

### Final FY15 Scorecard Methodology - Revisions Planned for FY16

In order to strengthen data sharing and performance assessment, ACS is in the process of developing revisions to the Scorecard methodology for FY16. As part of this work, ACS will reach out to providers to seek input on these improvement efforts. [Please click on this link to read a memo from Commissioner Gladys Carrión with more details.](#)

In the interim, we are releasing the final FY15 Scorecard methodology will be released shortly. Please click on the links below:

[FY15 Final Scorecard Methodology](#)  
[FY15 Scorecard Methodology - Definitions](#)

### Medical Consent Policy

When children in the custody of the Administration for Children's Services need medical treatment, ACS and provider agency staff must act expeditiously to obtain consent for such treatment from the appropriate individual(s). This policy sets forth conditions under which parents, provider agencies, ACS, or youth may provide consent for medical, dental, and hospital services; and identifies special situations or exceptions in which a provider agency may not provide consent. [Click on this link to read the Medical Consent Policy](#)

### Looking for Parents for a New Video On Infant Safe Sleep:

ACS requests the help of our Provider agencies with the production of a video on safe sleep practices. With a fatality from unsafe sleep environments occurring nearly every week in New York City, ACS is developing a multi-part initiative, including a PSA video to educate parents on safe sleep practices.

If you provide services to parents who have lost children to unsafe sleep practices, please help us identify suitable candidates for the video. We are looking for parents who are three to six years away from the tragedy, and therefore more likely to be willing and able to share their experiences on camera. Participation is completely voluntary, and parents should not feel pressure to become involved with the project.

When you have identified potential candidates, please share their names with ACS media producer Sam Sills. He will work with you inform parents about the goals of the project and the value of their participation. Sam can be reached at 212 676-2652 / [sam.sills@acs.nyc.gov](mailto:sam.sills@acs.nyc.gov). Thank you.

### [ACS Office of Parent Support & Recruitment](#)

#### Foster Parent Recruitment Forums

Thursday, September 18, 2014  
5:30 pm – 7:30 pm  
150 William Street – 19th Floor, Manhattan Room  
New York, NY 10038  
[Download Event Flyer](#)

Thursday, October 23, 2014  
6:30pm - 5:30 pm – 8:30 pm  
Lenox Road Baptist Church – 1356 Nostrand Avenue

Brooklyn, NY 11226

Thursday, December 11, 2014  
5:30 pm - 5:30 pm – 7:30 pm  
150 William Street – 19th Floor, Manhattan Room

### [ACS Recovery Symposium](#)

Thursday, September 25, 2014  
1:00 – 4:00 pm  
Bronx DCP, 1200 Waters Place, 1st Floor  
Conference Center  
Bronx, NY 10461  
[Download Event Flyer](#)

### JOIN OUR MAILING LIST

[Click here to send a new name and email address](#)

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### Archived Bulletins



## FREE Citizenship Application Assistance

The Mayor's Office of Immigrant Affairs (MOIA) NYCitizenship in Schools offers free immigration information, application assistance and financing options to anyone interested in beginning the naturalization process. We encourage you to share this information with interested individuals within your network to take advantage of this opportunity. Participants will receive free legal assistance on the citizenship application and learn if they qualify for a fee waiver to avoid paying the \$680 United States Citizenship and Immigration Services (USCIS) filing fee.

The next event will be on **Saturday, September 20th at the Bronx High School for Law and Community Service** (500 East Fordham Rd, Bronx NY 10458) for individuals eligible to naturalize. Interested individuals must make an appointment before attending the event by calling 212-788-7654 or visiting <http://nyc.gov/hycitizenship>. Download the event flyer [English](#), [Spanish](#).

## Electronic Billing Application for Special Payment Invoicing - Correction

ACS expects to begin implementation of an electronic Foster Care Special Payments billing application in October 2014 for all foster care provider agencies. ACS Payment Services will be sending out more detailed information to all Chief Executive Officers and Chief Financial Officers shortly. The information will include an application guide and how to submit your electronic invoice. Your staff will need to have access to the Contract Agency Remote Access (CARA) in order to use the web based application.

Please note that Foster Care Special Payments for Fiscal Year 2014 (FY14) should continue to be submitted via paper invoicing. All invoices for FY14 should be submitted no later than September 30th, 2014.

For any questions, please contact Ron Kuch at [Ronald.Kuch@acs.nyc.gov](mailto:Ronald.Kuch@acs.nyc.gov) or Ray Torres at [Raymond.Torres@acs.nyc.gov](mailto:Raymond.Torres@acs.nyc.gov).

## Foster Care

### Emergency Financial Assistance for Foster Care College Students

The **Charles Evans Emergency Educational Fund** is set up to help youth who were formerly involved in the foster care system in New York City, ages 21-25, to complete or further their studies or educational endeavors. The Fund provides *one-time* emergency financial assistance to full/part time college students who are faced with an unexpected financial emergency that would prevent them from continuing their education without interruption. The Fund is not intended to be used for routine expenses or as a consistent supplement to a student's educational funding source. Requests must be urgent in nature. Youth can [click on this link for the application](#) or go to [www.newyorkersforchildren.org](http://www.newyorkersforchildren.org), or contact Phyllis Brodsky, Office for Child and Youth Initiatives, at (212) 341-3318 or [phyllis.brodsky@acs.nyc.gov](mailto:phyllis.brodsky@acs.nyc.gov).

## Preventive Services

### To Our Preventive Providers:

As you know the PROMIS system went off line for emergency maintenance on August 20, 2014. The system was restored on September 3, 2014.

Since the September 3rd restoration some providers have reported various technical difficulties. The purpose of this communication is to provide you with the following information:

- **FTR Programs:** Some providers are experiencing an inability to save changes to the treatment phases. The ACS Office of Information Technology is aware and is working on the issue. In the interim, for assistance with phase changes, send your inquiry to the PROMIS help desk at: [promishelpdesk@acs.nyc.gov](mailto:promishelpdesk@acs.nyc.gov). Include the case information (First initial, last name and the CNNX case id.), along with the phase change requested and ACS will update the information.
- Several inquiries regarding the inability to access PROMIS via Internet since its restoration have also come to our attention. We have developed a Technical Guide to assist you in resolving these issues. [Click here to download the guide.](#)

For all providers, the deadline for the Preventive Services Summary Report submission has been **extended** to September 19th 2014. Thank you for your patience.

## September is Recovery Month – Attend the ACS Recovery Symposium

In 2013, approximately 25% of ACS investigations involved an allegation of parent drug alcohol misuse and/or safety factor. ACS is taking the lead assisting clients to address the impact of addiction on families by co-locating Certified Alcoholism and Substance Abuse Counselors (CASAC's) within the child welfare offices. The Division of Preventive Services invites staff to the ACS Recovery Symposium:

**When:** September 25, 1:00 – 4:00 pm

**Where:** Bronx DCP, 1200 Waters Place, 1st Floor Conference Center.

The list of presenters include Dr. Jacqueline McKnight, ACS Executive Deputy Commissioner; Almarie Buddington, Deputy Commissioner, DCP; Gail Harris, CASAC, Odyssey House, and Amu Ptañ-Riojas, NYC Department of Health and Mental Hygiene. For more information, please contact Shernet Neufville-Gray, ACS Director of Substance Abuse Policy and Planning, at 212-341-3134.

[Download event flyer.](#)

[Click here to see a list of events in each borough during September](#)

## Juvenile Justice

### DYFJ Staff Announcements

Yumari Martinez, Assistant Commissioner of Juvenile Justice Planning and Policy; Sharon Pette, Executive Director of

Quality Assurance for Juvenile Justice and Sandra Bryce, Senior Advisor of Operations have joined the Division of Youth and Family Justice. [Click here to read more.](#)

## Early Care and Education

### EarlyLearn NYC Update

ACS is excited to provide you with information regarding New York City's full-day pre-k expansion. This expansion will ensure that all four-year-olds receive quality early education and are prepared to succeed in kindergarten and beyond. As part of the City's initiative to provide full-day pre-k to every eligible four-year-old in NYC, ACS' *EarlyLearn NYC* programs will be improving pre-k programming for over 12,000 children. This school year, the City will provide more than 50,000 children access to quality full-day pre-k. *EarlyLearn NYC* programs are an important part of this expansion. By now, you should have received information about your 2014-2015 pre-k target enrollment numbers, pre-k enrollment deadlines, and new information about classroom ratios.

Please click on the following links for:

[Frequently asked questions \(FAQs\) regarding the financial implementation](#), and  
[Requirements for your Pre-K program](#)

For programmatic questions email: [earlycare&education@acs.nyc.gov](mailto:earlycare&education@acs.nyc.gov). For fiscal questions email:  
[acsprekfinance@acs.nyc.gov](mailto:acsprekfinance@acs.nyc.gov)

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