



Ronald E. Richter  
Commissioner


## MEMORANDUM

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**TO:** All Foster Care Provider Agencies

**FROM:** Dawn Saffayeh, Deputy Commissioner,  
Division of Policy, Planning, and Measurement 

**SUBJECT:** **CCRS Data Entry Waived for Weekend Visits between Parent and Child, Discharge Resource and Child, and Approved Non-discharge Resource and Child**

**DATE:** March 1, 2013

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The Administration for Children's Services reminds foster care provider agencies of the importance of timely, complete and accurate data entry into our systems of record, which ensures the Administration's knowledge of the status and location of children in foster care as well as allows for appropriate payment for services.

This communication addresses data entry of weekend visits and expands on the language used in the July 26, 2011 memorandum waiving CCRS data entry of brief parent-child overnight visits<sup>1</sup>.

Effective immediately, Children's Services is waiving the data entry requirement of movement codes into CCRS when a child leaves his/her placement on Saturday and Sunday visits of up to 48 hours with their birth parents, a discharge resource or an approved non-discharge resource. In such cases, the child is still considered to be in the foster or residential home for purposes of payment, since the child is still technically residing in the foster home and placement has not changed. It is Children's Services' expectation that CNNX progress notes reflect that the child is on a visit, with the start and return date clearly documented. This policy does not apply to inter-agency visits, which continue to require CCRS data entry. Intra-agency sibling visits still require data entry according to existing policy.

Children's Services reminds all providers of making certain a home is safe prior to giving approval for any visits.

Policies and information on Billable Services can be accessed through the following Children's Services link <http://10.239.3.195:8080/docushare/dsweb/View/Collection-50108> or by going to NYC ACS's Intranet DocuShare Location: Home » Systems Support Office » Billable Absences

Please forward all questions, concerns and feedback to Sydney McSweeney at [sydney.mcsweeney@dfa.state.ny.us](mailto:sydney.mcsweeney@dfa.state.ny.us) and be advised that this memorandum and specifically its policy statement about data entry, overrides any previously published Children's Services documents with reference to WMS/CCRS data entry requirements.

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<sup>1</sup> See ACS Memorandum, CCRS Data Entry Waived for Brief Parent-Child Overnight Visits (7/26/2011).