

## FASPs Due Calendar

<b>Report Background</b>	The FASPs Due Calendar report can help supervisors and managers monitor the completion of FASPs.
<b>Report Purpose</b>	Provides Local Districts and Voluntary Agencies with a chronological list of Not Launched, In Process, and Pending FASPs due during a specified date range.
<b>Target Users</b>	Managers and supervisors from Local Districts and Voluntary Agencies
<b>Classification</b>	Operational report
<b>Prompts</b>	<p>Upon opening the report, users are asked to select one or more values from a list of choices for the following report prompts:</p> <ul style="list-style-type: none"> <li>• <b>District/Agency:</b> Select the name of the Local District or Voluntary Agency for which you want to run the report. Local Districts are listed alphabetically by name with ACS under “New York City DSS”; Voluntary Agencies are listed alphabetically by agency code.</li> <li>• <b>Site Code/Unit Number(s):</b> Select the office Unit codes that you want to include in the report. Hold down the Ctrl key on your keyboard to select multiple Units or leave the prompt blank to select all. The list is alphabetical by Site ID and Unit Number to uniquely display the office Units for a particular Local District or Voluntary Agency.</li> <li>• <b>Stage type(s):</b> Select the Stage types (CCR, CWS) that you want to include in the report.</li> <li>• <b>Date:</b> Select a start and end date to view FASPs with a due date during that date range.</li> </ul>

**Notes** The report can be run for historical and future dates (within the next 240 days). Plan Amendments and Approved FASPs are not included.

Data Item	Data Definition
<b>LDSS/Agency Name</b>	<p>The name and 3-digit agency code for the Local District or Voluntary Agency selected at the report prompt. (ACS is listed alphabetically as “New York City DSS”.) This report can be run for only one District or Agency at a time.</p> <p>Since this report provides detailed information, Local District staff must run this report for their own District, and Voluntary Agency staff must run this report for their own Agency.</p>
<b>Site Code/ Unit Number</b>	The office Units selected at the report prompt. The drop-down list includes all the Units for the selected District/Agency, not just those Units with FASPs on their caseload.
<b>Stage Type</b>	The Stage types selected at the report prompt. A FASP can only have a Stage type of CWS (Child Welfare Services) or CCR (Child Case Record). The user may select one or both Stage types for inclusion in the report.
<b>Report Date</b>	The date on which the report was run.

Data Item	Data Definition
<b>Data as of Date</b>	The latest refresh date of the OCFS Data Warehouse – that is, the last time data was retrieved from CONNECTIONS. Data for this report is refreshed each morning, so data is accurate as of “yesterday”.
<b>Month/Year</b>	The month and year associated with the due FASPs. The values are based on the start/end dates selected at the report prompt.
<b>FASP Due Date</b>	<p>The date the FASP is/was due to be approved by the Local District, based on the following guidelines:</p> <ul style="list-style-type: none"> <li>• Initial FASPs are due <ul style="list-style-type: none"> <li>◦ 7 days after the CID, if the CID is the date of CPS indication</li> <li>◦ 30 days after the CID, if the CID is the date of placement, date of court order, or date of application for services</li> </ul> </li> <li>• Comprehensive FASPs are due 90 days after the CID</li> <li>• Reassessment FASPs are due 210 days after the CID and every 6 months thereafter</li> </ul> <p>This date comes directly from the CONNECTIONS application.</p>
<b>Case ID/Name</b>	The Case ID and Case Name associated with the due FASP.
<b>FASP Type</b>	<p>A coded value representing the type of FASP that is due:</p> <ul style="list-style-type: none"> <li>• INI (Initial)</li> <li>• CMP (Comprehensive)</li> <li>• REA (Reassessment)</li> </ul>
<b>FASP Status</b>	<p>The status of the due FASP on the “Data as of Date”. Values may include:</p> <ul style="list-style-type: none"> <li>• Not Launched</li> <li>• In Process</li> <li>• Pending</li> </ul>
<b>Worker</b>	The name of each in-assigned worker from the selected District/Agency that has a role in the Stage.
<b>Worker Role</b>	<p>The role that corresponds to the worker. Values may include:</p> <ul style="list-style-type: none"> <li>• FSS Case Manager</li> <li>• FSS Case Planner</li> <li>• FSS Case Worker</li> <li>• FSS CPS Worker / Monitor</li> </ul>