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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-111

Date: September 14, 1994

Division: Services & Community
Development

TO: Local District Commissioners

SUBJECT: Statewide Adoption Monitoring System (AMS) Implementation

ATTACHMENTS: A: List of Adoption Specialists (Available On-Line)
B: Instructions for Running AMS Demo (Available On-Line)
C: AMS Demo Zip File (Available On-Line)

Under the auspices of the Decade of the Child, First Lady Matilda Cuomo and the New York State Department of Social Services began working on an adoption reform initiative in late 1990. At that time, adoptive children were lingering in the system: it was taking too long to free children for adoption, to place them with adoptive families, and to finalize the adoption. It was becoming clear that New York State's adoption program was in need of comprehensive reform.

In 1991, results of interviews with "key experts" and extensive literature searches helped shape a concept paper called the Adoption Option, which spelled out changes that New York State proposed to make. In 1993, the Kellogg Foundation offered New York State the opportunity to expand the scope of reforming adoption to redesigning the entire child welfare system to effectively support family preservation and permanency for children. This initiative is called FAMILIES FOR KIDS ASAP.

The Adoption Monitoring System is intended to help achieve the "Timeliness in Achieving Permanency" outcome of the FAMILY FOR KIDS ASAP project by enabling adoption professionals to easily access statistical and child specific information about children at each stage of the adoptive process.

Since August of this year, SDSS Regional Adoption Specialists have had ready access to aggregate adoption milestone and event data as well as the child specific information which comprises those statistics, based on daily updates from CCRS. For the first time, aggregate reports and child lists, based on user defined parameters, can be easily viewed and/or printed.

The Adoption Monitoring System (AMS) is designed to assist adoption professionals to:

- | identify children who are stalled at a particular milestone
- | focus attention on systemic problems that may require intervention
- | focus attention on program successes that could serve as models for other districts and agencies.

These functions are to be available to Local Departments of Social Services (LDSS) and voluntary child care agencies equipped with hardware by year's end. Agencies without hardware will receive paper reports, statistical and child lists, quarterly beginning December 31, 1994.

The following describes who can use AMS, how it can be accessed, how it is supported and how to arrange training.

WHO CAN USE AMS?

AMS is designed for use by adoption program staff in LDSS and voluntary agencies statewide. Its features include statistical profiles of adoptive caseloads (children in foster care with a goal of adoption) as well as customized child lists with a variety of selection and sort options, valuable tools to both casework and administrative adoption staff.

Statistical functions are available to all users for all levels of AMS data (statewide, regional, agency, district). Individual child and child list functions are subject to the same confidentiality requirements as CCRS (i.e. access is restricted to responsible district or placement agency).

HOW CAN YOU ACCESS AMS?

In terms of hardware, AMS is currently available through any OFISLINK terminal.

During the next several months, AMS will also be made available on DEC/UNISYS terminals in LDSS and voluntary agencies.

Because AMS is a MAPPER system, authorizing individual access does not now follow existing Transaction Terminal Security System (TTSS) procedures. Please follow these steps to enable individual users in your district/agency to perform the following tasks:

- | Notify Data Base Management Services (DBMS) who is to be recognized as the person in your agency authorized to grant individual users access to AMS. This is a function typically performed by your agency's TTSS Coordinator. This can be accomplished in writing or via speed memo to: Frank Dohrau (DA0070), NYSDSS, DBMS, 67 N. Pearl St., Albany, 12207. Please identify your AMS Coordinator by name and USERID.

- | Once your AMS Coordinator is established, he/she can authorize individual users by providing their names and USERIDs to DBMS via speed memo to TTSDOC (or in writing to Frank Dohrau).

HOW IS AMS SUPPORTED?

AMS is an adoption program specific subset of CCRS. It is based on daily CCRS updates but affords a significantly more dynamic access to the data than does CCRS inquiry. It is, first and foremost, a programmatic tool. As such it is supported primarily through the Regional Adoption Specialist responsible for your agency. Please contact your Regional Adoption Specialist for questions regarding interpretation of AMS data. A list of specialists is attached for your reference.

HOW CAN I ARRANGE TRAINING?

Training in the context of this initial AMS implementation is being coordinated through the respective Regional Adoption Specialists (see attached list). Please contact them regarding available dates at SDSS regional training sites. For New York City and districts/agencies in the Metropolitan Region, please contact Roy Marshall at 212-383-1814.

Subsequent to statewide implementation, ongoing training will be coordinated by the Office of Customer Support Services Information Center.

We recommend that this LCM be shared with your Director of Services, Adoption and Foster Care staff, and Systems Coordinators.

Attachment B contains directions on downloading and running the AMS demo. The AMS demo is a slide show which demonstrates the features of the AMS system. The AMS demo requires Microsoft Windows.

If you have any questions please contact Paul Gavry, Bureau of Services Information Systems, at 1-800-342-3727, extension 22926 or USERID (0FL210).

Frank Puig
Deputy Commissioner
Services and Community Development

LIST OF REGIONAL ADOPTION SPECIALISTS

Nancy Griffin
Albany Regional Office
330 Broadway
Albany, NY 12207
518-432-2781

Thelma Shorter
Metropolitan Regional Office
80 Maiden Lane
New York, NY 10038
212-383-1769

Patricia Heaman (contact)
Rochester Regional Office
Monroe Square
259 Monroe Avenue
Rochester, NY 14607
716-238-8201

Yolanda Cintron
Metropolitan Regional Office
80 Maiden Lane
New York, NY 10038
212-383-1799

Calvin Roberts
Metropolitan Regional Office
80 Maiden Lane
New York, NY 10038
212-383-1798

Pamela Chamberlain
Syracuse Regional Office
351 South Warren Street
Syracuse, NY 13203
315-433-1012

Brenda Smalls
Metropolitan Regional Office
80 Maiden Lane
New York, NY 10038
212-383-1806

Sherryl Redding
Metropolitan Regional Office
80 Maiden Lane
New York, NY 10038
212-383-1774

Cheryl Larrier
Metropolitan Regional Office
80 Maiden Lane
New York, NY 10038
212-383-1805

Lynne Robledo
Metropolitan Regional Office
80 Maiden Lane
New York, NY 10038
212-383-1706

Zelma Smith
Metropolitan Regional Office
80 Maiden Lane
New York, NY 10038
212-383-1772

Maryjane Link
Buffalo Regional Office
838 Ellicott Square
295 Main Street
Buffalo, NY 14203
716-847-3742

DOWNLOADING AND RUNNING AMS DEMO FILE

1) DOWNLOAD "AMS_SHOW" FROM IN-MAIL TO THE "C" DRIVE

1. Verify that a document called "AMS Demo ZIP File" is in your IN-MAIL. Please be aware that this file is approximately 740,000 bytes.
2. From the OFISLINK Basic Selections Menu, select Optional applications.
3. Select "Transfer MSDOS file to or from host."
4. The computer will automatically build a directory of files that are in your current drive. When the list is completed, move the cursor to path and type t and C:\.
5. A list of the files in the "W" drive will then display. Return to IN-MAIL and type COPY next to the document named "AMS Demo ZIP File" and press RETURN.
6. Verify the information on the screen and press RETURN.
7. Verify the file name (AMS_SHOW.EXE) or change, if you choose. If the file already exists on MS-DOS, you can overwrite it by typing y next to Overwrite? Press RETURN. At this point, the file is being copied from OFISLINK to the "C" drive and this will take almost one hour.
8. When completed, exit to DOS.

2) TO ACCESS AMS DEMO FILE

1. Go to the "C" drive into which you downloaded AMS demo from the mainframe.
2. At the DOS prompt type AMS_SHOW and press the ENTER key.

3) TO RUN THE AMS DEMO

1. Run Windows software.
2. From Program Manager Group, press ALT and "F" keys, then "R".
3. Enter the drive and directory which contains the AMS demo and type C:\SHOW.EXE and press ENTER to run AMS demo.