

OCFS Adoption Program

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This is your home page, you can always return here to start a new process. To begin using the site, choose from the menu options. The menu will always be available to you at the top of each page. In some sections there will be submenus that allow you to navigate within a section, for example, child. Those submenus will always be available within the section, but will not be visible in other sections.

Search for a child begins the process of adding a child to the database as well as allowing you to edit and update an already enrolled child. You will not be able to move to edit or update until you have completed the enrollment form for a child. If you leave the search form blank and click the search button, the full list of children you are able to view will be displayed.

Add a family allows you to begin entering a resource family into the database. The process is different than working with child enrollment. On the first screen you will need to enter the family's last name and then you'll be asked to add all the family members that will be part of that resource family. There may only be one family member, but you will not be allowed to move forward until you enter at least one family member.

Search for a family allows you to search for and then update information for a resource family. If you leave the form blank and click the search button, all families will be displayed.

Add an event lets you add event information (programs) to the database.

Search for an event provides you with a list of all events entered into the database, from there you can edit an event.

[Contact Us](#) will allow you to send an email requesting assistance.

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Search for a child

CHID

CIN

Last Name

First Name

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Child List

CHID	CIN	Name	Status	Study Status	Group Assignment
1	ABCDEFGH	TEST CHILD	Enrollment Complete Connect to a Family View Connected Families	Active	Control

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Administrative Data for TEST CHILD

Study ID: 1
Sample date: 2010-01-01
Group: Control
First name: TEST
Last name: CHILD
CIN: ABCDEFGH
Birthdate: 2010-01-01
Age:
Gender: Male
Ethnicity: White
IVE status: Eligible
Date freed: 2010-01-01
Number of siblings: 0
Siblings in placement: 0
Agency: Hillside
Last FC admission date: 2010-01-01
Date to OCFS (DJJOY): 0000-00-00
System: OMH
County: Albany
OCFS regional office: Buffalo
Facility name: Testing Facility
Facility address: 0000 MAIN ST
Facility city: ALBANY
Facility state: NY
Facility zip: 00000-0000
Permanency goal: Adoption

Review this data and make any corrections on the following screen...

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ENROLLMENT DATA FOR TEST CHILD

DSM IV Data

Add DSM-IV Data

Enter at least one diagnosis for each axis, even if the response is "not applicable" or "unable to determine"

DSM-IV axis

Code or diagnosis

[Add](#)

General Info

CIN: ABCDEFGH

Birthdate: 

Age: 0

Gender:

- Male
- Female

Ethnicity:

- White
- African American
- Hispanic
- Asian
- Native American/Pacific Islander
- Other
- Unable to determine

IVE status:

- Eligible
- Not Eligible

Date freed: 

Number of siblings:

- 0
- 1
- 2
- 3
- 4 or more
- Unable to determine

Number of siblings in placement:

- 0
- 1
- 2
- 3
- 4 or more

Unable to determine

Health Info

Indicate the type and level of disability across each dimension

	Mild	Moderate	Severe	N/A	Unable to determine
Medical/Physical needs	<input type="radio"/>				
Educational/Learning needs	<input type="radio"/>				
Mental health needs	<input type="radio"/>				
Developmental needs	<input type="radio"/>				

Study Info

Study ID: 1

Group: Control

Time period for control group kids:

- Time 1
- Time 2
- Time 3
- Time 4
- N/A

Sample date: 

Study status:

Date: 

- Active
- Adoption pending
- Adopted
- Legal guardianship pending
- Legal guardianship final
- CC/PP/OCC pending
- CC/PP/OCC final
- Case closed

Date entered into PFEC:

for control group, date of data entry



Specialist name:

control group, choose data entry person

- Pat O'Brien
- Damarise Alexander-Mann
- Kelly Salamone
- Denise Royal
- Stephen McCall
- Michael Finn
- Mike Carroll
- Kerry Monahan-Price
- Randi Rosenblum
- Joanne Ruppel

Date specialist assigned: 

Agency responsible for the child:

- Hillside
- You Gotta Believe!
- Parsons
- Control group

Facility Info

Last FC admission date: 

Date to OCFS: *DJJOY only* 

Facility name:

Date admitted to facility: 

Facility system at enrollment in PFEC:

- OMH
- OMRDD
- OCFS
- DJJOY

Type of facility:

OCFS

- Foster boarding home
- Approved relative home
- Institution (26 or more)
- Group Residence (13 to 25)
- Group Home (7 to 12)
- Agency Operated Boarding Home (6 or less)
- Other or unknown type of foster care setting

OMH

- Non-congregate (with a family in a home-like setting)
- Congregate care setting except psychiatric hospital
- Psychiatric Hospital

OMRDD

- non-congregate (with a family in a home-like setting)
- Congregate care setting

DJJOY

- DJJOY operated facility

OTHER

- Detention facility (juvenile detention, jail, prison)
- Independent living (apt, college dorm, etc)
- With adoptive parents
- With relative or other adult
- Medical hospital
- Runaway or absent
- Unable to determine

County:

OCFS regional office:

- Buffalo

- Rochester
- Syracuse
- Albany
- Yonkers
- NYC

Address:

City/State/Zip:

Local district caseworker:

Caseworker phone:

Facility contact:

Facility contact phone:

Facility contact email:

Permanency Info

Child's permanency planning goal at enrollment:

- Adoption
- Another planned living arrangement with adult permanency resource person
- Adult residential care facility
- Independent living
- Other
- Relative other than parent, guardian or resource family
- Unable to determine

Child's receptiveness to adoption or permanency at enrollment:

- Willing
- Refuses
- Indifferent
- Unable to determine

Before enrollment were there prior adoption...

	No	Yes	Unable to determine	Number	Date(s)	Reason
Disruptions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Dissolutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>

Is there a potential resource parent currently involved in the child's life?

- No
- Yes
- Unable to determine

Barriers to adoption at time of enrollment:

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TEST CHILD

Study ID: 1
Name: TEST CHILD
CIN: ABCDEFGH

General Info

Birthdate: 2010-01-01
Age: 0
Gender: Male
Ethnicity: White
IVE status: Eligible
Date freed: 2010-01-01
Siblings: 0
Siblings in placement: 0

Health Info

Disability	
Type	Level
Medical/Physical	N/A
Educational/Learning	N/A
Mental Health	N/A
Developmental	N/A

DSM-IV Diagnoses

Axis	Code/Diagnosis
Axis I: Clinical Disorders	27
Axis II: Personality Disorders	N/A
Axis III: General Medical	N/A
Axis IV: Psychosocial/Environmental	N/A

Study Info

Group: Control
Control group time: N/A
Sample date: 2010-01-01
Study status: Active
Study status date: 2010-02-18
Date entered into PFEC: 2010-02-18
Number of days in PFEC: 0
Specialist: Randi Rosenblum
Date specialist assigned: 2010-02-18
Agency: Hillside

Linked Families [Connect to a family](#)

Families List

Name	Members	Study Status	Relationship Status
Family	Test	Linked	Linked

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TEST CHILD

DSM-IV Diagnoses

Add New Diagnoses

Axis	Code/Diagnosis	
<input type="text" value="- Please Select -"/>	<input type="text"/>	Add

Existing Diagnoses

Axis	Code/Diagnosis		
<input type="text" value="Axis IV: Psychosocial/Environmental"/>	<input type="text" value="N/A"/>	Update	Delete
<input type="text" value="Axis III: General Medical"/>	<input type="text" value="N/A"/>	Update	Delete
<input type="text" value="Axis II: Personality Disorders"/>	<input type="text" value="N/A"/>	Update	Delete
<input type="text" value="Axis I: Clinical Disorders"/>	<input type="text" value="27"/>	Update	Delete

Study ID: 1

Name: TEST CHILD

CIN: ABCDEFGH

General Info

Birthdate:

Age: 0

Gender: Male Female

Ethnicity:

- White
- African American
- Hispanic
- Asian
- Native American/Pacific Islander
- Other
- Unable to determine

IVE status:

- Eligible
- Not Eligible

Date freed:

Number of siblings:

- 0
- 1
- 2
- 3
- 4 or more
- Unable to determine

Number of siblings in placement:

- 0
- 1
- 2
- 3
- 4 or more
- Unable to determine

Health Info

Disability

	Mild	Moderate	Severe	N/A	Unable to determine
Medical/Physical	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Educational/Learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mental health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Developmental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Study Info

Group: Control

Control group period:

- Time 1
- Time 2
- Time 3
- Time 4
- N/A

Sample date: 2010-01-01

Study status:

Date: 

- Active
- Adoption pending
- Adopted
- Legal guardianship pending
- Legal guardianship final
- CC/PP/OCC pending
- CC/PP/OCC final
- Case closed

Date entered into PFEC:

control group, date of data entry



Number of days in PFEC: 0

Specialist name:

for control group, enter person putting in data

- Pat O'Brien
- Damarise Alexander-Mann
- Kelly Salamone
- Denise Royal
- Stephen McCall
- Michael Finn
- Mike Carroll
- Kerry Monahan-Price
- Randi Rosenblum

Joanne Ruppel

Date specialist assigned: 

What agency is responsible for the child?

- Hillside
- You Gotta Believe!
- Parsons
- Control group

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TEST CHILD

Basics

Study ID:	1
Name:	TEST CHILD
CIN:	ABCDEFGH
Group:	Control
Study status:	Active

Facility Info

Last FC admit date:	2010-01-01
Date to OCFS:	0000-00-00
Facility name:	Testing Facility
Date admitted:	2010-01-01
System:	OCFS
Type:	Approved relative home
County:	Albany
OCFS regional office:	Albany
Address:	0000 MAIN ST
City/State/Zip:	ALBANY, NY 00000-0000
Local district caseworker:	district caseworker
Caseworker phone:	caseworker phon
Facility contact:	contact at facility
Contact phone:	contact phone
Contact email:	contact email

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TEST CHILD

Basics

Study ID: 1
Name: TEST CHILD
CIN: ABCDEFGH
Group: Control
Study status: Active

Facility Info

Last FC admit date:
DJJOY kids, date to OCFS:
Facility name:
Date admitted to facility:

Facility system at enrollment in PFEC:

- OMH
- OMRDD
- OCFS
- DJJOY

Type of facility:

- OCFS*
- Foster boarding home
 - Approved relative home
 - Institution (26 or more)
 - Group Residence (13 to 25)
 - Group Home (7 to 12)
 - Agency Operated Boarding Home (6 or less)
 - Other or unknown type of foster care setting
- OMH*
- Non-congregate (with a family in a home-like setting)
 - Congregate care setting except psychiatric hospital
 - Psychiatric Hospital
- OMRDD*
- non-congregate (with a family in a home-like setting)
 - Congregate care setting
- DJJOY*
- DJJOY operated facility
- OTHER*
- Detention facility (juvenile detention, jail, prison)
 - Independent living (apt, college dorm, etc)
 - With adoptive parents
 - With relative or other adult
 - Medical hospital
 - Runaway or absent
 - Unable to determine

County:

OCFS regional office:

- Buffalo
 Rochester
 Syracuse
 Albany
 Yonkers
 NYC

Address:

City/State/Zip

Local district caseworker:

Caseworker phone:

Facility contact:

Facility contact phone:

Facility contact email:

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TEST CHILD

Basics

Study ID: 1
Name: TEST CHILD
CIN: ABCDEFGH
Group: Control
Study status: Active

Current Permanency Info

Permanency planning goal: Adoption
Receptiveness to adoption: Willing
Prior adoption disruptions: No
Prior adoption dissolutions: No

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TEST CHILD

Basics

Study ID: 1
Name: TEST CHILD
CIN: ABCDEFGH
Group: Control
Study status: Active

Current Permanency Info

Permanency planning goal:

- Adoption
- Another planned living arrangement with adult permanency resource person
- Adult residential care facility
- Independent living
- Other
- Relative other than parent, guardian or resource family
- Unable to determine

Child's receptiveness to adoption or permanency:

- Willing
- Refuses
- Indifferent
- Unable to determine

Before enrollment were there prior adoption...

	No	Yes	Unable to determine	Number	Year(s)	Reason
Disruptions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	0	N/A	N/A
Dissolutions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	0	N/A	N/A

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TEST CHILD

Basics

Study ID: 1
Name: TEST CHILD
CIN: ABCDEFGH
Group: Control
Study status: Active

Outcomes

Adoption Milestones			
	Date	Placed With	Other
Intent to adopt contract	<input type="text"/>		
Adoption placement agreement	<input type="text"/>		
Placement in pre-adoptive home	<input type="text"/>		
Finalized adoption	<input type="text"/>	With family	
Legal guardianship	<input type="text"/>	With family	
Committed contract/Permanency pact	<input type="text"/>	With family	
Other committed connection	<input type="text"/>	With family	

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TEST CHILD

Basics

Study ID: 1
Name: TEST CHILD
CIN: ABCDEFGH
Group: Control
Study status: Active

Outcomes

Adoption Milestones				
	Date	Placed With	Other	Reason
Intent to adopt contract				
Adoption placement agreement				
Placement in pre-adoptive home				
Finalized adoption				
Legal guardianship				
Committed contract/permanency pact				
Other committed connection				

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TEST CHILD

Basics

Study ID: 1
Name: TEST CHILD
CIN: ABCDEFGH
Group: Control
Study status: Active

Recruitment

Was there a potential resource parent already connected with this child prior to PFEC involvement?

No

Activity	Enrolled	Date	End Date
Bridges to health			
Adoption mentoring			
Family search and engagement			
NYC Heart Gallery			
OCFS Adoption Album			
Agency website			
Adopt Us Kids			
PFEC website			
Adoption panels			
Permanency panels			
Adoption exchange			
Televised outreach			
Gallery exhibits			
Video conference			
Radio outreach			
Parent specific recruitment			
Permanency specialist recruitment			
Facebook			
YouTube			
Twitter			

Family/Other Connection Search and Engagement

Name	Relationship	Other Relationship	Date	Result	Other Result

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TEST CHILD

Basics

Study ID: 1
Name: TEST CHILD
CIN: ABCDEFGH
Group: Control
Study status: Active

Recruitment

Was there a potential resource parent already connected with this child prior to PFEC involv

No
 Yes
 Unable to determine

Activity	Enrolled	Date	En
Bridges to health	- Please Select -	<input type="text"/>	
Adoption mentoring	- Please Select -	<input type="text"/>	
Family search and engagement	- Please Select -	<input type="text"/>	
NYC Heart Gallery	- Please Select -	<input type="text"/>	
OCFS Adoption Album	- Please Select -	<input type="text"/>	
Agency website	- Please Select -	<input type="text"/>	
Adopt Us Kids	- Please Select -	<input type="text"/>	
PFEC website	- Please Select -	<input type="text"/>	
Adoption panels	- Please Select -	<input type="text"/>	
Permanency panels	- Please Select -	<input type="text"/>	
Adoption exchange	- Please Select -	<input type="text"/>	
Televised outreach	- Please Select -	<input type="text"/>	
Gallery exhibits	- Please Select -	<input type="text"/>	
Video conference	- Please Select -	<input type="text"/>	
Radio outreach	- Please Select -	<input type="text"/>	
Parent specific recruitment	- Please Select -	<input type="text"/>	

Permanency specialist 
 
 Facebook 
 
 YouTube 
 
 Twitter 
 

[UPDATE RECRUITMENT ACTIVITIES](#)

Family/Other Connections Search and Engagement

Add Done Successfully

Existing Contacts

Name	Relationship	Other Relationship	Date	Result
Joe	Other relationshi	Family friend	2010-02-17	Other

Add New Contact

Name
 Relationship
 Other Relationship
 Date 
 Result
 Other Result

[ADD NEW CONTACT](#)

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TEST CHILD

Basics

Study ID: 1
 Name: TEST CHILD
 CIN: ABCDEFGH
 Group: Control
 Study status: Active

Barriers

Add Barriers

Existing Barriers

Date	Description
2010-02-18 10:29:00	Just to be sure something has been added here.

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Connect to a Family

Families Not Yet Connected to TEST CHILD

Family Last Name	Member Names	Connect
Family	Test	<input type="checkbox"/>

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- RETURN TO CHILD
- RETURN TO FAMILY
- VIEW CONNECTED FAMILIES

Connect to a Family

Connection Information for the Family family and TEST CHILD

Match status:

- Linked
- Matched
- Dissolved

Date:

How was the match made between the Family family and TEST CHILD?

- Family search and enagement
- Internet photo listing
- Adoption panel
- Permanency panel
- Adoption exchange
- Televised outreach
- Radio outreach
- Gallery exhibit
- Video conference
- Social networking
- Parent specific recruitment
- Public awareness campaign
- Agency front door
- Word of mouth
- Family connected to a child prior to PFEC
- Other, please explain:

What actions towards adoption have this family and child completed?

(Please enter the start date where applicable and completion date for all items completed)

	Start Date	Completion Date
Completed foster adoptive agreement		<input type="text"/>
Specialized PFEC parent training	<input type="text"/>	<input type="text"/>
Intent to adopt contract		<input type="text"/>
Adoption placement agreement		<input type="text"/>
Legal guardianship		<input type="text"/>
Committed contract/permanency pact		<input type="text"/>
Other committed contract/permanency pact		<input type="text"/>

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Connect to a Family

Families Connected to TEST CHILD

Family Name	Family Members	Match Status	Date Match Status
Family	Test	Linked	2010-02-18

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Connection Information for the Family family and TEST CHILD

Basics

Family ID: 87
Family Name: Family
Child ID: 1
Case ID: ABCDEFGH
Child Name: TEST CHILD

Connection Data

Match status: Linked
Date: 2010-02-18

How was the match made between the Family family and TEST CHILD?

Adoption exchange

Completed actions towards adoption

	<u>Start Date</u>	<u>Completion Date</u>
Completed foster adoptive agreement		2010-02-18
Specialized PFEC parent training		
Intent to adopt contract		
Adoption placement agreement		
Legal guardianship		
Committed contract/permanency pact		
Other committed contract/permanency pact		

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Search for a Family

Family Name:

Family Members:

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Family List

Family Last Name	Family Members	Study Status
Family	Test	Linked

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Add/Update Family

Family Name	
<input type="text"/>	<input type="button" value="ADD"/>

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Add/Update Family

Family Name	
Family	UPDATE

Add New Family Members

Name	<input type="text"/>
Address	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Birthdate	<input type="text"/> 
Gender	<input type="text" value="- Please Select -"/>
Ethnicity	<input type="text" value="- Please Select -"/>

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Add/Update Family

Family Name	
Family	UPDATE

Add Done Successfully

Existing Family Members

Name/Birthdate	Address	Phone/Email	Gender/Ethnicity
Test	1234 Main St Somewhere, NY 00000	phone	Male
1975-02-05		email	White

Add New Family Members

Name

Address

Phone

Email

Birthdate 

Gender

Ethnicity

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Family

StudyID: 87

Agency

- Hillside
 You Gotta Believe!
 Parsons

Study status

- Unmatched
 Linked
 Adoption pending
 Adoption final
 Legal guardianship pending
 Legal guardianship final
 CC/PP/OCC pending
 CC/PP/OCC final
 Match dissolution
 Exit

Study status date: 

Date enrolled in PFEC: 

How was the parent/family recruited to the PFEC program?

- Family search and engagement
 Internet photo listing
 Adoption panel
 Permanency panel
 Adoption exchange
 Televised outreach
 Radio outreach
 Gallery exhibit
 Video conference
 Social networking
 Parent specific recruitment
 Public awareness campaign
 Agency front door
 Word of mouth
 Family connected to a child prior to PFEC
 Other, please explain:

At the time of recruitment, was parent/family already an approved foster or adoptive parent?

- No
 Yes
 Unable to determine

Have they adopted children before?

- No

- Yes, number adopted:
- Unable to determine

Was this family assigned an "Adoption Navigator"?

- No
- Yes, date assigned: 
- Unable to determine

What actions towards certification has this parent/family completed?

(Please enter the start date where applicable and completion date for all items completed)

	Start Date	Completion Date
Criminal history background check		<input type="text"/> 
Statewide Central Registry check (SCR)		<input type="text"/> 
MAPP and other certification training	<input type="text"/> 	<input type="text"/> 
Approved home study		<input type="text"/> 
General PFEC training (not child specific)	<input type="text"/> 	<input type="text"/> 

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Family

Study ID: 87
Agency: Hillside
Study status: Linked
Status date: 2010-02-18
Date enrolled in PFEC: 2010-01-01
Recruited to PFEC: Adoption exchange
 Other:
Approved foster/adoptive parent: Yes
Prior adoptions: Yes
Number: 1
Assigned Adoption Navigator: Yes
Date assigned: 2010-01-04

Linked children

Name	Study Status	Match Status
TEST CHILD	Active	Linked

Actions the parent/family has completed towards certification		
	Started	Completed
Criminal history background check		2010-02-01
Statewide Central Registry check (SCR)		2010-02-01
MAPP and other certification training	2010-01-04	2010-02-01
Approved home study		2010-02-01
General PFEC training	2010-01-04	2010-02-01

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Add/Edit an Event

What type of program/event is this?

REQUIRED FIELD

- Public awareness campaign
- Parent specific recruitment
- Other

Agency:

- Hillside
- You Gotta Believe!
- Parsons

Event name:

Campaign type:

- Presentation
- Radio
- TV
- N/A

Target area:

- Western New York
- Capital district
- New York City area

Event date: 

Number in attendance:

Number of families signed up in PFEC:

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Event/Program Details

Program type: Public awareness campaign
Agency: Parsons
Event name: Test Event
Campaign type: Presentation
Target area: New York City area
Event date: 2010-02-26
Number in attendance:
**Number of families signed up
that are enrolled in PFEC:**

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Add/Edit an Event

What type of program/event is this?

REQUIRED FIELD

- Public awareness campaign
- Parent specific recruitment
- Other

Agency:

- Hillside
- You Gotta Believe!
- Parsons

Event name:

Campaign type:

- Presentation
- Radio
- TV
- N/A

Target area:

- Western New York
- Capital district
- New York City area

Event date: 

Number in attendance:

Number of families signed up in PFEC:

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Event/Program List

Agency	Event Title	Event Date
Public awareness campaign		
Parsons	Test Event	2010-02-26

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