

## Case Initiation Dates and the WMS Case Opening

**Purpose:** This document explains the creation of the Case Initiation Date (CID) within Connections and the relationship between the CID and the WMS opening date.

### ***CID Trigger Dates***

The CID for a child welfare services case is calculated using the *earliest* of four trigger dates (listed below). The CID determines the due date for the Initial and all subsequent periodic FASPs, and is used as the WMS case opening date.



*The CID trigger dates are displayed and modified within the FASP's main window.*

**Date of Application:** This is the date that the signed application for services was *received* by the Local District.

**Date of Indication:** This view-only field displays the date that the Indicated CPS Investigation Conclusion was approved.

**Date of Court Order:** This is the date of the court order for services.

**Date of Placement:** This case-specific field reflects the date the first child initially entered a foster home or facility.

### **Factors in CONNECTIONS that Affect the CID**

- The CID determines the due dates of all FASPs, and which FASPs are available to launch at any specific time.
- The earliest of the 4 CID trigger dates is sent to WMS when the “app reg” button is clicked by the LDSS worker. Following “Full Data Entry” in WMS, this date becomes the WMS “Case Opening Date”.
- However, if prior to full data entry an earlier CID trigger date is entered in Connections after the “app reg” button has been clicked, this new date will be sent to WMS at the time of the next WMS transaction and will become the WMS Case Opening Date. To insure that WMS receives this new date as soon as possible, users should initiate a WMS transaction by performing “Zero Maintenance” on a shared WMS/Connections field.
- “Zero Maintenance” is a term used for edits which actually do not alter existing information, such as deleting and then replacing a letter or word, or putting a blank space at the end of a sentence. Shared Connections/WMS fields to which a worker might perform “zero maintenance” include: First Name, Middle Initial, Last Name, Date of Birth and Social Security Number.
- After full data entry in WMS, if a CID Trigger Date is entered in Connections that changes the CID, the CID in Connections will be different than the “Case Opening Date” in WMS.
- **The CID is set and cannot be changed in Connections after the approval of the Initial FASP, or the launch of the Comprehensive FASP when the Initial is missed. The WMS “Case Opening Date” cannot be changed after full data entry has occurred.**

## Case Initiation Dates and the WMS Case Opening

### Opening a case and entering the CID

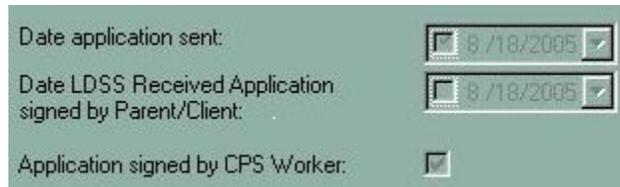
There are multiple ways for a case to be opened in Connections, including:

1. FSI is opened from the INV Stage (CPS opens a services case during investigation)

- INV is indicated and opened for services
  - Application for services signed by worker
  - Signed application for services received by LDSS
- INV is unfounded but opened for services
  - Signed application for services received by LDSS
- INV is ongoing
  - Application for services signed by worker
  - Signed application for services received by LDSS

2. FSI is opened from the toolbar (A LDSS, Preventive Agency or Voluntary Agency opens a child welfare case outside of an investigation)

- Signed application for services received by LDSS
- Note: In all cases either the “Date LDSS Received Application” or “Application signed by CPS Worker” field must be checked in the FSI to open an FSS. The “Date LDSS Received Application” field can be back-dated up to six months.



Date application sent:	<input checked="" type="checkbox"/> 8/18/2005
Date LDSS Received Application signed by Parent/Client:	<input checked="" type="checkbox"/> 8/18/2005
Application signed by CPS Worker:	<input checked="" type="checkbox"/>

### Scenario 1: FSI opened by CPS at the time of determination (indicated)

- If “Application signed by CPS Worker” is selected on FSI Decision Summary tab, when the FSI is progressed to FSS, the CPS worker will find the Date of Indication field is populated with a system-generated date and is not modifiable. The “Date of Application”, “Court Order” and “Placement” CID Trigger Date fields are modifiable until the **Initial** FASP is *approved* or, if the Initial is missed, the **Comprehensive** is *launched*.
- If “Date LDSS Received Application signed by Parent/Client” is selected on the FSI Decision Summary tab, when the stage is progressed to FSS, the worker will find the “Date of Indication” field is populated with a system-generated date and “Date of Application” is populated from the FSI. Neither of these dates is modifiable in the FSS. Date of Court Order and Placement boxes are modifiable until the **Initial** FASP is *approved* or, if the Initial is missed, the **Comprehensive** is *launched*.

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- Note: CPS is required to complete the initial FASP and approve it within 7 days of an indication (and the count includes weekends and holidays), so many CPS openings will have an approved FASP before or at the same time that the FSS is being App Reg'd. Supervisors are strongly cautioned to check the accuracy of the CID trigger dates before approving an Initial FASP.

### Scenario 2: FSI opened by CPS at the time of determination (unfounded)

- The worker must enter a date in the “Date LDSS Received Application signed by Parent/Client” field in the FSI before opening the FSS. When stage progressed to FSS, the worker will find the Date of Application is carried over from the FSI. This field is not modifiable in the FSS. The “Date of Court Order” and “Date of Placement” fields are modifiable until the **Initial** FASP is *approved* or, if the Initial is missed, the **Comprehensive** FASP is *launched*.
- Since the CPS investigation was unfounded, there could be no “Date of Indication” and the field is grayed out.

### Scenario 3: FSI Created During the INV (before determination)

- When the FSI is opened during an investigation, but case is not yet determined, and where the “Application signed by CPS Worker” was checked in the FSI, if no CID Trigger dates are entered in the FSS prior to the launch of the initial FASP, an interim CID based on the date of the FSS stage opening is used by the system. Work can begin on the initial FASP but it cannot be submitted for approval until the actual CID is set based on the earliest of the four CID Trigger Dates.

### Scenario 4: FSI Opened by a LDSS/VA Worker (not through an INV)

- The worker must enter a date in the “Date LDSS Received Application signed by Parent/Client” field in the FSI before opening the FSS. When stage progressed to FSS, the worker will find the Date of Application is carried over from the FSI. This field is not modifiable in the FSS. The “Date of Court Order” and “Date of Placement” fields are modifiable until the **Initial** FASP is *approved* or, if the Initial is missed, the **Comprehensive** FASP is *launched*.
- Since the FSI did not originate from a CPS investigation, there could be no “Date of Indication” and the field is grayed out.