

# CONNECTIONS

*NYS Office of Children and Family Services*

Dated: April 4, 2005

## An Explanation of Post-Build 18 WMS Functionality for Implemented Districts

When Build 18 was implemented, the CONNECTIONS system began sharing information with the Welfare Management System (WMS.) Application registration and maintenance of Child Welfare Services cases is performed in CONNECTIONS; **the WMS initiation of Application Registration is disabled for Child Welfare Services cases.** Demographic information in WMS and CONNECTIONS is kept “in-synch” through an ongoing Interface. This document provides information about the process of data entry between CONNECTIONS and the Legacy System that was introduced with Build 18.

**Please note:** The term “implemented” means that all Services Cases have been converted to CONNECTIONS and the “known to CONX flag” in WMS has been turned on.

Action taken in CONNECTIONS	Special Instructions	Expected Outcome in WMS	Errors
Adding a person to a case	Do not add a person to a case when records are pending in WMS	Will show up in WMS and WMS case would be in “UM/CL” status. The WMS case is accessed via transaction type 06 (recert) Complete FDE for new person CIN will be returned to CONX after nightly batch processing.	Fatal: LN24 Cannot add or delete person due to pending record. You cannot add a person to a WMS case when other pending transactions exist in WMS. If you need to perform multiple tasks on the same case, please add/delete people prior to changing demographics on other case members.

# CONNECTIONS

NYS Office of Children and Family Services

Action taken in CONNECTIONS	Special Instructions	Expected Outcome in WMS	Errors
End Dating people from a case	Do not delete a person from a case when records are pending in WMS.	Will be deleted in WMS and WMS case would be in "A-SFED/M" status. Go to the WMS DIR screen and enter the goal status for the deleted person if it applies. You must do a recert (06). Select only the WSUWK2, WSUDIR and WSUPOS to perform the recert.	Fatal: LN24 Cannot add or delete person due to pending record. You cannot end date a person in a WMS case when other pending transactions exist in WMS. If you need to perform multiple tasks on the same case, please add/delete people prior to changing demographics on other case members. Please note: that after you delete a person, the name remains on the authorization for one time (looking as though you never made the change). The next time you generate an authorization the name is gone.
Change Middle Initial	Need to change, add or erase in the Case Comp window <b>only</b> .	Will show up in WMS and be in "AT/UM" status. After nightly batch processing cases will be in synch.	FATAL: This individual is also active in a Non-Services case. The Middle Name of this individual was changed and the change does not match the Middle Name on the database. *FATAL* for Last name, First name (PID:99999999). Case manager will get an alert; WMS synch will continue to be enabled until resolved by the services/non-services workers.
Change Last name	Can be changed in Case Comp or Detail window.	Will show up in WMS and be in "AT/UM" status. After nightly batch processing cases will be in synch.	FATAL: This individual is also active in a Non-Services case. The Last Name of this individual was changed and the change does not match the Last Name on the database. *FATAL* for Last name, First name (PID:99999999). Case manager will get an alert; WMS synch will continue to be enabled until resolved by the services/non-services workers.
Change First Name	Can be changed in Case Comp or Detail window.	Will show up in WMS and be in "AT/UM" status. After nightly batch processing cases will be in synch.	FATAL: This individual is also active in a Non-Services case. The First Name of this individual was changed and the change does not match the First Name on the database. *FATAL* for Last name, First name (PID:99999999). Case manager will get an alert; WMS synch will continue to be enabled until resolved by the services/non-services workers.

# CONNECTIONS

*NYS Office of Children and Family Services*

Action taken in CONNECTIONS	Special Instructions	Expected Outcome in WMS	Errors
Change Suffix (Jr., Sr.)	Can be changed, added or deleted in Case Comp or Detail window.	Will show up in WMS and be in "AT/UM" status. After nightly batch processing cases will be in synch.	FATAL: This individual is also active in a Non-Services case. The Last Name of this individual was changed and the change does not match the Last Name on the database. *FATAL* for Last name, First name (PID:99999999). This is because Suffix is considered as part of last name in WMS. Case manager will get an alert; WMS synch will continue to be enabled until resolved by the services/non-services workers.
Change Date of Birth	Can be changed or added in Case Comp or Detail window.	Will show up in WMS and be in "AT/UM" status. After nightly batch processing cases will be in synch.	FATAL: This individual is also active in a Non-Services case. The Date of Birth of this individual was changed and the change does not match the Date of Birth on the database. *FATAL* for Last name, First name (PID:99999999). Case manager will get an alert; WMS synch will continue to be enabled until resolved.
Change Social Security number	Can be changed or added in Case Comp or Detail window.	Will show up in WMS and be in "AT/UM" status. After nightly batch processing cases will be in synch.	FATAL: This individual is also active in a Non-Services case. The SSN of this individual was changed and the change does not match the SSN on the database. *FATAL* for Last name, First name (PID:99999999). Case manager will get an alert; WMS synch will continue to be enabled until resolved.
Change any demographic data or add or delete individuals	Do not change any demographic data or add or delete individuals when the WMS case is in UM/BUP status.	Change done in CONX will not be reflected in WMS. The SYNC button would be enabled. After the batch processing SYNC should be pressed so the pending data in CONX goes to WMS.	LN24 – Transaction not allowed until batch

# CONNECTIONS

*NYS Office of Children and Family Services*

Action taken in CONNECTIONS	Special Instructions	Expected Outcome in WMS	Errors
Change Sex	Can be changed or added in Case Comp or Detail window.	Will show up in WMS and be in "AT/UM" status. After nightly batch processing cases will be in synch.	FATAL: This individual is also active in a Non-Services case. The Sex of this individual was changed and the change does not match the sex on the database. *FATAL* for Last name, First name (PID:999999999). Case manager will get an alert; WMS synch will continue to be enabled until resolved.
Change Case Name	Change in CONX	Must change in WMS if FDE has been completed and successfully updated through WMS batch.	
Change addresses	Change in CONX	Must change Case Address in WMS if FDE has been completed and successfully updated through WMS batch, make sure this corresponds with the "payee address" in CONX. System will not auto synch any address.	
Change Primary Caretaker while in APP REG stage (prior to FDE)		Will change case name in WMS	
Change Address on Primary Caretaker while in APP REG stage (prior to FDE)		Will change case address in WMS.	

Any non-fatal error messages will advise the user to go to WMS and do "Zero Maintenance" to view the message(s). Non-fatal errors will not be displayed in CONX.