Closing Adoption Cases Guide

A. In CONNECTIONS – FASP or Plan Amendment

Note - Do not change the child's name in the CCR stage – this will be done in the Finalize Adoption window, if necessary (see section C, step 4 below).

1. Record the child's discharge to the adoptive home.
   - From the FASP tab in the CCR stage, launch the next coming due FASP or a Plan Amendment. For a coming due FASP, complete the Discharge node selecting the discharge type of "Adoption". For a Plan Amendment add the 'Child Discharged to Adoption' Component.

2. Complete the discharge window
   - Record narrative on why the decision was made to finalize adoption at this time
   - Click "Yes" or "No" to indicate whether the adoptive family has been told of the availability and scope of post-adoptive services
   - Record the family's response or why they haven't been told
   - Save

3. Complete the remainder of the FASP or Plan Amendment and submit for approval.
   - Review the status of any remaining Outcome & Activity blocks and complete the Level of Outcome Achieved Field, as either "Closing Stage-Outcome Achieved" or "Closing Stage-Outcome Not Achieved".
   - In the O & A Status field, choose "Ended-Closing Stage".
   - Submit for approval.

B. In WMS –Create the Adoption Subsidy Case

1. If an adoption subsidy is to be paid, open a non-child welfare WMS services case in the child's name (as it is stated in the adoption subsidy agreement, adoption order, or new birth certificate).
   - **Do not** enter the child's existing (original) Social Security Number (the Social Security Number issued to the child prior to the child's adoption) on the non-child welfare WMS service case. LDSS should enter a SSN Indicator of '2' - SSN Applied For. If the adoptive parents apply for and receive a new Social Security Number for the adopted child, it should be entered on WMS with a SSN Indicator of '1'-SSN Present.
   - Take note of the new WMS services case number and the child's new CIN as these will need to be recorded in the Finalize Adoption window in CONNECTIONS.

2. Using the new CIN, open (or have the MA unit open) an Adoption Subsidy Medicaid case (if eligible).
   - **Do not** enter the child's original Social Security Number. Enter a SSN Indicator of '2' - SSN Applied For.
   - **Note -** Effective June 23, 2008, Medical Assistance Adoption Subsidy Cases may, without error, retain a SSN Code value of "2" at recertification if they also have one of the following Individual Categorical Codes:
     - 33 - Non IV-E Adoption

    - 34 - Non-NYS IV-E Adoption Residing in NYS
    - 74 – IV-E Adoption
    - 75 – Non-NYS Non IV-E Adoption Residing in NYS
    - 76 – NYS Non IV-E Adoption Residing Outside of NYS
- If the adoptive parents apply for and receive a new Social Security Number for the adopted child, enter it with a SSN Indicator of '1' - SSN Present.
- **Important** - an adopted child's original (pre-adoption) SSN must not be entered in WMS as this entry may create a link to the adopted child's birth family and/or pre-adoptive case. Adoption staff should work with Medicaid staff so that the adopted child's SSN is obtained AND
    - the new SSN is entered on the Adoption Subsidy Medicaid case; OR
    - the original SSN (if no new SSN is issued), is retained outside of the system in the hard copy sealed record and the Medicaid case record.

C. In CONNECTIONS –Case documentation, Finalize Adoption Window and Case Closing

1. Complete all case documentation (e.g.: Progress Notes) before proceeding further.

2. Check to be sure the FASP or Plan Amendment has been approved.

3. Once the adoption has been finalized in court, the Case Manager (or someone with appropriate security) opens the Finalize Adoption window within the CCR.

4. Finalize the Adoption
   Note - Saving this window is what generates a new PID for the child. While modifications can be made after the initial save, no additional PIDs will be generated when the changes are saved.

   From the Stage Composition tab in the CCR, click on the Options pull down menu
   - Click on Finalize Adoption to open the Finalize Adoption window
   - Legally Freed Child information is pre-filled from information in the Stage Composition window
   - Enter the child's new legal name or click on the "Use Existing" button to reuse the child's existing name
   - Answer the "Will an Adoption Subsidy Exist for This Child?" question.
   - If yes, enter the new WMS case ID number and the child's new WMS CIN.
   - Record the child's address information or click on the "Use Existing" button to reuse the existing address
   - Save

   Note - Changing the child's name through this functionality establishes the new identity for the child and will allow the case to be sealed upon closure. Modifications can be made after the initial save but no additional PIDs will be generated when subsequent changes are saved.

5. Complete the AFCARS Adoption Information Window in CONNECTIONS
   - Click on the AFCAR button on the Adoption Finalization Window
   - Use the drop down options to answer the questions pertaining to
     - Child Adoption Information
     - Adoptive Mother Demographics

- Adoptive Father Demographics
- Save

6. Close the CONX case
   Note - Only the Case Planner or Case Manager may close a case.

   - Prior to closing the CONX case-check WMS to make certain it is in a 'No Pend' status. Do not proceed until any errors are corrected or pending transactions are either withdrawn or completed
   - From the Case Summary tab, highlight the CCR on the Stage Information grid.
   - Click on the drop-down arrow on the Reason Stage Closed field and choose the correct reason.

   Note - Once you have completed the Finalize Adoption window, the appropriate closure reason will be the only choice in this drop-down field.

   - Click the Submit button
   - Click "Yes" to "Closing this stage will close the case. Do you wish to continue?"
   - Click "Yes" to "This action will close this window. Do you wish to continue?"
   - The To Do window displays, click Save to send approval to do to Case Manager or unit approver.
   - The case will be removed from the worker's workload once the closure has been approved.

   Note - Closing the CCR will restrict future access to this case; it will be available only to persons with the ACC SEALED ADOP security function.

D. <u>In WMS –Closing the WMS case</u>

1. End date the POS lines as of the date of the adoption finalization and close the WMS case that was linked to the CCR with a reason code of 573 (subsidy) or 574 (no subsidy).
   - **Important** - a CIN Consolidation should never be completed to consolidate an adopted child's 'new' CIN with the original (pre-adoptive) CIN.

<u>E. In CCRS –Closing the CCRS case</u>

1. Review CCRS case to make certain that appropriate Placement, Legal and Adoptions codes have been entered including the A599-Child was Legally Adopted.

2. Verify that New York State Adoption Services (NYSAS) photolisting and subsidy related adoption activity codes have been entered

3. Closing of the WMS case using code 573 (subsidy) or 574 (no subsidy) system generates the CCRS closing code of M999. (If the M999 code does not system generate, it must be manually entered.) Check CCRS to determine that the M999 code is present and that the CCRS case has been closed.

   Note - Discharge Activity must be entered in CCRS within **60 days** of the date of the discharge