



# CONNECTIONS Tip Sheet

# Creating a Child Case Record for a Legally Freed Child

rev. June 2010 (2)

Once a child is legally freed for adoption, it is necessary to maintain information about him or her in a stage separate from the existing Family Services Stage (FSS). The Child Case Record (CCR) is an individual stage, created to document casework activities and services for each legally freed child. **A separate CCR must be created for each legally freed child in a family.**



**Do not create the Child Case Record unless the rights of BOTH parents have ended.** A child is not legally free for adoption when surrender, death or termination of parental rights (TPR) has occurred for only one parent!

**NOTE:** Only the Case Manager may mark a child as completely freed for adoption. The required check box will not display for other workers.

## BEFORE CREATING THE CHILD CASE RECORD

1. Make sure **all** progress notes relating to the child have been entered in the Family Services Stage (FSS) - including those needed to record required Casework Contacts. Once the CCR is created and the child is removed from the family case, his or her name will not appear on the Family Participant/Focus list used to record a new progress note. *No Casework Contacts that involve the child can be added to the FSS after the CCR is created.*
2. Make sure any Service Plan Review documentation involving the child is complete. Once removed, the child will no longer be listed in the Stage Composition list in the SPR tab.
3. Check to be sure no FASP or Plan Amendment is in pending status.

**AFCARS Foster Care Information**

Child Placed in Congregate Care:

Foster Family Structure: \*

Has the child been previously adopted? \*  Yes  No  Unable To Determine

Was the child adopted internationally?  Yes  No

4. Be sure required AFCARS information (indicated by an asterisk) has been entered on the Placement Information and Removal Information tabs in

**Removal Information**

History of Removals:

Invalid	Removal Date	Legal Event	Date Saved
<input checked="" type="checkbox"/>	03/24/2004	Article 10 Abuse/Neglect	3/24/2009 3:33:04 PM

Date of Physical Removal:

Type of Legal Event Associated with Removal: \*

Condition Associated with Child's Removal: \*

- Abandonment
- Alcohol Abuse (Child)
- Alcohol Abuse (Parent)
- Child's Behavior Problem
- Child's Disability
- Caretaker's Inability to Cope due to Illness or Other
- Drug Abuse (Child)
- Death of Parent(s)
- Drug Abuse (Parent)
- Inadequate Housing
- Incarceration of Parent(s)

the Tracked Child Detail window of the Family Assessment and Service Plan (FASP) module.

5. Verify that the WMS case linked to the Family Services Stage is in "No Pend" status.
6. Verify that CCRS legal, movement and adoption activities are up-to-date.

## CREATE THE CHILD CASE RECORD

In order for a Child Case Record (CCR) to be created, the child must have a Program Choice of "Placement" and be under the age of 21.

To create a Child Case Record, the Case Manager must:

1. Highlight the name of the freed child on the Placement Information tab within the Tracked Child Detail window of the FASP tab.
2. Check the "Completely Freed for Adoption" checkbox.
3. Click the Save button

**Tracked Children Detail - Harrison, Kathy - 9:26000575/C:36000263**

File Help

Program Choice/PPG Placement Information Associate Worker Removal Information

Select Child:

Child	Age	F/C	CaseWorker
Harrison, Karen	11	<input checked="" type="checkbox"/>	
Harrison, Peter	19	<input checked="" type="checkbox"/>	
Harrison, Turner	4	<input checked="" type="checkbox"/>	

CCRS/Connections Placement Data as of 3/24/2009 3:00:07 PM

Agency Name:

Placement Date:

Facility ID:

Facility Address:

Facility Type:

Name of Discharge Resource:

Completely Freed for Adoption:  (Creates Child Case Record)

**AFCARS Foster Care Information**

Child Placed in Congregate Care:

Foster Family Structure: \*

Has the child been previously adopted? \*  Yes  No  Unable To Determine

Was the child adopted internationally?  Yes  No

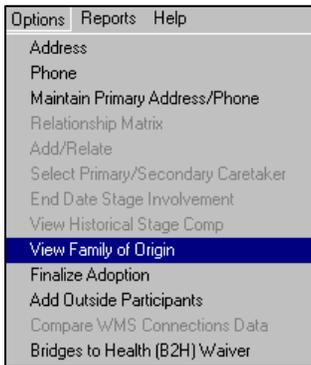
How old was the child when the previous adoption was finalized? \*

Save Cancel

Close

These actions will:

- Automatically end date the child in the family case. A deletion transaction will initiate in WMS.
- Automatically create a CCR in the name of the freed child with a new Case ID and new Stage ID.
- Assign the Case Manager in the FSS/CWS the role of Case Manager in the CCR. The new CCR case will appear on this person's workload and may be reassigned.
- Carry forward demographic information to the CCR.
- Enable the App/Reg button in the newly created CCR.
- Automatically create a link from the original family case to the CCR.



This link allows you, from within the CCR, to see the current composition and Relationship Matrix of the child's family of origin. (Stage Composition > Options > View Family of Origin).

Workers assigned a role in the CCR will also be able to access the original family case via the Implied Role path.

(See the *Implied Role Tip Sheet* for more information.)

- The Case Initiation Date (CID) in the FSS/CWS will become the CID date in the CCR and preserve the FASP cycle.

**NOTE:** If an approved FASP existed in the FSS/CWS, the first FASP available for launch in the CCR will be a Plan Amendment. *A Plan Amendment is to be done in the CCR to document that the child has been legally freed and to record associated service plan and visiting plan changes.* The Plan Amendment status change "Child Legally Freed" is available only within the Child Case Record.

## AFTER THE CHILD CASE RECORD IS CREATED

1. Update the child's demographic information, address and phone number in the CCR as needed.
2. Update the child's Permanency Planning Goal (PPG). A child with a Program Choice (PC) of "Non-DSS Custody-Relative/Resource Placement" will automatically have a "Placement" PC assigned.
3. Launch and complete a Plan Amendment to document that the child is legally freed and to update service and visitation plans.

4. If the freed child was the only child tracked in the FSS, close that case.
5. Follow the usual local procedures for updating the WMS services case (e.g.: complete any notification forms used to communicate these changes within your district).
  - If the freed child was the only child in the original WMS Services case, close that case.
  - If there are other children in the WMS Services case who will continue to receive services, verify that the legally freed child has been deleted from the active WMS Services case.
6. Follow the usual local procedures to App/Reg and open a new WMS case from the Child Case Record.



**NOTE:** The CCR creation date will become the application date for the WMS application.

- Create the purchase of service placement payment record in the new WMS case and any other applicable payment lines. Be sure the child's pay lines in the original family WMS case do not overlap with pay lines in the newly created WMS case.
7. Verify that the child's existing CCRS track has closed (M999, Mod B-590 with child status 04 - in-care),
  8. Once the new WMS case has been opened, reopen the child's CCRS track using a tracking indicator of Y.
    - The supplemental registration should reflect the CID date from the child's previous track.
    - The track start date should be the day after the M999 was posted closing the child's previous track.
    - Be sure the Adoption Activity of A499 (Child Completely Freed for Adoption) is recorded.



**IMPORTANT!** See the separate tip sheet, "Children in Foster Care Who Are Parents" for handling this special situation.

## Resources:

CONNECTIONS Step-By-Step Guides:

<http://ocfs.state.nyenet/connect/jobaides/>

CONNECTIONS Regional Implementation Staff:

<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Application questions:

[ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us) (NOTE: address contains an underline)

CONNECTIONS Communications

[CONNECTIONSCommunications@dfa.state.ny.us](mailto:CONNECTIONSCommunications@dfa.state.ny.us)

NYS OFT Customer  
Care Center #  
1.800.697-1323