



# Tip Sheet

## SYSTEM AND CASEWORK CONTACT IMPLICATIONS FOR YOUTH MOVED INTO AND OUT OF OCFS FACILITIES

February 2011 - (Version 2)

### **Background:**

Some children placed in the legal custody of the Commissioner of the Office of Children and Family Services (OCFS) are physically placed with a voluntary agency. These children are subject to the federal casework contact requirements. A CONNECTIONS (CONX) case must be opened and all required information must be recorded. This includes progress notes that document required monthly casework contacts that are made by the voluntary agency staff. A case in WMS must also be opened and these children must also be tracked in CCRS and appropriate legal and movement codes entered. These requirements are set forth in 05-OCFS-ADM-02 and 04-OCFS-ADM-02..

OCFS children who are placed in voluntary agencies sometimes step-up, i.e. go to a higher level of care and enter an OCFS facility. The OCFS facility may be one of three types: non-secure (under 25 beds); limited secure or secure. The children in non-secure facilities are also subject to federal casework contacts. In this situation, OCFS/DJJOY staff makes the casework contacts and record them in the Juvenile Justice Information System (JJIS). For those children who may step back down to a voluntary agency, the requirements stated in the first paragraph re-apply.

The chart that follows summarizes the systems and casework contact implications of these movements. These procedures are intended to preserve continuous legal authority and therefore potential federal reimbursement as well as reduce work in the systems.

Please note that this tip sheet does not address children who are in the custody of both an LDSS and OCFS. For more information about the program and system implications for youth in that status, please refer to above referenced administrative directives.

Scenario	Systems Implications	Casework Contacts
<p>Child in OCFS custody moved from a voluntary agency to an OCFS facility.</p> <p style="text-align: center;">or</p> <p>Child whose custody changed from LDSS to OCFS and placed in an OCFS facility (not dual custody).</p>	<p>CONX</p> <ul style="list-style-type: none"> <li>• Close FSS</li> </ul> <p>WMS</p> <ul style="list-style-type: none"> <li>• Close Services Case</li> </ul> <p>CCRS</p> <ul style="list-style-type: none"> <li>• Record an M950 – Child Begins Absence with reason code SD-Sent to Detention Facility*</li> <li>• All legal activities must be recorded in CCRS prior to the closing of the track.</li> <li>• Record an M999 – Child Track Closed with reason code 582-To Enter OCFS Facility.</li> </ul>	<p><u>Limited Secure or Secure</u></p> <ul style="list-style-type: none"> <li>• No federal casework contact requirement.</li> </ul> <p><u>Non-secure / IV-E Eligible Program</u></p> <ul style="list-style-type: none"> <li>• DJJOY staff makes and record casework contacts in JJIS.</li> </ul> <p><u>In either situation:</u></p> <ul style="list-style-type: none"> <li>• Child not counted on local district casework contacts report, provided the absence is properly recorded.</li> </ul>
Scenario	Systems Implications	Casework Contacts

<p>Child in OCFS custody moved from an OCFS facility to a voluntary agency.</p>	<p>CONX</p> <ul style="list-style-type: none"> <li>Voluntary Agency records FSI to open CONX case (after confirming no FSS already exists) and submits to responsible LDSS for approval.</li> </ul> <p>WMS</p> <ul style="list-style-type: none"> <li>Open case, authorize services.</li> </ul> <p>CCRS</p> <ul style="list-style-type: none"> <li>If no previous track for this placement, open new track and record an M910 – Child Begins Placement. CID date has to be the date of the court order that placed the child in OCFS custody. That court order date and all subsequent court order dates must be entered in CCRS legal activities.</li> <li>If child was previously in a voluntary agency prior to placement in OCFS facility, record M960 – Child Ends Absence. <ul style="list-style-type: none"> <li>If the absence from the prior placement was not previously recorded, record both the M950 and M960.</li> </ul> </li> <li>All legal activities that took place while the child was in the OCFS facility must be entered in CCRS.</li> </ul>	<ul style="list-style-type: none"> <li>Casework contact requirements begin/resume when child is placed in the voluntary agency.</li> <li>Voluntary agency staff makes and record casework contacts in CONX.</li> <li>If child previously placed in a voluntary agency, the period child in OCFS facility will not count for casework contact purposes provided the absence was properly recorded in CCRS.</li> </ul>
<p>Child in OCFS Custody moved from a Voluntary Agency placement to Trial Discharge (Aftercare)</p>	<p>CONX</p> <ul style="list-style-type: none"> <li>Close FSS</li> </ul> <p>WMS</p> <ul style="list-style-type: none"> <li>Close Services Case.</li> </ul> <p>CCRS</p> <ul style="list-style-type: none"> <li>Record M970 – Trial Discharge with appropriate reason code</li> <li>Record M999 - Child Track Closed with reason code 585 – Administrative Action.</li> </ul> <p><b>Note:</b> if child returns from Aftercare to a Voluntary Agency, enter a “Y” tracking indicator to re-open the track.</p>	<ul style="list-style-type: none"> <li>OCFS staff makes and record casework contacts in JJIS.</li> </ul>
<p>* The use of the absence reason: Sent to Detention is temporary until a more accurate code can be developed in CCRS. Data Warehouse staff will filter out children in this status from the monthly casework contacts report. Only full months of foster care are counted for federal reporting purposes.</p>		

**Resources:**

***For questions pertaining to systems implications:***

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

CONNECTIONS Regional Implementation Staff:  
<http://ocfs.state.nyenet/connect/contact.asp>

***For questions pertaining to casework contacts:***