



# CONNECTIONS Tip Sheet

Revised October 2015

## System and Casework Contact Implications for Youth Moved Into and Out of OCFS Facilities

**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 the CONNECTIONS Activities window 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 contact requirements. 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	System 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><b><u>CONX Activities Window</u></b></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 the CONX Activities window prior to closing the track.</li> <li>Record an M999 – Child Track Closed with reason code 582-To Enter OCFS Facility.</li> </ul> <p><b><u>CONX</u></b></p> <ul style="list-style-type: none"> <li>Close FSS</li> </ul> <p><b><u>WMS</u></b></p> <ul style="list-style-type: none"> <li>Close Services Case</li> </ul>	<p><b><u>Limited Secure or Secure</u></b></p> <p>No federal casework contact requirement.</p> <p><b><u>Non-secure / IV-E Eligible Program</u></b></p> <p>DJJOY staff makes and records casework contacts in JJIS.</p> <p><b><u>In either situation:</u></b></p> <p>Child not counted on local district casework contacts report, provided the absence is properly recorded.</p>

Scenario	System Implications	Casework Contacts
<p>Child in OCFS custody moved from an OCFS facility to a voluntary agency.</p>	<p><b><u>CONX</u></b></p> <ul style="list-style-type: none"> <li>• Voluntary agency records FSI to open a CONX case (after confirming no FSS already exists) and submits to responsible LDSS for approval.</li> <li>• LDSS stage progresses FSI to an FSS and assigns role(s) and health responsibility to voluntary agency.</li> </ul> <p><b><u>WMS</u></b></p> <ul style="list-style-type: none"> <li>• Open case, authorize services.</li> </ul> <p><b><u>CONX Activities Window</u></b></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. <i>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 Activities window legal activities.</i></li> <li>• If child was previously in a voluntary agency prior to placement in OCFS facility, record M960 – Child Ends Absence.  If the absence from the prior placement was not previously recorded, record both the M950 and M960.</li> <li>• <i>All legal activities that took place while the child was in the OCFS facility must be entered in the Activities window.</i></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 was previously placed in a voluntary agency, the period child was in an OCFS facility will not count for casework contact purposes provided the absence was properly recorded in the Activities window of CONX.</li> </ul>

Scenario	System Implications	Casework Contacts
<p>Child in OCFS custody moved from a Voluntary Agency placement to Trial Discharge (Aftercare)</p>	<p><b><u>CONX Activities Window</u></b></p> <ul style="list-style-type: none"> <li>Upstate: Record M970-Trial Discharge with appropriate reason code. WMS case closing will generate M999 closing the Activities track. Worker should check Activities to make certain the track has been closed.</li> <li>NYC: Record M970-Trial Discharge with appropriate reason code. Providers enter a memo stating: "Trial Discharged with OCFS Aftercare Service." Retain track until final discharge. When child is final discharged, WMS case closing will generate M999 closing the Activities track. Worker should check Activities to ensure the track has been closed.</li> </ul> <p><b><u>CONX</u></b></p> <p>Close FSS.</p> <p><b><u>WMS</u></b></p> <ul style="list-style-type: none"> <li>Upstate: Close Services Case.</li> <li>NYC: Leave open Services Case and retain POS line in order to generate SERMA until final discharge. When child is final discharged, close Services Case.</li> </ul>	<ul style="list-style-type: none"> <li>DDJOY staff makes and records casework contacts in JJIS.</li> </ul>

### Resources

- For Systems questions: [ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us)  
(NOTE: address contains an underline)
- For Program questions: <http://ocfs.state.nyenet/connect/conact.asp>

<p>ITS Enterprise Service Desk 1-800-697-1323</p>
---