

**CONNECTIONS - System Build 18 Job Aid
Interfaces and Conversion Issues
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This job aid is available online:

- In the Public Folders:
All Public Folders > Statewide > CONNECTIONS > Build 18
- On the OCFS CONNECTIONS Intranet site:
DFA Intranet Site > OCFS Home page > CONNECTIONS > Desk and Job Aids

The CONNECTIONS Intranet site also contains information about CONNECTIONS training.



Introduction

This Job Aid provides information about the processes of interfacing and conversion between CONNECTIONS and the Legacy Systems that are being introduced with Build 18.

Specifically, this Job Aid contains information about:

- the Legacy Systems;
- interfaces between WMS and CONNECTIONS;
- interfaces between CCRS and CONNECTIONS;
- batch updates; and
- data conversion to CONNECTIONS.

Interfaces

With the implementation of the CONNECTIONS Case Management System, CONNECTIONS begins sharing information with two Legacy systems: the Welfare Management System (WMS) and the Child Care Review Service (CCRS). These two Legacy systems remain as the systems of record for Child Welfare Services cases, until full implementation with Build 19. Application Registration and maintenance for Child Welfare Services cases is conducted in CONNECTIONS; the WMS initiation of Application Registration is disabled for Child Welfare Services cases.

The CONNECTIONS Interface is an on-going process. This differs from Conversion, which brings the data into CONNECTIONS as a one-time-only process. The Interface with WMS serves to minimize duplicative data entry with the creation of Family Services Stages (FSS). The duplication of data recording is reduced (i.e., the recording of demographics and routine case data on multiple forms/referrals); this automated Interface with WMS can eliminate some manual steps to open cases and can aid in keeping data synchronized between the systems.

This Interface allows a worker to record information and to view current and historical information in WMS by accessing these databases directly from a CONNECTIONS computer equipped with Attachmate. A Web-based browser called CentraPort provides access to Legacy systems through Attachmate. This equipment allows the worker to perform these functions without needing to go to a separate device.

The CCRS interface retrieves information about placements for viewing in CONNECTIONS; no data is updated in CCRS by Build 18.

Legacy Systems

Prior to the development of CONNECTIONS, two related computer systems were used to record child welfare information; these systems, WMS and CCRS, are currently still in use. Workers with a role in the case or any worker with access to a worker's *Assigned Workload* can modify information in WMS through CONNECTIONS. The interface is between the CONNECTIONS FSS and WMS; there is no link at the point of a Family Services Intake (FSI).

WMS feeds demographic data to CCRS so that the information within the two systems is compatible. Both WMS and CCRS contain information for managing a Child Welfare Services case:

Welfare Management System (WMS)

WMS tracks collects, records and tracks specific information, including case and child demographics, eligibility data and authorizations for services being provided to children and families.

Child Care Review Service (CCRS)

CCRS records the tracking of children in receipt of Child Welfare Services (children in receipt of preventive, protective or foster care services) additional child demographics and case information and tracks all child movements (placements), legal and adoption



The automated interface should not replace any means of communication between Services and Non-Services workers. Any questions or discrepancies should be discussed.



Attachmate is a system that allows a worker to access WMS directly from his/her CONNECTIONS computer.

activities, and assessment and service plans for tracked children. It is also the source of data for the Adoption Monitoring System (AMS).

WMS Interface Overview

Demographic information in WMS and CONNECTIONS is kept “in-synch” through an ongoing Interface. After WMS case initiation (Application Registration) in CONNECTIONS, the balance of activities to open a case in WMS must be completed and services must continue to be authorized in WMS until Build 19. These activities encompass Full Data Entry (FDE) and include establishing a Client Identification Number (CIN), Case Number assignment, and authorizing Direct Services and Purchase of Services (POS), as well as necessary reauthorizations.



The paper-based Application for Services (LDSS 2921) must still be signed by either the client or the worker (on behalf of the client).

The CONNECTIONS/WMS Interface is only available for FSS/CWS, FSS/CCR and FSS/ADVPO stages. New Family Services Stages (FSS) in CONNECTIONS are linked to a Case Number in WMS. The Interface links the individuals in those stages to CINs in the corresponding WMS case.

Family Services Stage, Stage Composition Tab Before WMS Application Registration

Family Services Stage - Adams,Rose - S:29205021 / C:39205020

File Options Reports Help

Case Name: Adams,Rose Case Initiation Date: 1/21/2005 WMS App Reg

Stage Composition Family Assessment and Service Plan Service Plan Review Progress Notes Key Dates Case Summary

Person List

Last Name	First Name	Middle Name	Suffix	Person Id	M/S	Sch	*DOB	Approx	Age
Adams	Rose			19205020		V	01/21/1968	No	37
Adams	Jamie			19205022		V	01/20/2004	No	1

Person Identifiers

INV	Type	Number	Start Date	End Date
*				

*Ethnicity

- Central American
- Caribbean
- Cuban
- Dominican
- Mexican
- North American
- Puerto Rican
- South American

*Race

- Black or African Amer
- Caribbean
- Haitian
- Native African
- Other - Black or Afr
- Alaskan Native
- American Indian
- Asian
- Chinese
- Indian

Address Phone Relationship Matrix Add/Relate Caretaker Save Cancel

Close

Creating a New WMS Case

When a new FSS/CWS, FSS/CCR or FSS/ADVPO is created in CONNECTIONS, it is necessary to create the companion WMS case. Once a worker selects a Primary Caretaker in the FSS stage, the **WMS App Reg** button on the **Stage Composition** tab enables and remains so until a worker clicks on that button. (There is no system edit to require a worker to click on this button.)



WMS case opening and maintenance for Title XX-Low Income Day Care and Adult Services remain the same.

The **WMS App Reg** button (for Application Registration) enables when *all* of the following conditions are met:

- The worker is a Local District worker.
- An Application Signed Date is recorded (not required for FSS/CCR stages).
- A Primary Caretaker is identified or there is an indicator for “No Primary Caretaker.”
- A Primary Caretaker is selected in the FSS stage.
- An active Primary Address exists in CONNECTIONS for the Primary Caretaker. (If the stage is CCR or if the No Primary Caretaker indicator is selected, the address used for Case Address defaults to the Primary address of the first individual in the case.)

The following fields exist for *all* individuals:

- First Name
- Date of Birth
- Last Name
- Sex

The following fields must be recorded for *each* individual:

- Primary Caretaker's Address
- First Name
- Street
- Last Name
- City
- Date of Birth
- State
- Sex
- ZIP
- CIN (if PID is already linked)

When a worker clicks on the **WMS App Reg** button, the following data is sent immediately from CONNECTIONS to WMS:

- Center/Office
- Application date
- Unit/Worker
- Case Type=40 (Services)
- Service Indicator
- Case participant demographic information

The following FSS Case/Individual data is passed to WMS for the Application Registration process:

- District of Case Manager
- Application Signed Date
- Primary worker's WMS ID
- Primary worker's Worker ID
- Primary Caretaker's Name
- Primary Caretaker's Address (Residence)
- Primary Mailing Address, if present (optional)
- Street, City, State, ZIP

If any required information is missing when a worker clicks on the **WMS App Reg** button, a message displays listing *any* of the following:

- Application Date
- Worker
- Residential Address:
Street, City, State and ZIP
- Individual fields:
First Name, Last Name,
Date of Birth and Sex
- Unit
- CCRS Service Indicator
- Mailing Address
(not required, but if *any* fields exist, *all* of the following must be added: Street, City, State and ZIP)

The following fields are generated automatically for the Application Registration process with the associated values:

- CASE-TYPE (Services)
- CCRS-IND (Indicates that the case has an open, linked FSS)

Upon acceptance of the Application Registration in WMS, an indicator returns to CONNECTIONS, displaying the Application Registration Number and the Version number on the **Stage Composition** tab. If the App Reg maintenance transaction is successful, the following message displays in CONNECTIONS:

"WMS # 999999/99."

The WMS Case Number and CIN assignment to the FSS members display on the **Stage Composition** tab in CONNECTIONS after FDE is complete.

CONNECTIONS Display of WMS Person Information	
<i>CIN Match:</i> Name and DOB fields are blank	<i>No CIN Match:</i> WMS Name and DOB display with the PID

Upon a successful App Reg transaction, a Clearance Report and an Application Register Report are sent to the WMS printer of the Local District worker performing the Application Registration.

In the event the App Reg process was not transmitted successfully, the following message *may* display:

"An error was encountered attempting to transmit Application Registration Maintenance to WMS. Please try again later."



For ACS:

ACS workers may record the WMS Non-Services CIN on the *Person Identifiers* window for CPS and FAD stages.

1. From the *Assigned Workload*, select the appropriate stage.
2. Click on the **Tasks** button.
The Task List displays.
3. Select **Maintain Person** and click on the **List** button.
The Person List displays.
4. Select the appropriate person from the Person List and click on the **Options** menu.
5. Select the **Person Identifiers** command.
The Person Identifiers window displays.
6. Select NYC NS CIN as the identifier type in the **Type** field.
7. Record the CIN in the **Number** field.
8. Click on the **Add** button.
The added CIN information displays above in the Person Identifiers grid.
9. Click on the **Save** button.

For FSS stages, the WMS Non-Services CIN may be recorded directly on the **Stage Composition** tab.

1. From the *Assigned Workload*, select the stage.
2. Click on the **Tasks** button.
*The Family Services Stage window displays with the **Stage Composition** tab active.*
3. Select the appropriate person in the Person List grid.
4. In the Person Identifiers grid below, click in the **Type** field and select **WMS #** from the drop-down list.
5. Record the WMS Non-Services CIN in the **Number** field.
6. Record "WMS Non-Services CIN" in the **Comments** field.
7. Click on the **Save** button.

WMS Interface Data Sharing

Demographic information recorded in CONNECTIONS automatically transfers to WMS during a nightly batch update process. The Interface allows basic demographic information about individuals listed on the **Stage Composition** tab to be compared for a match in WMS. Demographics can only be recorded and modified in CONNECTIONS. For an App Reg, the first person listed on the **Stage Composition** tab is captured in WMS as the "Payee"; that person's name and address become the Case Name and Address.

Updates to shared fields are restricted from being modified in WMS, if that WMS Services Case is recognized as being linked to a CONNECTIONS case.

The hierarchy of information continues to exist between WMS Services and Non-Services records; data does not change in WMS Services if it does not agree with information in Non-Services cases (e.g., Temporary Assistance, Medicaid Assistance, Food Stamps). If there is an existing Non-Services and Services case associated with the FSS, data *can* be modified in CONNECTIONS but it will not be in-synch with WMS. The Services worker needs to contact the WMS Non-Services worker to determine which data is correct and the Non-Services worker must make the change in the WMS Non-Services case.

If any of the shared Application Registration fields are modified and then sent to WMS after Full Data Entry (FDE) has been started, but before the case has been fully opened by the batch update, the following occur:

- The transaction to WMS is rejected.
- The following error message displays:
"WMS cannot be modified as Full Data Entry has begun. Please re-synch after the WMS Batch update."
- The **WMS Synch** button displays and enables.

The following fields *cannot* be modified in the WMS Services case:

- | | | |
|-------------------|---------------------|------------------|
| • Case Fields | • Worker | • Middle Initial |
| • Center (Agency) | • Case Name | • Last name |
| • Office | • Individual Fields | • Sex |
| • Unit | • First Name | • SSN |
| • Date of Birth | | |



Access to WMS is not allowed in the case of an Application Registration (App Reg); this must be completed in CONNECTIONS.



For ACS:

The hierarchy exception does not apply, since WMS Non-Services data is maintained in a separate database.



Full Data Entry (FDE) is comprised of the following activities that workers must complete:

1. Establishing a Client Identification Number (CIN)
2. Case Number assignment
3. Authorizing Direct Services and Purchase of Services (POS), as well as necessary reauthorizations.

If a worker modifies information in any of the CONNECTIONS fields listed above, changes are sent automatically to WMS. If a Primary Caretaker is not identified (and the **No Primary Caretaker Exists** check box has not been selected) in the FSS stage, the following message displays:

“Unable to perform WMS synchronization, primary caretaker must be identified.”

Once the worker selects a Primary Caretaker or selects the **No Primary Caretaker Exists** check box, the synchronization process can continue.

If a worker makes demographic changes in CONNECTIONS in any stage other than an FSS (e.g., an INV stage in which an individual is in common with the FSS), the **WMS Synch** button on the FSS **Stage Composition** tab enables. Clicking on this button or clicking on the **Save** button automatically generates a transaction to WMS to update the corresponding WMS fields.

If there is an error, the message includes the WMS error number(s) encountered. If the case maintenance process with WMS Synchronization was not successful, the following message may display:

“An error was encountered attempting to transmit this WMS Synch transaction to WMS. Please try again later.”

Additional updates to any of the shared WMS/CONNECTIONS fields cannot be sent to WMS until the nightly batch returns a WMS Case number to CONNECTIONS. A system-generated Alert To-Do is sent to the Case Manager indicating any error number(s).

The next time a worker opens the **Stage Composition** tab, the **WMS Synch** button displays. The next WMS transmission then sends all of the accumulated changes.

The WMS Button

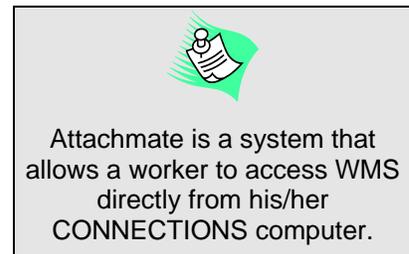
The **Stage Composition** tab collects all data last successfully transmitted to WMS. This data enables/disables the **WMS App Reg/WMS Synch** buttons (generically referred to as the ‘WMS button’). Differences between the information sent to WMS and the current WMS data trigger the button to enable. If no Application Registration has been initiated, the button is labeled **WMS App Reg**. Any time after that process initiates in WMS via the FSS window, the button is labeled **WMS Synch**.

The button <i>enables/displays</i> under the following circumstances:	The button <i>does not enable/display</i> under the following circumstances:
Displays as WMS App Reg only for Local District workers when there is no association to WMS App Reg and all App Reg required fields exist. This button only enables when a Primary Caretaker is selected in the FSS.	WMS App Reg or Case and/or Full Data Entry has been completed. The WMS App Reg button does not display once a worker clicks on it to initiate Application Registration. The button <i>never</i> enables for Voluntary Agency workers.
Displays as WMS Synch for both Local District and Voluntary Agency workers when there is a difference between the current values of the shared fields and the values of those fields in CONNECTIONS versus the current values in WMS. Clicking on the button initiates a WMS transaction. Upon successful transmission from WMS, the fields are updated and in-synch with current CONNECTIONS field values.	The information last updated that synchronized WMS and CONNECTIONS has not been changed.

Clicking on the **WMS Synch** button or the **Save** button on the **Stage Composition** tab updates the WMS case. Any worker assigned to the stage can initiate synchronization by clicking on this button. Either Local District or Voluntary Agency workers can modify CONNECTIONS data; however, only Local District workers can update WMS. Individuals can also be added at this time; individuals added to Services cases may only be added in CONNECTIONS. When a worker clicks on the **WMS Synch** button and any people were added to WMS, a Clearance Report is sent to the worker's WMS printer.

All workers assigned to the case (including Voluntary Agency workers) can add individuals to the FSS; however, those additions performed by Voluntary Agency workers cannot be sent to WMS. When the Voluntary Agency worker clicks on the **WMS Synch** button or the **Save** button on the **Stage Composition** tab, a Task To-Do is sent to the Case Manager; the transaction is not sent automatically to WMS. The task navigates the Case Manager to the FSS window, where s/he must review the addition and send a synch to WMS. The Case Manager receives the Clearance report and s/he can go to WMS to make the CIN assignment and progress the WMS case to pending status. The nightly batch update transmits CINs over from WMS to CONNECTIONS; this also deletes the Task To-Do that originated with the Voluntary Agency worker.

At this point in the process, it is up to the Local District worker to have the remainder of the WMS process completed (via Attachmate or a WMS terminal) to complete the CIN assignment, and subsequent completion of the WMS transaction, to the proper Pending status. This allows the updated information to be sent to the nightly batch update process.



The WMS Display Field

This field is located to the immediate left of the **WMS** button and contains the following values:

- | | |
|----------------------|---|
| None | Displays when no action has been taken to initiate the WMS App Reg |
| App Reg/Ver # | Displays when a WMS App Reg transaction initiates via CONNECTIONS and has returned a value to CONNECTIONS |
| WMS Case # | Displays when a WMS Case number has been returned via the daily batch updates with an opening transaction; this links the FSS to the WMS case |

Stage Composition Tab (Interfaces – Post App Reg)

Family Services Stage - Adams,Rose - S:29205259/C:39205260

File Options Reports Help

Case Name: Adams,Rose Case Initiation Date: 1/20/2005 App Reg/Ver: 123456/01 WMS Synch

Stage Composition Family Assessment and Service Plan Service Plan Review Progress Notes Key Dates Case Summary

Person List

Last Name	First Name	Middle Name	Suffix	Person Id	M/S	Sch	*DOB	Approx	Age
Adams	Rose			19205461		V	01/20/1968	No	37
Adams	Jamie			19205463		V	01/20/2004	No	1

Person Identifiers

INV	Type	Number	Start Date	End Date
*				

***Ethnicity**

- Central American
- Caribbean
- Cuban
- Dominican
- Mexican
- North American
- Puerto Rican
- South American

***Race**

- Black or African Amer
- Caribbean
- Haitian
- Native African
- Other - Black or Afri
- Alaskan Native
- American Indian
- Asian
- Chinese
- Indian

Address Phone Relationship Matrix Add/Relate Caretaker Save Cancel

Close

Stage Composition Tab (Interfaces – Post Full Data Entry)

Family Services Stage - Adams,Rose - S:29205259/C:39205260

File Options Reports Help

Case Name: Adams,Rose Case Initiation Date: 1/20/2005 WMS Case # S123456789

Stage Composition Family Assessment and Service Plan Service Plan Review Progress Notes Key Dates Case Summary

Person List

Last Name	First Name	Middle Name	Suffix	Person Id	M/S	Sch	*DOB	Approx	Age
Adams	Rose			19205461		V	01/20/1968	No	37
Adams	Jamie			19205463		V	01/20/2004	No	1

Person Identifiers

INV	Type	Number	Start Date	End Date
*				

***Ethnicity**

- Central American
- Caribbean
- Cuban
- Dominican
- Mexican
- North American
- Puerto Rican
- South American

***Race**

- Black or African Amer
- Caribbean
- Haitian
- Native African
- Other - Black or Afri
- Alaskan Native
- American Indian
- Asian
- Chinese
- Indian

Address Phone Relationship Matrix Add/Relate Caretaker Save Cancel

Close

Stage Composition Tab (Interfaces – WMS case exists, changes detected)

Family Services Stage - Adams,Rose - S:29205259/C:39205260

File Options Reports Help

Case Name: Adams,Rose Case Initiation Date: 1/20/2005 WMS Case # S123456789 WMS Synch

Stage Composition Family Assessment and Service Plan Service Plan Review Progress Notes Key Dates Case Summary

Person List

Last Name	First Name	Middle Name	Suffix	Person Id	M/S	Sch	*DOB	Approx	Age	
Adams	Rose			19205461		V	01/20/1968	No	37	
Adams	Jamie			19205463		V	01/20/2004	No	1	

Person Identifiers

INV	Type	Number	Start Date	End Date
*				

***Ethnicity**

- Central American
- Caribbean
- Cuban
- Dominican
- Mexican
- North American
- Puerto Rican
- South American

***Race**

- Black or African Amer
- Caribbean
- Haitian
- Native African
- Other - Black or Afri
- Alaskan Native
- American Indian
- Asian
- Chinese
- Indian

Address Phone Relationship Matrix Add/Relate Caretaker Save Cancel

Close

Deleting Individuals

Workers cannot delete individuals from WMS for cases linked to CONNECTIONS. Instead, deleting an individual is initiated from CONNECTIONS; a transaction is sent to WMS to delete the individual under the following circumstances:

- An individual is end-dated in the FSS by selecting a Reason Code. These conditions are identified from CONNECTIONS information to detect that a now-end-dated individual needs to be sent to WMS for deletion. This results in the changing of the individual status of the individual to DEL (Deleted) on the WMS case.
- A child is end-dated from the FSS as a result of creating a CCR stage for that child; this is sent to WMS when the worker clicks on the **WMS Synch** button in the FSS/CWS window. This is detected in a nightly batch update (identifying those CCR stages created during the day) in which a transaction to WMS identifies that the child is closed from the FSS/CWS stage. A new CCR stage is created and an Application Registration is created when a worker clicks on the **App Reg** button in the FSS/CCR stage (with the implementation of Build 19, this link becomes viewable only by a worker with the ACC SEALED ADOP Business Function).

Daily Batch Update

The following WMS-CONNECTIONS update is executed daily to update CONNECTIONS cases with appropriate data from the WMS Services case:

Open (TX-TYPE = 02) Transactions on WMS cases known to CONNECTIONS

The CONNECTIONS FSS is updated with the newly created WMS case to which it is linked.

The PIDs of all of the individuals in the CONNECTIONS FSS are updated with the appropriate WMS CINs.

Recertification (TX-TYPE = 06) Transactions

Recertification transactions on WMS Services are updated to cases known to CONNECTIONS in which an individual has been added.

The PIDs of all of the individuals in the CONNECTIONS FSS are updated with the appropriate WMS CINs assigned as a result of the WMS Clearance and the CIN assignment on WMS.

Person Demographic Updates

Person Demographic updates to people in WMS Services cases (who are known to CONNECTIONS) are updated when changed in WMS Non-Services cases. An alert is sent to the worker's *Staff To Do List* notifying him/her about the change in CONNECTIONS data as a result of a change in WMS Non-Services data.

The PIDs linked to CINs updated via the Non-Services case (with Services involvement) are updated in CONNECTIONS.

The following fields are updated:
Name, Sex, Date of Birth and SSN.

A CIN that is assigned via the batch interface may not be changed through the *Person Identifiers* window.

Closing a WMS Case

When the approval of an FSS closure linked to a WMS case is complete, WMS is updated to reflect the closing. If the FSS is linked to only an Application Registration, the application is withdrawn.

When the FSS closes, the worker also needs to close the corresponding WMS Services case in WMS; this is *only* allowed when the CONNECTIONS case is closed. There is no automatic closure of the WMS case when a CONNECTIONS case is closed; this allows for closing the WMS case at a later date, possibly pending an outstanding payment from a vendor on a Services case. The WMS case cannot be closed until the FSS is closed in CONNECTIONS.

Upon successful closing of the WMS case, a Services Authorization document is automatically sent to the WMS printer associated with the worker.

CCRS Interface

CCRS tracks compliance with State and federal legal and case planning requirements. CCRS remains the system of record for all current data entry requirements: CCRS registration, placement/movement, legal and adoption activities and Assessment and Service Plans. This requirement continues until the implementation of Build 19, when CONNECTIONS becomes the system of record. Workers will continue to receive cues on the CCRS Caseload Report from CCRS for the entry of Assessment and Service Plan data. A separate CONNECTIONS report, the Open Caseload Inquiry (OCI), will list coming due and overdue FASPs in CONNECTIONS. The information on both of these reports should match.

There will be no Interface between CONNECTIONS and CCRS to keep data synchronized. Therefore, for the interim period preceding the implementation of Build 19, workers must maintain data in *both* CCRS and CONNECTIONS so that data in both systems match.

The following message displays if a worker changes information that pertains to CCRS:

“CCRS should be updated.”



Refer to Appendix B for new CCRS codes based on ASFA regulations.



Once Build 19 is implemented, workers will no longer need to maintain *both* CCRS and CONNECTIONS, as CONNECTIONS alone will be the system of record.

Tracked Children Detail

If placement information is available in CCRS for a selected child, the following view-only information populates fields on the **Placement Information** tab on the *Tracked Children Detail* window:

- Agency Name (where a child is placed)
- Placement Date
- Facility ID
- Facility Address
- Facility Type

Placement information from CCRS is derived from the OCFS Data Warehouse, which is updated monthly. Since Data Warehouse is only updated on a monthly basis, the information in CCRS reflects the most recent data and dates. This view of information from CCRS is only intended to reduce the need for workers to access CCRS to obtain data on children in placement.

The screenshot shows a software window titled "Tracked Children Detail - Adams,Rose - S:29205259/C:39205260". The window has a menu bar with "File" and "Help". Below the menu bar are three tabs: "Program Choice/PPG", "Placement Information" (which is selected), and "Associate Worker".

Under the "Placement Information" tab, there is a "Select Child:" section with a table:

Child	Age	CaseWorker
Adams, Jamie	1	

Below the table is a section titled "CCRS/Connections Placement Data as of 6/24/2003 10:45:47 AM". This section contains several text input fields:

- Agency Name: Sean's Children and Family Center
- Placement Date: 8/14/2002
- Facility ID: 152321421
- Facility Address: 40 North Pearl Street, Albany, NY 12243
- Facility Type: Foster Boarding Home
- Name of Discharge Resource: (empty field)
- Completely Freed for Adoption: (Creates Child Case Record)

At the bottom right of the window are three buttons: "Save", "Cancel", and "Close".

If there is no placement information in CCRS for the selected child, the fields in the CCRS data section of the window will be blank.

If CCRS is not available, the following message displays:

"CCRS data is not currently available. Try again later."

Foster Care Issues

Information on the **Location of Child** tab on the *Appropriateness of Placement* window is generated from CCRS. The information can be modified only on this tab by clicking on the **Edit** button, which updates the information in CONNECTIONS, but not in CCRS.

Once again, if CCRS is not available, the following message displays:

"CCRS data is not currently available. Try again later."

Key Dates

The **Key Dates** tab is a view-only display of permanency-related information from the Data Warehouse which is refreshed monthly from CCRS. This information cannot be updated in CONNECTIONS and is only as accurate as the information recorded in CCRS.

The following information displays on the **Key Dates** tab:

- Children in Placement
- ASFA Day 1
- Due Date for Next Permanency Petition Filing
- Due Date for Next Permanency Hearing
- Deadline Date for TPR Filing Decision



Refer to the Placement Key Dates module in the *CONNECTIONS Case Management Step by-Step Guide* for more details.

Nightly Batch Update

The following events are a part of the nightly batch update:

Case Opening Transactions	These transactions are cases in which the App Reg was initiated in CONNECTIONS. The batch update closes the loop by updating the FSS with the assigned WMS Case Number, as well as with the all of the CINs assigned during the Full Data Entry process.
Recerts (Individuals added to WMS case)	Recerts are cases in which a transaction, initiated from CONNECTIONS, added a person to WMS. The CIN of the newly added person must be sent to CONNECTIONS.
Non-Services (Hierarchy)	<p>These are Services cases affected in the WMS batch update by a demographic change to an individual who also existed in a Non-Services case. The demographic change to the individual in a Non-Services case is modified in the Services case and it is sent to CONNECTIONS.</p> <p>Remember, the hierarchy of information continues to exist between WMS Services and Non-Services records. Data does not change in WMS Services if it does not agree with information in Non-Services cases. If there is an existing Non-Services and a Services case associated with the FSS, data <i>can</i> be modified in CONNECTIONS but it will not be in-synch with WMS. The Services worker needs to contact the WMS Non-Services worker to determine which data is correct and the Non-Services worker must make any appropriate change in the WMS Non-Services cases.</p>
CIN-UNDUP transactions	When a CIN is unduplicated in WMS, the Services case in which it is involved appears on the WMS Daily Audit file. The unduplicated CIN is reflected in CONNECTIONS.

A nightly batch job identifies all of the new Child Case Record (CCR) stages created during the day. It initiates a WMS transaction, deleting the individual in the CCR stage from the WMS case associated to the original CWS stage.

Successful completion of these WMS screens displays an Authorization report including a case number and a pending status allowing for a WMS batch update.

Reports

A report (generated monthly), available only for Local Districts, identifies the following discrepancies between the linked WMS case and the corresponding CONNECTIONS FSS:

- A discrepancy exists with any individual(s) in an active case who have different shared demographics (i.e., Worker ID, Case Name, Individual name, DOB, Sex, and SSN)
- Any case in CONNECTIONS where WMS is not complete (i.e., still in App Reg or WMS case does not exist)
- The FSS is closed and the linked WMS case is still open



Refer to Appendix C: Monthly Discrepancy Report for a sample of the report.

Conversion

Conversion provides a way for two systems to transfer data and communicate with each other. With the implementation of Build 18, Conversion will occur when limited data is brought over to CONNECTIONS from the Welfare Management System (WMS) and the Child Care Review Service (CCRS). Conversion for CONNECTIONS is a one-time-only process happening on Day One of Implementation, based on the Phased Implementation schedule.

In order to reduce the need for Child Welfare staff to re-enter existing data, as well as to promote consistency between WMS/CCRS and CONNECTIONS, an automated batch Conversion process will occur. This process will incorporate WMS Services case and person data into CONNECTIONS; information is also pulled from CCRS.

Data converts when a WMS Services case exists; a corresponding CONNECTIONS case may or may not exist. Where matches are found, the WMS case converts to an existing case in CONNECTIONS and creates an FSI and an FSS in CONNECTIONS from the WMS case information. If the WMS case does not match an existing case in CONNECTIONS, a new case with an FSI and FSS is created. This follows the rule that only one FSI can exist per case per district.

After Conversion is complete for all districts, a batch program will run to close all open cases that have no open stages.

Interim Period of Dual Entry in CONNECTIONS and CCRS

From the time Build 18 is implemented and until the implementation of Build 19, workers continue to complete all CCRS components: Registration, Assessment and Service Plans and Legal, Movement and Adoption activities. After Conversion, it is necessary to keep the shared data between CCRS and CONNECTIONS in synch.

Workers continue to receive cues from CCRS for the entry of Family Assessment and Service Plan (FASP) data; certain FASP data must be recorded in both CCRS and CONNECTIONS. Converted CCRS information creates the timeline for FASP completion, based on the Case Initiation Date (CID).

Conversion to CONNECTIONS

All converted cases have an FSI and are automatically progressed to FSS/CWS or FSS/CCR stages, as appropriate. ADVPO cases convert with a Stage Type of Preventive Only. Once converted, a Local District may no longer initiate a Services case in WMS.



If an incorrect case is linked, you can remove the link. (See the Family Services Intake module in the *CONNECTIONS Case Management Step-by-Step Guide* for details.)



If any FSIs and FSSs created from WMS cases are really Non-Child Welfare Services (e.g., OTI, COI, ICPC or ADVPO), you need to close the FSS and open a new FSI with the correct case type.

Conversion provides information to CONNECTIONS when the following conditions are found in WMS for Child Welfare cases:

- Open status cases (with or without current authorizations)
- Service Types of Foster Care, Protective, Preventive and Adoption (Adoption cases with 01/08 are converted from WMS). In CONNECTIONS, an FSS/CWS stage with a 01/08 Service Type will automatically close and open as a CCR stage. WMS cases containing an Adoption Subsidy will not be converted until Build 19.

New Family Services Stages are linked to a Case Number in WMS. CPS workers have been recording the Case Number in CONNECTIONS; with Build 18 this will not be required. The FSS **Case Summary** tab displays the active WMS Case Number in the **Local Case Number** field; this is populated automatically and cannot be modified.

Conversion compares or adds basic demographics (Name, Date of Birth, Sex, CIN, Social Security number and Person ID) from the individuals in the WMS Services case to the CONNECTIONS case. When a match is found, WMS demographics *may* overwrite any conflicting data in the CONNECTIONS case, including any data contained in closed Investigation stages. (*Conversion does not overwrite address information.*) Workers can select the correct demographics and update the Legacy system and/or CONNECTIONS with any changes to demographics.

Once the case and FSI/FSS structure are created, the individuals from the WMS case may be linked to an existing Person ID (PID) in CONNECTIONS, or it may have been necessary to create new PIDs to store in CONNECTIONS and insert into the FSI/FSS. All of the individuals in these stages are linked to a corresponding person in WMS, as identified by a CIN. The WMS Client Identification Number (CIN) is retained by each individual in CONNECTIONS; the WMS CIN cannot be changed in CONNECTIONS post-Conversion.

If two WMS cases exist for the same CONNECTIONS case, a match is created on the first case listed in WMS and a new CONNECTIONS case is created for the second WMS case.

Case Verification

A WMS Case is matched to a CONNECTIONS case under the following circumstances:

<p>The WMS district matches the CONNECTIONS district <i>and</i> the WMS Case Number is present in CONNECTIONS (as a result of the entry on the CPS <i>Investigation Conclusion</i> window).</p> <p style="text-align: center;">OR</p> <p>The WMS district matches the CONNECTIONS district <i>and</i> the CONNECTIONS Case ID is present in the WMS Related Case field.</p>	<p>A N D</p>	<p>At least one member of the WMS case exists in the CONNECTIONS stage composition. This is based on the Client Identification Number (CIN) which matches on the first initial of the first name and year of birth.</p> <p style="text-align: center;">OR</p> <p>If no CIN exists, at least one member of the WMS case has a matching exact name and year of birth in the CONNECTIONS stage.</p>
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Updates to the Legacy system demographic data are subject to the Upstate WMS Case Type Hierarchy rules for update; modifications cannot be made to any case/person with a link to a Non-Services case (e.g., an active Public Assistance case).

This rule *does not* apply to New York City.

If a match is *not* found on any of the above circumstances, a new CONNECTIONS case will be created.

Person Verification

If any of the following conditions are met, a CONNECTIONS person is matched to a WMS Person (numbered below in order of what the process searches for):

1. If the CIN is a match, an additional validation matches the *initial* of the first name **and** *year of birth* (e.g., 20001031=CIN, M=first initial and 1962=year of birth). If Conversion matches the CIN on the *Person Identifiers* window in CONNECTIONS, the process will update or enter a CIN.
2. If no match is found in Step 1, the Conversion process searches the CONNECTIONS case for an individual in the case with an *exact* match on the *full name and date of birth* (e.g., Maria Antonio=full name and 12/28/62=date of birth).
3. If no match is found within a case, the process searches for a match based on CIN in the entire CONNECTIONS database.
—OR—
The process searches for an exact match of the full name and date of birth in the entire CONNECTIONS database. If a match is found on the full name and date of birth, *without* a CIN match, the person found in CONNECTIONS with the incorrect CIN is end-dated and a new member is added with the correct CIN as found in WMS.
4. If no match is found (or multiple matches are found), a new CONNECTIONS person record is created.



An important activity prior to *and* after the initial Conversion process is to merge multiple people or cases into *one* person/case.
(More information about Person Merge/Split and Case Merge/Split is available on the OCFS CONNECTIONS intranet site.)



For all WMS case participants *not* found in CONNECTIONS, the WMS information for the Line 1 Person is recorded. All other demographics from WMS are inserted into the new person record.
For WMS case participants who *are* found in CONNECTIONS, all CONNECTIONS data is based on the WMS data.

If a match is found with one person in the CONNECTIONS case, all WMS case members are converted. The process fails if more than 20 individuals are listed on the **Stage Composition** tab or if there are more than 20 individual lines in WMS. The following message displays:

“Maximum number of persons on Stage Comp cannot exceed 20.”

Worker Verification

The following worker information from the *Staff Detail* window is queried for *both* the WMS Caseworker *and* the CCRS Office, Unit and Worker (from the Service Plan):

1. The process matches the WMS District Office/Unit/Worker to a CONNECTIONS WMS ID with a cross-reference to the worker's Person Identification number (PID) on the CONNECTIONS *Staff Detail* window.
2. The process matches the Unit/Worker structure in CONNECTIONS on the *Staff Detail* window to the Unit/Worker structure in CCRS on the service plan (Screen G) in the Agency/Worker/Unit.

Converted cases are placed on the *Assigned Workload* of any workers found in the verification process. If a match is not found, cases are placed on the Conversion Workload. Each Conversion Workload contains a Unit Approver who can reassign stages. **Other than reassigning it to the appropriate worker, an FSS stage must not be modified while it is on the Conversion Workload.**

If the WMS Caseworker is found in the specific district, that worker is automatically assigned as the Case Manager. The Local District worker assigned as the Case Manager in the FSS is the Caseworker/Historical Caseworker in the FSI from which the FSS was progressed. If the FSS is initially placed on a Conversion Workload, the Conversion worker is listed as the historical caseworker for the FSI.

If the in-district Local District and/or agency CCRS worker(s) is found in the system, that worker is automatically assigned as a Caseworker. Any other Local District worker from the district in which the stage is created is assigned the role of Caseworker (if they have a role in the case). Conversion does not allow case assignment to a Local District worker in another district.

Conversion may also be able to determine the Case Planner. If one Voluntary Agency worker is listed in CCRS for the oldest child in care (or if no children are in care, matching is based on the oldest child), that worker is automatically assigned as the Case Planner; if more than one Voluntary Agency worker is listed as the Case Planner on that child in CCRS, those workers are automatically assigned as Caseworkers and no Case Planner is assigned. If no Case Planner is found for any child in the agency with planning authority, the case is placed on that agency's Conversion Workload.



Local Districts are responsible for ensuring data integrity between WMS and CONNECTIONS.

Voluntary Agencies need to work with their corresponding Local Districts to make certain that the correct Voluntary Agency Worker Identification Number is recorded in CCRS for each case, since most Voluntary Agencies do not have access to CCRS.

Worker Responsibilities for Conversion

A worker can determine which cases were converted by viewing the **Narrative** tab in the FSI. Converted cases display the following label:

“Created by Conversion MM/DD/YYYY<time>”

For an FSS created from Conversion, the following label displays at the top of the FASP tree:

“Converted”

On Day One of Conversion for a particular district or agency, workers should perform the following activities:

1. Verify that the correct Case Manager is assigned to each Family Services Stage. If the correct Case Manager is not assigned, reassign the Case Manager role. **Do not update/modify cases prior to reassignment.**
2. Verify that any other workers assigned (e.g., Case Planner or Caseworker) to a converted case have the correct case(s) on their respective *Assigned Workloads*. This can be verified by checking the *Assigned Workload* or the *FSS Case Summary* window.
3. Reassign cases placed on the Conversion Workload to the correct worker(s), as appropriate. There will be four Conversion workers established for each Conversion entity (District for upstate; Office/Unit locations for New York City); these are not actual people, but fictitious workloads to help organize the cases that have not been matched to an actual worker. The letters of the alphabet differentiate the four workers so that all cases where the last name begins with: **A-G, H-N, O-S, T-Z**, will be on the same Conversion Workload.
4. Assign a Primary Caretaker (or select the **No Primary Caretaker Exists** check box) and assign a Secondary Caretaker, if applicable.
5. If appropriate, Associate workers to children.
6. Complete the Family Relationship Matrix.
7. Update/validate any demographic information in CONNECTIONS (e.g., each unknown person should be identified with an actual name or merged into an existing person); this includes modifying Case Names, if appropriate, and verifying the recorded Date of Birth of any tracked children.
8. Verify data that has been brought forward from CCRS into CONNECTIONS (e.g., Program Choice(s) or Permanency Planning Goal); if modifications are necessary, make sure to update CCRS as well so both systems are in synch.
9. Launch any coming due FASPs that are within the launch timeframes. The Conversion program populates the FASP tree with the last due FASP. If you have already completed the FASP that is listed as being due



Refer to Appendix A: Converted Data to see what information is converted.



Refer to the information starting on page 21 for details on how information about cases, people and workers is matched.



The Permanency Planning Goal(s) cannot be modified for any child 18 years of age and older. In this case, you should call the NYS Enterprise Help Desk for a Data Fix.

(either by completing the UCR or completing the FASP in the Preview Application, printing it and filing it in the external case record), then type the following sentence in the Case Planner Summary: *“This UCR/FASP was completed and is in Case Folder.”* When the next FASP due is launched, this FASP will convert to Template. You should note in Progress Notes that the FASP was completed and is located in the external case record.

10. Create Child Case Records (CCRs) for children in foster care who have been legally freed for adoption.
11. If applicable, mark cases as “Sensitive.”

The following are some things to check for if your cases are not converting to your *Assigned Workload*:

- Review the Conversion Audit report to see which workload the case was assigned to during the Conversion Process.
- Check your *Assigned Workload* to make sure you have been assigned the correct cases.
- Verify that all workers have been correctly assigned. Agency Case Planners and Caseworkers can only assign workers in their own agency.
- Have your supervisor check the Conversion Workload; a new case may have been created and then that case will need to be assigned to you.
- Check WMS to make sure there is an open Child Welfare Services case.
- Conduct a Case/Person Search in CONNECTIONS to see if the case has been assigned to another worker. If assigned in error, contact the worker requesting s/he assign the stage to you. If you are the Case Planner, contact the Case Manager to request that s/he assign you a role in the stage.
- Verify that accurate demographic information is recorded in CONNECTIONS for a successful match with WMS.



The Preview Application can assist you in preparing for Build 18 implementation by allowing you to see how your *Assigned Workload* will look with converted data.

Conversion Reports

The CONNECTIONS project team produces data cleanup reports to support the resolution of differences by allowing Legacy System individuals to be linked to people who are known to the CONNECTIONS database.

Conversion Planning Report

This report is produced on a monthly basis (on the third Monday of the month) for each district. It summarizes the outcome of each record (new or updated) showing if (and how) the cases and people within the cases match up to existing data in CONNECTIONS, as well as if (and how) staff will be assigned to these cases upon Conversion. For every active WMS Services Case with a Direct Service (08, 17, 25, or 26), case and individual data are converted. The report contains the Conversion status, including the WMS Case Number. Data on active individuals includes CIN, Name, DOB, PID and Program Choice from CCRS and whether the case is an FSS/CWS or FSS/CCR.

Conversion Audit Report

This report contains the same information in the Conversion Planning report but it is generated on Day One of Conversion to show what was converted.

Updates to Online Help

Online Help will be updated to reflect enhancements made to the CONNECTIONS system in Build 18. These enhancements include Interfaces and Conversion.

Appendix A: Converted Data

CONNECTIONS Section	CONNECTIONS Field	Converted From	Converted Data
FSI Narrative	Type of Services Requested	WMS	The Type of Services is "Child Welfare Services." For ACS: In District A66, if the WMS Service Type is only a 25 or 26, the Type of Service Requested is "Advocates Preventive Only."
	Narrative entry		The narrative displays an entry as: "Created by conversion, MM/DD/YYYY HH:MI:SEC"; this field cannot be modified.
	Stored data		Stored system data includes the Stage ID, Case ID, Worker ID, Worker Name, Unit and District or Agency. The current Type of Services Requested is stored with the date of Conversion. The history of the Type of Services Requested is stored with the beginning and ending dates of the date of Conversion.
FSI Source	Intake Date and Time		This field is pre-filled with the date and time of Conversion.
	Intake Method		The method is pre-filled with "Other."
	Worker ID, Worker address, phone, and name		FSI Source information related to the worker is stored in the <i>Incoming Detail</i> window as indicated by "B18 Reporter, Worker <district>."
	Sex		The Sex field is pre-filled as "Unknown."
	Address		The default converted address is 52 Washington St., Rensselaer, NY 12144, Rensselaer county, with an Address Type of "Business."
FSI Person Demographics	Name		The fields include the first and last names.
	Sex	WMS	If a sex is recorded, converts as Male or Female.
	Language, Religion, Age, Marital Status, SSN and Date of Death		If this information is in WMS, it will be pre-filled with this converted data (e.g., the age field is based on the date of birth).

CONNECTIONS Section	CONNECTIONS Field	Converted From	Converted Data
	Date of Birth (or approximate indicator)	WMS or CCRS	An exact or approximate (i.e., 01/01/1960) date of birth displays.
	Race and Ethnicity	WMS	The recorded Race and Ethnicity display for each person.
	Incoming Detail		Contains person information from CONNECTIONS, which can also include Converted data.
FSI Address	Street1, City, State, Zip, and County	WMS	The address is derived from WMS.
	Address type		The address type pre-fills as "Residence."
	Primary Address	WMS	Only one address may be the Primary address, which is the address of the WMS Line 1 Person.
	Start Date		The start date is system-generated. If the address matches what is already in CONNECTIONS, the start date will <i>not</i> be replaced by the Conversion date.
FSI Phone	Phone	WMS	This field is pre-filled if the information is available from either WMS or CONNECTIONS.
FSI Select Decision	Preventive Services	WMS	This field is pre-filled with "No."
	FSI Decision		The decision is "Open Family Services Stage" for all converted cases.
	Date LDSS Received Application Signed by Parent	WMS	The date is derived from the WMS Date of Application.
	Date Application Sent	WMS	The date is derived from the WMS Date of Application.
FSI Request Family Services Stage	Worker ID, Name, Unit and District		These fields are indicated by Conversion Worker ID, "Conversion Worker" label, and the name of the Local District (no Unit #).
	Case To-Do		A Case To-Do is added: <i>"Conversion progressed the FSI to FSS for Case # XXXX."</i>
	Person Demographics tab		When the Stage Progression process is complete, all the information contained in the FSI stage is frozen and cannot be modified. (The exception is the Person Demographics; the Person

CONNECTIONS Section	CONNECTIONS Field	Converted From	Converted Data
			Demographics tab always displays the current demographic information for each person. If the demographics for a person in the FSI are modified in subsequent stages in which that person is involved, the modified demographics display on the Person Demographics tab.)
FSS	Heading		The window displays a label that this is a converted stage: "Converted."
	CID date		The CID is listed in the FSS heading.
	Stage Name		The Stage Name is filled with the name of the first person entered into the FSI (Line 1 of the WMS case if unmatched; CONNECTIONS Case Name if matched.)
	Case To-Do		<i>"A Family Services Stage xxxxx has been created for <name of case>."</i>
Stage Progression Process	Historical Worker	WMS	An historical worker is derived from WMS; this may be "Conversion Worker" if unmatched with role of "Historical Caseworker."
	Historical Jurisdiction		The jurisdiction is the Local District Code; Agency is pre-filled with Agency Code.
	Case Manager	WMS	The Case Manager is derived from WMS as the Local District worker.
	Date Last Update		The date is based on the date of Conversion.
	Stage Name	WMS	The WMS Case Name is the Stage Name.
	Start Date		The Start Date is the Conversion Date.
	COMM/District		The COMM/District is blank.
	Person ID		The Person ID is derived from CCRS/ CONNECTIONS.
	To-Do Generation		If the Conversion Date minus the CID is less than or equal to 30 days, the system sends a 30 day notice for the Initial FASP. A Task To-Do is sent if the Comprehensive FASP must be completed; only the FASP that is due at the time of Conversion generates a Task To-Do.
FASP Header	FASP Types		Depending on the timing between the CID and Conversion date, the Initial and/or Reassessment FASP Types can be generated.

CONNECTIONS Section	CONNECTIONS Field	Converted From	Converted Data
	Alert		<p>For an Initial FASP, the following message is sent to the Case Manager if the due date of the FASP is 30 days or less from the Conversion date:</p> <p><i>“Initial FASP is due and must be submitted to Supervisor for approval.”</i></p> <p>The due date for the Initial FASP is 30 days after the CID.</p> <p>The due date of the Comprehensive FASP is 90 days after the CID.</p> <p>The due date of the first Reassessment is six months after the CID. The due date of all subsequent Reassessment FASPs is six months after the due date of the preceding FASP.</p> <p>For a Reassessment FASP, the following message is sent to all workers with a role in that FSS:</p> <p><i>“A Reassessment FASP is coming due and available to launch.”</i></p>
Reassessment FASP Header	Date of Last Update		The date is equal to the current system date.
	Event ID		There is no value for the Event ID; this is populated when a FASP is launched.
	FASP Type		The FASP Type displays as RSS (Reassessment).
	Status		The FASP status is “NL” (Not Launched).
	Due Date		The due date is calculated and populated by adding six months to the latest FASP due date.
	Launch Date		The launch date has no value (since it is populated when a FASP is launched).
	Approval Date		An approval date contains no value, since it is populated when a FASP is approved.
	FASP Source ID Current Indicator		The FASP Source ID contains no value.
CID	Calculate/Update CID	CCRS or WMS	The CID is extracted from CCRS; if there is no data in CCRS, the CID is pulled from the WMS Application Date. The CID cannot be modified.

CONNECTIONS Section	CONNECTIONS Field	Converted From	Converted Data
FASP due date	Next FASP Due Date Date of Application Date of Indication	CCRS or WMS	<p>Calculated based on timing from previously due FASPs.</p> <p>This is based on the WMS Application Date; this field is not modifiable. The Date of Application triggers the CID <i>only</i> if there is no CID from CCRS.</p> <p>The Date of Indication is blank; this cannot be recorded for Converted cases.</p>
Stage Composition tab <i>(Values are derived from the FSI, unless otherwise noted.)</i>	Person List Merge/Split Indicator Related/Viewed PC/SC Phone, Type, Date Added	WMS	<p>The WMS Line 1 Person is the first person entered into the FSI and FSS. Any remaining persons are listed per the order in the WMS case.</p> <p>The Merge/Split indicator displays either as blank or "Y" (Yes) if a merge/split has been completed in the FSI.</p> <p>Abbreviations display as "R" (for related) or "V" (for viewed).</p> <p>The values for Primary Caretaker and/or Secondary Caretaker are blank.</p> <p>If the information is available, these fields will pre-fill. Otherwise, they will be blank.</p>
	Person Identifiers	WMS	Converted data includes: <ul style="list-style-type: none"> • Invalid Indicator • Identifier Type to include all established identifiers • Services CIN • The Start Date The validated date from WMS for an established CONNECTIONS person OR Conversion date for a new CONNECTIONS person • End Date • Comments: "Conversion Verified"
	Family Services Assign	WMS	WMS Local District worker-Case Manager (On the first day of Conversion, assign a Case Planner.) CCRS "J"=CPS Worker/Monitor VA Worker=Caseworker.
	Case Summary	CCRS and WMS	Workers are populated based on all workers listed in WMS and CCRS.

CONNECTIONS Section	CONNECTIONS Field	Converted From	Converted Data
			<p>FSS/CWS to the FSS/CCR.</p> <ol style="list-style-type: none"> 6. Demographic data is copied from the FSS/CWS to the FSS/CCR for the selected child. 7. The current CID from the FSS/CWS is copied to the FSS/CCR. 8. The child is end-dated in the FSS/CWS and a start date is applied to the child in the FSS/CCR.
FSS	Date of Placement Date of Court Order		<p>For an FSS created by Conversion, these dates are blank and cannot be modified.</p>

Appendix B: CCRS Coding

Current CCRS PPG	New CONNECTIONS PPG
01 Discharge to Parents	1a – Return to Parent [Parent]
	1b – Return to Parent [Non-Parent Caregiver]
04 Discharge to Adoption	2a – Placement for Adoption [Upon filing Petition to Terminate Parental Rights]
	2b – Placement for Adoption [Upon Voluntary Surrender]
02 Discharge to Primary Resource Person	3a – Referral for Legal Guardianship/Custody [Relative]
	3b – Referral for Legal Guardianship/Custody [Non-Relative]
12 Discharge to Relative	4 – Placement with a fit and willing Relative [Non-Guardianship/Non-Custodian]
03 Discharge to Independent Living	5a – Place in another planned living arrangement [Discharge to Independent Living] <i>Note: May use only if the social services district has documented a compelling reason why goals 1-4 would not be in the child's best interest.</i>
10 Independent Living Unaccompanied Refugee Only	5b – Place in another planned living arrangement [Independent Living – Unaccompanied Refugee Only] <i>Note: May use only if the social services district has documented a compelling reason why goals 1-4 would not be in the child's best interest.</i>
05 Discharge to Adult Residential Care	5c – Place in another planned living arrangement [Discharge to Adult Residential Care] <i>Note: May use only if the social services district has documented a compelling reason why goals 1-4 would not be in the child's best interest.</i>
06 Prevent Placement	6 – Prevent Placement
07 Prevent Return to Placement	7 – Prevent Return to Placement
11 Protect Child	8 – Protect Child

Appendix C: Monthly Discrepancy Report

CFC32000 CONNECTIONS - WMS DISCREPANCY REPORT

District/Agency: Franklin
 Borough(NYC only) :
 Unit Zone(NYC only)
 Unit : 002
 Worker Name: Ward, Maureen

FSS with No Matching WMS

Case ID	Stage Name	Date Stage Start	WMS Status	App Reg #/Version #
23000000	Adams, Joan.	03/12/04	App Reg	124246/01
23100000	Madison, Dolly	02/02/04	NONE	
23200000	Payne, Thomas	03/22/03	App Reg	452222/02
23300000	Washington, Martha	02/09/03	App Reg	457211/01

FSS Closed – WMS Case Open

Case ID	Stage Name	Date Stage Closed	WMS CASE #
23000000	Todd, Mary	03/30/04	S987654321
23400000	Roosevelt, Eleanor	02/28/04	S876543219
23500000	Thatcher, M	03/01/03	S765432198
23600000	Ghandi, Indira	02/19/03	S654321987

FSS-WMS Inconsistent Data

Stage ID	TYPE	WMS CASE	PID/CIN CONN/WMS	First Name CONN/WMS	Last Name CONN/WMS	MI	Sex	DOB
25100000	P	S123456789	22302002 - AA12345A	John - John	Smith - Jones	J	M-	12/12/2003
						-	M	-
						J		12/12/2002
	O		CONN: 011/12133/12321		WMS: 012/12111/21211			
25200000	P	S253738389	21133838 – AA35637A	Tamie – Tammy	Barkley - Jordan	M	F -	05/12/1978
						-	F	-
						M		05/12/1978
	P		21227277 – NONE (ADD)	George -	Barkley -	K	M	12/03/2003
25500000	P	S323356789	23432202 - AZ12345R	Isiah - Isiah	Thomas - Bryant	L	M-	12/12/2003
						-	M	-
						L		12/12/2002
	P		22232202 – AD34245R	Milly - Dolly	Thomas - Bryant	L	F -	01/07/2000
						-	F	-
						L		01/01/2000
	A		CONN: 52 Washington St., Rensselaer, NY 12212		WMS: 122 Main St., Troy, NY 121222			

Key : P – Person O – Office/Unit/Worker A – Address