

~ The CONNECTIONS WEEKLY ~
October 12 - 19, 2007



The Build 18.9.3 Implementation Checklist...

Are you prepared to be implementing the functionality that was rolled out with Build 18.9.3? In order to measure your agencies readiness we have developed the *Build 18.9.3 Implementation Checklist!* The checklist can be used by both local district and voluntary agency personnel to “double check” and make sure that the modifications contained in the Build are being implemented correctly within their agency. The checklist asks questions like:

- Have staff been oriented as to the Build’s key features, including how to access CPS stages through implied role functionality in CONNECTIONS?
- Have plans been made to make the Build 18.9.3 Job Aid available to all staff who might be affected by this Build? (Note: The Job Aid is available on the CONNECTIONS website)
- Have Agency staff received instructions for the actions they need to take when they receive an Alert of a new CPS Report on a case on which they are working?

For your reference, the checklist is posted to the CONNECTIONS website on both the Home and Implementation pages.

System Build 18.9.3 Job Aid – Changes to Access to the Child Protective Investigation via Implied Role in CONNECTIONS...

The Build 18.9.3 Job Aid is currently available and provides workers with information about changes in access to Child Protective Investigation information via an Implied Role in CONNECTIONS. The Build functionality

supports workers in using this access effectively as part of their casework responsibilities. The Job Aid contains information about the following topics:

- Accessing the Child Protective Record Summary (CPRS)
- Staff roles and responsibilities
- Fatality reports

For your reference, the job aid is posted to the CONNECTIONS intranet site on the Step-by-Step/Job Aids/Tips page.

The Administrative Directive: 07-OCFS-ADM-12 - Access to Child Protective Services Investigation Information...

The purposes of this Administrative Directive are the following:

- To identify the modifications made to the CONNECTIONS application that will permit Voluntary Authorized Agency Foster Care/Adoption staff and Contract Preventive Agency staff, who have an appropriately assigned role in a case, to access information maintained in Child Protective Services (CPS) Investigation stages that are “Under Investigation” or “Indicated”.
- To identify existing statutory and regulatory authority for providing access to CPS information.
- To reinforce the mandate for maintaining the confidentiality of the reporter/source of a CPS report.
- To provide policy and practice guidelines for staff who will have the authority to access this information and the commensurate responsibilities for maintaining the confidentiality of such information.

The ADM is posted to the OCFS intranet site at the following URL:

http://ocfs.state.nyenet/policies/external/OCFS_2007/

OCFS Data Warehouse News You Can Use About the NEW Cognos 8 Environment...

The new Cognos 8 environment is now open to all OCFS Data Warehouse users! Cognos 8 is the new OCFS Data Warehouse environment that brings reports and data from the Cognos PowerPlay/Impromptu and Cognos ReportNet environment into one location. The end result is one point of access for all your Data Warehouse needs.

If you have access to PowerPlay/Impromptu and/or ReportNet – you are already set-up for Cognos 8. For information on accessing Cognos 8 and setting-up the OCFS Data Warehouse tab, view the “Quick Reference Guide” for Cognos 8 on the Data Warehouse page of the CONNECTIONS Intranet site: <http://ocfs.state.nyenet/connect/datawarehouse/dwaccess.asp>.

Update: Foster Care Case Recording Training...

This full-day, instructor-led training is intended for new foster care caseworkers and focuses on case recording requirements in CONNECTIONS for Foster Care

workers. Training covers the components in CONNECTIONS that are specifically required for Foster Care workers and includes discussion on programmatic and policy aspects of Foster Care Issues in the Family Assessment and Service Plan, Health Services, Education and Permanency Hearing Reports. Discussion is accompanied by hands-on demonstrations and practice exercises using CONNECTIONS.

This course is intended for new foster care caseworkers. Prior to attending this course, it is highly recommended that all participants attend either the *CONNECTIONS Case Management for Child Welfare Workers Training*, or *CORE*. If you have previously completed Build 18.9 training, you do not have to attend this training.

The training schedule for this course is posted in the Statewide Training Automated Registration System (STARS). The Internet address for the STARS website is: <http://stars.bsc-cdhs.org>. Please note that pre-registration for all courses is required.

General Information System Message - Changes to WMS/CCRS Closing Process for AFCARS Reporting...

The following information is pertinent to local districts only.

*****Please note that this change is being implemented this coming weekend (October 13th) to be effective on October 15th.***

The content of the message is as follows:

WMS-CCRS interface/processing currently may generate CCRS M999 (track closing) activities based on WMS case closing transactions. The M999 activity may serve to include the child, as “discharged”, in OCFS’ periodic AFCARS reporting. In order to insure that CCRS discharge reasons used in Federal AFCARS reporting reflect the actual destination of children discharged from Foster Care, the following changes have been made to WMS/CCRS processing, effective 10/15/07.

If WMS closing reason =

- 535 – Death
- 553 - Case Number Incorrect
- 570 - Return to Natural Parent
- 571 - Release to Relative
- 572 - Release to Primary Resource Person
- 573 - Adoption Subsidized
- 574 - Adoption Not Subsidized
- 575 - Release to Own Responsibility
- 576 - To Enter Adult Mental Institution
- 577 - To Enter Child Mental Institution
- 578 - To Enter Penal/Correction Institution
- 579 - To Enter Adult Job Training
- 580 - To Enter Military

- 581 - Adulthood Attained
- 582 - To Enter OCFS Facility
- 583 - Absent Without Leave
- 584 - To Enter Dept. of Mental Health Facility
 - And child status in CCRS = 04 (In Care), 06 (Absent), 07 (Trail Discharge)
 - Then generate M999 with WMS reason in MOD B.

If WMS closing reason =

- 500 - Service Not Needed (Goal Achieved)
- 502 - End of Court Ordered Services
- 507 - Programmatically Ineligible
- 537 - Moved Out of District
- 540 - Agency Cannot Locate Client
- 550 - Client Request
- 552 - Services No Longer Needed (Goal Not Achieved)
- 585 - Administrative Action
 - And child status in CCRS = 01 (Tracked), 08 (Discharged)
 - Then generate M999 with WMS reason in MOD B.

Other WMS closing reasons will have no effect on the CCRS case. Thus, where the WMS case is closed with 500, 502, 507, 537, 540, 550, 552, 585 and the child status in CCRS is 04 (In Care), 06 (Absent) or 07 (Trial Discharge), the CCRS case must be closed manually. Additionally, a new “track closing” reason is now available for use in processing freed for adoption circumstances. A new code **590 – Not discharged, freed for adoption** is reportable **only** with M999 and **only** if the child is in status 04 (In Care), 06 (Absent) or 07 (Trial Discharge). Related **new** error message is: 751- REASON FOR DISCHARGE INVALID FOR ACTIVITY CODE.

New Postings to the CONNECTIONS Intranet...

The following document(s) were recently posted to the CONNECTIONS intranet website:

- The CONNECTIONS Weekly
- System Build 18.9.3 Job Aid – Changes to Access to the Child Protective Investigation via Implied Role in CONNECTIONS...
- The Build 18.9.3 Implementation Checklist

Weekly System Maintenance...

CONNECTIONS Application Downtime...

- **Wednesday, 10/10/07** from 5:00 AM – 7:00 AM
- **Friday, 10/12/07** from 5:00 AM – 7:00 AM
- **Wednesday, 10/17/07** from 5:00 AM – 7:00 AM