

*~ The CONNECTIONS WEEKLY ~*  
*October 19 - 26, 2007*



Fall Splendor



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***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/](http://ocfs.state.nyenet/policies/external/OCFS_2007/)

***A Text Tool Change...***

We are pleased to be able to report that the modification described below was designed and crafted as a result of user request.

Recently, we have heard from a number of users about the ‘readability’ of the font within the application. Users had identified that the font size was not “reader friendly”. As a result of extensive discussion within the project, and a collaborative effort on the part of the design, development and implementation teams, we are pleased to present a solution to this issue that will be implemented within the normal maintenance (downtime) window on Wednesday, October 24<sup>th</sup>.

A description of the enhancement follows.

- The zoom combo box will contain a drop down list of choices from 10 – 400 in intervals of 5 up to 150%. From 150% - 400% intervals will be in 25% increments.
- The user can type in any desired value in the Zoom combo box within 10 – 400 and press the Enter key, Tab key or click in the text area of the control with the mouse to have the value take effect.
- If an invalid value or no value is entered, a message box will display, “Zoom value must be between 10% and 400%”
- The default zoom setting on all narratives is 104%

If the text does not fit horizontally within the text tool narrative, a horizontal scroll bar will appear.

This solution allows the user control of the font size, thus enhancing the ‘readability’ of the application text.

### ***OCFS Data Warehouse News ... More Info About Cognos 8...***

The **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 DW Access page of the CONNECTIONS intranet site: <http://ocfs.state.nyenet/connect/datawarehouse/dwaccess.asp>.

### ***The Foster Care Roster...***

The **Foster Care Roster** is a new predefined report, which provides local districts and regional office staff with a list of children currently in the care and custody of the Local Department of Social Services. You must be a Data Warehouse user to access this report:

1. Use the Quick Reference Guide (see above) to access Cognos 8 and get to the OCFS Data Warehouse tab.
2. Click on Child Welfare Services Reports.
3. Click on Foster Care Roster.
4. Follow the prompts to run the report by District or Region.

Please contact the Data Warehouse Team at [data.warehouse@ocfs.state.ny.us](mailto:data.warehouse@ocfs.state.ny.us) with any questions you might have on any of the above, or other topics related to the Data Warehouse.

## ***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 13<sup>th</sup>) to be effective on October 15<sup>th</sup>.***

*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
- Updated OCFS Data Warehouse Pre-defined User Reports List

### ***Weekly System Maintenance...***

#### ***CONNECTIONS Application Downtime...***

- **Wednesday, 10/24/07** from 5:00 AM – 7:00 AM
- **Friday, 10/26/07** from 5:00 AM – 7:00 AM
- **Wednesday, 10/31/07** from 5:00 AM – 7:00 AM