

THE CONNECTIONS WEEKLY

March 28 – April 4, 2008



Investigation Conclusion Template Post Build 18.9.6 Functionality...

Since Build 18.9.6, there have been multiple instances of the Investigation Conclusion Narrative for an open investigation being uneditable. This is happening because, prior to the build, the template was unprotected and individuals could copy and paste anywhere within the template. With the implementation of the build, protection was re-established to prevent errors in the copying and pasting within the template, and to protect the standard, legal text within the document.

It has been determined that if a user copied and pasted into the template over a Section Break (Continuous), the worker replaced the break with the pasted information. When the document protection was re-established, all of the pasted sections behave as protected, i.e. preventing any modification or editing of the prior entry.

The workaround...

If the worker places the cursor in section C and pastes, the narrative will lock. If however, the worker places the cursor in Section C, presses the space bar (inserts a space) and then pastes (leaving the space) the narrative is available for editing.

Our recommendation is to avoid copy and pasting into the Investigation Conclusion Narrative, Section C, unless the worker follows the workaround described above.

At present, instances of uneditable templates are being fixed as they are reported. The fix involves deleting the saved narrative and presenting the worker with a blank post-Build 18.9.6 template, the next time they access the Narrative. The worker is then able to re-enter the narrative in the appropriate section.

Please note: These fixes can only occur while the stage is open. The stage cannot be Pending Approval or closed. Please contact either the Enterprise Help Desk or ocfs.sm.conn_app@ocfs.state.ny.us if someone in your district experiences this issue.

OCFS Data Warehouse Quarterly News and Notes - March 2008...

The Data Warehouse News and Notes for the first quarter of 2008 has been posted to the CONNECTIONS Data Warehouse News & Notes page. This quarters issue contains a write up of the new Casework Contact Summary Reports along with some new refresh procedures.

Due to the many recent changes in the Data Warehouse team, we ask that all correspondence be sent to the data.warehouse@ocfs.state.ny.us mailbox to receive our prompt attention.

Closing Adoption Cases Guide...

An updated version of the Guide, dated 3/14/08, is posted to the CONNECTIONS intranet. The Guide defines the steps that are necessary to close an adoption case both in the CONNECTIONS system as well as in WMS. This Guide was created because a need was expressed, from the caseworker community, regarding how these two systems intersect relative to the closing process. We have several members of the Implementation team, namely Janet Parry and Kim Bowler-Ciezkowski, who worked in collaboration with staff from the Information Technology, Policy and Adoption Divisions, to finalize this Guide. Thank you to all for recognizing a need and being able to provide definition and direction!

Job Aid: CONNECTIONS System Build 18.9.6 Job Aid - Functionality for All Users of CONNECTIONS...

This is the third job aid in support of the implementation of the new Build 18.9.6 functionality and provides the caseworker with a detailed overview of the CONNECTIONS system and the enhancements that were introduced in the Build. The job aid contains information about modifications in the following areas:

- Foster and Adoptive Home Development (FAD)
- Out of State SCR Check Window
- Family Assessment and Service Plans (FAPSs) - including the Service Plan Review
- Life Skills Assessment Comments Window
- Health Services
- Permanency
- Progress Notes
- Security

For your reference, the job aid, along with the other two job aids that support the new functionality, is posted to the CONNECTIONS intranet site on the Step-by-Step/Job Aids/Tips page.

GIS Message - GIS #08 - 004; Bridges to Health Waivers (B2H) for Children in Foster Care...The following information pertains to Local Districts only.

Please note that the effective date of this message is: January 1, 2008

This GIS message was communicated to Directors of Services, Medicaid Supervisors, Foster Care Supervisors on March 18, 2008. The purpose of this message was to inform Local Social Service Districts (LDSS) that the New York State Department of Health (DOH) and the Office of Children and Family Services (OCFS) are authorized by the federal Centers for Medicaid and Medicare Services to implement a new Medicaid program, "Bridges to Health" (B2H) for children in foster care up to 21 years of age, beginning January 1, 2008.

B2H will provide community based services to children who are in the care and custody of a LDSS or OCFS and who have significant mental health care needs, developmental disabilities or medical fragility and who require an institutional level of care.

Administered as three separate targeted 1915(c) Medicaid waivers, the program will be phased in over a three year period, with a total 3,305 participant slots distributed between the three waivers by the year 2010: 2,688 serious emotional disturbance (B2H/SED); 541 developmentally disabled (B2H/DD); 76 slots medically fragile (B2H/MedF).

The services listed below will be available to participants in each waiver. Detailed descriptions can be found in the B2H Program Manual that is available on the OCFS website at <http://www.ocfs.state.ny.us/main/b2h>.

- Health Care Integration
- Skill building
- Family care giver supports and services
- Day habilitation
- Prevocational services
- Supported employment
- Planned respite
- Special needs community advocacy and support
- Crisis avoidance management and training
- Immediate crisis response services
- Intensive in-home supports
- Crisis respite
- Accessibility modifications
- Adaptive and assistive equipment

Initially, children must be in foster care and categorically eligible for Medicaid to be considered for enrollment in the B2H waivers. B2H participants who are discharged from foster care may remain in the B2H waiver if they meet the waiver and Medicaid eligibility criteria. If after foster care discharge the child is in receipt of Temporary Assistance or Medicaid in a family case, Medicaid coverage should be maintained through that family case. If there is no Temporary Assistance or Medicaid family case, or if the family case closes, a B2H participant who has been discharged from foster care will have her/his Medicaid eligibility determined based on a household of one, and her/his own income and resources will be compared to the Medically Needy level. If a child's income and/or resources exceed the Medically Needy level, s/he may spend down. Either ADC-related budgeting or SSI-related budgeting may be used, whichever is most beneficial to the child. However, if SSI-related budgeting is used, a disability review must be completed. Medicaid and waiver eligibility must be renewed annually.

The LDSS will approve children for a B2H waiver based on their qualifying diagnosis. Each B2H waiver will be identified by separate restriction/exception (R/E) codes: • SED - R/E code 72; • DD - R/E code 73; • MedF - R/E code 74. Districts must enter the appropriate R/E code for each B2H participant as Medicaid claim payments will be made only for those with appropriately assigned codes. Training for specific claim procedures will be scheduled upon provider request.

The three year phase-in plan is designed to permit steady development of the needed administrative and service infrastructure for the waiver program, including the Health Care Integration Agencies (HCIA) and Waiver Service Provider (WSP) networks. The

HCIA's are voluntary child care agencies responsible for the operational and administrative functions of the B2H waivers. The WSP networks will operate throughout the State to ensure the delivery of comparable B2H services—regardless of the location of a child's residence. Details regarding the phase-in plan, and other information regarding the program, are posted on the OCFS website at the above mentioned address.

The existing OCFS regions form the basis for the B2H regional designations. The B2H and OCFS regional designations are identical, with one exception: OCFS Region V is divided into the Lower Hudson Valley and Long Island B2H regions. Please refer to the website above for specific information regarding the OCFS and B2H regions.

OCFS will notify LDSS staff of upcoming training on administering the B2H program through the Statewide Training Automated Registration System (STARS). Topics will include B2H eligibility determination, data system entry and program monitoring. In addition, detailed information regarding the B2H program, including the phase-in plan, B2H eligibility determination rules and billing instructions, can be found in the B2H Program Manual posted on the OCFS website at the above mentioned address.

Contact Persons:

- Department of Health: Priscilla Smith (518) 486-6562
- Office of Children and Family Services: Mimi Weber (518) 408-4064

GIS messages are available in Public Folders at the following path:

*All Public Folders/dfa.state.ny.us/OCFS/TSU/ ***Services systems Reference Documents/ GIS (system change notices)*

[New Postings to the CONNECTIONS Intranet...](#)

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

- *The CONNECTIONS Weekly for the week of March 28, 2008*
- *OCFS Data Warehouse News and Notes March 2008*

[Weekly System Maintenance...](#)

Due to regularly scheduled system maintenance, the CONNECTIONS application will not be available on...

- [Friday, 3/28/08](#) from 5:00 AM - 7:00 AM
- [Wednesday, 4/2/08](#) from 5:00 AM - 7:00 AM
- [Friday, 4/4/08](#) from 5:00 AM - 7:00 AM