



..CONNECTIONS NEWS..

for the week of February 27 - March 6, 2009

Developing a more caseworker centric system

CONNECTIONS Intranet site: <http://ocfs.state.nyenet/connect/>

FEATURED IN THIS EDITION

"Info to Know" for Caseworkers

- ****UPDATE** **ALERT**** *OCI Monthly Report Series for January 2009 ...pg. 1 ... more*

General "Info to Know"

- *Records Retention Report Recipient Update ...pg. 2 ... more*
- *The Preview Environment ...pg. 2 ... more*
- *Two New Links for the Training Schedule ... pg. 3 ... more*
- *OCFS Data Warehouse - Updated Postings ...pg. 3 ... more*
- *General Information System Message (09-004) WMS Services Edits in Retro Eligibility Processing ...pg. 4 ... more*
- *General Information System Message (09-003) WMS Services Edits on Sex and Other Name ...pg. 5 ... more*
- *NEW Postings to the CONNECTIONS Intranet ... pg. 6 ... more*
- *Weekly System Maintenance ... pg. 6 ... more*

****Please note the additional 1 hour of application downtime on 3/6/09. The application will not be available from 4AM - 7AM.**

"Info to Know" for Caseworkers



****UPDATE** *ALERT**** *OCI Monthly Report Series for January 2009*

Please note that this piece was in the previous edition of the CONNECTIONS NEWS.

The January 2009 OCI Monthly Report Series (the Monthly Management Report, the Monthly Management Summary Report and the Statewide Totals Report) was re-run on Wednesday 2/18/09. It should be noted that this run used the existing code that reflects

caseloads as of the end of the month, but picks up work completed between the last day of the month and the report run date. Thus, Safety Assessments and Investigation Conclusions due/overdue in January but completed/approved between 1/31 and 2/17 are not reflected in overdue totals. This older report code was to be modified (SIR 4059) to reflect both workload and overdue work as of the end of the month, however the implementation of the modified code was unsuccessful. We are currently testing the new code, and anticipate using the new code for the February reports which will run on March 6, 2009.

In the interim, because the overdue totals for January are under counted, we suggest that you refer to the following Data Warehouse Reports for this data:

- **Overdue Reports...** Provides detail on CPS reports that are currently overdue and/or overdue as of the date entered at the prompt.
- **Safety Assessments Overdue...** Provides a detailed list of Safety Assessments that were approved more than 7 days after the Intake Start Date for a particular month and year.

If you have any questions related to this communication we ask that you contact your regional CONNECTIONS Implementation staff.

General "Info to Know"



Records Retention Report Recipient Update

*****Please note that this piece pertains to local districts only.***

On February 23rd we sent a communication to Directors of Service and local district Record Retention Report recipients letting them know that we are in the process of updating the distribution list of individuals who receive the Records Retention report at the local level. To this end, we identified the names of individuals in each district to whom the report is currently sent. We asked that the list of individuals be reviewed and a reply to the email was requested by Friday, March 6th, **only** if changes (delete or add names) to the list were necessary.

If your district did not receive the email please contact either Donna Cramer (Donna.Cramer@ocfs.stste.ny.us) or Jeannie Hoag (Jeannie.Hoag@ocfs.state.ny.us).

"PREVIEW"

The Preview Environment

In an effort to be more efficient in the extension and use of our resources, we have taken a historical look at the use of the Preview environment. In light of the lessening demand for this tool, we made the decision to discontinue the use of the Preview

environment as of Friday, February 20th, but instead, replace it with an ability to work within the Training environment. Last week we sent a communication to local district Directors of Service and CONNECTIONS Implementation Coordinators further explaining this decision. If you would like more information, we refer you to either your Director of Services or your agency Implementation Coordinator.



Training Information

Two New Links Now Available on the CONNECTIONS Intranet for Searching the Upcoming Training Schedule

Please note that this piece was in the previous edition of the CONNECTIONS NEWS.

There are now two links available on the Training page of the CONNECTIONS intranet site so that you can search the list of upcoming trainings. Just go to the Training page, click on the Training Schedule link, or use the following link:
<http://ocfs.state.nynet/connect/training/schedule.asp>

One link is for local district staff to search upcoming trainings pertinent to them and the other is for Voluntary Agencies to search upcoming trainings that are pertinent to them. There are tips on what to select on the search menu also on the web page. In addition, there is now a link for contact information for Technical Support for STARS (Statewide Training Automated Registration System).



OCFS Data Warehouse Info - Updated Postings

Please note that this piece was in the previous edition of the CONNECTIONS NEWS.

Two Data Warehouse documents have been updated and posted to the CONNECTIONS intranet site. They are the Children Served With Missing Clinical Diagnosis Data Definitions:

<http://ocfs.state.nynet/connect/datawarehouse/Children%20Served%20with%20Missing%20Clinical%20Diagnosis1.doc>

and the Children Served With Missing Clinical Diagnosis FAQs:

<http://ocfs.state.nynet/connect/datawarehouse/Children%20with%20Missing%20Diagnosis%20II%20FAQ.doc>.

Both documents are posted to the OCFS Data Warehouse page of the site. The FAQ document answers questions like:

Question: “Why do children who do not have a CONNECTIONS Program Choice of “Placement” appear on the report?”

Answer: The AFCARS population is defined from information in CCRS, which remains the system of record for placement. The CONNECTIONS Program Choice is not considered.



General Information System (09-004)

WMS Services Edits in Retro Eligibility Processing

** The information below pertains to local districts only.

TO: Directors of Services

FROM: Paul Gavry

SUGGESTED DISTRIBUTION: Directors of Services, Services Caseworkers and Supervisors, Data Entry Operators

SUBJECT: WMS Services Edits in Retro Eligibility Processing

EFFECTIVE DATE: February 23, 2009

CONTACT: OCFS-IT Customer Support at 1-800-342-3727

The purpose of this General Information System (GIS) message is to provide local departments of social services (LDSS) with information regarding edit changes affecting Retro Eligibility processing using WMS screen WSURET.

Changes to Retro Eligibility Processing (WSURET)

GIS 08-#006, issued July 1, 2008, advised that WMS Retroactive Eligibility processing (screen WSURET) lacked appropriate age edits when Title IV-E eligibility (EL Code 02) was used.

No Foster Care payments may be claimed as Title IV-E if the child is the 19 year of age or older or is 18 years of age and is not expected to graduate from secondary school before their 19th birthday. Children are also not IV-E eligible if they are 18 years of age and have already graduated from secondary school.

Adoption Subsidy payments may not be claimed as Title IV-E if the child is 18 years of age or older and is not designated as a Special Needs child.

Effective 2/23/09, WSURET has been modified to calculate the individual's age during the retro "period" and process appropriately by:

- Generating applicable error; 982 - Services 61-75 were purchased for an individual age 19 or older, and the claiming category is 02.
- Generating an advisory if Services 61-75 were purchased for an individual age 18 or older during the effective retro-eligibility period and the claiming category is 02. This advisory will appear on both the WSURET screen at the time of transmittal and on the Retroactive Eligibility Report. The advisory will read "CIN Eligibility is IVE and CIN is 18. Verify that FC CIN was a Student for Retro Eligibility Time Period"
- Generating an advisory if no history of Services purchases are found for the effective retro-eligibility for an individual age 18 or older and the claiming category is 02. This advisory will appear on both the WSURET screen at the time of transmittal and on the Retroactive Eligibility Report. The advisory will read "CIN Eligibility is IVE and CIN between 18 to 21 years old."
- Generating an advisory if Adoption Subsidy Services 01, 49, 52, 53, 54, 55, 77 and 80 were purchased for an individual age 18 or older during the effective retro-eligibility period and the claiming category is 02. This advisory will appear

on both the WSURET screen at the time of transmittal and on the Retroactive Eligibility Report. The advisory will read "CIN Eligibility is IVE and CIN between 18 to 21 years old. Verify that Adoption Subsidy CIN is Special Needs"

The WMS Services error guide has been updated to reflect these changes and is available in Public Folders at the following path:

[All Public Folders/dfa.state.ny.us/OCFS/TSU/ ***Services systems Reference Documents/ WMS Services reference documents](#)

For systems questions, please contact OCFS-IT Customer Support at 1-800-342-3727.

All 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 \(system change notices\)](#)

GIS

General Information System (09-003)

WMS Services Edits on Sex and Other Name

Please note that this piece was in the previous edition of the CONNECTIONS NEWS.

****The information below pertains to local districts only.**

TO: Directors of Services

FROM: Paul Gavry

SUGGESTED DISTRIBUTION: Directors of Services, Services Caseworkers and Supervisors, Data Entry Operators

SUBJECT: WMS Services edits on Sex and Other Name

EFFECTIVE DATE: February 13, 2009

CONTACT: OCFS-IT Customer Support at 1-800-342-3727

The purpose of this General Information System (GIS) message is to provide local departments of social services (LDSS) with information regarding edit changes affecting input of "Other Names" in WMS Services (CT 40) cases.

The January 23, 2009 *WMS/CNS Coordinator letter* issued by OTDA/DOH advised of changes to Application Registration resulting from New York State's acknowledgement of same sex marriages. Specifically, edit 0220 was lifted, allowing use of code M (Maiden name) in the Other Name area on Screen 2 for **both** Male and Female case members. Changes to Services Full Data Entry and Under Care Maintenance edits were also required.

Effective 2/16/09, Services transactions WSEWK2 and WSUWK1 will allow input of "Other Name" with "Other Name Code" = M (Maiden) when the individual's sex = M (Male).

This change will eliminate current error: "914 - WHEN OTHER NAME CODE IS M, SEX MUST BE F"

The WMS Services error guide has been updated to reflect these changes and is available in Public Folders at the following path:

*All Public Folders/dfa.state.ny.us/OCFS/TSU/ ***Services Systems Reference Documents/ WMS Services reference documents*

For systems questions, please contact OCFS-IT Customer Support at 1-800-342-3727.

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

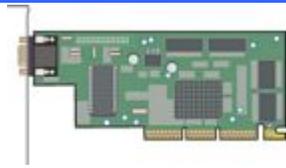
*All Public Folders/dfa.state.ny.us/OCFS/TSU/ ***Services Systems Reference Documents/ GIS (system change notices)*



NEW Postings to the CONNECTIONS Intranet

The following documents were recently posted to the CONNECTIONS intranet website:

- **...CONNECTIONS NEWS...**
<http://ocfs.state.nyenet/connect/>



Weekly System Maintenance

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

****Please note the additional 1 hour of application downtime on 3/6/09. The extra hour is required for routine system maintenance.**

- **Wednesday, 3/4/09** from 5:00 AM - 7:00 AM
- ****Friday, 3/6/09** from 4:00 AM - 7:00 AM



Office of
Children & Family
Services
Gladys Carrión, Esq.
Commissioner