

..CONNECTIONS NEWS..

for the week of April 22 - 29, 2011

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

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"Info to Know" for Caseworkers



CONNECTIONS Transformation Training

As you may be aware, we have begun to forward communication regarding the training that has been designed for the CONNECTIONS Transformation. The communications have been sent to local district and voluntary agency Staff Development Coordinators, CONNECTIONS Implementation Coordinators as well as Directors of Service for the Albany, New York City and Spring Valley regions. The following are links to the three communications that have been sent.

Albany Region

<http://ocfs.state.nyenet/connect/training/Transformation%20Training%20Announcemnet%20%20Albany%20Region.pdf>

NYC Region

http://ocfs.state.nyenet/connect/training/Transformation%20Train%20Announ_NYC.PDF

Spring Valley Region

<http://ocfs.state.nyenet/connect/training/Spring%20Valley%20Transformation%20training%20Ann.pdf>



The Records Retention Cycle for April 2011 Has Completed

This piece was in the last edition of the CONNECTIONS NEWS.

On April 13th Records Retention completed for the records that remained in the cycle. At this point we are planning on running the next cycle of records retention beginning on May 9, 2011.



AFCARS Update

This piece was in the last edition of the CONNECTIONS NEWS.

The AFCARS reporting period October 2010 - March 2011 is ending, please make AFCARS related entries by **April 22nd**. It is important that local district and voluntary agency staff make timely updates to the AFCARS information in order for accurate Federal reporting.

AFCARS information includes the following:

AFCARS information from the Placement Information Tab, the Removal Information Tab and the Diagnosis on the Clinical Appointment window.

For CCR cases:

The AFCARS Adoption Information window accessed from the Adoption Finalization window.

The CONNECTIONS Tip Sheet for Recording AFCARS data can be found on the CONNECTIONS intranet on the Step-by-Step/Job Aids/Tip Sheets page, or via the following link:

<http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Recording%20AFCARS%20Data%20v4.pdf>

General "Info to Know"



Upgrade to Microsoft Office 2007 in Onondaga County This Weekend

OFT and IT will be pushing Microsoft Office 2007 to Onondaga County this weekend. We will continue to work with OTDA and move forward to the counties that have not yet received the Office 2007 upgrade. If there are locations that either would like to have their sites upgraded sooner rather than later, or would like to have some PC's upgraded for testing, please send an email to the following mailbox: ocfs.sm.it.office2007.



OFT Customer Care Bulletin 11-CNS-03

CIO/OFT SSLVPN and Client VPN Service Hostname Change

Local District and Voluntary Agency LAN Administrators please note. This bulletin was sent under separate cover to all local district and voluntary agency LAN Admins earlier today.

A new Customer Care Bulletin was issued on April 20, 2011, regarding ***SSLVPN and Client VPN Service Hostname Change***. An *overview* of the content follows:

In accordance with CIO/OFT Enterprise IT Policy NYS-P08-003, CIO/OFT is changing the hostnames for SSLVPN and Client VPN access. These changes will enable customers to more readily recognize an official New York State government entity. For more information about IT Policy NYS-P08-003, please visit CIO/OFT's website at: <http://www.cio.ny.gov/policy/NYS-P08-003.pdf>

For your convenience, a link to the bulletin referenced follows:

<http://ocfs.state.nyenet/connect/oft/CIOOFT%20Bulletin%20SSLVPN%20Service%20Hostname%20Changes%20final.pdf>



OFT Customer Care Bulletin 11-CNS-02

Internet Access: Firefox Browser Configuration

Local District and Voluntary Agency LAN Administrators please note. This bulletin was sent under separate cover to all local district and voluntary agency LAN Admins earlier today.

A new Customer Care Bulletin was issued on April 8, 2011, regarding ***Internet Access: Firefox Browser Configuration***. An *overview* of the content follows:

Accessing secure (HTTPS) websites requires Zscaler certificates to be imported into your browser. The certificates were pushed to Microsoft's Internet Explorer via Group Policy, but Mozilla Firefox has a separate certificate store. Users who use Firefox for Internet browsing must manually import certificates into Firefox. For your convenience, the bulletin referenced is attached below.



Internet Access -
Firefox Browser Conf



NEW KinGap Booklet for Relatives

- ***Know Your Permanency Options: The Kinship Guardianship Assistance Program (KinGAP) -***

This piece was in the last edition of the CONNECTIONS NEWS.

We are pleased to announce that the KinGAP booklet for Relatives, entitled ***Know Your Permanency Options: The Kinship Guardianship Assistance Program (KinGAP)*** is now posted on our new KinGAP page of the OCFS Internet.

The link to the booklet is posted below:
<http://www.ocfs.state.ny.us/kinship/kingap.asp>

Please refer to 11-OCFS-ADM-03 for instructions on use and dissemination.

NEW ADM Kinship Guardian Assistance Program (11-OCFS-ADM-03)

This piece was in the last edition of the CONNECTIONS NEWS.

A NEW Administrative Directive Memorandum (ADM): ***Kinship Guardian Assistance Program*** (11-OCFS-ADM-03) was issued on April 1, 2011.

The purpose of this Administrative Directive (ADM) is to provide comprehensive information and guidance to social services districts and voluntary authorized agencies about the Kinship Guardianship Assistance Program (KinGAP). KinGAP is a new program in New York State which goes into effect on April 1, 2011. It is designed to provide a monthly payment and other benefits to qualified relative guardians of foster children who have been discharged from foster care.

For a copy of the ADM click on the link below:
[http://www.ocfs.state.ny.us/main/policies/external/OCFS_2011/ADMs/11-OCFS-ADM-03%20Kinship%20Guardianship%20Assistance%20Program%20\(KinGAP\).pdf](http://www.ocfs.state.ny.us/main/policies/external/OCFS_2011/ADMs/11-OCFS-ADM-03%20Kinship%20Guardianship%20Assistance%20Program%20(KinGAP).pdf)

This and other OCFS policies can be accessed via the following link:
<http://ocfs.state.nyenet/policies/external/>

NEW GIS Message: WMS Services (Case Type 40) and CCRS Changes Supporting KinGAP (#11-005)

This piece was in the last edition of the CONNECTIONS NEWS.

GIS #: 11-005

Effective Date: 4/4/11

TO: Directors of Services

FROM: Paul Gavry

SUGGESTED DISTRIBUTION: Casework Supervisors, Caseworkers and Data Entry Operators, Accounting Staff

CONTACT: AppHelp mailbox: ocfs.sm.conn_app@ocfs.state.ny.us or OCFS IT Operations at 1-800-342-3727

As described in [11-OCFS-ADM-03](#), issued April 1, 2011, KinGAP is a new program in New York State which goes into effect on April 1, 2011. It is designed to provide a monthly payment and other benefits to qualified relative guardians of foster children who have been discharged from foster care.

The following system changes have been implemented to support KinGAP.

General Processing

Children placed with relative guardians with kinship guardianship assistance will be reported as discharged from foster care in CCRS. Direct service and payment authorization in WMS will be similar to adoption subsidy case processing, i.e., a new WMS case (child is to retain same CIN) will be opened with no associated CONNECTIONS component. The child should be end-dated in the CONNECTIONS case, if other children remain tracked in the case, or the CONNECTIONS case should be closed, if no children remain tracked.

WMS

Kinship guardianship assistance cases are to be opened directly in WMS. There is no CONNECTIONS services case component for kinship guardianship assistance cases.

If WMS is closing, then it must be closed separately from the CCRS closing (see below), using existing codes.

- **Release to Relative** - code 571;
- For children who are freed for adoption and the relative has been appointed as a "Permanent Guardian," use **Discharge to Permanent Guardian** - code 591.

The CCRS discharge must be reported before the WMS closing.

Direct Services (DIR)

The following *new* DIR code is to be used for kinship guardianship assistance cases.

- **KG Kinship-Guardianship**
 - KG cannot be authorized simultaneously with 01 - Adoption Service, 08 - Foster Care-Children, 17 - Protective-Children, 25 - Preventive-Children (Mandated), 26 - Preventive-Children (Non-Mandated), or IL - Independent Living.
 - **Error 520** - *DIR "KG" CANNOT OCCUR WITH DIR "01" "08" "IL" "17" "25" "26"*
 - Allowed suffix codes are F-FNP and N-NR
 - **Error 314** - *ENTER CORRECT SVC TYP SUFFIX CODE FOR THIS SERVICE*
 - Services Goal must be 01 - Self Support.
 - **Error code 521**- *DIR "KG" MUST HAVE GOAL OF "01"*

Purchase of Service (POS)

Four *new* POS codes have been developed for kinship guardianship assistance cases requiring a DIR of KG:

- **KG** - Kinship Guardianship Regular Service and Maintenance
 - KG POS lines must be written with a “C” (as contracted) in the “AMT” field
 - **Error 528-** *POS CODE "KG" MUST HAVE AMT OF "C"*
 - KG POS lines cannot be written to the same provider with overlapping dates
 - **Error 532-** *POS "KG" CAN NOT HAVE SAME PROVIDER WITH OVERLAPING DATES*
 - KG POS lines may be written as recurring or single issue
 - KG POS lines may be written with suffix codes of F or N
 - The displayed mnemonic for KG is “KGSVCMNT”

- **K1** - Kinship Guardianship Non-Recurring Expense
 - K1 POS lines may be written with either a “C” or a dollar amount in the “AMT” field
 - K1 POS lines must be written as single issue or emergency only
 - **Error 529-** *POS CODE "K1" MUST HAVE PERIOD ENTRY OF "S" OR "E"*
 - K1 POS lines cannot have an entry in Maximum Time field
 - **Error 530-** *POS CODE "K1" MAY NOT HAVE AN ENTRY IN MAX TIME*
 - K1 POS lines may be written with suffix codes of F or N
 - K1 POS lines must have numeric check number when period is “E” (Emergency)
 - **Error 534-** *K1 K2 K3 MUST HAVE NUMERIC CHECK NUMBER WHEN PERIOD IS "E"*
 - The displayed mnemonic for K1 is “KGNR-EXP”

- **K2** - Kinship Guardianship Additional Per Diem
 - K2 POS lines may be written with either a “C” or a dollar amount in the “AMT” field
 - K2 POS lines may be written as recurring or single issue
 - K2 POS lines may be written with suffix codes of F or N
 - K2 POS lines must have numeric check number when period is “E” (Emergency)
 - **Error 534-** *K1 K2 K3 MUST HAVE NUMERIC CHECK NUMBER WHEN PERIOD IS "E"*
 - The displayed mnemonic for K2 is “KGAD-PDM”

- **K3** - Kinship Guardianship Fair Hearing
 - K3 POS lines may be written with either a “C” or a dollar amount in the “AMT” field
 - K3 POS lines may be written as recurring or single issue
 - K3 POS lines may be written with suffix codes of F or N
 - K3 POS lines must have numeric check number when period is “E” (Emergency)

- **Error 534-** *K1 K2 K3 MUST HAVE NUMERIC CHECK NUMBER WHEN PERIOD IS "E"*
- The displayed mnemonic for K3 is "KG-HEAR"

The following edits/error messages apply to all of the above **new** Kinship-Guardianship POS codes:

- KG required as DIR
 - **Error 522-** *POS "KG" "K1" "K2" "K3" MUST HAVE DIR "KG"*
- Allowable suffix codes are F-FNP and N-NR. DIR KG must also have the same suffix code.
 - **Error 523-** *POS KG K1 K2 K3 WITH SUFFIX REQUIRES DIR "KG" WITH SUFFIX*
- New Kinship-Guardianship POS codes cannot be written with a POS "from" date earlier than April 1, 2011.
 - **Error 531-** *POS "KG" "K1" "K2" "K3" FROM DATE IS BEFORE APRIL 1, 2011*
- Eligibility codes 01-Pending IVE and 04-EAF are not allowed as entries in the "ELIG" field when the POS code is = KG, K1, K2 or K3
 - **Error 524-** *ELIG "01" AND "04" NOT ALLOWED FOR POS CODES "KG" "K1" "K2" AND "K3"*
- New Kinship-Guardianship POS codes must have Method of Provision (MOP) "3" (POS Private)
 - **Error 525-** *POS CODES "KG" "K1" "K2" "K3" MUST HAVE MOP OF "3"*
- New Kinship-Guardianship POS codes cannot have Associated Name Code
 - **Error 526-** *POS CODES "KG" "K1" "K2" "K3" MAY NOT HAVE ASSOC NAME CODE*
- New Kinship-Guardianship POS codes cannot have LOD code
 - **Error 527-** *POS CODES "KG" "K1" "K2" "K3" MAY NOT HAVE LOD CODE*
- New Kinship-Guardianship POS codes must have a dollar amount when period is "E" (Emergency Payment)
 - **Error 533 -** *POS KG, K1, K2 AND K3 MUST HAVE DOLLAR AMOUNT WHEN PERIOD IS "E"*

The following **already existent** POS codes are allowable for Kinship-Guardianship cases when the DIR is KG:

- 84 - Independent Living
- 85 - Vocational Skills
- 87 - Academic Support Services

CCRS

The following **new** CCRS codes should be used to report events related to the kinship guardianship assistance program.

- **MISCELLANEOUS CODES**

- The following codes should be used for tracking Kinship Guardianship *Application processing*.

- K100 - Kinship Guardianship Application Received
 - K200 - Kinship Guardianship Application Denied
 - K100 must be > M910 (current track); child must be In Care/Status 04
 - K200 must be > or = K100 (current track)
 - K300 - Kinship Guardianship Application Accepted
 - This code cannot be data entered. It is system generated when Agreement Signed activity is reported (new L600/25 Legal Activity described below)
- No input of L600/25 will be permitted, if no K100 on file (current track)
 - The L600/25 must be > or = K100 (current track)
 - No input of L600/25 will be permitted, if K200 on file (current track)
 - A Contra of L600/25 will system (automatically) contra a K300
- **LEGAL CODES**
 - The following codes should be used for reporting Guardianship *Legal events/court proceedings*; all are reportable only for children In Care (Status 04) :
 - MODIFIER A: Type of Legal Event **25 - Kinship Guardianship Agreement**
 - Reportable *only* with L600 - Agreement Signed
 - MODIFIER A: Type of Legal Event **26 - Kinship Guardianship Hearing**
 - Reportable with L300 - Hearing Held *only if*.
 - L600/25 exists on child's current CCRS track and L300/26 activity date is > or = L600/25 activity date
 - MODIFIER B, C: Disposition **87 - Letters of Kinship Guardianship Granted**
 - Reportable with L300 - Hearing Held *only if*.
 - MODIFIER A *is not* = 01,02, 09, 11, 12 or 17
 - MODIFIER B, C: Disposition **88 - Direct Custody Transferred to Relative**
 - Reportable with L300 - Hearing Held *only if*.
 - MODIFIER A *is* = 04
 - **MOVEMENT CODES**
 - The following codes should be used for reporting Discharges to Kinship Guardianship:
 - MODIFIER B - Reason for Discharge/Track Closed with M990 - Discharge from Foster Care and M999 - Child's Track Closed:
 - **600 - Kinship Guardianship Discharge with Subsidy**
 - Reportable *only if*: L600/25 And L300 with MODB or MODC = 88 exists on current CCRS track and M990/999 activity date is > or = activity date of MODB or MODC = 88 activity date

Details regarding Medical Assistance / Medical Coverage are included in [11-OCFS-ADM-03](#) (section H) as are details regarding CONNECTIONS processing of KinGAP resources (Facility Type) and BICS Commodity code (19) update.

NYC SERMA

SERMA coverage will cease for KinGAP children with the ending of their Foster Care POS/pay line. They will not be auto-processed for MA coverage on Downstate WMS. If applicable, a separate Medical Assistance case must be opened.

WMS and CCRS Coding Guides and GIS messages can be found at OCFS website:

<http://ocfs.state.nyenet/it/GeneralResources/GeneralResourcesDefault.asp>

For systems questions, please contact the App Help mailbox at ocfs.sm.conn_app@ocfs.state.ny.us or phone OCFS IT Operations at 1-800-342-3727.

This and other OCFS policies can be accessed with the following link:

<http://ocfs.state.nyenet/policies/external/>



“Use of Laptops and Encryption” -- Security Message for the Month of April 2011

In ongoing efforts to make sure OCFS meets NYS Office of Cyber Security requirements for protection of confidential information, we are continuing to request that users verify that their laptop is encrypted. Should you find that your laptop is not encrypted, please contact your LAN Administrator. We also want to remind staff that no confidential information should be put on a device that cannot be encrypted. Please find instructions for verifying if your laptop is encrypted in the attached document.



Use of Laptops and
Encryption_April 2011



NEW Postings to the CONNECTIONS Intranet

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



CONNECTIONS Weekly System Maintenance

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

- [Wednesday, 4/20/11](#) from 5:00 AM - 7:00 AM
- [Friday, 4/22/11](#) from 5:00 AM - 7:00 AM



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