

..CONNECTIONS NEWS..

for the week of March 25 - April 1, 2011

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

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"Info to Know" for Caseworkers



CONNECTIONS Transformation News!!!!

- *Transformation Training Info - Staff Development Coordinators Please Take Note...*
- *Pilot Update*

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

Transformation Training Info - Staff Development Coordinators Please Take Note...

On Tuesday, March 8th a communication (including a letter penned by Sheila Poole, Associate Commissioner, CWCS and William Travis, CIO/Deputy Commissioner, IT) was forwarded to local district and voluntary agency Staff Development Coordinators describing the training plan and modalities that we will be using during the CONNECTIONS Transformation. Included in the communication were several documents that agencies can use in preparation for the Transformation. For your convenience, the letter and attached documents are posted below. Please note that these documents are also posted to the CONNECTIONS intranet website on the Transformation page.

- **Letter**



SDC LETTER
GNED 2011-3-7.pdf.

- **Attached Training Prep Documents** : “Ready, Set, Transform”, “Assessing CONNECTIONS Online Training Courses”, “Creation of LDAP Accounts to Support Training for the CONNECTIONS Transformation”



Ready Set
Transform.pdf



LDAP Training
Space--7-13-10.p...



LDAP Account
Creation-7-27-10-...

Pilot Update

We are pleased to report that the current Pilot is moving along quite well. Several Pilot participants from both the Albany and New York City sites have lauded the transformed application and its' new features, stating that they find it more intuitive and less cumbersome; thus allowing them to access information in a more user friendly manner.

The good news is that on Monday, March 7th several additional local districts and voluntary agency participants joined the Pilot phase of the Transformation. Joining the Pilot were participants from the following local districts: Erie, Tompkins, Monroe, Wayne, Cortland, Lewis, Oneida, Onondaga, Nassau, Suffolk, Rensselaer and Westchester; as well as participants from the following voluntary agencies: Berkshire Farm Center and Services for Youth, Parsons Child and Family Center, Catholic Charities of Buffalo, New Directions Youth and Family Services, MercyFirst and Children's Village. We welcome the new participants and will be assisting them as they begin to work within the transformed application.



UPDATE -- Records Retention Run Cycle

Please note: The next cycle is scheduled to begin to run on April 4th. This cycle will purge stages through 12/20/2011 with a “To Be” date of 3/20/2011.

We are nearing the end of the ‘catch-up phase’ of the Records Retention process. What follows below is the schedule for the Records Retention cycles for the remainder of 2011.

<u>Cycle Number</u>	<u>Run Dates</u>	<u>Period to be purged</u>
9	4/4 - 4/9/11	9/20/2010 -12/20/2010
10	5/9 - 5/13/11	12/20/2010 - 3/20/2011
11	6/20 - 6/24/11	3/20/2011- 5/13/2011
12	9/19 - 9/23/11	5/13/2011- 6/24/2011
13	12/19 -12/23/11	6/24/2011- 9/23/2011

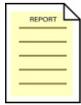
Following these cycles, the Records Retention schedule will be set so that the *cycle will begin on the third Monday* of March, June, September, and December 2011. Each cycle will cover a period of approximately 6 months to 3 months prior to the cycle date and will purge approximately 60K-70K records.

Please note: The next cycle is scheduled to begin to run on April 4th. This cycle will purge stages through 12/20/2011 with a “To Be” date of 3/20/2011.



AFCARS - Children With Missing Diagnosis Reports

The data for the AFCARS Children With Missing Clinical Diagnosis Reports has been refreshed - ‘as of ‘March 17th. This refresh was run to provide timely updates to coincide with the end of the October - March AFCARS reporting period.



AFCARS Update

Timeframes for reporting AFCARS data to the federal government are coming due! 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”

ADM Re-entry Into Foster Care By Former Foster Care Youth Between the Ages of 18 and 21 (11-OCFS-ADM-02)

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

A NEW Administrative Directive Memorandum (ADM): *Re-entry Into Foster Care By Former Foster Care Youth Between the Ages of 18 and 21* (11-OCFS-ADM-02) was issued on March 3, 2011.

The purpose of this Administrative Directive (ADM) is to advise local departments of social services (LDSS) and voluntary authorized agencies of the provisions of Chapter 342 of the Laws of 2010 and related amendments to federal and state law. Chapter 342 permits former foster youth between the ages of 18 and 21 to re-enter foster care under certain circumstances, and requires LDSS to provide notice to a youth transitioning out of care of his or her right to re-enter care. Chapter 342 became effective November 11, 2010.

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-02%20Re-entry%20into%20Foster%20Care%20by%20Former%20Foster%20Care%20Youth%20between%20the%20Ages%20of%2018%20and%2021.pdf

Note that the following GIS message (which was included in a previous CONNECTIONS NEWS edition) relates to the aforementioned ADM.

GIS Message: # 11-001

New CCRS Codes and Related Reporting Procedures for Re-entry of Former Foster Care Youth 18 to 21 Years of Age

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

GIS #: 11-001

Effective Date: 2/8/11

TO: Directors of Services

FROM: Paul Gavry

SUGGESTED DISTRIBUTION: Casework Supervisors, Caseworkers and Data Entry Operators

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

The purpose of this General Information System (GIS) message is to advise local departments of social services (LDSS) that new CCRS legal event codes are available for use regarding re-entry of former foster care youth 18 to 21 years of age. Procedural and related system implications are also described.

These changes stem from provisions of Chapter 342 of the Laws of 2010 and related amendments to federal and state law that permit former foster youth between the ages of 18 and 21 to re-enter foster care under certain circumstances and to provide notice to a youth transitioning out of care of his or her right to re-enter care. Chapter 342 became effective November 11, 2010. An ADM is forthcoming.

CONNECTIONS

Currently, CONNECTIONS does not allow the tracking of a youth 18 years of age or older. Tracking of age 18+ youth will not be available to end users in the near future. CONNECTIONS' processing for this population requires the intervention of OCFS-IT/State staff.

In order to track a former foster care youth 18, 19 or 20 years old, the worker must do the following:

- If there is currently a CONNECTIONS FSS/CWS stage opened and the child is not already part of that stage, add the child to the stage.
- If there is not a CONNECTIONS FSS/CWS opened, create an FSI and stage progress to a FSS/CWS stage. **DO NOT CREATE THE WMS APPLICATION.**
- Send a request to the AppHelp mailbox (ocfs.sm.conn_app@ocfs.state.ny.us) with the following information:
 - Case and Stage ID
 - Child's PID
 - Program Choice (Preventive or Placement) and effective date of Program Choice
 - Permanency Planning Goal (PPG) and effective date of PPG

Once processing has been completed, the worker will be advised to either process the addition of the child to the existing WMS case or create the WMS application and process the WMS case opening

WMS

No system changes have been made to WMS as Preventive Services and Foster Care POS lines can already be authorized up to 21 years of age. However, as Foster Care cases cannot be opened in WMS independent of CONNECTIONS, note CONNECTIONS instructions above.

CCRS

The following new CCRS legal event codes should be used, as appropriate, to report the court proceedings of former (re-entered) foster care youth.

- Type of Legal Event (Modifier A) codes:
 - 22 -Article 10-B 18+ Re-Entry to Foster Care
 - Requires a previous M990 (Child Placement Ended) movement code. The L300 activity date must be greater than the activity date of the M990.
 - Use of Modifier B/C equal to 42 (*Transfer Custody and Guardianship - SURRENDER OR TPR ONLY*) or 44 (*Foster Care*)

Placement to Continue) will not be allowed if Modifier A is equal to 22.

- Use of L300 with Modifier A equal to 22 requires a previous M990 (Child Placement Ended) movement code. The L300 activity date must be greater than the activity date of the M990.
- 23 - Article 10-B 18+ Permanency Hearing Review
 - Requires previous L300 with MOD A 22
- Applicable error messages for 22 and 23 are as follows:
 - 631 - Activity date must be greater than or equal to 18th birthday
 - 632 - Activity date must be less than 21st birthday
 - 633 - No discharge on file prior to legal activity-disallowed
 - 634 - No initial re-entry legal on file-legal activity-disallowed
 - 635 - Contra not allowed-review legal activities on file

BICS

Appropriate claiming/reimbursement are dependent on system entered documentation that Legal Authority is in effect (L300 w/MOD A 22/23).

Medicaid

All children who are in the care and custody of the Commissioner of the local department of social services and who are citizens or have satisfactory immigration status are categorically eligible for Medicaid.

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.

INF Parent Notification of a Child's Foster Care Placement Change (11-OCFS-INF-03)

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

A NEW Informational Letter (INF): ***Parental Notification of a Child's Foster Care Placement Change*** (11-OCFS-INF-03) was issued on March 1, 2011.

The purpose of this Informational Letter (INF) is to provide local social services districts (districts) and voluntary authorized agencies (agencies) with information on a recognized best practice when there is a change of foster care placement of a child. This practice is rooted in statutory and regulatory parental notification requirements. OCFS recently issued a directive calling for notification of the attorney for the child whenever a child in care is moved (10 - OCFS - ADM - 16). This generated some questions from the field about policies concerning notice to other parties, most notably the child's parents. It has always been OCFS's position that, with certain safety-related exceptions, parents must be actively involved in planning for and visiting their children in care and should know where their children are placed.

For a copy of the INF click on the link below:

http://www.ocfs.state.ny.us/main/policies/external/OCFS_2011/INFs/11-OCFS-INF-03%20Parent%20Notification%20of%20a%20Childs%20Foster%20Care%20Placement%20Change.pdf



“Think Before You Click” -- Security Message for the Month of March 2011

In our effort to distribute monthly security message, we have developed and attached the security message for the month of March. Please pass this message on to your co-workers and post the message for others in your agency to view. Thank you!



Security Awareness
Message_March 201



The OCFS Data Warehouse Has Moved!!!

The OCFS Data Warehouse has moved to a new Intranet location at <http://cognos.otda.state.nyenet/cognos8>. SSL VPN staff should use the **Cognos 8 - new** link on the portal page. Make sure to update any Data Warehouse desktop links and shortcuts that you have because the old OCFS Data Warehouse environment will close on **3/31/2011**.^{*} For information on using the new environment, view the Quick Reference Guide at <http://ocfs.state.nyenet/connect/datawarehouse/dwstep.asp>. Please email data.warehouse@ocfs.state.ny.us with questions.

** This date is specific to the OCFS Data Warehouse project; other Cognos reporting projects (e.g., WRTS, SOS, Commissioners' Dashboard) may be on a different schedule.*



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, 3/30/11](#) from 5:00 AM - 7:00 AM
- [Friday, 4/1/11](#) from 5:00 AM - 7:00 AM



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