

**B2H CONNECTIONS/WMS SYSTEM INSTRUCTIONS
NEW YORK CITY**

	Connections	WMS
Enrollment	To enroll a child in B2H, ACS must enter the waiver enrollment information in the B2H Waiver Window on Connections. The ACS worker must assign a role in the FSS to the HCIA designee.	Medicaid* – ACS conducts pre-enrollment activities to verify Medicaid eligibility. The child must have Medicaid coverage on Upstate WMS to enter B2H Waiver information in Connections.
		R/E Subsystem – B2H Waiver type and date of enrollment will be entered in the Upstate WMS R/E subsystem via the Connections/WMS interface.
		WMS Services Case – WMS Services case must be opened and the child must have a validated CIN to enter B2H Waiver information in Connections.
HCIA Transfer	The Date of Transfer and the Name of the new HCIA is entered in the "Transfer" section on the B2H Waiver Window on Connections. The ACS worker must also assign the role of the new HCIA staff and un-assign the role of the old HCIA staff in Connections.	Medicaid* – No action necessary.
		R/E Subsystem – No update to R/E subsystem is necessary.
		WMS Services Case – No action necessary.
Discharge from FC still in B2H	The Connections FSS must remain open to record CANS and IHP information, even if no child welfare services are being provided. If the child is not receiving child welfare services, the FASP queues should be ignored.	Medicaid* - ACS must determine post foster care Medicaid eligibility using B2H budgeting methodology. (Continuous Coverage provisions apply.) A Downstate WMS Medicaid case will be opened via the continuous coverage flat file.*** There are system edits in place that may prevent the creation of a Downstate WMS Medicaid case via this flat file. Therefore, if a Medicaid case is not created via the flat file, ACS must manually open a Downstate WMS Medicaid case. It is not necessary for ACS to open a Downstate WMS Medicaid case if the child is in receipt of Medicaid through a Downstate MA, SSI or Family Assistance case. ACS must ensure that the opening of the new Downstate WMS Medicaid case and/or entry of the R/E is done in a timely fashion to prevent any lapse in B2H services. ACS and HRA will work together to track B2H children opened on Downstate WMS.
		R/E Subsystem – ACS must manually terminate the B2H Waiver on the Upstate R/E subsystem. If through the continuous coverage flat file process a Downstate WMS Medicaid case was created, the B2H Waiver will be systematically entered on the R/E Subsystem the next day. If due to system edits, no case is created or if the child is already in receipt of MA through a MA, SSI or FA case, ACS must manually enter the B2H waiver on the Downstate R/E subsystem. (see Medicaid instructions above)
		WMS Services Case - The POS line on WMS Services case should be end dated.*** The ending of the POS line will terminate SERMA coverage. (see Medicaid instructions above) The WMS Services case must remain open even if no child welfare services are being provided. If no child welfare services are being provided, all Direct Services should be removed.

B2H Discontinued while in FC	The date of the child's discontinuance in the B2H Waiver must be entered in the B2H Waiver Window in Connections	Medicaid* – No action necessary.
		R/E Subsystem – Termination of the B2H Waiver will be entered in the Upstate R/E subsystem via the Connections/WMS interface.
		WMS Services Case – No action necessary.
B2H Discontinued Post FC	The date of the child's discontinuance in the B2H Waiver must be entered in the B2H Waiver Window in Connections. If child welfare services are no longer being provided and the Connections FSS remained open only to document B2H information, it may now be closed.	Medicaid – ACS must transfer the Downstate WMS Medicaid case to HRA (ACS will change Center Code) to determine continuing Medicaid eligibility. (Continuous coverage provisions apply)
		R/E Subsystem – ACS must manually terminate B2H Waiver on the Downstate R/E subsystem.
		WMS Services Case - If WMS case remained open only for B2H, it may now be closed. If the family is still in receipt of child welfare services, no action is necessary.
Child Totally Freed B2H	ACS must progress CWS to CCR. B2H information will transfer from CWS to CCR.	Medicaid* – Medicaid will continue to be authorized through the SERMA process. See WMS Services Case instructions below.
		R/E Subsystem - No action necessary (R/E code will follow child's CIN even if there is a change in Services case number).
		WMS Services Case - ACS must either close or delete the freed child from the existing WMS Services case. The ending of the POS line will terminate SERMA coverage. ACS must open a new WMS case via the CCR in Connections and enter a new POS line. This new POS line will generate SERMA coverage. ACS must ensure that the opening of the new WMS case and entry of the POS line is done in a timely fashion to prevent any lapse in B2H services.
Adoption Finalized B2H Continues	ACS must close the CCR. No further action on Connections is necessary. B2H information will no longer be tracked through Connections.	Medicaid* - The closing of the WMS Services case and ending of the POS line will terminate SERMA coverage. ACS must notify the Adoption Subsidy Unit (ASU) at ACS that the child is eligible for Medicaid through the adoption subsidy. ASU will authorize Medicaid on Downstate WMS. If Medicaid is not part of the adoption subsidy, ACS will be responsible for determining Medicaid eligibility using B2H budgeting methodology and opening a Medicaid case on the Downstate WMS system.
		R/E Subsystem – The B2H Waiver will be terminated on the Upstate R/E subsystem via the Connections WMS interface. Once Medicaid is authorized on Downstate WMS, ACS must manually enter the B2H Waiver on the Downstate R/E subsystem.
		WMS Services Case – When the adoption is finalized, the Upstate WMS Services child welfare case is closed. If eligible, a new Services Adoption Subsidy case must be opened on Upstate WMS. This case is not created via Connections.

*To receive B2H Waiver services, a child must first be deemed Medicaid eligible. ACS staff are required to re-determine the child's Medicaid eligibility and reauthorize it in WMS at least every 12 months for payments to be made for B2H Waiver Program services.
**ACS worker responsible for entry of Restriction/Exception will need WMS Data Entry Non-Services terminal security function (TTSS).
***The continuous coverage flat file will be modified to include B2H waiver information. To generate continuous coverage via this flat file, ACS must end date the POS line on the WMS Services case and record the discharge date and reason code on CCRS. Other system edits may also prevent the creation of a Downstate WMS Medicaid Case.