

**B2H CONNECTIONS/WMS SYSTEM INSTRUCTIONS
 DJJOY – OCFS OPERATED FACILITY PLACEMENTS
 UPSTATE**

	Connections	WMS
Enrollment	<p>To enroll a child in B2H who is in a eligible setting**, DJJOY staff contacts the LDSS with fiscal responsibility and requests that they open a FSS on Connections for the child only. Once the FSS is opened, LDSS creates a companion WMS Services case. The LDSS worker must assign a role in the FSS to the DJJOY worker and the HCIA designee. The DJJOY worker accesses the FSS, enters a Program Choice of Placement and Permanency Planning Goal for the child and completes the B2H enrollment information in Connections. The DJJOY worker must remove the Program Choice and PPG after entering the enrollment information.</p> <p>The Connections FSS must remain open to record CANS and IHP information. LDSS will be responsible for maintaining the Connections case. The FASP queues should be ignored.</p>	<p>Medicaid* - DJJOY will send a signed Medicaid application to the LDSS with fiscal responsibility. If the child is still in OCFS custody and meets citizenship/immigration requirements, no Medicaid eligibility determination is necessary as the child is categorically eligible. LDSS must then open a Medicaid case, if eligible, and notify DJJOY. It is not necessary for LDSS to open a separate Medicaid case if the child is already in receipt of Medicaid.</p> <p>R/E Subsystem – DJJOY must notify the LDSS of the B2H waiver type. LDSS must enter the appropriate waiver type and date of enrollment in the R/E subsystem.</p> <p>WMS Services Case – WMS Services case must be opened and the child must have a validated CIN to enter B2H Waiver information in Connections – see Connections instructions. No Direct Services will be authorized.</p>
HCIA Transfer	<p>DJJOY will notify LDSS of the HCIA transfer. LDSS must then assign the role of the new HCIA staff and un-assign the role of the old HCIA staff in Connections. The Date of Transfer and the Name of the new HCIA is entered by DJJOY in the "Transfer" section on the B2H Waiver Window on Connections.</p>	<p>Medicaid* – No action necessary.</p> <p>R/E Subsystem – No update to R/E subsystem is necessary.</p> <p>WMS Services Case – No action necessary.</p>
Discharge from OCFS custody still B2H eligible	<p>The Connections FSS must remain open to record CANS and IHP information. LDSS will be responsible for maintaining the Connections FSS. The FASP queues should be ignored.</p>	<p>Medicaid* - DJJOY will notify LDSS that the child is no longer in OCFS custody but remains B2H eligible. LDSS must determine post foster care Medicaid eligibility using B2H budgeting methodology and make case changes as needed. No eligibility determination is necessary if the child is in receipt of Medicaid through an FA or SSI case.</p> <p>R/E Subsystem – No action necessary.</p> <p>WMS Services Case – Services case must remain open.</p>
B2H Discontinued - Still in OCFS custody	<p>The date of the child's discontinuance in the B2H Waiver must be entered by DJJOY in the B2H Waiver Window in Connections. If the Connections FSS remained open only to document B2H information, it may now be closed.</p>	<p>Medicaid – DJJOY must notify LDSS that the child is no longer receiving B2H services. If the child remains in a Medicaid eligible setting***, there will be no change to the Medicaid case. If the child has been transferred to an ineligible setting, LDSS will close the Medicaid case.</p> <p>R/E Subsystem - LDSS must terminate B2H Waiver in WMS R/E subsystem</p> <p>WMS Services Case – If WMS Services case remained open only for B2H, it may now be closed.</p>
B2H Discontinued post OCFS	<p>The date of the child's discontinuance in the B2H Waiver must be entered in the B2H Waiver Window in Connections. If the Connections FSS remained open only to document B2H</p>	<p>Medicaid – DJJOY must notify LDSS that the child is no longer receiving B2H services. LDSS must determine continuing Medicaid eligibility. (Continuous coverage provisions apply)</p>

custody	information, it may now be closed.	<u>R/E Subsystem</u> - LDSS must terminate B2H Waiver in WMS R/E subsystem.
		<u>WMS Services Case</u> - If WMS Services case remained open only for B2H, it may now be closed.

*To receive B2H Waiver services, a child must first be deemed Medicaid eligible. LDSS 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 services.

** A B2H qualified setting is defined as a non-campus setting with 12 beds or less. Short term stays in unqualified settings may not affect B2H eligibility.

*** A Medicaid eligible setting is defined as foster homes or facilities including fully certified or approved foster boarding homes, agency operated boarding homes, group homes, non-public institutions, and non-secure public institutions with a capacity of no more than 25 beds.