CONNECTIONS

Practicing Activities Tasks

Training Application Guide

v1.0 (09/23/2014)

New York State
Office of
Children & Family
Services

Professional Development Program
Rockefeller College University at Albany State University of New York

Acknowledgement

This material was developed by the Professional Development Program, Rockefeller College, University at Albany, through The Research Foundation for the State University of New York, under a training and administrative services agreement with the New York State Office of Children and Family Services.

Disclaimer

While every effort has been made to provide accurate and complete information, the Office of Children and Family Services and the State of New York assume no responsibility for any errors or omissions in the information provided herein and make no representations or warranties about the suitability of the information contained here for any purpose. All information and documents are provided "as is," without a warranty of any kind.

Copyright

Copyright © 2014 by The New York State Office of Children and Family Services.

Practicing Activities Tasks
CONNECTIONS Training Application Guide

Table of Contents

Introduction 1
The CONNECTIONS Training Application *1*
Practicing Activities Tasks in the CONNECTIONS Training Application *1*
Accessing the CONNECTIONS Training Application 2
Logging on to the CONNECTIONS Training Application *2*
Locating the WMS Case Number, CIN, and Vendor ID 3
Locating the WMS Case Number for the Kristy Collins FSS Stage *3*
Locating the CIN for Patrick Collins or Kimberly Collins *4*
Locating the Vendor ID for the Barbara Holmes or Angela Jarret FAD Stage *5*
Accessing the Activities Window 6
Accessing the Activities Window *6*
Performing a Search and Opening a Track 7
Performing a WMS Case Number Search *7*
Performing a CIN Search *7*
Opening a Track *7*
Recording Common Movement and Legal Activities 8
Recording an L100 – Petition Filed *8*
Recording an L700 – Removal *9*
Recording an M910 – Child Placed *10*
Recording an L300 – Hearing *11*
Recording a Special *12*
Invalidating an Activity – Example: S200 ..... *13*
Recording an M950 – Child Begins Absence *14*
Recording an M960 – Child Ends Absence *15*
Recording an M981 – Transfer *16*
Recording an L300 – Hearing – Permanency Hearing *17*
Recording an M970 – Child on Trial Discharge *18*
Recording an M999 – Child's Track Closed *19*
Recording a K100 – KinGAP Application Received *20*
Recording a K210 – KinGAP Application Approved *21*
Recording an L600 – Agreement Signed *22*
Recording an L300 – Hearing – KinGAP Hearing *23*
Recording an M990 – Child Discharge from Foster Care Program – KinGAP *24*

Introduction

This guide is intended for individuals using the CONNECTIONS Training Application to practice completing tasks on the *Activities* window. It provides information and directions on the appropriate stages to use for practice.

The CONNECTIONS Training Application

The CONNECTIONS Training Application provides a safe environment for you to learn and practice CONNECTIONS skills using simulated case data. The CONNECTIONS Training Application has the look and feel of the Production database. Using special Training IDs, you will assume the role of fictitious worker Darryl Wilson or Jamie Miller (see below for more information on how to borrow one of the special Training IDs). Darryl Wilson and Jamie Miller are district workers and have been assigned several stages of service, including CPS Investigations (INV), Foster and Adoptive Home Development (FAD), Family Services Intakes (FSI), and Family Services Stages (FSS).The CONNECTIONS Training Application is refreshed nightly; any changes you make to a stage will not be in place the next day.

Your security rights in the Training Application may be different from the ones assigned to you at your office. You may have access to windows in the Training Application that you may not be able to access back at your office.

Practicing Activities Tasks in the CONNECTIONS Training Application

Within the CONNECTIONS Training Application, the Kristy Collins stage is available to practice completing tasks on the new *Activities* window.

In order to record activities, you will need the following:

- a WMS case number or CIN number for Patrick or Kimberly Collins
- a Vendor ID for Barbara Holmes or Angela Jarret

You must use the Welfare Management Services case number (WMS Case #), Client Identification Number (Services CIN), and Vendor IDs that are associated to your Training IDs. Using a different ID could create errors for other users, including the CONNECTIONS trainers.

Fictitious workers in the CONNECTIONS Training Application have been assigned the MAINT ACTIVITY Business Function. Since the workers have a Business Function, the **Family Services Stage** search criteria field on the *Activities* window will not be enabled; you cannot search with an FSS stage ID number.

Accessing the CONNECTIONS Training Application

Access to the CONNECTIONS Training Application is restricted based on Training IDs. Please contact your Staff Development Coordinator to obtain one of the IDs that is reserved for your local district or voluntary agency. For additional information about CONNECTIONS Training IDs, please speak with your Regional Implementation Representative.

Logging on to the CONNECTIONS Training Application

To log on to the CONNECTIONS Training Application, refer to the CONNECTIONS Tip Sheet: *Accessing CONNECTIONS,* which is located on the OCFS CONNECTIONS intranet and internet sites:

Intranet: http://ocfs.state.nyenet/connect/jobaides/jobaides.asp

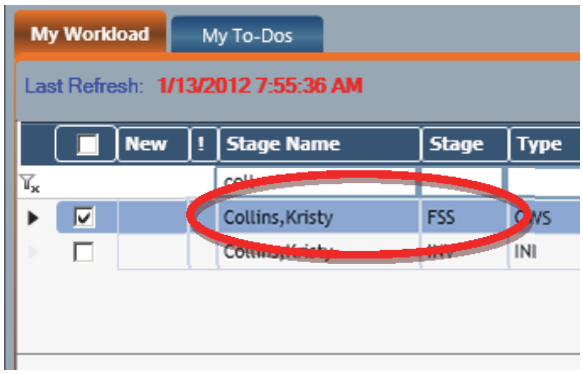
Internet: http://ocfs.ny.gov/connect/jobaides/jobaides.asp

If you need assistance logging on to the Training Application or you find that your Training ID has been locked, please do **not** contact the Customer Care Center. Please email all questions about the Training Application to Kelly Farmer at kelly.farmer@ocfs.ny.gov.

Locating the WMS Case Number, CIN, and Vendor ID

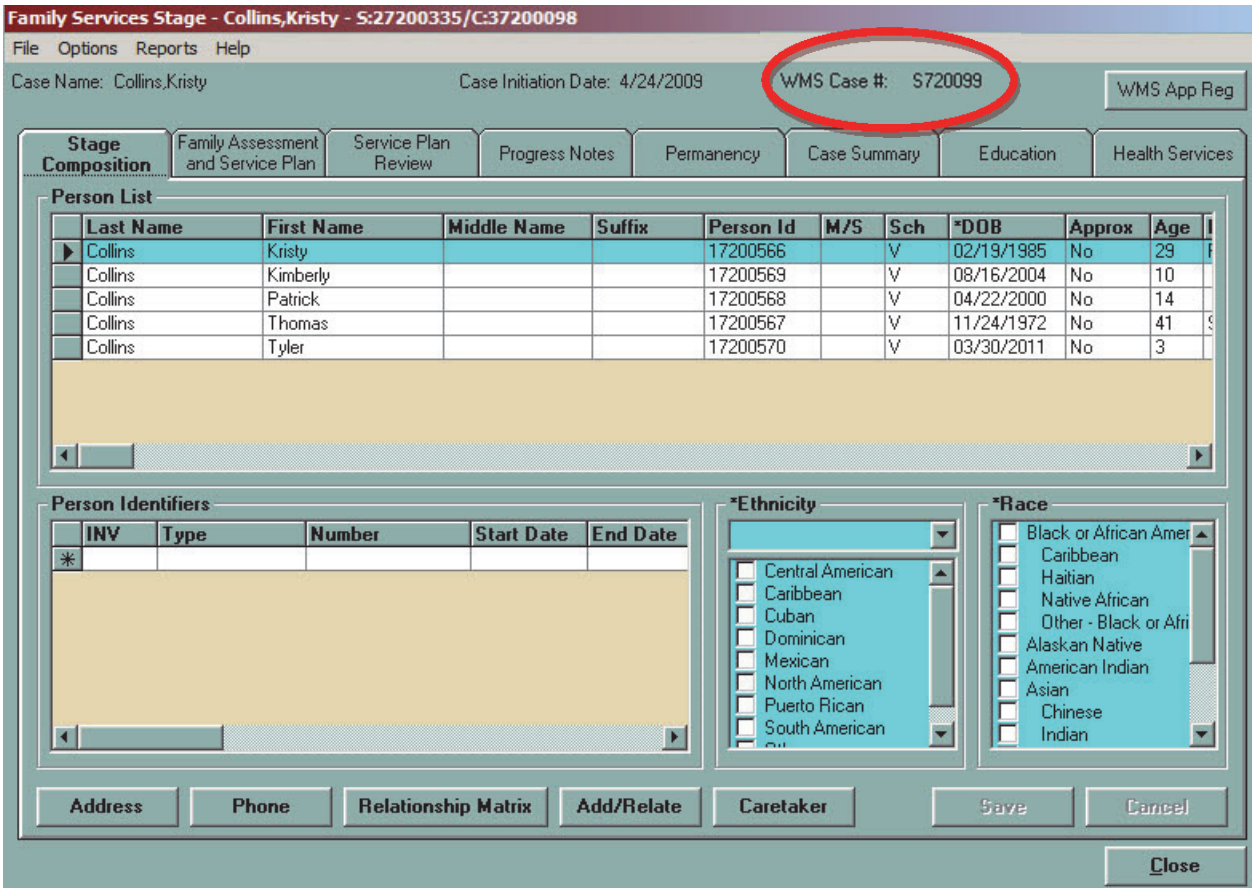
In this section you will find step-by-step instructions for locating the information you need to practice completing tasks on the *Activities* window: a WMS Case number or CIN number for Patrick or Kimberly Collins, and a Vendor ID for Barbara Holmes or Angela Jarret.

Locating the WMS Case Number for the Kristy Collins FSS Stage



1. On the **My Workload** tab, click in the blank field below the **Stage Name** column header.
2. Type first three (3) letters of the last name ("Col").
   All stages beginning with "Col" display in the workload grid.
3. Select the Kristy Collins FSS stage.
4. Click the **Open FSS** link on the **NAVIGATION PANE**.
   *The Family Services Stage window displays with the **Stage Composition** tab active.*
5. On the right side of the window header, locate and note the WMS case number.

WMS Case # _____



Locating the CIN for Patrick Collins or Kimberly Collins

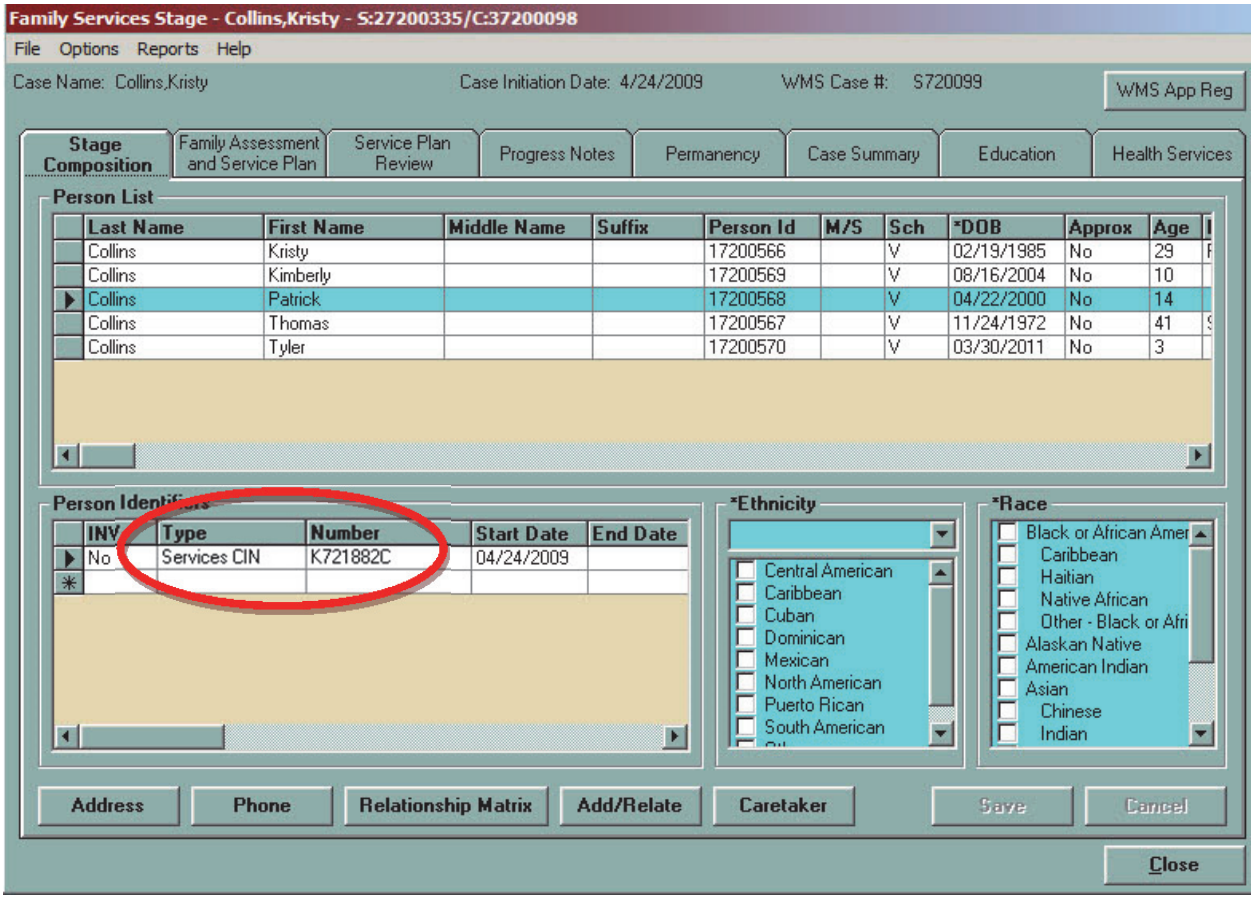
1. On the **Stage Composition** tab for the Kristy Collins FSS stage, select Patrick Collins or Kimberly Collins in the **Person List** grid.
   *The **Person Identifiers** grid populates below.*

2. In the **Person Identifiers** grid, locate and note the Services CIN.

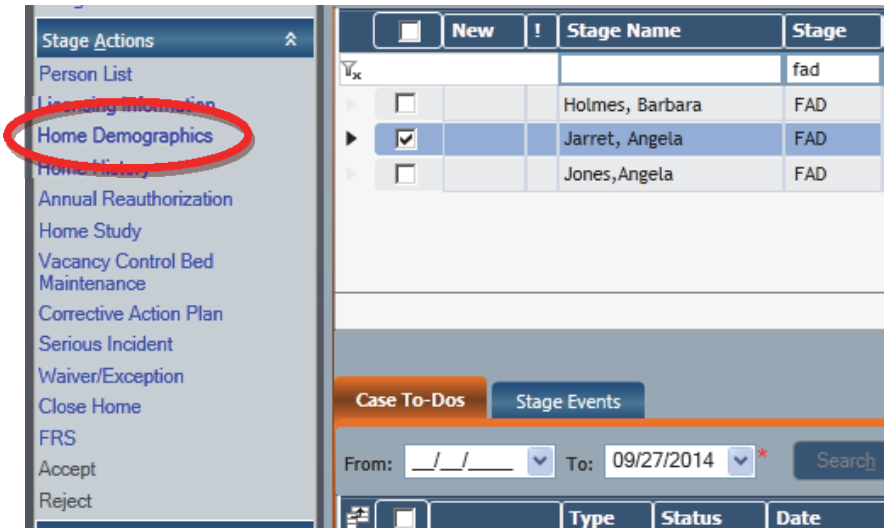
   Patrick Collins CIN _____

   Kimberly Collins CIN _____

3. Click the **Close** button to return to the workload.



Locating the Vendor ID for the Barbara Holmes or Angela Jarret FAD Stage



1 On the **My Workload** tab, click in the blank field below the **Stage** column header.

2 Type "FAD."
All FAD stages display in the workload grid.

3 Select the Barbara Holmes or Angela Jarret FAD stage.

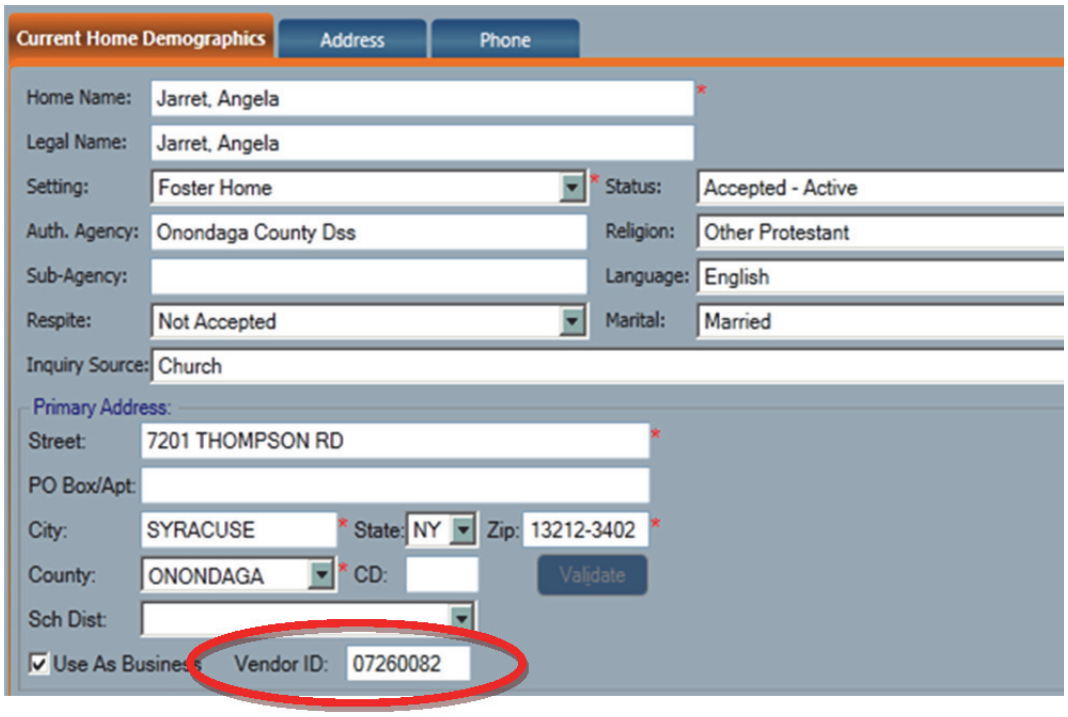
4 Click the **Home Demographics** link on the **NAVIGATION PANE**.
The Home Demographics window displays.

5 Locate and note the Vendor ID. This will be used as the Facility ID for recording the Movement activity when a child is placed, ends an absence, returns from trial discharge, or transfers.

Barbara Holmes Vendor ID _____

Angela Jarret Vendor ID _____

6 Click the red X to close the window.

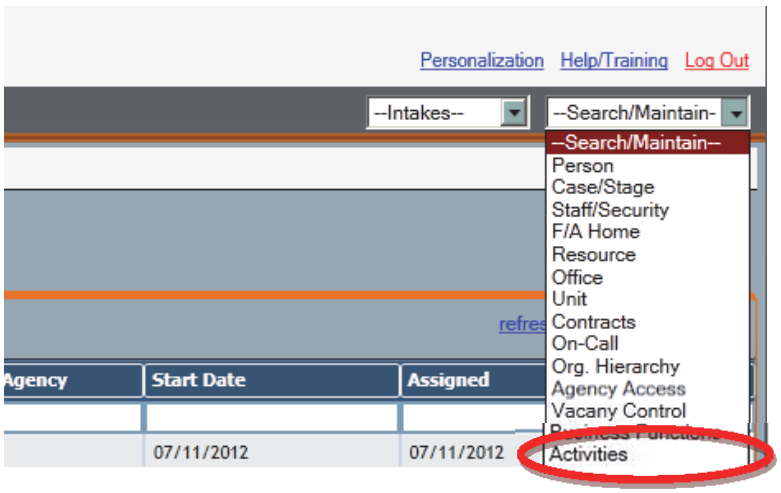


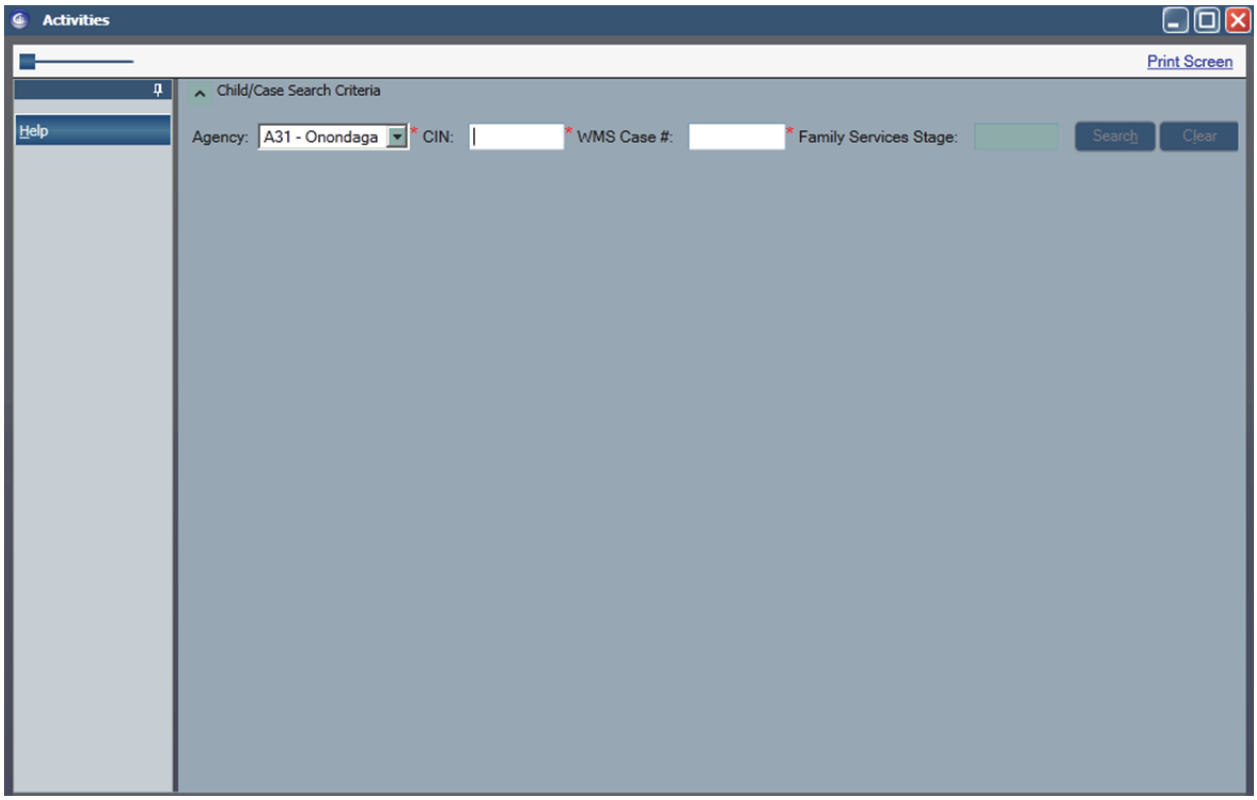
Accessing the Activities Window

The Child Care Review Services (CCRS) system has been the system of record for tracking all children in care. When the *Activities* window is implemented in CONNECTIONS, it will change where you view, track, and record information regarding children in receipt of pre-adoptive services, foster care services, and—for those districts that choose to do so—preventive services.

Accessing the Activities Window

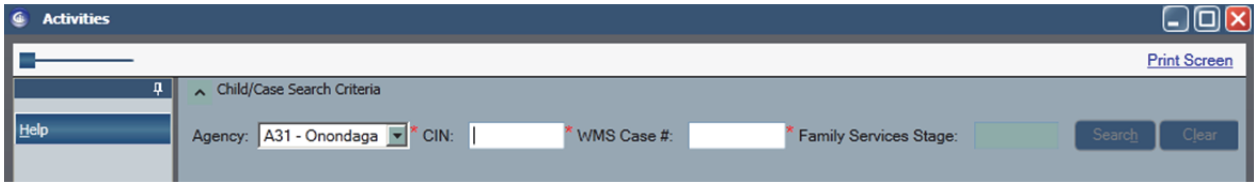
1. On the main CONNECTIONS window, click the arrow for the **Search/Maintain** drop-down menu and select the **Activities** command.





Performing a Search and Opening a Track

Remember that the fictitious workers in the Training Application have the MAINT ACTIVITY Business Function. Therefore, a search must be conducted using a WMS case number or CIN; the **Family Services Stage** field is not enabled to perform a search using FSS stage ID.

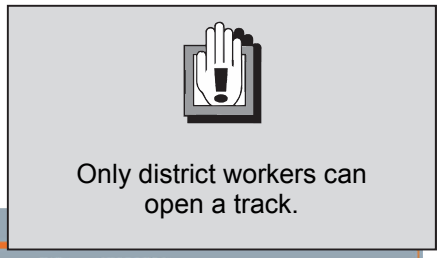


Performing a WMS Case Number Search

1. Enter the WMS case number in the **WMS Case #** field.
2. Click the **Search** button.
   *The **Case Details** section displays below.*

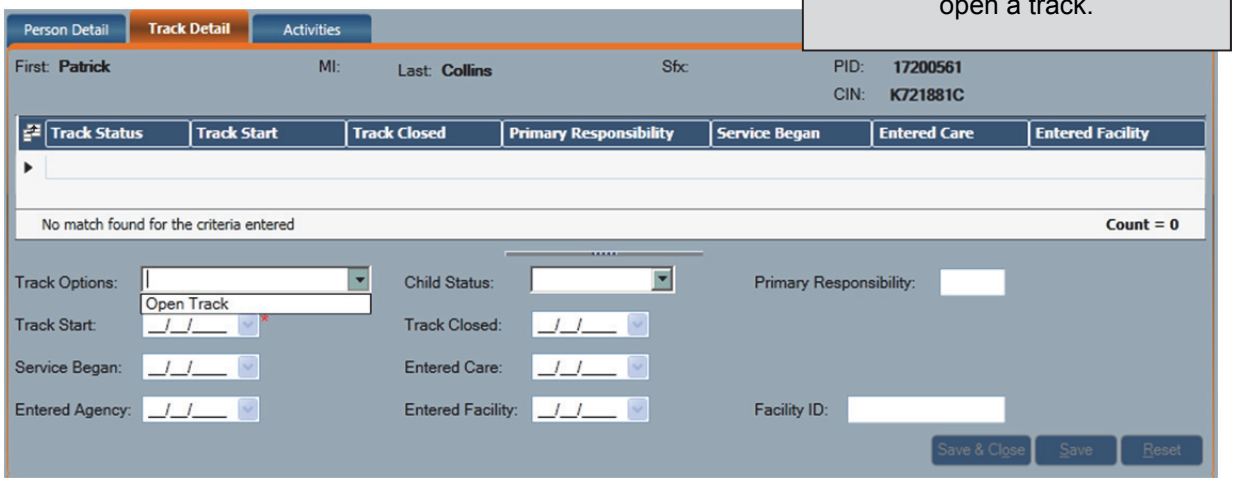
Performing a CIN Search

1. Enter Patrick or Kimberly Collins' CIN in the **CIN** field.
2. Click the **Search** button.
   *The **Case Details** section displays below.*



Only district workers can open a track.

Opening a Track

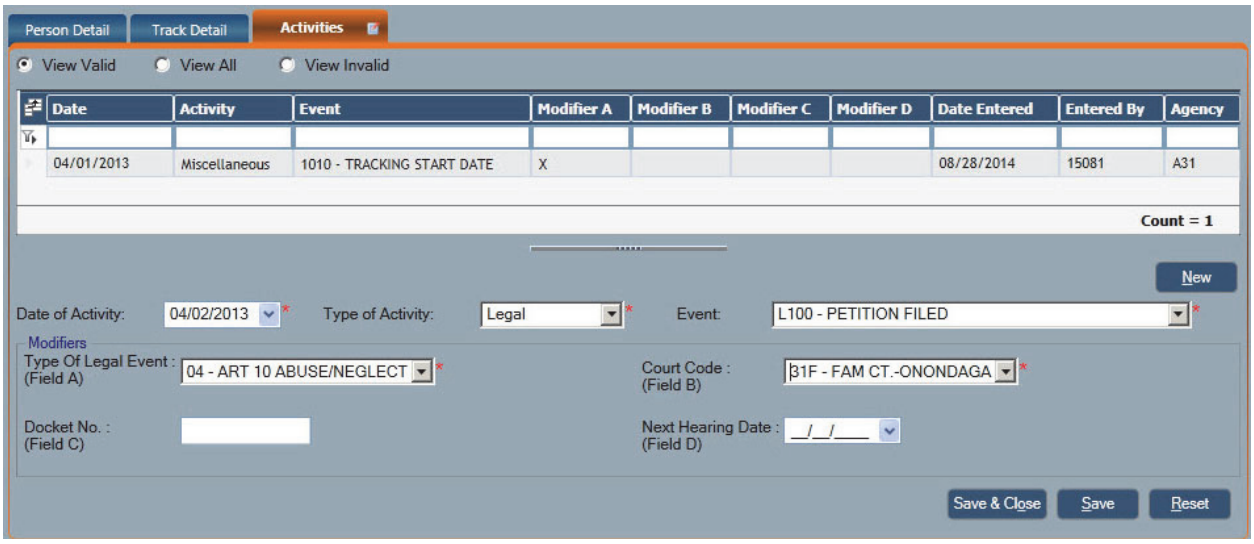


1. Click the **Track Detail** tab.
2. Click on the drop-down arrow for the **Track Options** field and select "Open Track."
   *The **Track Start** field populates with the current CID and is modifiable. The **Primary Responsibility** field populates with the logged-on worker's agency code. Only a district worker can modify this field. The **Entered Agency** and **Entered Facility** date fields populate based on Movement activities and are not modifiable.*
3. Click the **Save** button.
   The record displays in the grid above.

Recording Common Movement and Legal Activities

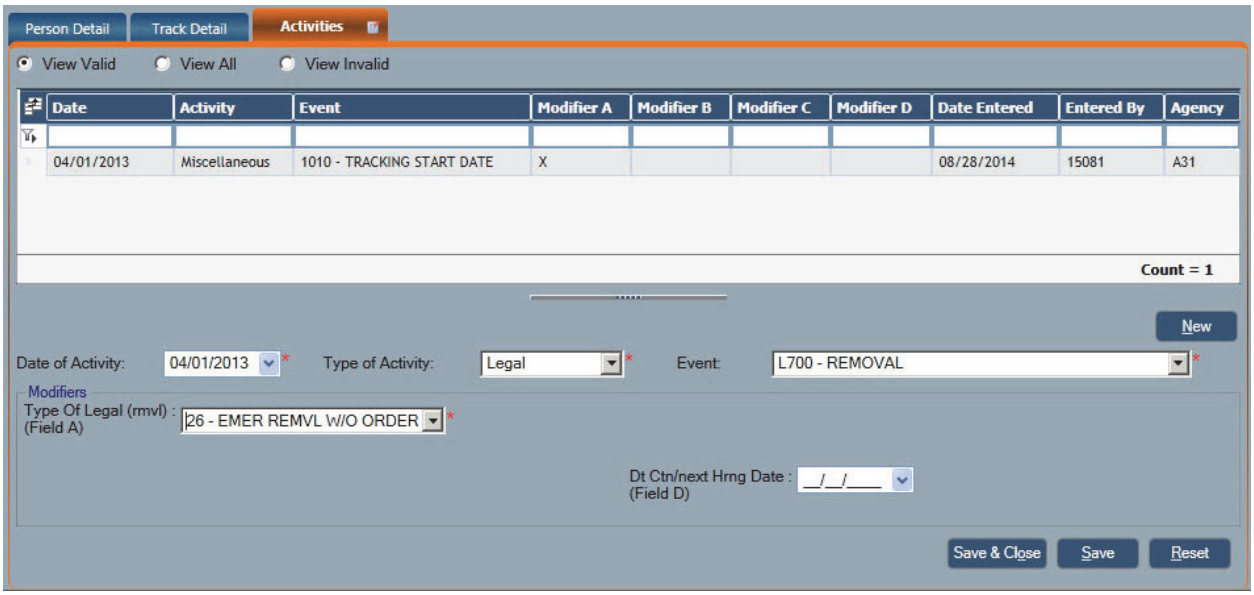
The following pages contain sample exercises that you can practice recording in the Training Application. Unless otherwise noted, all exercises begin on the **Activities** tab.

Recording an L100 – Petition Filed



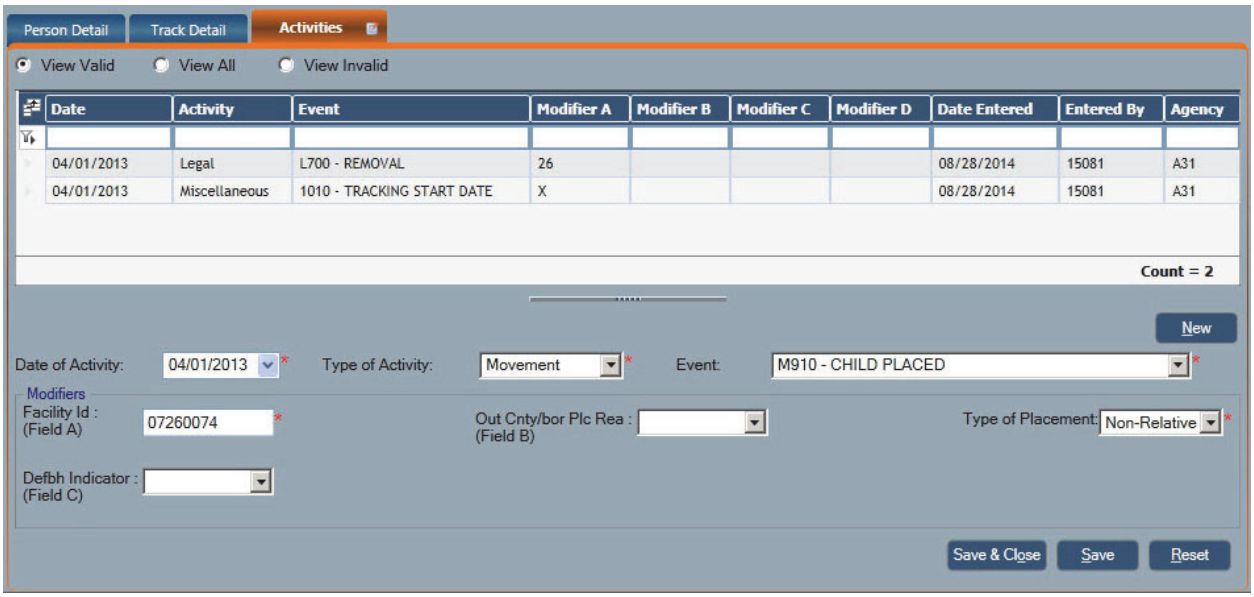
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L100 - PETITION FILED.”
4. In the **Modifiers** section, click the drop-down arrow for the **Type of Legal Event** field and select “04 - ART 10 ABUSE/NEGLECT.”
5. Click the drop-down arrow for the **Court Code** field and select the appropriate court. The court code for Onondaga is 31F; however, you can select any court code for training purposes.
6. Record the docket number in the **Docket No** field, if desired.
   This field is optional.
7. In the **Next Hearing Date** field, record the date of the next hearing, if desired.
   This field is optional.
8. Click the **Save** button.
   The activity displays in the grid.

Recording an L700 – Removal



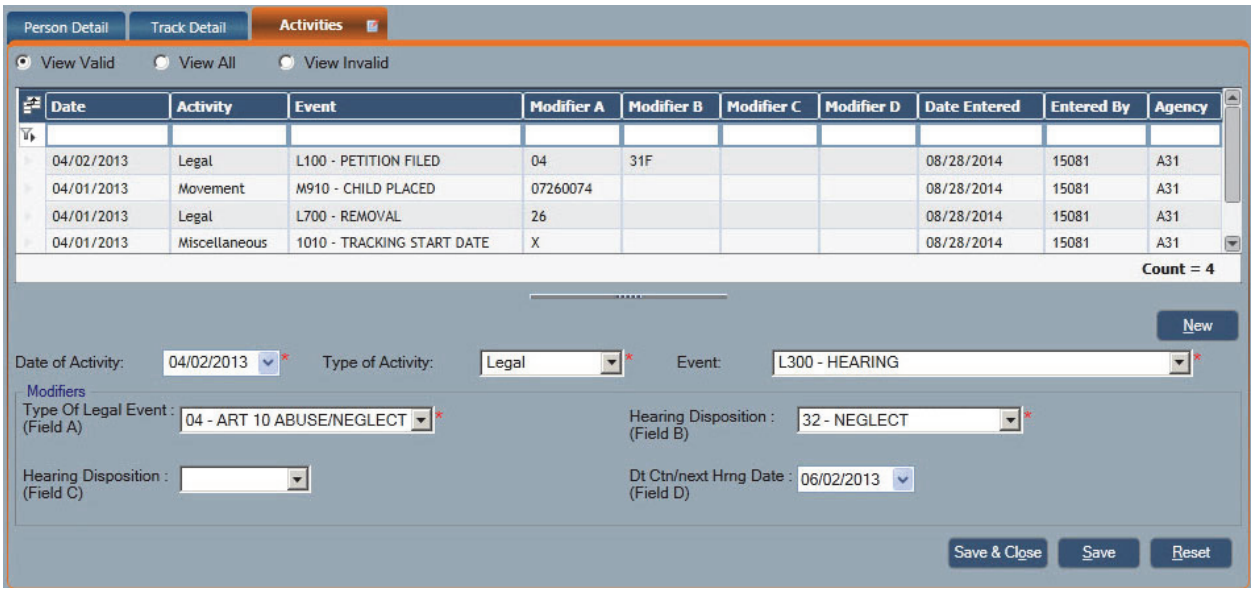
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L700 - REMOVAL.”
4. In the **Modifiers** section, click the drop-down arrow for the **Type of Legal (rmvl)** field and select “26 - EMER REMVL W/O ORDER.”
   *If established, a Date Certain can be recorded in the **Dt Ctn/next Hrng Date** field.*
5. Click the **Save** button.
   The activity displays in the grid.

Recording an M910 – Child Placed



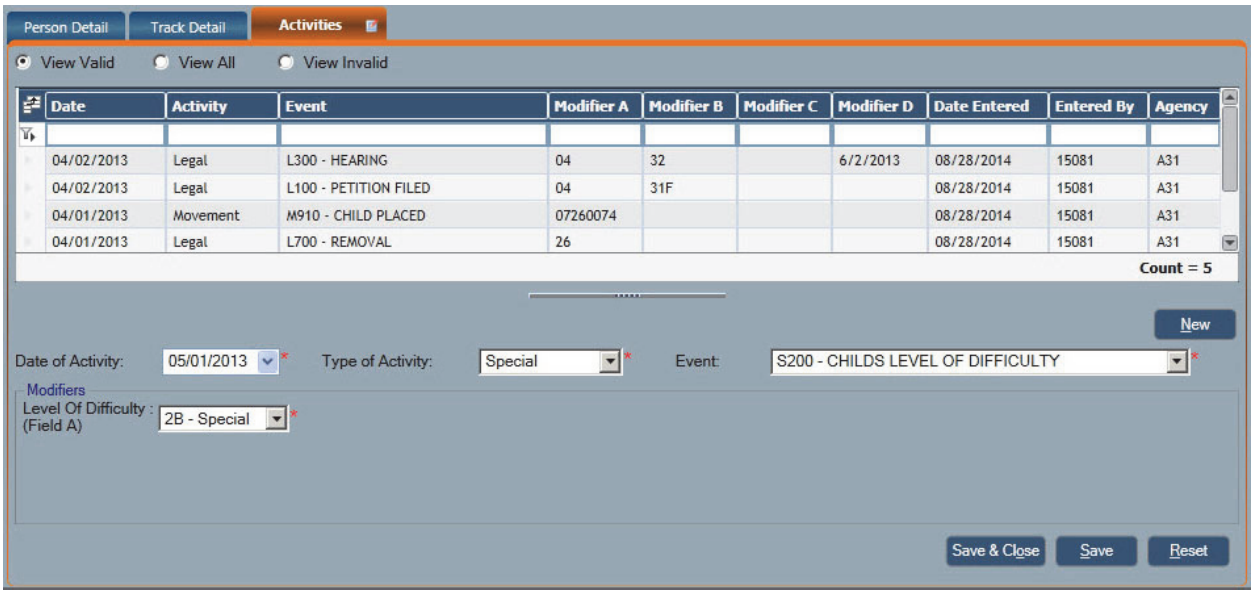
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M910 - CHILD PLACED.”
4. In the **Modifiers** section, enter the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Type of Placement** field and select “Non- Relative” or “Relative.”
6. Click the **Save** button.
   The activity displays in the grid.

Recording an L300 – Hearing



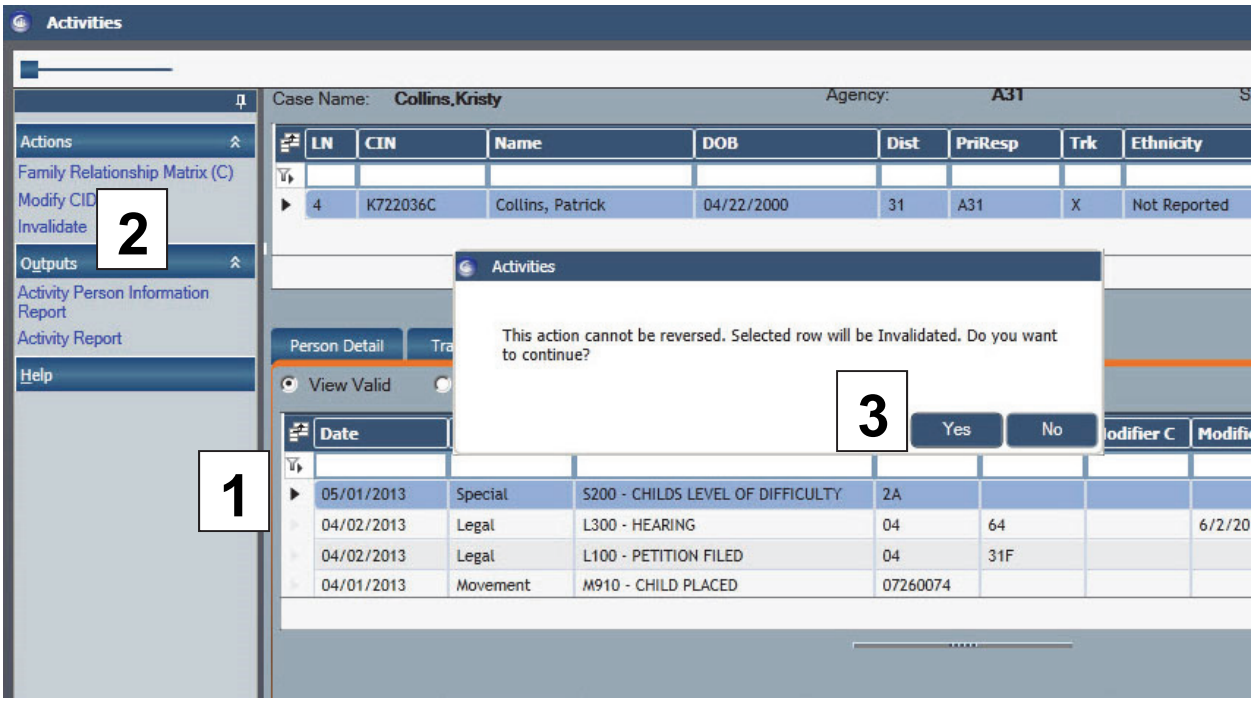
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L300 - HEARING.”
4. In the **Modifiers** section, click the drop-down arrow for the **Type of Legal Event** field and select “04 - ART 10 ABUSE/NEGLECT.”
5. Click the drop-down arrow for the **Hearing Disposition** field and select “32 - NEGLECT.”
   It is optional to record a second disposition.
6. Click the drop-down arrow for the **Dt Ctn/next Hrng Date** field and select the appropriate date.
7. Click the **Save** button.
   The activity displays in the grid.

Recording a Special



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Special.”
3. Click the drop-down arrow for the **Event** field and select “S200 - CHILDS LEVEL OF DIFFICULTY.”
4. In the **Modifiers** section, click the drop-down arrow for the **Level Of Difficulty** field and select the level of difficulty.
5. Click the **Save** button.
   The activity displays in the grid.

Invalidating an Activity – Example: S200

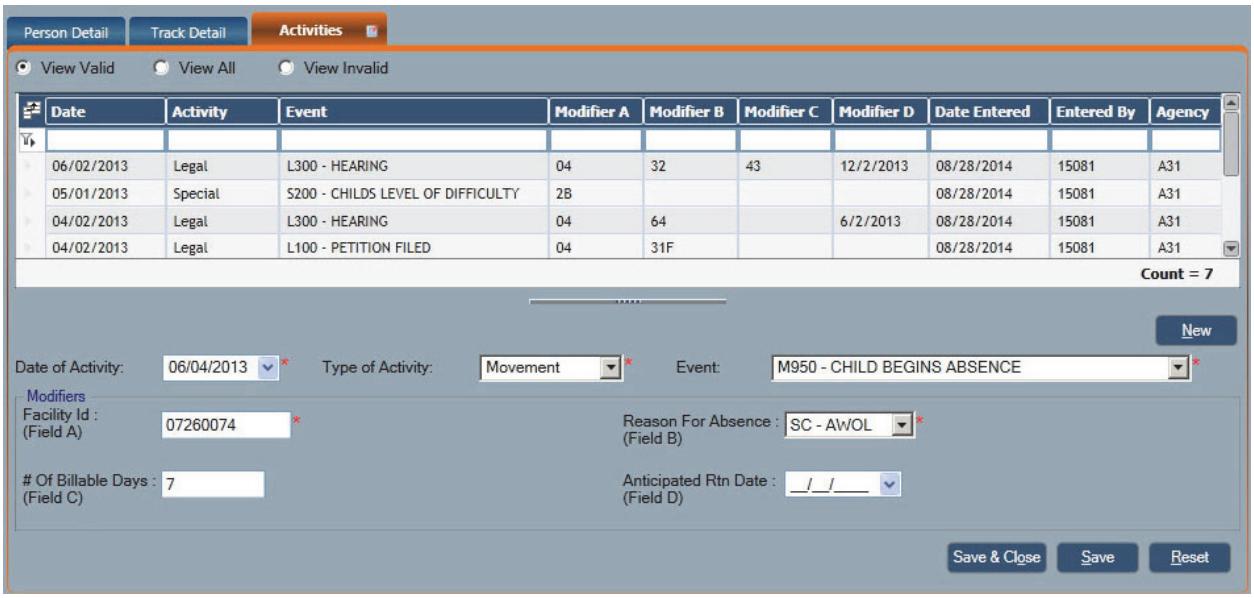


1 In the activities grid, click the checkbox for the “S200 - CHILDS LEVEL OF DIFFICULTY” event.

2 Click the **Invalidate** link on the **NAVIGATION PANE**.
The following message displays:
“This action cannot be reversed. Selected row will be Invalidated. Do you want to continue?”

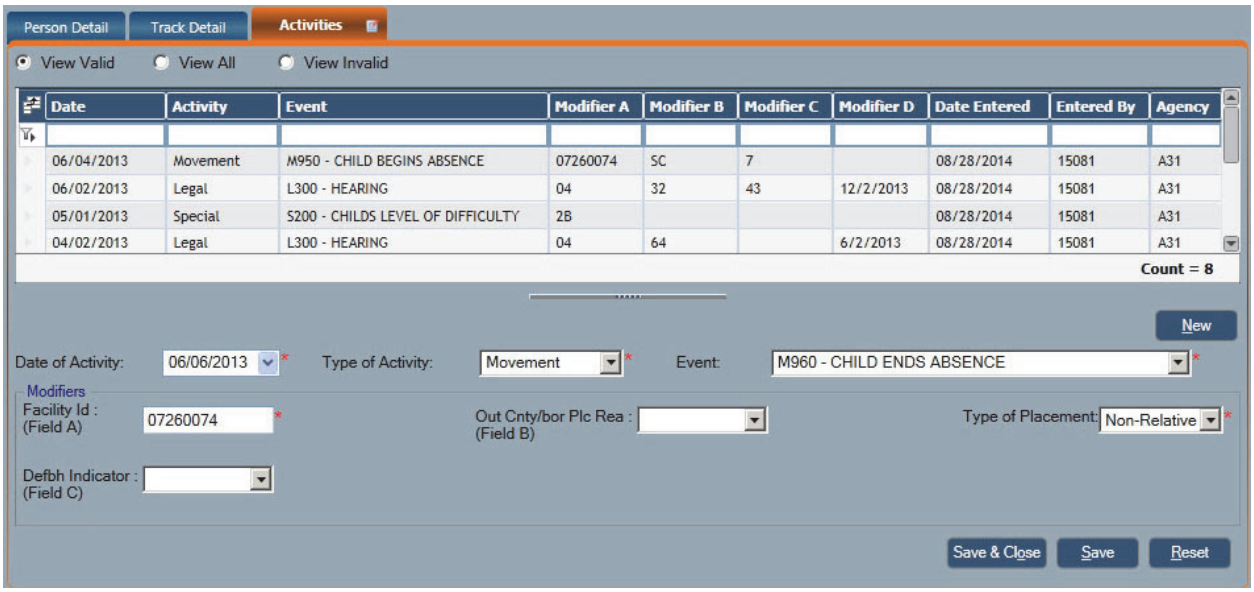
3 Click the **Yes** button.
The activity is invalidated.

Recording an M950 – Child Begins Absence



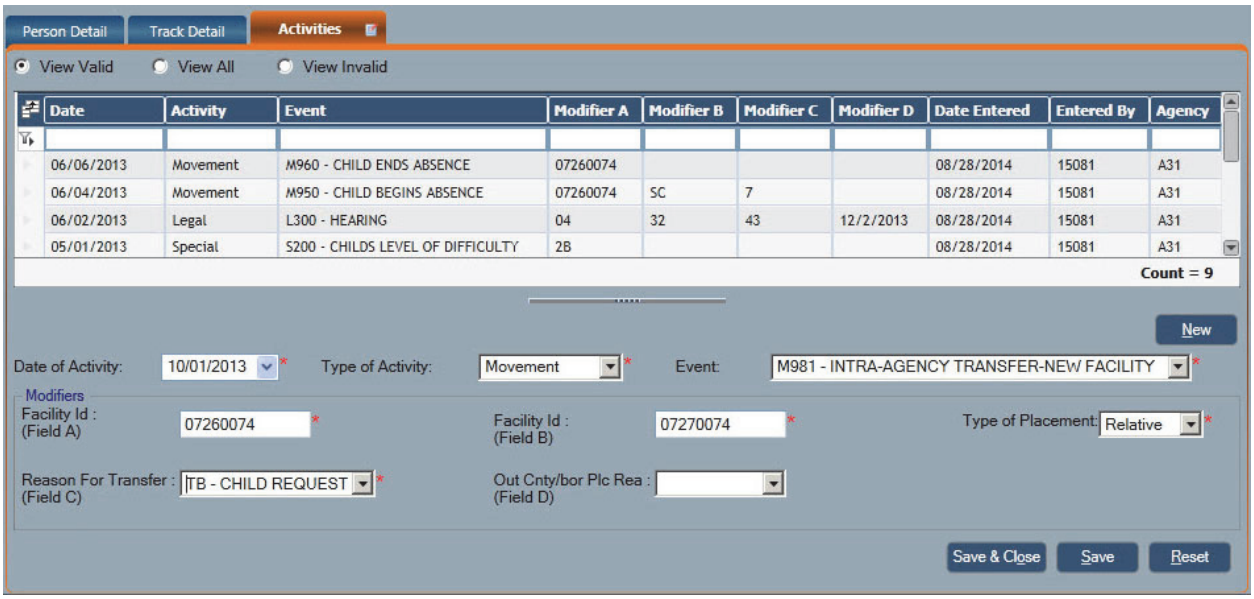
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M950 - CHILD BEGINS ABSENCE.”
4. In the **Modifiers** section, enter in the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Reason For Absence** field and select the appropriate reason.
6. In the **# Of Billable Days** field, record the number of billable days.
   *The **Anticipated Rtn Date** field is for recording the date the child is expected to return. This field is optional*.
7. Click the **Save** button.
   The activity displays in the grid.

Recording an M960 – Child Ends Absence



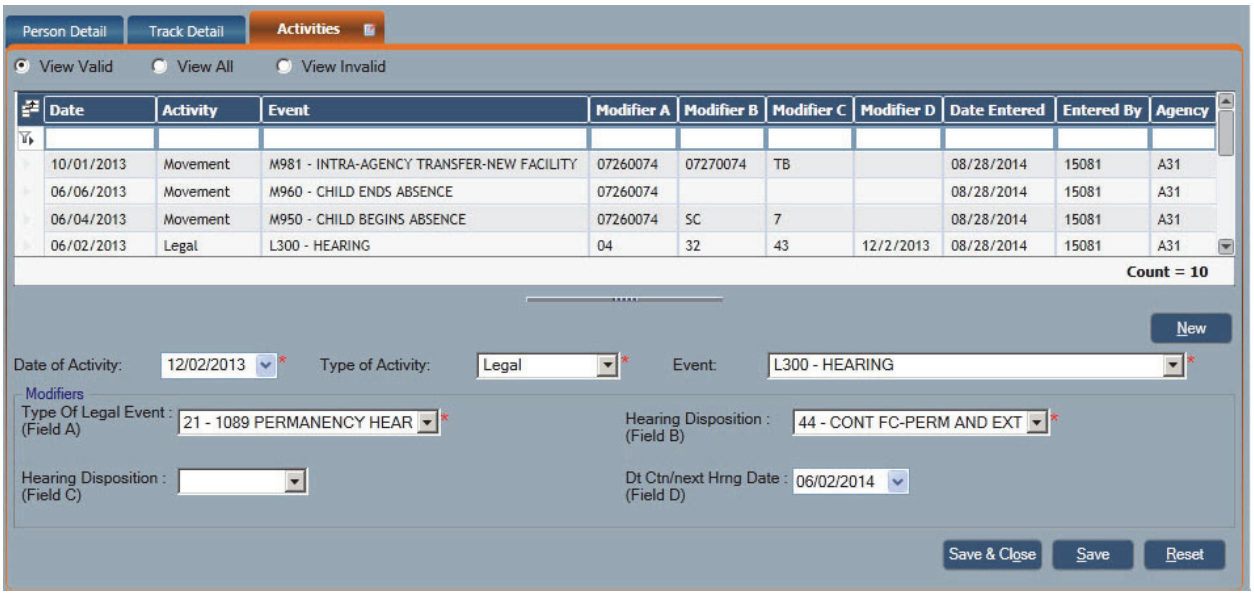
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M960 - CHILD ENDS ABSENCE.”
4. In the **Modifiers** section, enter in the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Type of Placement** field and select “Non-Relative” or “Relative.”
6. Click the **Save** button.
   The activity displays in the grid.

Recording an M981 – Transfer



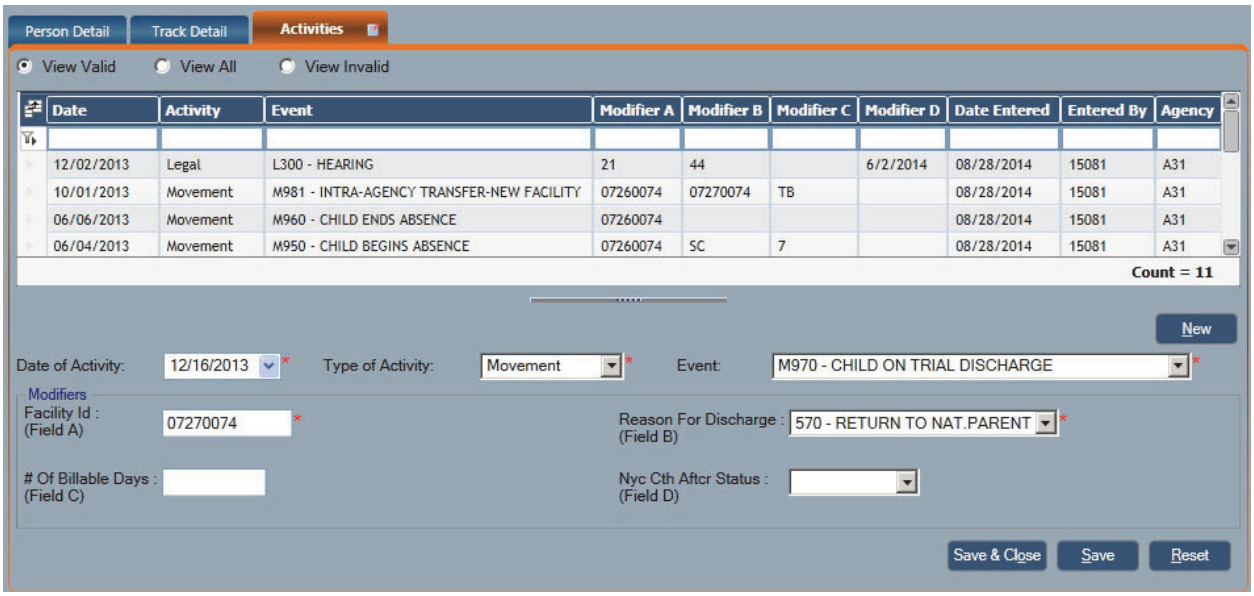
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M981 - INTRA-AGENCY TRANSFER-NEW FACILITY.”
4. In the **Modifiers** section, enter the Vendor ID of the facility the child moved from in the first **Facility Id** field.
5. In the second **Facility Id** field, enter the Vendor ID of the facility to which the child moved.
6. Click the drop-down arrow for the **Type of Placement** field and select “Non-Relative” or “Relative” (for the new facility).
7. Click the drop-down arrow for the **Reason For Transfer** field and select the appropriate reason.
8. Click the **Save** button.
   The activity displays in the grid.

Recording an L300 – Hearing – Permanency Hearing



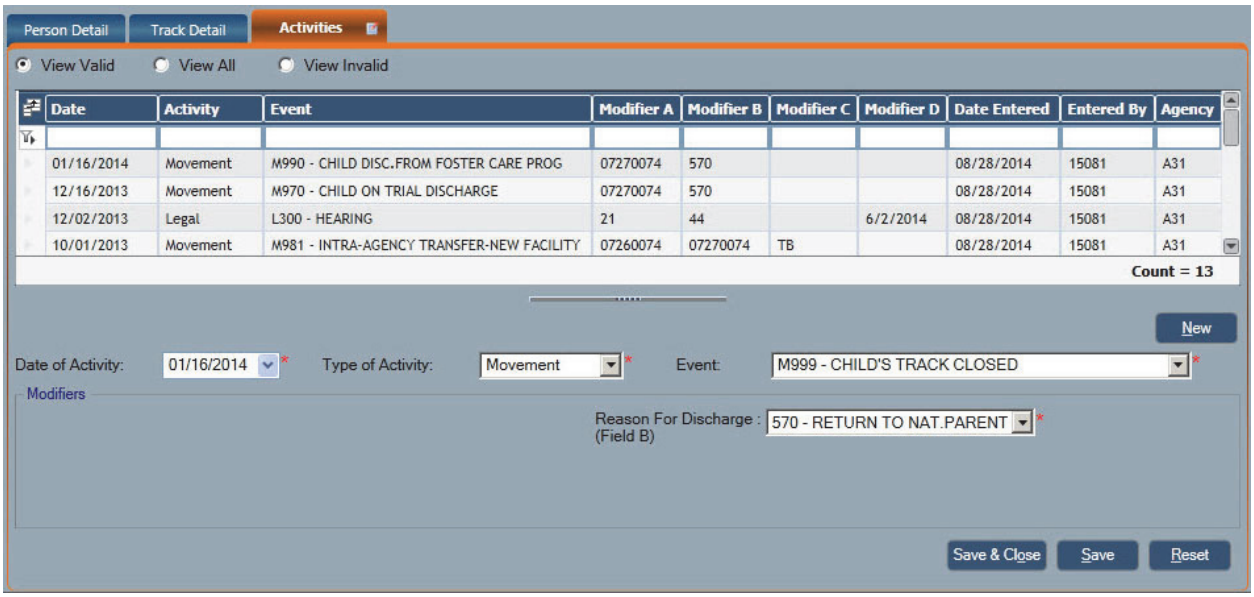
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L300 - HEARING.”
4. In the **Modifiers** section, click the drop-down arrow for the **Type Of Legal Event** field and select “21 - 1089 PERMANENCY HEAR.”
5. Click the drop-down arrow for the **Hearing Disposition** field and select “44 - CONT FC-PERM AND EXT.”
6. Select “44- CONT FC- PERM AND EXT.”
   It is optional to record a second disposition.
7. Click the drop-down arrow for the **Dt Ctn/next Hrng Date** field and record the Hearing Date Certain.
8. Click the **Save** button.
   The activity displays in the grid above.

Recording an M970 – Child on Trial Discharge



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M970 - CHILD ON TRIAL DISCHARGE.”
4. In the **Modifiers** section, enter the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Reason For Discharge** field and select the appropriate reason.
6. Click the **Save** button.
   The activity displays in the grid.

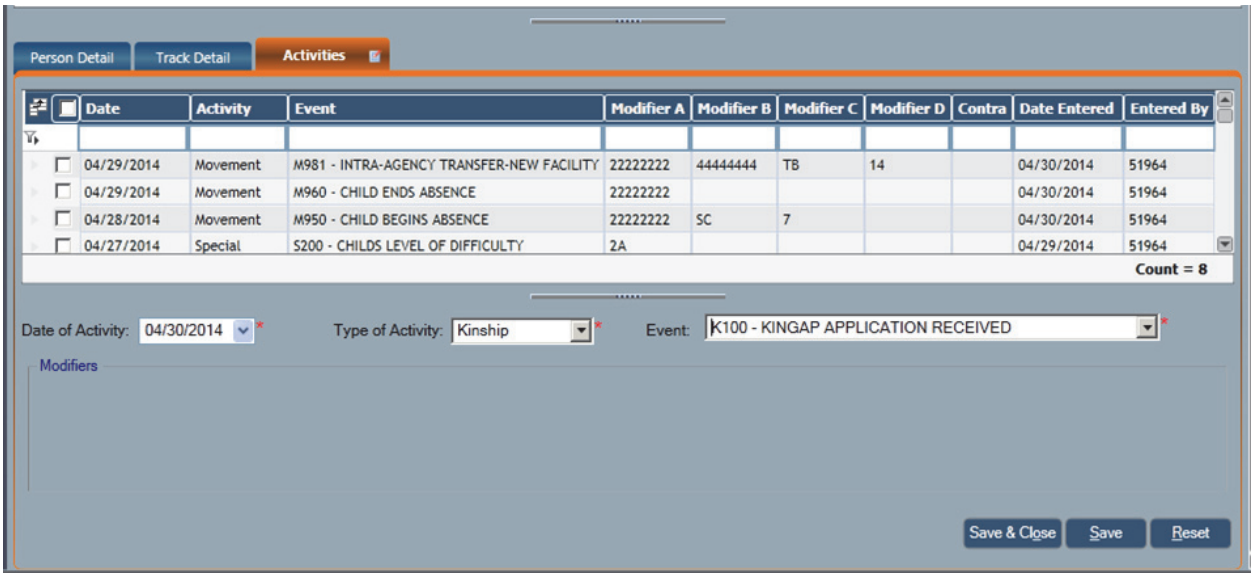
Recording an M999 – Child's Track Closed



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select "Movement."
3. Click the drop-down arrow for the **Event** field and select "M999 - CHILD'S TRACK CLOSED."
4. In the **Modifiers** section, click the drop-down arrow for the **Reason For Discharge** field and select the appropriate reason.
5. Click the **Save** button.
   The activity displays in the grid.

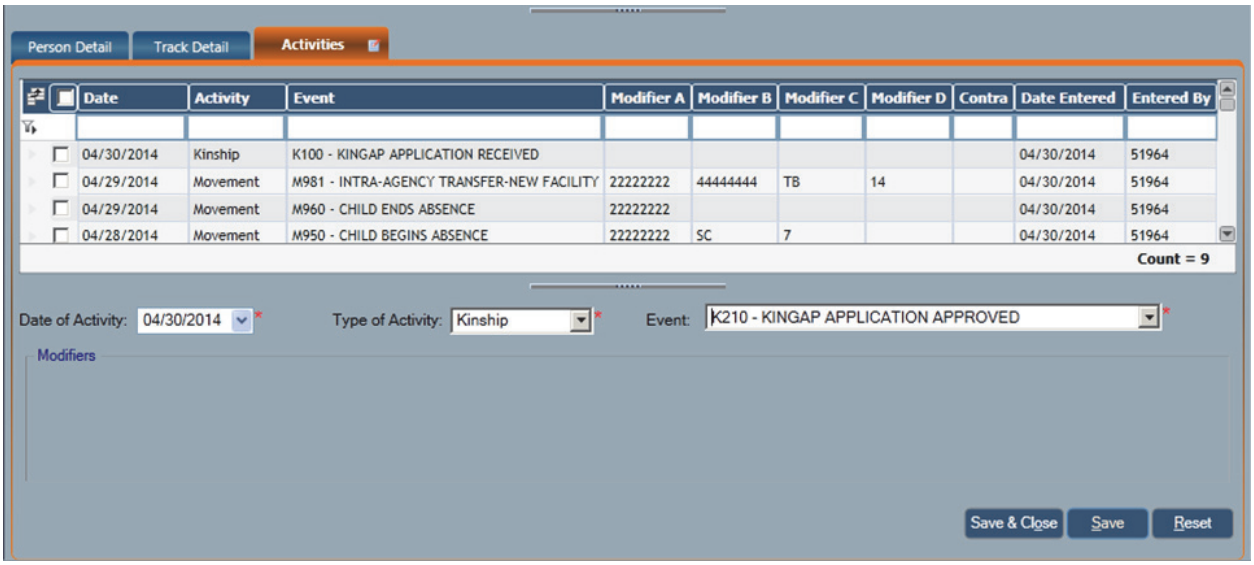
Only district workers can close a track.

Recording a K100 – KinGAP Application Received



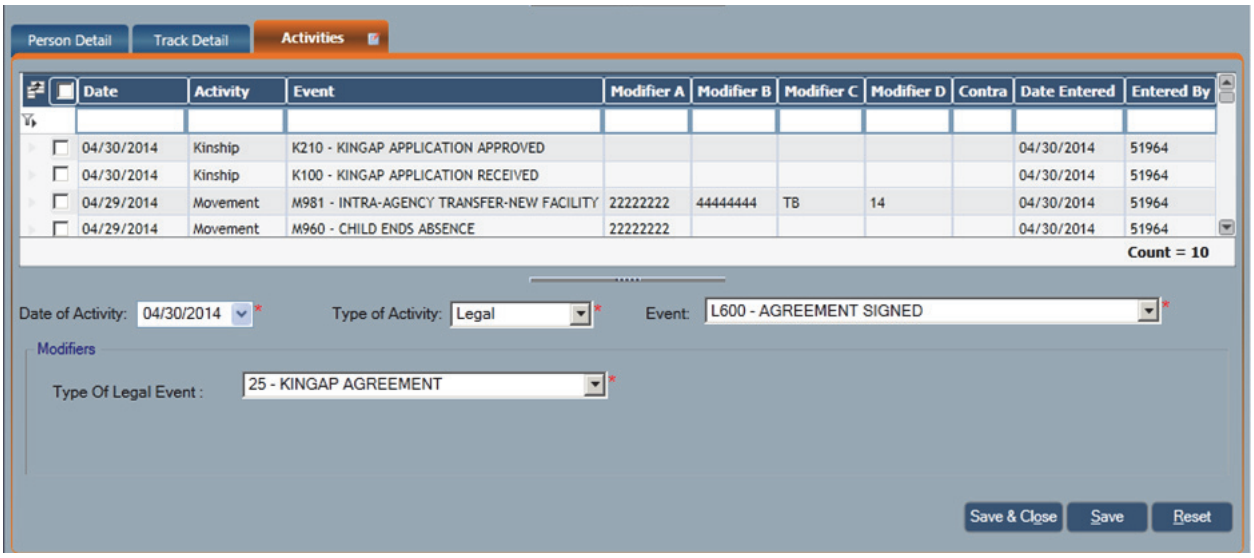
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Kinship.”
3. Click the drop-down arrow for the **Event** field and select “K100 - KINGAP APPLICATION RECEIVED.”
4. Click the **Save** button.
   The activity displays in the grid.

Recording a K210 – KinGAP Application Approved



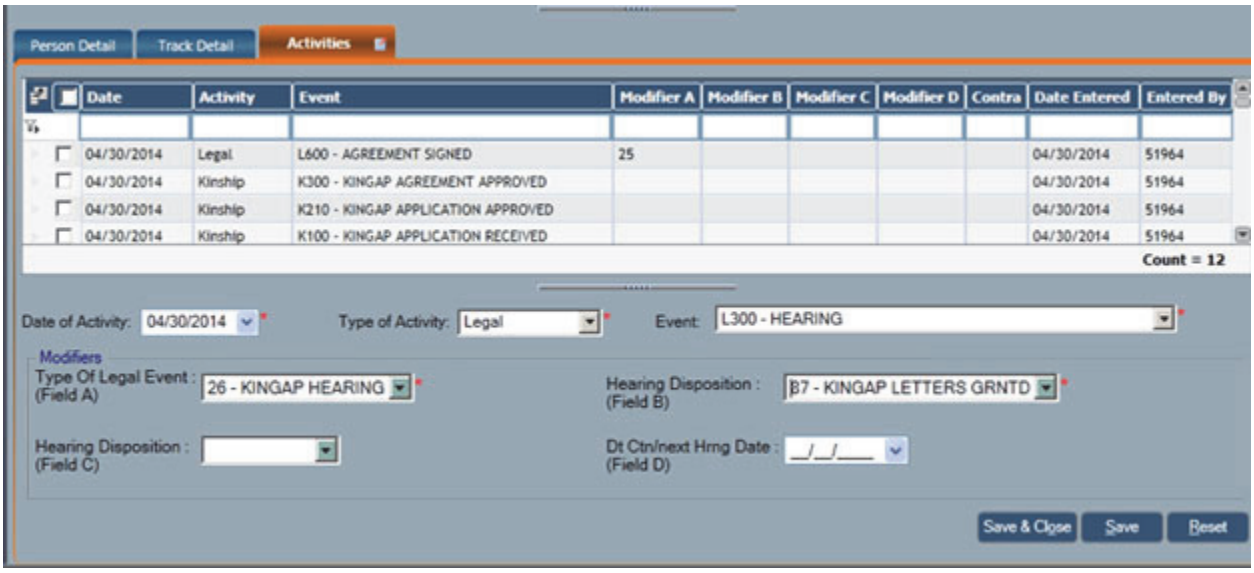
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Kinship.”
3. Click the drop-down arrow for the **Event** field and select “K210 - KINGAP APPLICATION APPROVED.”
   For a denied application, you would select K200.
4. Click the **Save** button.
   The activity displays in the grid.

Recording an L600 – Agreement Signed



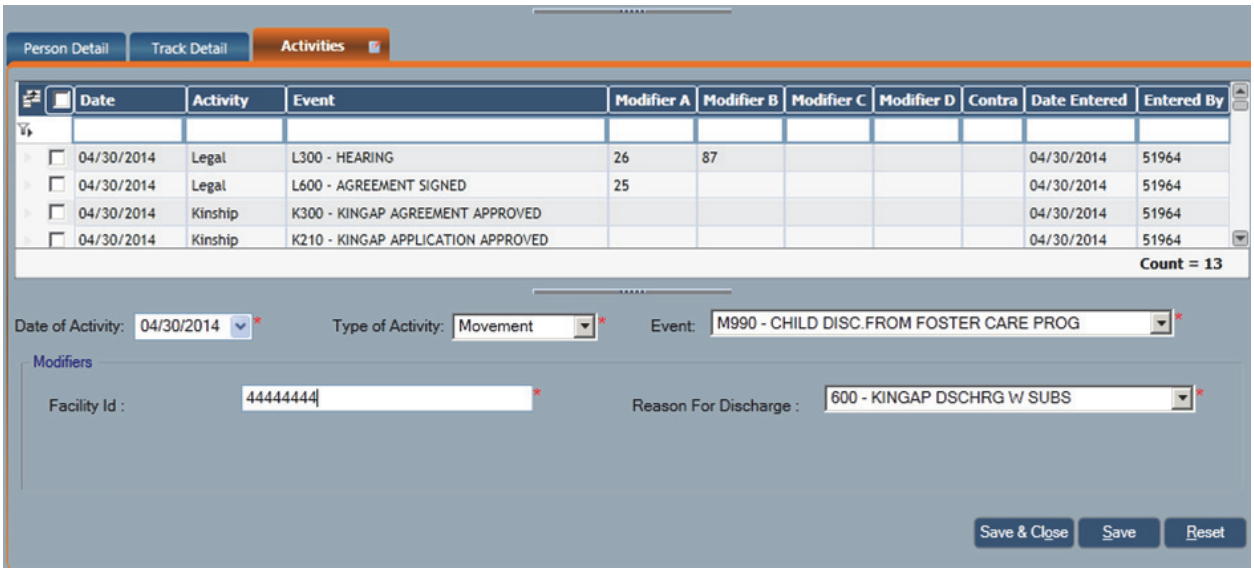
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L600 - AGREEMENT SIGNED.”
4. In the **Modifiers** section, click the drop-down arrow for the **Type of Legal Event** field and select “25 - KINGAP AGREEMENT.”
5. Click the **Save** button.
   The activity displays in the grid.

Recording an L300 – Hearing – KinGAP Hearing



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L300 - HEARING.”
4. Click the drop-down arrow for the **Type Of Legal Event** field and select “26 - KINGAP HEARING.”
   *During the KinGAP hearing, Letters of Guardianship may be granted. This can be entered in one of the **Hearing Disposition** fields.*
5. Click the drop-down arrow for the **Hearing Disposition (Field B)** field and select “87 - KINGAP LETTERS GRNTD.”
6. Click the **Save** button.
   The activity displays in the grid.

Recording an M990 – Child Discharge from Foster Care Program – KinGAP



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M990 - CHILD DISC. FROM FOSTER CARE PROG.”
4. In the **Modifiers** section, enter the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Reason For Discharge** field and select “600 - KINGAP DSCHRG W SUBS.”
6. Click the **Save** button.
   The activity displays in the grid.