

NYS Office of Children and Family Services
CONNECTIONS Case Management

Impact Analysis

Subject: Family Services Stage

Functional Area: Security Changes for Build 18.9

Brief Description of Current Function/Process:

Currently, any worker in a Local District that has a role in a stage may press the APP REG button to initiate the Application Registration process in WMS.

Health information is typically recorded in progress notes or in the FASP. Workers that have a role in the stage may record progress notes and contribute to the FASP.

What Remains the Same:

WMS Interface:

- Application registration and demographic maintenance for individuals in child welfare services cases is done through CONNECTIONS.
- Voluntary Agency Workers will not see the APP REG button.
- When the APP REG button is pressed, the WMS interface initiates the WMS Services Case using the CID date in CONNECTIONS.

Health:

- All statutes and regulations pertaining to requirements for gathering and maintaining health information for children in foster care remain the same. Please refer to the Health Services Manual for Children in Foster Care at:
http://www.ocfs.state.ny.us/main/sppd/health_services/manual.asp
- Unit Hierarchy Access: Unit Hierarchy Access is defined as having the BF UNIT SUM ACCESS, and being the Unit Approver in the unit of the specified worker with a role in the stage, or a role in the unit above the Unit Approver.

What is New or Changes:

WMS Interface:

- A new Business Function called 'MAINT APP REG' will be required in order for a Local District user to be able to initiate the application registration process on a Family Services Stage, whether or not the user has a role in the stage. If a Local District user does not have this

Business Function as part of his/her Business Function Profile and attempts to press the 'APP REG' button on the Family Services Stage window, the message "APP REG can be conducted only by individuals with the MAINT APP REG Business Function and the APP REG process will not be called."

Health: (All information under this heading applies to the Health Services Module, Except Early Intervention)

- Agency Access/Organizational Hierarchy Security does not allow access to the Health Module. Workers with Agency Access can still view or maintain information in the rest of the stage, but for them the Health Services tab will be disabled.
- **"Designation of responsibility"** is a new requirement applicable only to the Health Services Module. Designation is made at the organizational level (Local District or Voluntary Agency) to enable staff in the "designated" organization to view or maintain health information for a specific child in a stage. In order to designate responsibility, the Case Manager or Case Planner will select a tracked child and then select the agency that is to be responsible. The agency will be chosen from a list that is pre-filled based on who has a role in the stage. (See open and closed stage access below)
- There are two paths to access the Health Services tab: There are two basic ways to get access to Health Services tab: by having a **role** in the stage (including Unit Hierarchy Access to the worker with a role's workload) or, by having access to a stage via the Case Search path in conjunction with being assigned a Business Function of VIEW HEALTH or MAINT HEALTH.
 - Workload> FSS> Health Tab
 - Case Search-->Case List> Case Summary path
- NOTE: VIEW HEALTH and MAINT HEALTH work in conjunction with other Business Functions that allow access to the stage.

Open Stage Access:

- Workers with the role of Case Manager or CPS Worker/ Monitor, or those accessing their workload, may view and modify health information for all tracked children in the stage.
- Workers without a role who are in the Local District/ Voluntary Agency of the current Case Manager or CPS Worker/ Monitor with the VIEW HEALTH or MAINT HEALTH Business Function may view health or maintain health respectively, for all tracked children in the stage.
- Workers with the role of Case Planner, or those accessing the workload of the Case Planner may view and modify health information for all tracked children in the stage.

- Workers without a role who are in the Local District/Voluntary Agency of the current Case Planner with the MAINT HEALTH or VIEW HEALTH Business Function, may modify or view health respectively, for the children for whom their district/agency has been designated responsible. (**ONLY ASSIGN THESE BF's ON A NEED TO KNOW BASIS.**)

NOTE: If the Case Planner's agency is NOT designated responsible for any child, NO ONE in the agency except the Case Planner and Case Manager (and those able to access her/ his workload) will have access to the Health Services tab for any child in the stage.

- Workers with a role of Case Worker, or those accessing the workload of the Case Worker, may view and maintain all children for whom their Local District or Voluntary Agency has been designated.
- Staff in the agency of the Case Worker without a role, who have the VIEW HEALTH or MAINT HEALTH Business Function can maintain or view health information respectively, for those children for whom their agency has been designated responsible. In open stages they may also view health for any child for whom their agency was previously responsible, however they will only view that information up to the time their responsibility ended.
- The Primary and Secondary Investigators in a CPS INV stage open concurrently with an FSS stage may view health information for all tracked children through the workload path.
- State workers with a role in the stage (e.g. DRS) or those accessing their workload may view and modify health information for all children in the stage.
- Persons who do not have a role in the stage and who should be maintaining health information for all children in a district or voluntary agency; such as a Nurse or other health care professional, should be given the MAINT HEALTH Business Function. The MAINT HEALTH business function, in conjunction with the CASE or PERSON SEARCH Business Function allows users to maintain/view Health for all children for whom his/her agency has been designated as responsible.

Closed Stage Access:

NOTE: Once a stage is closed, in order to update or view health information in that stage, workers will require the VIEW HEALTH or MAINT HEALTH BF in addition to other roles/rules noted below.

- Workers in the district of the Case Manager or CPS Worker Monitor with the VIEW HEALTH or MAINT HEALTH Business Function may view or maintain health respectively, for all tracked children in the stage.
- Workers in the Local District/Voluntary Agency of the of the Case Planner **assigned at the time of stage closure** with the VIEW or MAINT HEALTH Business Function may view or maintain health information respectively, for all tracked children in the stage.

- Staff in the Local District/Voluntary Agency of the Case Planner **whose agency had been designated responsible AND** who have the VIEW HEALTH Business Function will be able to view health information for the children for whom the CP's agency was responsible up until the time such role or responsibility was unassigned. **Conversely**, if the district/agency of the Case Planner was never designated responsible, then NO ONE in that district/agency will be able to view the health information.
- Staff in the Local District/Voluntary Agency of the Case Worker assigned at the time of stage closure with the VIEW HEALTH or MAINT HEALTH Business Function may view or maintain health information respectively, for children for whom their agency was designated responsible.
- Staff in the Local District/Voluntary Agency of the Case Worker with the VIEW HEALTH or MAINT HEALTH Business Function whose agency was unassigned prior to the stage closure may not view or maintain any health information.

Implications/Considerations:

System

APP REG:

- Those users with the business function to APP REG will now see a warning message when the button is pressed advising them of the date that will be sent to WMS to initiate the Services Case.
- Role in an FSS does not automatically grant a user the ability to press the APP REG button—the APP REG Business Function must be granted.

Health:

- Due to the confidentiality of the information contained in the Health Services tab, security for this function is necessarily more restrictive. Please refer to the Business Function guidelines for the Business Functions of MAINT HEALTH and VIEW HEALTH.
- Since the problem with out assignments for Agency Access/ Organizational Hierarchy Security will be corrected with Build 18.9, it may be necessary to re-assess out assignments in conjunction with who in the organization has the UNIT SUM ACCESS BF to make certain that only the staff that have a need to know will be able to access health information through Unit Hierarchy Access.

Program

APP REG:

- Users granted the “APP REG” Business Function will now be responsible to verify the application date that will be passed to WMS. Please see the Impact Analysis on the WMS Interface for information on how to update the Application Date.

Health:

- Access to Health information should only be given to staff with a “need to know.” Please consult the OCFS Manual: Working Together: Health Services for Children in Foster Care located on the OCFS internet at this address:
http://www.ocfs.state.ny.us/main/sppd/health_services/manual.asp
- Please consult the Impact Analysis: Health Services.

Recommendations:

- The Business Functions will be created approximately four to six weeks prior to Build 18.9. A notice will be sent out to all Security Coordinators when the business functions are available to be assigned. Management should carefully consider who receives these Business Functions and refer to the Health Services Job Aid for further detail.
- Out assignments, in conjunction with Unit Hierarchy Access, should be carefully reviewed to protect the confidentiality of the information in the Health Services tab.
 - Review your agency’s assignments of the UNIT SUM ACCESS Business Function
 - Realign your agency’s protocol regarding the assignment of the UNIT SUM ACCESS Business Function if needed.
 - Remove the UNIT SUM ACCESS Business Function from those who should not have it.
 - If there are staff listed who are no longer in need of CONNECTIONS access at all, please end date them.
- Persons who do not have a role in the stage and who should be updating health information for all children in a district or voluntary agency; such as a Nurse or other health care professional, should be given the MAINT HEALTH Business Function. The MAINT HEALTH business function, in conjunction with the CASE or PERSON SEARCH Business Function allows users to update/view Health for all children for whom his/her agency has been designated responsible.