Memo

To: CONNECTIONS Implementation Coordinators and Directors of
        Services

From: CONNECTIONS Communications (authored by Suzanne Frizzell)

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Re: Validating Conversion from WMS to CONNECTIONS

Please note: The original document identified the incorrect path to the report.   The highlighted text is the text that differs from the original.

The CONNECTIONS Build 18 Conversion Development team developed a data clean up report to be used to model the conversion of WMS services cases to CONNECTIONS. The report projects what will happen when all the WMS services cases and individuals are converted. The report summarizes the outcome of each WMS record and how it is treated in CONNECTIONS (e.g., new, updated) and the rule used to determine that outcome. This report was developed in conjunction with the Conversion Workgroup and tested in multiple districts.

For every active WMS services case with a Direct Service type of 08 (foster care), 17 (Child Protective Services, 25 (Mandated Preventive Services) and 26 (non-Mandated Preventive Services) business rules are applied to match that case and the people in the case to CONNECTIONS. The matching on Case is as follows:

- If WMS Case Number is found on a CONNECTIONS case in the Investigation Conclusion window, then verify that at least one member of the WMS case is present in the related CONNECTIONS case. This is a match on CIN # or, if no CIN # in CONNECTIONS, exact name and year of birth.

- If the CONNECTIONS Case Number is found in the "Related Case" field in WMS, then perform the same verification of one case member as above.

- If the WMS Case Number is found in the Person ID record, then perform the same verification of one case member as above.

- If any of the above business rules are not met, a new CONNECTIONS case will be created.

Persons from the WMS case are matched to the persons in CONNECTIONS, if possible, following the business rules for person match:

- If there is a match on CIN to PID, validate the person with the initial of the first name and the year of birth.

- If there is no match on CIN to PID, query the CONNECTIONS case for exact match on full name and date of birth.

- If no match within the CONNECTIONS case, query the CONNECTIONS database for either a match on CIN to PID or exact match on full name and date of birth.

- If no match is found, or if multiple matches are found, create a new person in CONNECTIONS.

Staff assigned to each case is matched following these business rules:

- Match WMS office/unit/worker code to CONNECTIONS WMS ID (in Staff Detail Window). If no match, put on District Conversion Workload; if match place on Worker workload with a role of Case Manager.

- Match CCRS unit/worker code to CONNECTIONS CCRS ID (in Staff Detail Window). If no match, put on district or agency conversion workload; if match, place on worker workload with role of case planner, if indicated in CCRS (and only one exists on the case). If multiple workers, place on worker workloads with a role of case worker.

- The conversion program will NOT allow case assignment to an LDSS worker in another district from the district being converted.

The report has been developed in Microsoft Excel as a spreadsheet and can be used like any other spreadsheet, e.g., it can be re-sorted, filters can be applied, rows and/or column can be added or hidden, it can be saved to another location, etc. It should be noted that the report will be issued on the third Monday of each month and will reside in the Public Folders. The path to the report is: \\fnpcfs0a1ac\groups\connections. You will then find a subdirectory called BUILD 18. Open that and you will find two directories Conversion and MPR. You will locate your Conversion Planning Report by "Your District ID - Your District Name". The report will be password protected. Initial access and the password will be given to the Implementation Coordinator at your district by the assigned Field Support staff for your county. If you wish to add someone for access to the folder, please notify your CONNECTIONS Regional Field Support person via email or letter and we will set that person up as well.

This report will be generated for each local district and is sorted by Office/Unit/WMS case number. This sort allows you to send relevant parts of the report to the units responsible for the case. Data displayed on the report is as follows:

District ID: The number associated with that district

WMS Case: The WMS case number to be converted

WMS Case Name: The name of the case in WMS

Action: New Case or match reason.

1. Case found using data from the Investigation Conclusion and CIN validation

2. Case found using data from the Investigation Conclusion and Name/Date of Birth match

3. Case found using data from WMS related case field and CIN

4. Case found using data from CONNECTIONS Person ID field and CIN

5. Case not found; create new case

Action: New Person or match reason.

1. Person found within the case by matching CIN to PID

2. Person found within the case by matching Name and Date of Birth

3. Person found within the CONNECTIONS database by matching CIN to PID

4. Person found within the CONNECTIONS database by matching Name and Date of Birth

5. Person not found, or multiples found; created new.

WMS CIN: The CIN number of the WMS case participant

WMS Last Name: The last name of the WMS case participant

WMS First Name: The first name of the WMS case participant

CONX ID: CONNECTIONS Case/Person ID associated (Matched)

WMS DOB: WMS date of birth of the WMS case participant

CIN Status: CIN not found in CONX or Matched or CONX Case Number or CIN found, date of birth conflict.

Services Type: Always CWS except for NYC Advocates Preventive Cases (put description here).

PPG: Permanency Planning Goal from CCRS for that child

CID: Case Initiation Date from CCRS for that child

Program: Program Choice from CCRS for that child

Case Manager: LDSS Case Manager from WMS ID

Case Planner: LDSS or Voluntary Agency Planner ID

Case Worker: LDSS or Voluntary Agency Worker ID

CONX Case: if blank, the case is open; if "re-open", the CONX case is closed and must be reopened.

Following are the instructions to use the report and fix potential errors prior to Conversion of WMS cases in Build 18.

New Case Created:

New cases will be created if there is not a Case number link between the two systems in the district being converted. In some cases, this is correct as not all services cases will result from CPS reports.

Search for the case participants in CONNECTIONS. If participants are found, look at case opening dates, case composition, etc., to see if the cases should be connected. If they should and the investigation is closed in CONNECTIONS, enter the WMS Case # through Local Data Maintenance. Please ensure that at least one person in the cases match. The conversion program will do a secondary level of validation to ensure that the two cases are similar. Please refer back to the matching criteria in this memo.

If you found a match on the case, please examine the case participants in the WMS case and compare the demographic information in WMS with that data in CONNECTIONS. In general, the WMS data is more accurate but ensure that CIN numbers are present; names correspond and date of birth match. Occasionally, WMS has a real birth date while CONNECTIONS has the approximate age (e.g., 01/01/67). Please refer back to the matching criteria in this memo to see the validation routines the conversion program will do if matches are found.

If you found no match in the case, examine the WMS case for inaccuracies in address, etc.

New Person Created:

New people will be created if there is not one and only one person number link between the two systems and the validation criteria have not been met.

Search for the case participant in CONNECTIONS. If the participant is found, ensure consistency between the two systems in Name, Date of Birth, Sex, and other demographics. Also, ensure that each person in CONNECTIONS known to WMS contains his/her CIN number. Please refer back to the matching criteria in this memo to see the validation routines the conversion program will do if matches are found.

If you found no match on the person, the conversion program will create a new person using the person demographics from WMS. The CONNECTIONS address will become the WMS case address. Again, this may be appropriate if the person was not ever involved in a CPS investigation.

Other Data Verification:

If the Service Type is wrong; either CWS or ADVPRO (for New York City only), please review the criteria for identifying the Advocates Preventive cases in the introduction to this memo and make the corresponding changes to WMS to comply with those criteria.

PPG: Permanency Planning Goal

This information comes directly from codes in CCRS. If you see that this code is wrong, please change in CCRS. Occasionally, you may find that you need to change the service type as well. For example, a family was receiving preventive services but the children were removed from the home and only the Mother is receiving services. In this example, the service type may not have been changed in WMS from Service Type 26 (non-mandated preventive) to adult services.

CID: Case Initiation Date

This information comes directly from CCRS. In CONNECTIONS, this date drives processing in terms of the Family Assessment and Service Planning, e.g., 6 months from CID is Reassessment, etc. Please ensure that the next review date reflects this.

Program: Program Choice (PC)

This information comes directly from codes in CCRS. If you see that this code is wrong, please change in CCRS.

Worker Clean-up:

Once you have accurately linked cases and people, you need to examine the workers assigned as well as their roles. If the conversion program does not find either the WMS ID (for Case Manager) or the CCRS ID(s) for Case Planner, CPS Monitor, and Case Worker(s), the case will be placed on the Conversion Workload at the District and/or Agency and the Case will have to be manually assigned post-implementation.

It is suggested that those voluntary agencies that don't have access to legacy systems start to put Agency/Office/Worker codes on all paper UCR's now. All but the following forms have a place for you to enter these codes:

- Risk Assessment Summary

- Old Progress Note Template for Upstate Districts and Agencies

- Visitation Plan Review

- Visitation Plan – Family/Child

- Life Skills Assessment

- Discharge from Foster Care

On these forms, please write the codes in the upper right hand corner of the document.

The Districts can then enter these codes to CCRS. Districts should enter the role of the Voluntary worker in the case to CCRS as well: Planner or worker. Please remember that you can only have one case planner per case but as many workers as you need.

If the worker is not currently known to CONNECTIONS or does not have an accurate WMS (if District) or CCRS office/unit/worker code in the CONNECTIONS Staff Detail window, these fields will need to be entered/updated as well.

If you have any questions regarding the content of this memo you may contact your CONNECTIONS Regional Implementation Field Staff person or, Suzanne Frizzell

SAMPLE REPORT

Conversion Planning Report

District A

DIST	WMS_CASE	WMS_CASE_NAME	ACTION	WMS_CIN	NM_WMS_LAST	NM_WMS_FIRST	CONX_ID	DT_WMS_DOB	CIN_STATUS	Service Type	PPG	CID	Program	CaseManager	CasePlanner	CaseWorker
31	S19931	Flintstone, Wilma	New Case							CWS				Durante		
			FT_ANY_CIN	AX82415M	Flintstone	Wilma	259613	03/07/45	MATCHED							
			FT_ANY_CIN	AX82414P	Flintstone	Fred	497130	09/26/49	MATCHED							
			New Person	CE87829M	Flintstone	Pebbles		08/24/73	CIN not found in CONX							
			New Person	CX81376F	Rubble	Bambam		10/16/93	CIN not found in CONX							
31	S20531	Jetson, Judy	IC_CIN				20934725		21842803	CWS				Potter		
			IC_CA_CIN	AF47492D	Jetson	Judy	6155872	03/01/45	MATCHED							
			IC_CA_CIN	BU72112Y	Jetson	Jill	2040954	01/25/89	MATCHED		PREV PLCMT	10/19/2000	MAN PREV		WORKLOAD PPSLIB	
			IC_CA_CIN	CC26472E	Jetson	Leroy	6042431	07/13/91	MATCHED		PREV PLCMT	10/19/2000	MAN PREV		WORKLOAD PPSLIB	
			IC_CA_CIN	CJ30010X	Jetson	Astro	6169418	04/23/93	MATCHED		PREV PLCMT	10/19/2000	MAN PREV		WORKLOAD PPSLIB	