

NYS Office of Children and Family Services
CONNECTIONS Case Management

Impact Analysis

Subject: Family Services Stage

Functional Area: Child Case Record

Brief Description of Current Function/Process:

Generally, local districts create separate cases in WMS and CCRS for children who have been legally freed from all parents and who have a goal of adoption. Some districts wait until the adoption is finalized and then create a separate record solely to pay an adoption subsidy.

What Remains the Same:

1. A separate case, with new WMS and CONNECTIONS case numbers, will be created for children who are freed for adoption, and a new track will be opened in CCRS in the usual manner.
2. The CID (case initiation date) for the new case record will remain the same as the current CID.
3. Only the Case Manager may initiate creation of a Child Case Record
4. The CCR is a one-person case in the name of the child.
5. An individual CCR will be created for each freed child.
6. Assessment and service planning will continue for the child only case.
7. The child will be assigned a new CIN and PID at adoption finalization.
8. Stringent security will maintain the confidentiality of this record, once the adoption has been finalized.

What is New or Changes:

1. A new Child Case Record for a freed child will be created, within the Family Services Stage, in CONNECTIONS (CCR/FSS).
2. The timing for the creation of the separate record is prescribed. The system will automatically create a Child Case Record when the Case Manager records (clicks checkbox) that the child is completely freed for adoption.
3. All children, who have been completely freed, including those who might not be placed in an adoptive setting, will have a separate case record.
4. The freed child is end dated in the family case record.
5. Selected demographic data for the child will be automatically copied into the CCR.
6. Progress notes and FASPs are started anew in the CCR, with a Plan Amendment being the first FASP in the CCR. The cycle is based on the CID of the FSS from which the Child Case Record was created.
7. Workers assigned to the CCR will be able to look back into the family record as they will have implied role back into the family record (CWS/FSS).
8. FASP components and questions are tailored to the case needs of a freed child. Only the Reassessment FASP and Plan Amendments are available.

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9. Workers need the Business Function “View Sealed Adoption” to link to the CCR once an adoption has been finalized.

Implications/Considerations:

System

1. A CCR must be opened in CONNECTIONS before a new WMS and CCRS case can be established.
2. A CCR cannot be opened while a FASP is in pending status.
3. Until Build 19, the Case Manager must record that the child is ‘completely freed for adoption’ in order to create the CCR.

Program

1. Workers need to record a new visitation plan for the child within the CCR FASP, if appropriate.
2. Districts will want to be aware that Build 19 will include an additional case stage for finalized adoptions (FAR) for purposes of subsidy payment and potential post adoption services.

Recommendations:

1. Districts who currently don’t create, or delay creating, a separate child record for all freed children should review, and revise as appropriate, current policies and procedures to accommodate the earlier timeframe for creation of the child record.
2. Districts should develop procedures for getting legally freed information to the Case Manager in a timely fashion so it can be entered into CONNECTIONS.
3. Districts should ensure that recording a child as completely free for adoption in CONNECTIONS matches the status of the CCRS Adoption Activity of A 499.