CONNECTIONS Build Bulletin

Build 2, 2023

Scheduled Implementation Date: May 3, 2023

Questions? Please contact your OCFS Regional Office staff with questions regarding programmatic changes or your Regional CONNECTIONS Implementation Team with any questions related to system navigation.

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2	Tracked Children Window	New Legal Events Added to Removal Information Tab ($) Menu
2	FSS	Adding ADD Stages to Services-Only Cases
3	Person Demographics	New Rules for Date of Birth Changes
3	CPS - Fatalities	Automated OCFS Child Fatality Report Letters
4	QRTP Activities	Edit on L310 Stay Modifier Added for Family First Activities New LOD Code Modifier
5	Activities	Additional Modifier Fields in Activities 68-CONT FC-EXT ONLY Modifier Retiring Two New Modifiers for 1017 Placements Q200 Entries / IV-E Claiming Change
6	My Uploads/Activities	New Functionality to Link Uploaded Documents to Activity Entries

Additional Legal Events Choices on Removal Information Tab

Two new choices have been added to the Legal Events Associated with Removal menu on the Tracked Children Detail Window/Removal Information Tab to allow for situations not previously covered by the existing choices. The new options are:

- Article 10-C Destitute Child

- SSL-384B Deceased Parents

Additionally, existing legal events have been re-labeled for clarity and consistency.

Adding ADD Stages to Services-Only Cases

An Additional Information stage (ADD) is information called into the State Central Register (SCR) that does not contain allegations but is important information for the caseworker. Currently, there are edits in place that only allow SCR workers to merge an Additional Information stage (CPS INT ADD) into a case that has CPS history. The change in this build will allow an SCR worker to add an ADD stage to a case without CPS stages, but which has a closed Family Services Intake (FSI) and open Family Services Stage (FSS). There is no change in the process by which ADD stages are assigned.

When an INT ADD stage is merged to a stage without CPS history, the INT ADD stage will not be purged for as long as it remains associated with the FSI/FSS.

Using the Implied Role path, VA Workers will be able to view ADD stages associated with FSS stages to which they are assigned a role.

NOTE: An FSS cannot be closed if it would leave an ADD stage as the only open stage in that case. You would need to close the ADD stage FIRST, then close the FSS.

Steps for closing an ADD stage:


1. Select the *INT ADD* stage on the workload.

2. Select the *Intake Priority Closure* link from the left navigation pane.
3. In the *Reason Closed* field, select *Closed - Additional Report* from the list.
4. Click the *Save & Close Intake* button.
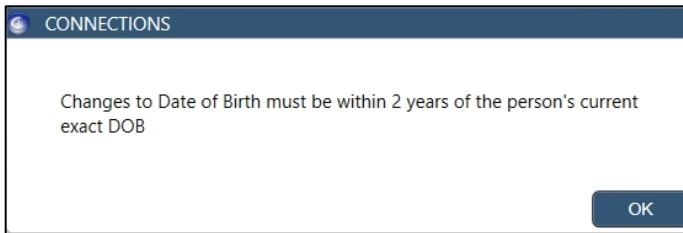
New Rules for Date of Birth Changes

Bad person merges create inaccuracies in history that can result in poor safety decisions and take countless hours to fix on the part of both local district and state staff.

To reduce the likelihood of bad person merges, changes have been made to the rules for changing a DOB in all open stages and to the rules for Person Merges.
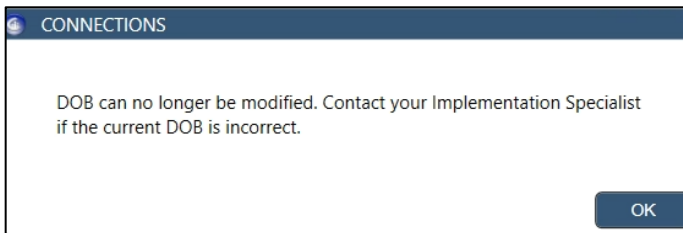
- When a person has a DOB saved, it may be changed but not deleted/removed.
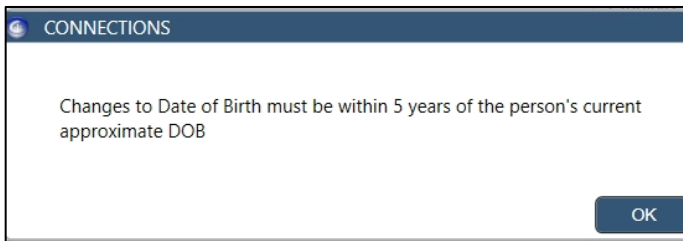
CONNECTIONS Changes to Date of Birth must be within 5 years of the person's current approximate DOB OK	- When an existing DOB is marked as *approximate*, it can only be changed to fall within 5 years, plus or minus, of the current approximate DOB.
CONNECTIONS Changes to Date of Birth must be within 2 years of the person's current exact DOB OK	- When an existing DOB is *exact*, it can only be changed to fall within two years, plus or minus, of the current DOB.
CONNECTIONS DOB can no longer be modified. Contact your Implementation Specialist if the current DOB is incorrect. OK	- After an original DOB is saved, only *two* additional changes are allowed. After this threshold is hit, the DOB is "locked" for further modification, except by State workers. Changing a DOB back to a previously saved DOB does not count toward the threshold.

- The SCR will leave the DOB field blank if a reporter is uncertain of an individual's age to allow for greater accuracy when a DOB is entered by the local district worker.
- These rules also apply to person merges. A merge will be disallowed if the merge attempts to ultimately change a DOB more than 2 or 5 years, as described above.
- *Local Data Maintenance functionality will not be impacted by this change*. Age changes of more than 2 or 5 years can still be done through the LDM process.

Automated OCFS Child Fatality Report Letter

OCFS Policy requires that 30 days after a date of death (DOD) is recorded for a child in CONNECTIONS, a letter is generated from CONNECTIONS and printed and mailed for each adult listed on an open, or recently closed (within the

past 30 days), stage with which the deceased child is involved. The letter informs those in parenting roles of the OCFS child fatality report process and the posting of many of these reports on the OCFS website.

A new batch program has been created which will run each business day to identify any DODs saved to a child exactly 30 days prior. A "child" is defined as the PID of any person who was under 18 at the time the DOD was saved.

The batch will then identify any INV, FAR, or FSS stages, open or that closed within the last 30 days, where the child PID appears, and then unique "Parent PIDs." A Parent PID is defined as any PID on the Person List *without* the values of Child, Daughter, Daughter/Son, Foster Child, Grandchild, Niece/Nephew, Sibling, Son or Step Sibling. Letters will be autogenerated based on the names and addresses of the "Parent PIDs", therefore no action is needed on the part of the local district.

Activities – Edit on L310 Entry

Family First legislation requires that children placed in a QRTP setting have both an assessment by a Qualified Individual and a court review of their progress.
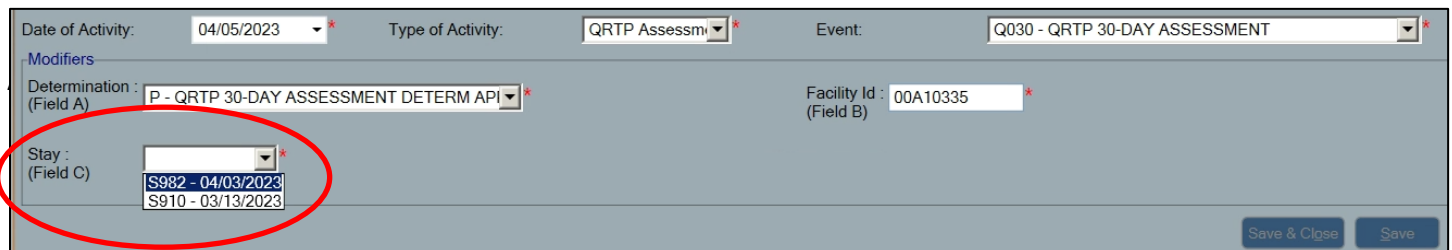
This change prevents entry of the L310-Court Review code if the required Q030-QRTP Assessment has not yet been entered or if the attempted entry date is the same as or earlier than the Q030.

Error messages will display if the incorrect entry of the L310 is attempted.
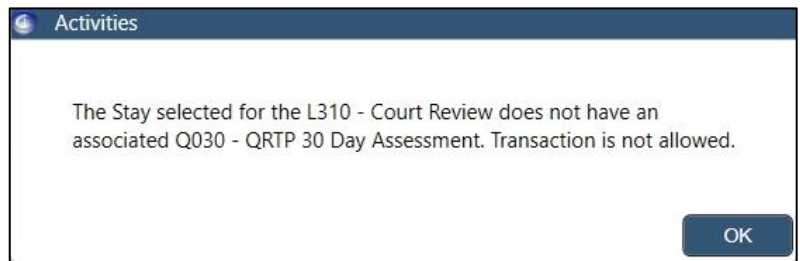
"Stay" Modifier for Family First Activities

When youth in QRTP settings make rapid moves between programs, it has been difficult to follow which L310-Court Review entry links with which Q030-30 Day Assessment in Activities. To rectify this, a new Modifier field labeled "Stay" has been created (Mod C for the Q030, Mod E for the L310) and displays once the Facility ID is entered. This allows the worker to select the correct unlinked Shadow Code/Activity Date for that Facility ID field from a drop-down menu.
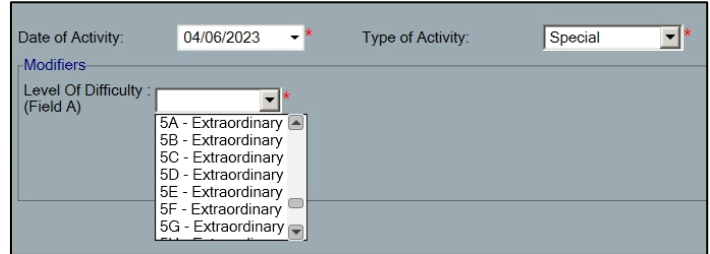

- If the Movement linked with the Stay modifier is invalidated so is the Shadow Code and the linked Q030 and L310. If the Movement is re-entered, the Q030 and L310 must also be re-entered with a Stay modifier.
- If a linked Q030 is invalidated so is the L310 with the same Stay dropdown value.

New LOD Code Modifier

A new Modifier A of *5-Extraordinary* has been added for the S200 - CHILDS LEVEL OF DIFFICULTY.

As now, Voluntary Agency workers may change the LOD but are prohibited from making a change that results in a *higher* level of difficulty for a child.
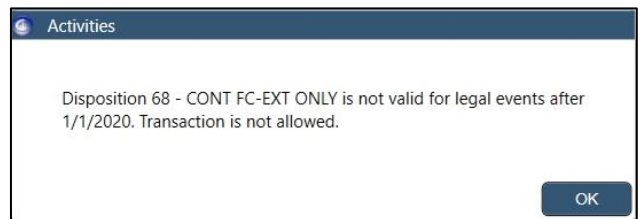
NOTE: This change is scheduled to go into effect on 7/1/2023.

Additional Modifier Fields in Activities

As data collection requirements continue to increase, there is a need for additional fields in Activities to collect this additional data. New modifier fields have been added to support future needs, such as the addition of the Mod E field for L310 codes.

68-CONT FC-EXT ONLY Modifier Retiring

Because Permanency Hearings have taken the place of JD Extension Hearings, the Legal modifier of 68-CONT FC-EXT ONLY, will no longer be available as a choice for L300-Hearing or L500- Appeal entries when the Activity Date is 1/1/2020 or later.
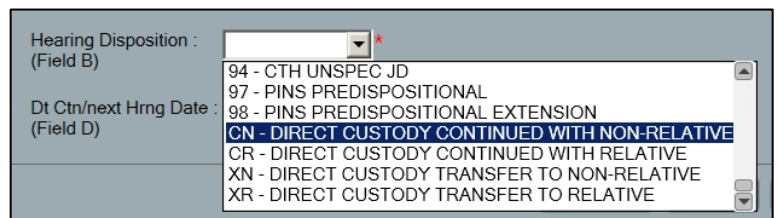
This code has been replaced with L300/21/44 or L500/21/44.

Two New Modifier Bs for 1017 Transfers

To more accurately reflect when a child's custody with relatives changes, new codes are available to better reflect the different types of direct custody transfers:

- CN - Direct Custody continued with non-relative
- CR - Direct Custody continued with relative
- XN - Direct Custody transfer to non-relative
- XR - Direct Custody transfer to relative

The new codes replace the choices of 88-DIR CUS XFR/CNT REL and 89- DIR CUS XFD/CNT NREL as a Mod B or Mod C for an L300-Hearing or L500-Appeal.

Q200 Entries / IV-E Claiming Change

Until now, there has been no system review when a Q200 - OCFS COMMISSIONER LEVEL LONG TERM STAY REVIEW is entered in Activities to check if the Q030-QRTP 30-DAY ASSESSMENT or L310- COURT REVIEW decision is either late or if the L310 decision is "Not Appropriate". This may result in an incorrect extension of Title IV-E reimbursement in BICS.

The system will now review for these situations and will only send the Q200 to BICS if it is appropriate to do so.

Uploads Functionality for Activities

Uploads functionality is already in use in many areas of CONNECTIONS where photos or documents can be uploaded and linked to a Stage, Person, Allegation, Progress Note or to the Health module.

This change creates the ability for a worker to upload documents, such as petitions and court orders, to their My Uploads tab and link them to specific Legal events in the Activities module. Linked documents must use the Category of Legal and one of the following Subcategories:

- Court Order (changed from Court Order of Supervision)
- Petition
- Signed Agreement
- Other

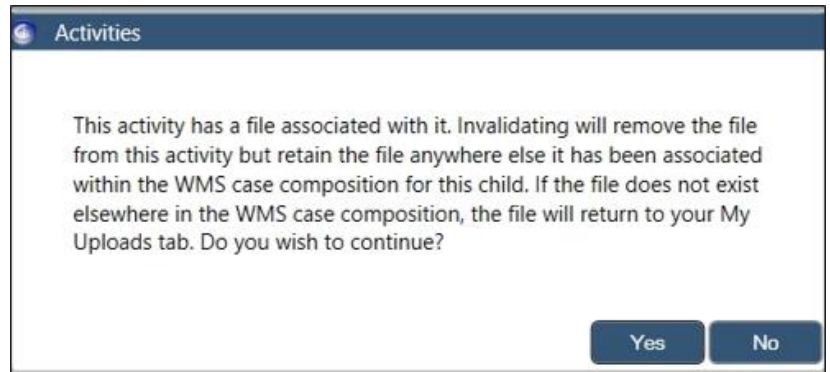Making such legal documents more accessible has several benefits:

- Clarity for workers, including Voluntary Agency workers, regarding specific requirements in court orders.
- Easier gathering and organizing of IV-E eligibility documentation.
- Easier access to information needed to resolve legal Non-Reimbursables (NRs).

Use of this new functionality is __OPTIONAL__ but because of the possible benefits, Districts may wish to review whether this option is something they wish to embrace and, if so, what internal process changes might be necessary support its use.

Additional Things To Know:

- Documents that are uploaded and linked to Activities will be easily available in read-only mode, either through the Activity window or from the Person List of any stage of which the child is part.
- The same document can be linked to other persons within the same WMS case, such as siblings under the same court order.
- A new Photos/Docs column has been added to the Activities grid to identify which Activities entries have had a document linked.

- If an Activity entry with a linked document is invalidated, and the document is not linked elsewhere in the WMS Case (e.g., to a sibling), the document is returned to the My Uploads tab of the worker doing the invalidating.

> **Activities**
>
> This activity has a file associated with it. Invalidating will remove the file from this activity but retain the file anywhere else it has been associated within the WMS case composition for this child. If the file does not exist elsewhere in the WMS case composition, the file will return to your My Uploads tab. Do you wish to continue?
>
> [Yes] [No]

- Workers will need both the FILE UPLOAD and MAINT ACTIVITY business functions as the linkage of the uploaded file is initiated from within Activities, not from a worker's workload.
- Workers unfamiliar with the Upload process may wish to attend the HSLC training, <u>CONNECTIONS: Uploading Photos and Documents</u>. For registration, see your Staff Development / Training Coordinator.