04-02-07

CONNECTIONS

Critical Improvements System Build 18.9 Job Aid

Functionality for Caseworkers, Case Planners, Case Managers, CPS Workers/Monitors and Foster/Adoptive Home Finders

CONNECTIONS Training Project
SUNY Training Strategies Group

CONNECTIONS – Critical Improvements System Build 18.9 Job Aid
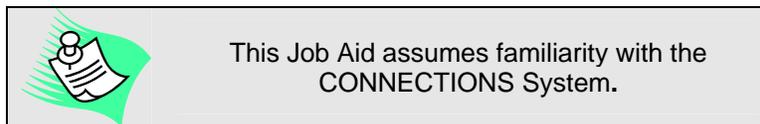## TABLE OF CONTENTS

Introduction

This Job Aid is intended for Caseworkers, Case Planners, Case Managers, CPS Workers/Monitors and Foster/Adoptive Home Finders. The contents provide a detailed overview of the CONNECTIONS system changes due to the implementation of Build 18.9.

With the implementation of Build 18.9, there will be several important changes that will improve the CONNECTIONS system. Specifically, this Job Aid contains information about:

- the ability to change a Child Welfare Services Family Services Intake to an Advocates Preventive Only Family Services Intake

- changes to Adding Outside Participants through the *Family Services Stage* window

- a new button, **Submit for Review**, that introduces a new process that allows for a review of the FASP prior to formal submission for approval

- an enhancement to the *Check FASP Detail* window that provides more details about incomplete components of the FASP

- the ability to delete the Foster Care Discharge component of the FASP, if it was started in error

- the ability to delete an Outcome and Activity Block

- a new window that allows you to compare information between CONNECTIONS and WMS data

- the ability to correct the Case Initiation Date (CID)after the initiation of the WMS application

- an improvement to the *Home Licensing* window that allows a home to be designated as solely an Adoptive Home going through the approval process; and as distinguished from a home receiving an adoption subsidy

In addition:

- this Job Aid details changes to the CCRS Assessment and Service Plan data entry process.

> Any visible identifying data
> in this Job Aid is simulated.

> This Job Aid assumes familiarity with the
> CONNECTIONS System.

This job aid is available online:

- On the CONNECTIONS Intranet site:
  DFA Intranet Site > OCFS Home page > CONNECTIONS >Desk and Job Aids

The CONNECTIONS Intranet site also contains information about CONNECTIONS training.

The Assigned Workload

The Assigned Workload includes a new column. The Agency column displays the three digit agency code of the Case Planner. This distinguishes with which agency a certain case is associated with.

Changing the Type of Service being Requested for an FSI that Originated from an Unfounded Investigation

Currently, in New York City when a Family Services Intake (FSI) is created as a result of an unfounded Child Protective Services (CPS) Investigation you do not have the ability to change the case type from Child Welfare Services (CWS) to Advocates Preventive Only (ADVPO). With the Implementation of Build 18.9, you will be able to change the case type for unfounded investigations. Once your Supervisor approves the investigation conclusion and the FSI is on your assigned workload, you can navigate to the **Narrative** tab of the FSI and a new option of

In order for the FSI to be created on your Assigned Workload upon its approval, the Closure Reason must be Case open-Services

(ADVPO) Advocates Preventive Only displays under the **Service Type** drop down field. By selecting this field you have the ability to change this case type from CWS to ADVPO.

Step-by-Step:
Changing an FSI from a Child Welfare Services (CWS) Case to an Advocates Preventive Only (ADVPO) Case

1   From the Assigned Workload, select the appropriate FSI stage.
    The *Task button enables.*

2   Click on the Tasks button.
    The *Family Services Intake Window* displays.

3   Click on the **Narrative** tab.
    The Narrative tab displays.

To be able to modify the Type of Service being requested the CPS Investigation that the FSI originated from must be Unfounded.

4   Click on the **Type of Services being requested** drop down field and select **(ADVPO) Advocates Preventive Only.**
    The **Save** button enables.
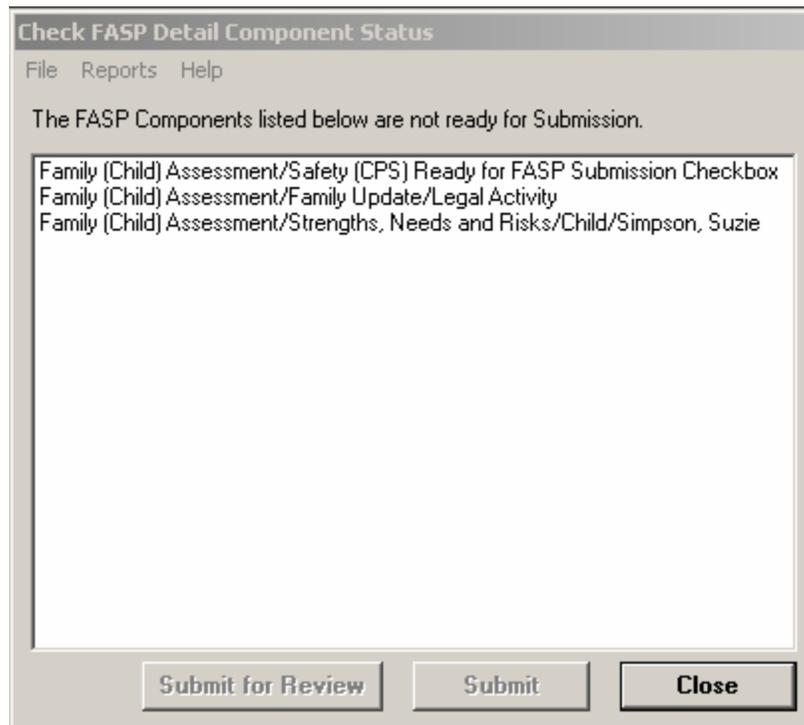
5   Click on the **Save** button.

Enhancements to Check FASP Detail and Check Removal Detail

Each FASP, Removal Update or Plan Amendment contains multiple components that are required to be completed before a FASP is submitted for approval. At any time during the completion of a FASP, you can click on the **Check FASP Detail** button to determine if all required components are complete and ready for submission. Prior to the implementation of Build 18.9, when you clicked on the **Check FASP (or Check Removal) Detail** button, a list of incomplete components would display. You would then need to navigate back to the FASP component in order to identify which tab was incomplete and for which child. This was often seen as challenging, depending on the component and the number of children in the stage.

With the implementation of Build 18.9, there will be two new enhancements to the Check FASP and Check Removal Detail process. When a FASP component is incomplete, you will be directed back to the component as well as the specific tab within the incomplete component. When the incomplete component is a subnode within Foster Care Issues, you will be directed back to the component as well as the specific tab and child.

Check FASP Detail Component Status

File   Reports   Help

The FASP Components listed below are not ready for Submission.

Family (Child) Assessment/Safety (CPS) Ready for FASP Submission Checkbox
Family (Child) Assessment/Family Update/Legal Activity
Family (Child) Assessment/Strengths, Needs and Risks/Child/Simpson, Suzie

[Submit for Review]   [Submit]   [**Close**]

In addition, Build 18.9 introduces the ability to print a Check FASP Detail Report. This report will include:

- The name and ID associated with the case

- The Stage ID and name of the stage

- The Case Initiation Date (CID)

- The date the report was generated

- The Local District responsible for case planning, and

- A list of all incomplete component messages that appear in the listbox on the *Check FASP Detail* window.

	Step-by-Step: **Printing the Check FASP Detail Report**

1 *On the Family Assessment and Service Plan* window, click on the **Check FASP Detail** button*.*
*The Check FASP Detail Component Status window displays.*

2 To view the Check FASP Detail Report, click on the **Reports** menu.
The Incomplete FASP Component List displays in the sub-menu.

3 Click on the *Incomplete FASP Component List.*
The Check FASP Detail Incomplete Component Listing Report displays similar to a word document.

4 Click on the **Print All** button.

Where am I?
*Assigned Workload > FSS > Tasks > FASP tab*
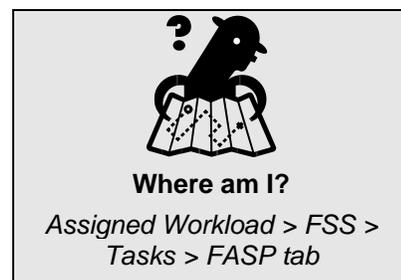
The FASP Review Process

The Family Assessment and Service Plan (FASP) provides a uniform and effective method for you to document your assessment of family and child functioning, strengths and needs. Ongoing assessment of a family receiving services is important in achieving the goals of safety, permanency and well-being for children.

The Case Planner (or Case Manager acting as the Case Planner) is responsible for completing and submitting the FASP for approval in the necessary time frames. With the implementation of Build 18.9, a new button, **Submit for Review**, introduces a new process that allows for supervisory review of the FASP prior to a formal submission for approval.

With the implementation of Build 18.9, you will also be able to submit a Plan Amendment and Removal Update for supervisory review using the **Submit for Review** button.

Although this is an optional process for Case Planners (or case Manager acting as Case Planner), it is designed to assist with supervisory feedback and can aid in the timely approval of a FASP. This process allows the Case Planner (or Case Manager
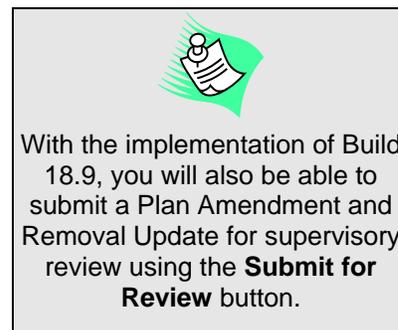
acting as Case Planner) to submit an In-Process FASP to his/her Supervisor/Unit Approver. The Supervisor/Unit Approver can make corrections to a modifiable FASP Report. The FASP Report is similar to a word document, allowing for revisions and corrections to be inserted. These changes within the document display on the screen in *red*. Information deleted from the report will display with a *red strike-through.* The Case Planner (or Case Manager acting as Case Planner) is able to copy and paste these corrections from the document into the specific FASP window or windows as directed by their Supervisor/Unit Approver.

All components of the FASP must be completed before it can be submitted to the Supervisor/Unit Approver for review. When all Check FASP submission edits have been completed, the **Submit for Review** button enables at the footer (bottom) of the *Check FASP Detail Component Status* window. When the **Submit for Review** button is clicked a To-Do is generated and sent to the Supervisor/Unit Approver. The Supervisor/Unit Approver can navigate from this To-Do to the FASP Output Report where he/she can insert comments and/or make revisions. When a FASP is submitted for review, it remains in In-Process status, allowing the Case Planner (or Case Manager acting as the Case Planner) to continue to work on the FASP.

Some things to keep in mind when submitting a FASP for review:

- A FASP can be submitted for review more than once, if necessary.

- When the FASP is submitted for review, it can only be sent to the first level approver. For example, if the stage has a Local Department of Social Services (LDSS) Case Manager, a voluntary agency Case Planner, and a voluntary agency Caseworker, only the Case Planner may submit the FASP to their Unit Approver/Supervisor for review.

- Throughout this review process, the FASP remains In-Process.

- If you make changes to the FASP during the period that your supervisor is reviewing it, the FASP should be re-submitted for review.
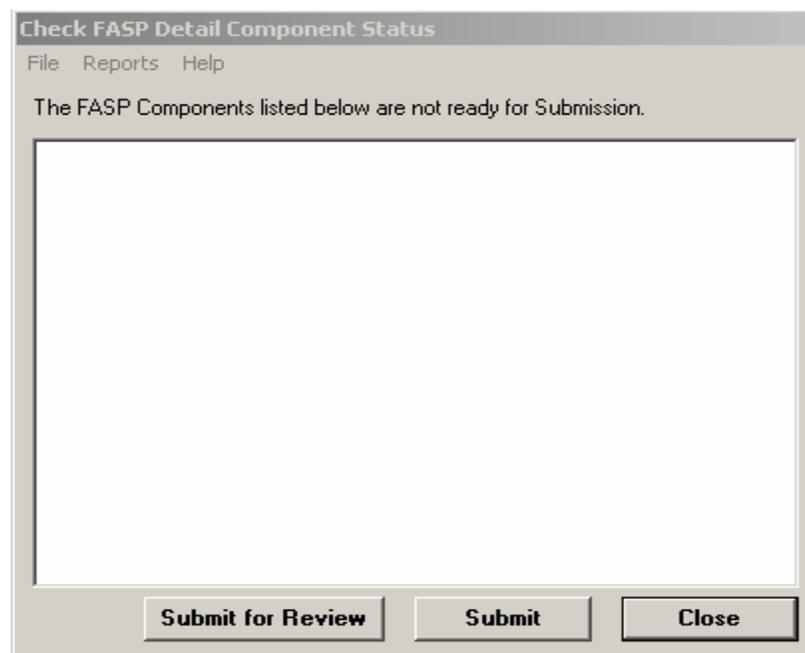
Step-by-Step:
Submitting a FASP for Review

1 On the *Family Assessment and Service Plan* window, click on the **Check FASP Detail** button. *The Check FASP Detail Component Status window displays.*

2 Click on the **Submit for Review** button. *The Family Assessment and Service Plan window displays*.

Where am I?

Assigned Workload > FSS > Tasks > FASP tab

When you submit a FASP for subsequent review the following message displays: *"FASP/Plan Amendment has been submitted for review. All comments associated with the review will be lost, and review process will be discontinued. Do you wish to continue?"*

Supervisory Review of the FASP

Once a Case Planner (or Case Manager acting as the Case Planner) submits a FASP for review, a navigable task To-Do is created on the Supervisor/Unit Approver's *To-Do list* window. The Supervisor/Unit Approver uses the To-Do to navigate directly to the FASP Report. This should be done in a timely manner so that the FASP can be sent back to the submitter and corrections can be completed.

The FASP Output Report displays in a modifiable form, similar to a Microsoft Word document. The Supervisor/Unit Approver is able to review the document and make comments, suggestions or corrections directly within the document. All comments or revisions will be displayed on the FASP Report in *red*.

Only the Supervisor/Unit Approver has the authority to make corrections within the FASP Report.

Once a Supervisor/Unit Approver has completed reviewing the FASP Report, they will mark the FASP review complete by using one of the following two checkboxes: **Review Complete with Comments** or **Review Complete with no Comments**. If the Supervisor/Unit Approver has inserted comments or suggestions, the **Review complete with Comments** should be checked. When the Supervisor/Unit Approver has reviewed the document and has not inserted comments or corrections the **Review Complete with no Comments** checkbox should be checked. Once a Supervisor marks the FASP Review as complete and clicks on the **Save** button, a navigable task To-Do is created on the Case Planner's (or Case Manager acting as Case Planner) *To-Do list* window. The Case Planner (or Case Manager acting as the Case Planner) uses this To-Do to navigate directly to the FASP Report and review the changes made by the Supervisor/Unit Approver.

	Step-by-Step: **Supervisory Receive/Review FASP**

1 Click on the **To-Do** button on the CONNECTIONS Toolbar.
   The Staff To-Do List displays.

2 Select the To-Do with the description "FASP Ready for Review."
   The ***Navigate*** *and* ***Detail*** *buttons enable.*

> **Where am I?**
> *CONNECTIONS Toolbar > Staff To-Do list > FASP report*

3 Click on the **Navigate** button.
   The FASP Report displays in modifiable format.

4 Scroll through each section of the FASP report and make necessary corrections.
   Deleted text will appear in RED.

5 Select the **Review Complete Comments** checkbox or the **Review Complete No Comments**, whichever is appropriate.
   A checkmark displays in the checkbox.

6 Click on the **Save** button.
   The FASP report closes. A To-Do is assigned to the submitter and contains the following description "FASP Review Complete with Comments or FASP Review Complete No Comments."

> A Supervisor can save the FASP without marking it complete, and work on it at a later time if needed

7 Click on the **Close** button.
   The CONNECTIONS Toolbar displays.

Copying and Pasting the FASP Report with Supervisory Comments

You have the ability as a Supervisor/Unit Approver to copy the entire FASP Report that contains your comments and paste into a word document. If you want to maintain a hard copy of the FASP Report with your comments for your files this allows you to produce the FASP Report as a word document and print for your records.

	Step-by-Step: **Copying and Pasting and Entire FASP Report With Comments**

1 With a separate word document open and minimized on your computer, navigate from the Staff To-Do list to the FASP Report that includes your comments or revisions.

2 Highlight the entire FASP Report with comments by clicking near the text and dragging your cursor over the text while holding down the left mouse button.

3 Hold down on the **Ctrl** and **C** keys together on your keyboard, or use the copy button to copy the entire report.

4 Navigate to the word document and hold down the **Ctrl** and **V** keys to paste the entire report.
The entire FASP Report displays.

Completing Corrections within the FASP

Once the Supervisor/Unit Approver completes the review of the FASP and marks it complete (with or without comments) the Case Planner (or Case Manager acting as the Case Planner) will receive a Task To-Do on his/her *To-Do List*. The description of the Task To-Do will vary, depending on whether or not the review included comments. If the Supervisor/Unit Approver marked the Review Complete with Comments, the following will display in the description field for the Task To-Do:

"FASP review has been completed with comments."

If the Supervisor/Unit Approver marked the Review Complete with no Comments, the following will display in the description field for the Task To-Do:

"FASP review has been completed with no comments."

In order to make changes requested by the Supervisor/Unit Approver, you must navigate to the FASP window then you access the FASP report from the Task To-Do and open the corresponding FASP components. You are then able to toggle back and forth between the FASP report and the FASP windows to make the necessary changes. To incorporate the comments made by the Supervisor/Unit Approver, you will be able to copy and paste the text between the FASP report and the FASP windows.

	Step-by-Step:
	Completing Corrections within the FASP

1   Navigate to the In-Process FASP report to which you are making corrections to.

2   Scroll to the section that has comments.

3   To copy and paste comments, highlight the comments made by the Supervisor/Unit Approver.

4   Hold down on the **Ctrl** and **C** keys together on your keyboard, or use the copy button to copy the text.

5   Click on the **Assigned Workload** button on your task bar at the bottom of your Citrix window.

6   On the **Assigned Workload**, click on the appropriate stage.

7   Click on the **Tasks…**button.
    The Family Services Stage window displays.

8   Expand the FASP Tree and click on the appropriate sub node where corrections need to be inserted.

9   Press on the **Ctrl** and **V** keys together on your keyboard to paste the text.
    The copied text displays.

10 To delete comments indicated by the Supervisor/Unit Approver, highlight the specific text that you wish to delete.

11 Press on the **Delete** key on your keyboard.
    *The **Save** and **Cancel** buttons enable. The highlighted text is now deleted from the narrative.*

12 Click on the **Save** button.

13 Click on the **Close** button.
    The Family Assessment Service Plan window displays.

Where am I?
Assigned Workload > Tasks > FASP tab >

In order to move back and forth between the two windows, you must open the FASP window before opening the FASP report from the To-Do list

To toggle back and forth between your FASP report and the FASP windows simply click on the CONNECTIONS Toolbar (FASP Report) button on the task bar located at the bottom of the screen.

New Features in CONNECTIONS

When completing the narrative section of reports (including FASP Reports) or when printing Progress Notes, the **Find** button displays. Clicking on the **Find** button displays the *Find* window which allows you to search for specific words within the report. Within the *Find* window you can select the **Find Next** button to search for each subsequent word; you also can select the **Up** or **Down** radio buttons to move up and down through the report. The Match case checkbox is selected when the *Find* window displays. A Match case search will find the word in the report as it is exactly entered in the field. For example, if the word "worker" is entered, the system will only find the word "worker" in the report, the term "Worker" will not return any results. To find a word without using Match case, click on the checkbox to deselect the checkmark.

Find		? X
Fi<u>n</u>d what:	worker	**Find Next**
		Cancel
	Direction	
☑ Match <u>c</u>ase	○ <u>U</u>p ● <u>D</u>own	

Two new text tools have been added to all windows where text tool control features already exist. The **Search** 🔍 and **Replace** 🔤 buttons will aid you in completing the narrative piece of the report. Clicking on the 🔍 displays the *Find* window and clicking on the 🔤 displays the *Replace* window. This tool allows you to select a word in the report and replace with a different word. You have the option of replacing just one specific word by clicking on the **Replace** button, you can also click on the **Find Next** button to replace some or even all the words, or you can click on the **Replace All** button to replace all occurrences of the word within the report. The **Cancel** button also displays on the *Replace* and *Find* window.

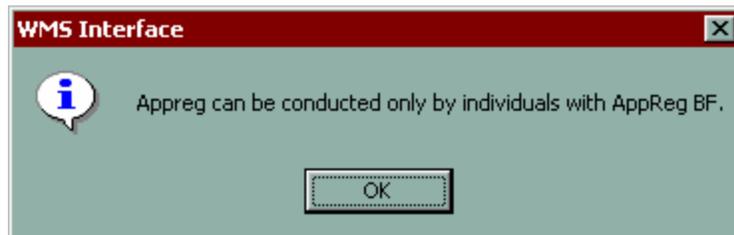| Replace		? X
Fi<u>n</u>d what:	w	**Find Next**
Re<u>p</u>lace with:		Replace
		Replace All
☑ Match <u>c</u>ase		Cancel

Printing the Approved FASP Report

Once a FASP has been approved by the Supervisor/Unit Approver you have the option of printing the report. As mentioned earlier, with the implemented changes of Build 18.9, new buttons display at the bottom of the FASP report as options for printing the report. Selecting the **Print All** button will print the entire FASP report for you to view all components of the FASP. Clicking on the **Print Selected** button displays the *FASP Report Components* window. All components of the FASP report are listed on this window so you can select which components you wish to print.

Comparing WMS –CONNECTIONS Data in CONNECTIONS

When a new FSS/CWS, FSS/CCR or FSS/ ADVPO stage is created in CONNECTIONS, it is necessary to create the companion WMS case; this process is called Application Registration. Once you select a Primary Caretaker in the FSS stage in CONNECTIONS, the **WMS App Reg** button on the *Family Services Stage* window **Stage Composition** tab becomes enabled. With the implementation of Build 18.9, you will need to be assigned a new Business function MAIN APP REG to initiate the opening of the companion WMS case. If you are assigned the **MAIN APP REG** Business Function the following message will display upon clicking the WMS App Reg button: *"XX/XX/XX will be the effective start date for the services case in WMS. Payment may not precede this date."* If you are not assigned the **MAIN APP REG** Business Function, upon clicking the **WMS App Reg** button you will receive the following message: *"Appreg can be conducted only by individuals with AppReg BF."*

> Only workers who have the **MAIN APP REG** Business Function will be able to initiate the application registration process in WMS for child welfare cases open in CONNECTIONS.

Demographic information recorded and saved in CONNECTIONS automatically transfers to WMS during the interface process. The interface allows basic demographic information about individuals listed on the Family Services Stage window Stage Composition tab in CONNECTIONS to be compared for a match in WMS. Demographics can only be recorded and modified in CONNECTIONS.

The hierarchy of information continues to exist between WMS Services and Non-Services records. Data does not change in WMS Services if it does not agree with information in an active Non-Services case (e.g., Temporary Assistance, Medical Assistance, Food Stamps). If there are existing WMS Non-Services and Services cases associated with the FSS, when data is modified in CONNECTIONS it may case WMS and CONNECTIONS to be out of synch; the **WMS Synch** button (on the **Stage Composition** tab in CONNECTIONS) remains enabled until the differences are reconciled. The WMS Synch button will also enable when the data between

WMS and current CONNECTIONS data remain the same, when a "WMS Cancel" transaction occurs in WMS.

Prior to the implementation of Build 18.9 you would have to review demographic information in both CONNECTIONS and WMS to determine what information was out of synch. The implementation of Build 18.9 introduces the *Compare WMS CONNECTIONS Data* window. This window will allow you to view and compare the current demographic data contained in both WMS and CONNECTIONS in a single location. You will be able to access the *Compare WMS CONNECTIONS Data* window by clicking on the **Options** menu on the *Family Services Stage* window and selecting **Compare WMS CONNECTIONS Data**. The *Compare WMS CONNECTIONS Data* window contains two sections: the Existing WMS Data and the Current CONNECTIONS Data. If the **WMS Synch** button enabled due to a cancelled transaction, the following message will display on the *Compare WMS – CONNECTIONS Data* window:

> *"WMS Synch enabled due to a WMS Cancellation transaction. Confirm with WMS user and validate CONNECTIONS data."*

You will not be prompted with a message when the Case Manager Office, Unit or Worker codes differ on the *Compare WMS CONNECTIONS Data* window. You will have to view each code to verify any differences.

The *Compare WMS CONNECTIONS Data* window is divided into the following sections:

- Header

- Grids

- Footer

The header is always visible and includes the Case Name, Case Initiation Date and WMS Case number, as well as **File**, and **Help** menus. The Case Name, Stage ID number and Case ID display in the title bar. The footer on the window contains the **Close** button.

The Existing WMS Data

The Existing WMS Data section contains Caretaker (Payee) Name and address, Case Manager Office, Unit and Worker; as well as the following columns:

Person ID	The person's unique, CONNECTIONS system-system generated identification number.
First Name	The first name of all individuals included in a case as recorded in WMS.
Middle Name	The middle name of all individuals included in a case as recorded in WMS.
Last Name	The last name of all individuals included in a case as recorded in WMS.
Suffix	The suffix (if applicable) of all individuals as it is recorded in WMS.
Sex	The gender of all individuals as recorded in WMS.
DOB	The Date of Birth of all individuals as recorded in WMS.
SSN	The Social Security Number of all individuals as recorded in WMS.

The Current CONNECTIONS Data

The Current CONNECTIONS Data section contains Caretaker (Primary) Name and address, Case Manager Office, Unit and Worker and the following columns:

Person ID	The identification number of the person as recorded in CONNECTIONS.
First Name	The first name of all individuals included in a case as recorded in CONNECTIONS.
Middle Name	The middle name of all individuals included in a case as recorded in CONNECTIONS.
Last Name	The last name of all individuals included in a case as recorded in CONNECTIONS.
Suffix	The suffix (if applicable) of all individuals as it is recorded in CONNECTIONS.
Sex	The gender of all individuals as recorded in CONNECTIONS.
DOB	The Date of Birth of all individuals as recorded in CONNECTIONS.
SSN	The Social Security Number of all individuals as recorded in CONNECTIONS.
Events	The Events column indicates whether or not information has been modified added or deleted within CONNECTIONS or indicates whether there is no change.

| | **Step-by-Step:** |
| | **Comparing WMS and CONNECTIONS Data** |

1. Click on the **Options** menu on the Stage Composition tab.

2. Select **Compare WMS CONNECTIONS** Data. *The Compare WMS CONNECTIONS Data window displays*.

> **?**
>
> **Where am I?**
> *Assigned Workload > Tasks > Stage Composition tab*

Recording and Updating the Application Date

Sometimes the Date of Application, which is one of the Case Initiation Date (CID) trigger dates is recorded incorrectly in CONNECTIONS. Prior to the implementation of Build 18.9 if the Date of Application was recorded in the Family Services Intake (FSI) it could not be modified in the Family Services Stage (FSS). Since the CID establishes the due dates for all FASPs the due dates of the FASPs may have been incorrect. In addition the WMS opening date is also established based on the CID and could not be corrected in WMS.

> Any changes to the CID will update the WMS Application Date as long as the application is in AVAIL status. Once FDE begins, modification to any of the four trigger dates in the FASP will not update WMS Application Date. Thus, CONNECTIONS CID and WMS start date will be different.

Build 18.9 introduces a new field on the *FASP* window **Corrected Application Date.** This new field will allow you to record a corrected application date, if the **Date of Application** was recorded incorrectly in the FSI.

Recording a date in the **Corrected Application Date** field (if it is now the earliest of the four CID trigger dates) and clicking on the **Save** button will update the CID due date and FASP due dates and the WMS start date. The WMS start date will *only* be updated if Full Data Entry (FDE) has *not* yet been started, or has been cancelled. If FDE has begun or been completed, the FASP due dates will be updated but the WMS start date will not be updated. This field will only be modifiable until the initial FASP is approved or the comprehensive FASP has been launched. In order to change the Application Date to an earlier date when FDE has begun and/or the initial FASP has been approved, you must close the WMS case and the FSS stage and then re-open the case. Once the WMS case has been opened and/or the initial FASP has been approved or the comprehensive FASP has been launched, in order to change the WMS case opening date, you must close the WMS case and the FSS stage and then re-open the case. For more detailed information, refer to the WMS Interfaces Job Aid.

A new message will be added with the implementation of Build 18.9 to advise workers what the start date for the WMS case will be; upon clicking the WMS **App/Reg** button the following message displays:

"xx/xx/xxxx will be the effective start date for the services case in WMS. Payment may not precede this date.

The worker will click on the **OK** button to continue.

All dates entered must be in valid format. No dates can be selected prior to 6 months before the CONNECTIONS stage was opened.

Family Assessment & Service Plan - Collins,Kristy - S:24001015/C:34000278

File   Options   Reports   Help

Case Name: Collins,Kristy   Case Initiation Date: 09/27/2004

- Initial - Approved 09/28/2004
- Comprehensive - In Process

CID Trigger Dates

Date of Application: ☑ 9 /27 /2004   Corrected Application Date: ☐ 3 / 5 /2007

Date of Indication: 09/27/2004

Date of Court Order: ☑ 9 /27 /2004   Date of Placement: ☑ 9 /27 /2004

Next FASP Due Date: [   ]   Next SPR Meeting Date: [   ]

Name	DOB	Age	PPG	Program Choice
Collins,Kristy	2/19/1974	33		
Collins,Kimberly	8/16/1997	9	Return to Parent	Protective
Collins,Patrick	4/22/1989	17	Return to Parent	Protective
Collins,Thomas	11/24/1965	41		
Collins,Tyler	3/30/2004	2	Return to Parent	Protective

Launch New FASP

[▼]

Launch

FASP is OVERDUE.   Tracked Children

Removal Update   Check FASP Detail   Save   Cancel   Close

The CID for an FSS is calculated using the *earliest* of four trigger dates. The following fields display in the CID Trigger Dates section:

Date of Application	This is the date the application for services (signed by the parent or, if the parent refuses to sign, the Caseworker) was received by the Local District/ACS. Any worker with a role in the stage can modify this date prior to the approval of the Initial FASP, *unless* this date was recorded during the FSI.
Date of Indication	This view-only field displays the date the Indicated CPS Investigation Conclusion was approved.
Date of Court Order	This field represents the date of the court order for services. Any worker with a role in the stage can modify this date until the approval of the Initial FASP.
Date of Placement	This *case*-specific field reflects the date the first child initially entered a foster home or facility. Any worker with a role in the stage can modify this date until the approval of the Initial FASP.
Corrected Application Date	This is a new field in CONNECTIONS. It allows you to enter a corrected date of Application if the date entered within the FSI is incorrect. This will in turn recalculate the FASP due date accordingly.

It is important to note that none of the above dates can be modified once the Initial FASP is approved or the comprehensive FASP has been launched.

The field below displays the CID Trigger Dates section:

Next FASP Due Date (based on the CID)	This view only field, which reflects the due date of the next FASP, is system populated when you access the FASP. When a date is recorded and saved in the Corrected Application Date field, the Next FASP Due Date is recalculated.

1 On the *Family Assessment and Service Plan* window, Record the correct application date in the **Corrected Application Date** field.
*The **Save** and **Cancel** button enable.*

Where am I?
Assigned Workload > Tasks > FASP tab

2 Click on the **Save** button.
The corrected CID displays and the recalculated Next FASP Due Date displays. T*he following message displays in the footer of the Family Assessment and Service Plan window: "CID has changed. Check FASP due date."*

3 Click on the **Close** button.
The Assigned Workload displays.

You are only able to complete this if the initial FASP has not been approved or the comprehensive FASP has not been launched. WMS is affected only if FDE has not begun or if begun, is cancelled and the application is returned to AVAIL status.

Confirm Primary Language

The Confirm PL is a new column that displays on the Stage Composition tab. You can select **Yes** or **No** from the dropdown field to confirm the primary language for that individual only when the person is part of a CPS or FAD stage. When this checkbox is selected, "Yes" is displayed in the Confirm PL column on the **Stage Composition** tab (*Family Services Stage* window); conversely, a checkmark will automatically display on the *Person Detail* window in this checkbox when you select "Yes" from the Confirm PL column on the **Stage Composition** tab.

If NYC workers do not select the Confirm PL checkbox, the following message displays in *red* at the bottom of the **Stag**e **Composition** tab *"Primary Language has not been confirmed for one or more individuals in the stage."*

Add Outside Participants

There are various times while working in a Family Services Stage (FSS) that you need to record information about a person who is not part of the stage composition. For example, when you are preparing Visiting Plans or scheduling Service Plan Reviews, outside participants need to be involved and so listed on CONNECTIONS. This is done by clicking on the **Add Outside Participants** button within the **Visiting Plan** tab in the *Visiting Plan* window and the **Persons** tab in the *Service Plan Review Details* window. With the implementation of Build 18.9 workers will also need to record information about people who are not part of the stage composition but should receive the Permanency Hearing Report and/or receive Notice about the permanency hearing.

To add an outside participant for the purpose of a Permanency Hearing, you will navigate to the *Outside Participants* window by selecting the **Options** menu and the **Add Outside Participants** command from the *Family Services Stage* window.

With the implementation of Build 18.9, the *Outside Participants* window introduces a new field called the **Interest** field. The **Interest** field refers to the role the person has in relationship to the family. When the *Outside Participants* window is accessed using the **Add Outside Participants** command from the **Stage Composition** tab, the **Interest** field is enabled and required. You must select one and only one Interest for each person entered. The following will display to complete the **Interest** field:

- Sibling
- Half Sibling
- Step-Sibling
- Step-Parent
- Great Grandparent
- Grandparent
- Aunt/Uncle
- Niece/Nephew
- Cousin
- Other Family Member
- Legal Guardian
- Legal Custodian
- None

- CASA Volunteer
- Caseworker
- Foster Child
- Foster Parent
- Guardian
- Law Guardian
- Other
- Other District/Agency Staff
- Parent/Guardian Attorney
- Pre-adoptive Parent
- Probation

- Relative
- School Personnel
- Service Provider
- Third Party Reviewer
- Tribal Representative
- Qualified Expert Witness
- Former Foster Parent
- Other Suitable Person

Step-by-Step:
Adding an Outside Participant via the Family Services Stage Window

1	On the *Family Services Stage* window, click on the **Options** menu and select the **Add Outside Participants** command. *The Outside Participants window displays. Any outside participants who were previously added to the stage display in the list section. Required fields highlight in yellow.*

Where am I?
Assigned Workload > Tasks > Tasks

2 Record the person's name in the **Last Name** and **First Name** fields.

3 In the **Interest** field, click on the drop-down arrow and select the individual's interest from the resulting list

4 In the **Agency** field. Type in the name of the individual's agency, if applicable.

5 In the Participant Address section, record the individual's address in the appropriate fields.

6 When you have recorded the address, click on the **Validate** button.
The Address Validation window displays.

7 Click on the **Accept** button to accept the validated address, as applicable.

8 Record phone, fax and e-mail information in the respective fields; as applicable.

9 When you are finished recording information for this person, click on the **Add** button.
The information is added to the Outside Participants list.

10 Click on the **Save** button.

11 Click on the **Close** button.
The Family Services Stage window displays.

Step-by-Step:
Modifying an Outside Participant via the Family Services Stage Window

1 On the *Family Services Stage* window, click on the **Option**s menu and select the **Add Outside Participants** command.
The Outside Participants window displays. Any outside participants who were previously added to the stage display in the list section. Required fields highlight in yellow.

> If you make changes to any of the address fields, you must click on the **Validate** button and validate the address.

2 Select the person you wish to modify from the Outside Participants list.
The selected person's information populates the data fields.

3 Make any necessary changes in the respective fields.

4 When you have finished recording information for this individual, click on the **Modify** button.

5 Click on the **Save** button.

Step-by-Step:
Deleting an Outside Participant via the Family Services Stage Window

1 On the *Family Services Stage* window, click on the **Options** menu and select the **Add Outside Participants** command.
The Outside Participants window displays. Any outside participants who were previously added to the stage display in the list section. Required fields highlight in yellow.

2 Select the person you wish to delete from the Outside Participants list.
The selected person's information populates the data fields.

3 Click on the **Delete** button.
The selected person's information is deleted from the Outside Participants list.

4 Click on the **Save** button.

> When you navigate to the Outside Participants list through the Family Services Stage window you can only delete a person that was added using the same navigational path.
>
> The outside participant is not deleted until you click on the **Save** button. If you cancel before saving, the person will reappear on the Outside Participants list.

Deleting Discharges

Discharge planning begins as soon as a child is placed in foster care. Foster care is intended as a temporary solution; the ultimate goal is the achievement of the child's safety and well-being in a permanent home with permanent attachments and relationships. Discharge information must be recorded for each child who is discharged from foster care. When a child is discharged from Foster Care, you must complete the discharge information in either a FASP or a Plan Amendment.

Prior to Build 18.9, if you mistakenly began recording discharge information for a child or selected the wrong discharge for a child there was no way to "back out" and select the proper protocol. You had to complete the discharge component for all edits so the FASP could be submitted; this caused incorrect information to become part of the completed FASP.

With the implementation of Build 18.9, you will be able to delete a Discharge that was recorded incorrectly. If you have recorded incorrect Discharge information for a child, you are able to delete the information from the *Discharges* window by clicking on the **Options** menu, and selecting the **Delete Protocol** option. When you select the Delete Protocol option, the following message will display:

> When a discharge protocol is deleted, it is deleted for all children in a stage, not just the selected child.

> *"This Discharge information will be deleted for all children. Do you wish to continue?*

Clicking the **Yes** button will delete the selected discharge protocol information and the label for the deleted protocol will update to **New.** If the worker selected the incorrect discharge type they can select the appropriate discharge and complete the protocol. Selecting the **No** button will bring the worker back to the *Discharges* window. Selecting the **Close** button closes the *Discharges* window.

<table>
<tr>
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<td>Step-by-Step:
Deleting a Discharge</td>
</tr>
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1 On the *Discharges* window, click on the **Options** menu, select the **Delete Protocol** command and click on the enabled sub-menu command (Home/Relative/Other Caretaker, Independent Living, or Adult Residential Care).
The following message displays "This Discharge information will be deleted for all children. Do you wish to continue?"

<table>
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Where am I?

Assigned Workload > FSS > Tasks > FASP tab > FASP Tree > Discharge node
</td>
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2 Click on the **Yes** button.
The deleted protocol is deleted and the In-Process Button is updated and labeled NEW.

Changes to the Outcome and Activity (O&A) Block

The *Service Plan* window contains the Outcome and Activity (O&A) Index. This term is used to describe a cluster of problem/concern statements that specify the behavior, the underlying condition or circumstance that needs to change, the services that will support that change, and statements of the desired result/outcome of that change. Outcome and Activity Blocks are carried forward from previous FASPs. You can modify and update rather than record a new Block.

Deleting an Outcome and Activity Block

Prior to the implementation of Build 18.9, if an O&A Block was recorded in error you were unable to delete the entire O&A Block. This caused erroneous information to become part of the completed FASP.

With the implementation of Build 18.9, you will be able to delete an O&A Block that was created during the current In-Process FASP. If an O&A Block is carried over from a previous FASP, you will not be able to delete it. For example, if you are working on the Reassessment FASP and select an O&A Block that was added during the Comprehensive FASP you will not be able to delete it because the block was added during a previous FASP.

When you select the Delete O&A Block item the following message will display:

"The selected O&A block will be deleted from the Service Plan. Do you wish to continue?

Clicking the **Yes** button, closes the message, the selected O&A block is deleted from the Service Plan and the *Service Plan* window is refreshed and remains open. Clicking the **No** button closes the message window. No information is deleted from the Service Plan and the *Service Plan* window remains open.

Step-by-Step:
Deleting an O & A Block

1 On the *Service Plan* window, click on the box to the left of the Outcome and Activity Block that you want to delete.

2 Click on the **Options** menu and select the **Delete O&A Block** command.
The following message displays "*The selected O&A block will be deleted from the Service Plan. Do you wish to continue?*"

3 Click on the **Yes** button
The deleted O&A Block is no longer included on the index.

Where am I?
Assigned Workload > FSS > Tasks > FASP tab > FASP Tree > Service Plan node

New Status on the Outcome and Activity Index

The Outcome and Activity Index display active and inactive blocks. The index will display only active blocks when you select the **View Active** radio button however, all blocks display, including inactive blocks when you select the **View All** radio button. Active blocks include those with a status of:

- **New** – An O&A Block created in the current FASP or a block created in a prior FASP but not yet market as retained, achieved or discontinued (you must change the status of a block from a prior FASP to retained before you can submit the Service Plan)

- **Retained** – An O&A Block carried over from a prior FASP that a worker has actively marked as "retained" with the current FASP

- **Modified** – An O&A Block from a prior FASP that has been modified in the current FASP; can also be a block that was modified in a Plan Amendment

Inactive blocks include those with a status of:

- **Achieved** – indicates that the block's desired outcome has been successfully achieved

- **Discontinued** – indicates that this block is not longer applicable for the current stage

The inactive blocks include a new status:

- **Ended – Closing Stage** – this is a new status that indicates that the block has been deleted as a result of the stage being closed

Adoption Subsidy Dual Purpose Home

Certification or approval of a foster home includes recording all required licensing information the F/A Home License window. This window is closely tied to the Foster and Adoptive Home Record Summary (FRS), and other windows in CONNECTIONS. Information recorded in this window (as well as other windows in the FAD stage) displays in the FRS.

The Subsidy Checkbox

Prior to the implementation of Build 18.9 when a Foster Parent adopted a child, LDSS FAD workers had to create a "new" Adoptive Home in CONNECTIONS to pay a subsidy, even though the Foster Parents already had an open Foster Home in CONNECTIONS. This was done so the adoptive parents could receive adoption subsidy. Build 18.9 introduces a new feature to the *F/A Home License* window, the **Subsidy** checkbox. LDSS FAD workers will be able to select this checkbox when a resource family wishes to remain open to foster or adopt other child(ren) and also receives an adoption subsidy. This will be referred to as a Dual Purpose Home. Voluntary Agency staff cannot use the checkbox, as they are never responsible for paying a subsidy. The Subsidy checkbox will also allow access to the Foster Care vendor ID for point of service (POS) lines written for Adoption Subsidy services. The following are other changes that will take place for Adoptive homes:

- A new facility type of "Adoption Subsidy Home" will be added under the Setting of Adoption. This will allow you to differentiate between resources seeking approval to adopt children and those only open to receive a subsidy.

- With the Implementation of Build 18.9, the Facility Type of "Adoptive Home" will be used to identify a resource as seeking approval to adopt children.

- For the setting of "Adoptive" the "Auth-To" date field will be blank and the Home Closure batch will no longer close the Adoptive home after one year (no reauthorizations are to be done).

- If you are a worker assigned to this case, you will receive a new alert notifying you that the foster care portion of the home has closed. Other alerts and events will also be generated to assist you in managing these cases.

- When an "Adoptive" home is closed (through manual closure), the "To Date" is updated with the date of home closure.

- If the foster care certification/approval lapses in a dual purpose home due to a failure to reauthorize, the home will automatically convert to a Setting of Adoption and a Facility Type of Adoption Subsidy Home.

- You will be allowed to change the Setting and Facility Type back if you wish to reopen the foster care portion.

However, Local Districts still have the option to create a separate new Adoptive home, using a local assigned Vendor ID.

Adoptive (accepted active status) and Foster (both emergency and accepted active statuses) homes being submitted for approval should have all family members recorded in the Stage Composition and at least one person must have the name of at least one foster or adoptive

parent identified. Marital Status, Date of Birth, Ethnicity, Gender, Religion, and Language information must be entered for all persons in a foster and adoptive home.

For Adoption Subsidy Homes, with the setting of "Adoptive", the **Auth-To** date field will be blank and the Home Closure batch will no longer close an Adoptive home after one year (no reauthorizations are to be done).

Changes to CCRS regarding data entry of Service Plans

If a FASP was completed in CONNECTIONS prior to the implementation of data entry changes to CCRS, and the ASP was not entered in CCRS, workers will not be able to go into CCRS and enter the information post implementation.

In an effort to provide relief to users who are currently entering duplicative information into both CCRS and CONNECTIONS, a change will be implemented in February 2007 which will make CONNECTIONS the *only* system used to record Assessment and Service Plan data. Users will no longer be required and CCRS will no longer permit the recording of Assessment and Services Plans in CCRS.

The system of record for the CID and Assessment and Service Plans will be CONNECTIONS. CONNECTIONS will replace the CCRS Assessment and Service Plan functionality. Although CCRS will no longer be used to record Assessment and Service Plans, Local Districts *must* continue to register the case in CCRS; as CCRS remains the system of record for placement/movement, legal and adoption activities. CCRS will also continue to provide information to the Adoption Monitoring System (AMS).

For Advocates Preventive Only, the information that is completed within the FASP template will not be included in the CCRS.

The purpose of supplying the assessment and service planning information to CCRS is *not* to keep it in synch with CONNECTIONS. Instead, the purpose is to keep the CCRS information going to other downstream systems such as AMS.

Each night approved FASP's and Plan Amendments, including changes to the PPG, and Anticipated Completion Date and/or Program Choices recorded in CONNECTIONS from the last five business days will be sent from the OCFS Data Warehouse to CCRS. If there is an open CCRS case the system will compare the FASP approval date to dates and plan type in CCRS. If the information in CONNECTIONS is newer, it will add a new Assessment Service Plan to CCRS. If the CCRS Plan Type and Date match the information in CONNECTIONS and there are changes in the PPG, Anticipated Completion date and/or the Program Choice in the CONNECTIONS record, then the record in CCRS will be updated with the new information.

If the case has not been opened in CCRS the OCFS Data Warehouse will attempt to send the information for five business days. After that, no attempts to send information will be made until another FASP or Plan Amendment is approved or additional changes to PPG, Anticipated Completion Date and/or the Program Choices are made. Therefore, if WMS and CCRS opening is delayed and an initial and/or comprehensive FASP is done and approved prior to opening the CCRS case, those FASPs will not be sent to CCRS. Once the CCRS case is open, the next FASP to be approved will be updated in CCRS. In addition, if the PPG, Anticipated Completion

Date and/or Program Choice are modified and there is an existing approved FASP in CONNECTIONS, the information will be updated in CCRS. Please note that if the case was not opened in CCRS within five business days of the FASP approval, CCRS Service Plans will not cue up to be entered in sequential order. Again, the goal of this change is to eliminate redundant procedures, not to keep CCRS and CONNECTIONS in synch.

The CCRS Caseload Report will continue to exist. If there is a Case Planner assigned to a case in CONNECTIONS, CONNECTIONS will look in the Staff Detail window to determine if a valid CCRS agency/unit/worker code exists for that person. If one exists it will be sent to CCRS to aid in the sort of the CCRS Caseload Report.

Online Help

CONNECTIONS Online Help feature provides descriptions for various windows, as well as step-by-step instructions for common tasks. You can access Online Help at any time, from any window in CONNECTIONS by clicking on the **Help** menu or pressing the **F1** key on your keyboard.

The **Contents**, **Index** and **Search** tabs in Online Help allow you to search for and navigate to the topic(s) you need help on.

	Step-by-Step: **Accessing Online Help**

1 Click on the **Help** menu on the CONNECTIONS Toolbar.
   The following list of commands displays:

Contents	*A table of contents for the help facility with links to major sections.*
How Do I?	*Step-by-instructions to help you complete tasks using CONNECTIONS.*
Window Descriptions	*Descriptions of windows in CONNECTIONS, along with information on various fields.*
DSS Policy	*Online OCFS policy handbooks (under revision).*
Help On This Window	*Window description help for the window you are on.*
Help for Help	*Instructions on how to use the help functionality.*
About **CONNECTIONS**	*Information about the current CONNECTIONS version and build.*

2 Click on a command from the **Help** menu.
   *The window related to your selection displays. In some cases, you will need to make another selection in that window to obtain instructions. At the top of each window, you will see additional buttons and menus. Use the **Search** button to search for specific information in the Help function and use the **Back** button to return to windows you have just visited in Help. The **Glossary** button opens a list of important CONNECTIONS terms and the **Print** button allows you to print Help information.*

3 When you are done reviewing information in Help, close each *Help* window by clicking on the **Close** button (⊠) in the top right corner of the window.
The system returns to the window you were using when you accessed Help.

Enterprise Help Desk

The New York State Office for Technology (NYS OFT) Enterprise Help Desk staff is available to answer basic questions related to your equipment, or to solve problems you are having with the CONNECTIONS application. If they cannot solve your problem, they will record your information and forward it to others who can.

Your agency may have procedures in place for contacting the Enterprise Help Desk. Check with your supervisor before you call.

The Enterprise Help Desk is staffed 24 hours a day, seven days a week. The telephone number is:

1-800-NYS-1323
(1-800-697-1323)

When you call the Enterprise Help Desk with a problem, you will be given a ticket number to use for tracking your issue and its resolution. Keep a record of this number; you will need it for any follow-up conversations with the Enterprise Help Desk.

OCFS CONNECTIONS Intranet Site

A variety of training-related materials are available from the OCFS CONNECTIONS intranet site (*http://ocfs.state.nyenet/connect/*). The intranet site contains a wealth of information related to various aspects of CONNECTIONS, including training schedules, Alerts and Notices, Step-by-Step Guides (including the *CONNECTIONS Case Management Step-By-Step Guide*), Job Aids and Frequently Asked Questions (FAQs).

Step-by-Step:
Accessing the OCFS CONNECTIONS Intranet Site

1 From your local desktop, double-click on the **Internet Explorer** icon*.*

2 If the browser does not display the OCFS intranet site automatically, enter *http://ocfs.state.nyenet* into the browser's address line and press the **Enter** key on your keyboard.
The OCFS intranet home page displays.

3 Click on the **CONNECTIONS** link.
The CONNECTIONS home page displays.

4 Click on a topic to access information.
*For access to various Step-by-Step Guides and Job Aids, click on the **Step-by-Step/Job Aids/Tips** link.*

5 To close Internet Explorer, click on the **File** menu and select **Close**.

**Appendix A:
CCRS Mapping Chart**

CCRS Mapping Chart

CCRS Code #	CCRS Component	CONNECTIONS Component	CONNECTIONS Location	Mapping
36-281	**PLAN TYPE**			
	A – 30 Day Initial	Initial FASP	FASP Tree	
	B – 90 Comp	Comp FASP	FASP Tree	
	C – 6 month Reassessment	Reassessment FASP	FASP Tree	**Note:** the first Reassessment due in CONNECTIONS is 210 days from the CID, not 6 months.
	P – Plan Amendment	Plan Amendment	FASP Tree	
	X - Correction	No corresponding value		
36-280	**Version/Cycle**	CCRS Version/Cycle includes the plan type and how many updates (cycles) to that version there are. There is no corresponding "cycle" in CONNECTIONS. Once a plan is approved it is frozen (unable to be modified).		
36-282	**Plan/Date**	Date of the Plan	FASP tab	
36-204	**CHILD NEED**			
	01 – 71	Service Need Code (Same values as CCRS)	Service Plan/ Service Needs	
36-264	**CHILD STATUS**			
	A – Service Not Available	Service Not Available	Service Plan/ Service Needs	
	B – Service Refused	Service Refused	Service Plan/ Service Needs	
	C – Service planned	Service planned	Service Plan/ Service Needs	
	D – Service Planned – Waiting Opening	Service Planned – Waiting Opening	Service Plan/ Service Needs	
	E – Service Being Provided	Service Being Provided	Service Plan/ Service Needs	

CCRS Code #	CCRS Component	CONNECTIONS Component	CONNECTIONS Location	Mapping
36-205	**FAMILY NEED**			
	01 – 71	Service Need Code (Same values as CCRS)		
36-266	**FAMILY STATUS**	See child status		
36-231	**SVC PGM CHOICE**			
	A – Preventive (non-mandated)	Preventive (non-mandated)		
	B – Preventive (mandated)	Preventive (mandated)		
	C - Placement	Placement		
	D - Protective	Protective		
	No corresponding value	Non-LDSS Custody*		Map Non-LDSS custody to mandated preventive in CCRS
36-201	**PERM PLN GOAL**	Permanency Planning Goal		
	01 – Discharge to Parents/ Legal Guardian	Return to Parent (Parent or Non-Parent Caregiver)	*Tracked Children Detail* window	
	02 – Discharge to Other Primary Resource Person	Referral for Legal Guardianship/Custody (Relative or Non-Relative)	*Tracked Children Detail* window	
	03 – Discharge to Independent Living	Place in another planned living arrangement - Discharge to Independent Living	*Tracked Children Detail* window	
	04 – Discharge to Adoption	Placement for Adoption	*Tracked Children Detail* window	
	05 – Discharge to Adult Residential Care	Place in another planned living arrangement – Discharge to Adult Residential Care	*Tracked Children Detail* window	

CCRS Code #	CCRS Component	CONNECTIONS Component	CONNECTIONS Location	Mapping
36-201	**PERM PLN GOAL**	Permanency Planning Goal		
	06 – Prevent Placement	Prevent Placement	*Tracked Children Detail* window	
	07 – Prevent Return to Placement	Prevent Return to Placement	*Tracked Children Detail* window	
	10 – Independent Living-Unaccompanied Refugee Only	Place in another planned living arrangement – Independent Living-Unaccompanied Refugee Only	*Tracked Children Detail* window	
	11 – Protect Child	Protect Child	*Tracked Children Detail* window	
	12 – Discharge to Relative-Other Than Parent/Guardian/Primary Resource Person	Placement with a fit and willing Relative (Non-Guardianship/Non-Custody)	*Tracked Children Detail* window	
	No corresponding value	Reunite with Parent*	*Tracked Children Detail* window	Map Non-LDSS Custody PPG to prevent placement in CCRS
	No corresponding value	Legalize Living Arrangement with Relative/Resource*	*Tracked Children Detail* window	Map Non-LDSS Custody PPG to prevent placement in CCRS
	No corresponding value	Permanent Living Arrangement (Non-Guardianship/Non-Custody)*	*Tracked Children Detail* window	Map Non-LDSS Custody PPG to prevent placement in CCRS
36-203	**SET DATE**	PPG effective date	*Tracked Children Detail* window	
36-202	**ANTICIPATED DT**	Anticipated Completion Date	*Tracked Children Detail* window	
36-107	**DST/AGY PLN RSP**	Agency of the Case Planner	Staff detail, *Assigned Workload, Assign* window	

CCRS Code #	CCRS Component	CONNECTIONS Component	CONNECTIONS Location	Mapping
36-601	**AUTH AGENCY**			
36-133	**AGENCY UNIT**	The nine digit Agency/Unit/Worker code in WMS and CCRS is matched to the Person Identification Number (PID) in CONNECTIONS and displays on the *Staff Detail* window.		
36-134	**AGENCY WORKER**			
36-118	**WORKER FUNCTION**			
	C - Child Worker	Caseworker	*Assign window, Assigned Workload*	
	J – CPS Monitor	CPS worker/monitor	*Assign window, Assigned Workload*	
	M – Case Manager	Case Manager	*Assign window, Assigned Workload*	
	P – Case Planner	Case Planner	*Assign window, Assigned Workload*	
	All other values	No corresponding value		Map to Caseworker
36-268	**DT ASP COMPLETE**	Date FASP approved	FASP tree	
36-348	**TRANS INPUT DT**	Date FASP approved		
24-901	**ARCHIVE IND**			