



SCR Reform Legislation, effective January 1, 2022, dictates that Family Court decisions in Article 10 (abuse/neglect) proceedings shall supersede the administrative review/fair hearing process in regard to the same allegations, subject, and child(ren). As a result, new fields have been added in CONNECTIONS to capture specific Article 10 information on subjects, allegations, and children. Information entered in these fields then interfaces with other State information systems (e.g., FHARM, SHIS) to document the status and decisions related to these Article 10 proceedings.

It is crucial that Article 10 information be documented in an accurate and timely manner since this information may impact the right to an administrative review and a fair hearing for persons who have an indicated record of child abuse or maltreatment.

This tip sheet is for CPS workers, their supervisors and staff responsible for Local Data Maintenance who are now required to document Article 10 information in CPS investigation stages.

Capturing Article 10 Information in CONNECTIONS

Beginning in December 2021, Article 10 information is captured in CONNECTIONS in two ways:

1. In open CPS investigations, Article 10 information must be entered for each substantiated allegation before the window can be saved and the investigation submitted for approval.
2. When an administrative review is requested by the subject of an indicated report and an Administrative Review (ARI) stage is opened by OCFS staff, a navigable To-Do is generated for the Historic Primary worker of the investigation and the *current* supervisor of the Historic Primary worker, requesting that Article 10 information to be entered.

Entering Article 10 Information When Substantiating Allegations

For open **familial** investigations, Article 10 information is entered on the Allegations window of the INV stage.



Note: These fields do not display for Foster Care or Day Care type INVs.

When a selected allegation (individual or multiselected) is marked as substantiated, a new, required field, "Has an Article 10 been Filed?" displays.

Allegations Detail

Stage Recorded: INT

MA/AB Child: [dropdown]

Allegation: Inadequate Guardianship [dropdown]

Alleged Subject: [dropdown]

Subject's Function in Facility: [dropdown]

Unsubstantiated/Substantiated: Substantiated [dropdown]

Additional Information

Date/Time of Incident: [dropdown] * Approx

Setting of Abuse/Maltreatment: [dropdown]

Has an Article 10 been Filed? [dropdown] *

Buttons: Save & Close, Save, Reset

The “Has an Article 10 been Filed?” and “Date/Time of Incident” fields display with a red asterisk (*) to indicate both are required.

If the answer to “Has an Article 10 been Filed?” is “No”, no other action is required for that allegation. Answering “Yes” to the question displays another **required** data field, “Resolution of Article 10 Filing”.

These questions must be considered for **each substantiated** alleged subject/maltreated or abused child pairing in the Allegation List.

	MA/AB Child	Child ID	Allegation	Alleged Subject	Subject ID	UnSub/Sub	Stage
<input type="checkbox"/>	Smith, Lily	35069880	EXCP	Smith, John	48417564		INT
<input checked="" type="checkbox"/>	Smith, Lily	35069880	INGD	Smith, John	48417564		INT
<input type="checkbox"/>	Smith, Lily	35069880	LABW	Smith, John	48417564		INT


Count = 3

In the above example, the first question to be answered is: “*Has an Article 10 petition been filed against John Smith in relation to Inadequate Guardianship for child Lily Smith?*”

If the answer to the question is “Yes”, the next question to consider is, “*What was the resolution of the Article 10 finding for the allegation of Inadequate Guardianship filed against John Smith in relation to child Lilly Smith?*”

The Resolution of Article 10 Filing menu options are:

- Pending (*an Article 10 petition has been filed and the proceedings are in process*)
- Withdrawn with Prejudice
- Withdrawn without Prejudice
- Finding of Abuse or Maltreatment Made
- Dismissed
- ACOD (*Adjourned in Contemplation of Dismissal*)
- Suspended Judgment
- Other



If you are unsure of which resolution choice to select, consult your supervisor or LDSS Legal staff.

Entering Article 10 Information from a Navigable To-Do Link

When an administrative review is requested by the confirmed subject of an investigation, an ARI stage is opened by State OCFS staff. This action creates a navigable (Task) To-Do for both the Historic Primary worker of the closed investigation and the *current* supervisor of that worker.

Workload		To-Dos	Uploads	
From: <input type="text"/>		To: 12/23/2021		
<input type="checkbox"/>		Type	Status	Dt
<input type="checkbox"/>	Navigate	T	NEW	11
<input type="checkbox"/>	Navigate	T	NEW	11
<input type="checkbox"/>	Navigate	T	NEW	11

Description	Created By
Article 10 Information Required	System
Article 10 Information Required	System


Workload		To-Dos	Uploads						
From: <input type="text"/>		To: 12/23/2021							
<input type="checkbox"/>	Type	Status	Date	Case Name	Stage ID	Stage Name	Description	Created By	
<input type="checkbox"/>	Navigate	T	NEW	11/04/2021	Smith, Natalie	33359466	Smith, Natalie	Article 10 Information Required	System
<input type="checkbox"/>	Navigate	T	NEW	11/04/2021	Gonzales, Maria	33359467	Gonzales, Maria	Article 10 Information Required	System

Clicking the **Navigate** link opens the Allegations window of the closed INV stage so that Article 10 information can be added/updated and saved.

Has an Article 10 been Filed? Yes

Resolution of Article 10 Filing: Pending

Save & Close Save Reset

 An update is **required** if you receive an Article 10 To-Do as the result of an ARI stage being opened.

Entering Article 10 Information Through Local Data Maintenance (LDM)

When Local Data Maintenance (LDM) is performed on a closed investigation, Article 10 information must be updated on any **substantiated** allegations contained in the stage.

Reminder: Local Data Maintenance requires the MAINT CLSD INV business function and a unit role of supervisor or higher.

Step-by-Step: Entering Article 10 Information on a Closed Investigation

1. Select **Case/Stage** from the Search/Maintain drop-down menu.

The Case Search window opens.

2. Enter the Case number of the closed case in the **Case ID** field

3. Click the **Search** button.

4. On the Case List grid, highlight the resulting case.

5. Select the **Stage Summary** tab.

6. Select the stage that needs updating.

The Specialty Paths links enable in the left navigation pane.

Specialty Paths
Closed Investigation
Closed Person Demographics
Placement

7. Click the **Closed Investigation** link.

The Local Data Maintenance window opens.

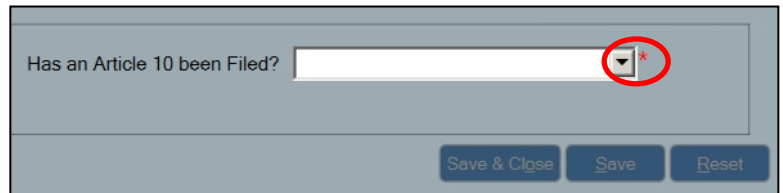
HOME	WORKLOAD & TO-DOs
Local Data Maintenance	
Options	
Add Person	
Allegations	
Investigation Conclusions	

8. In the left navigation pane, click the **Allegations** link.

The Allegations window opens.

9. Select the Allegation to be modified.

The Article 10 field displays with a red asterisk (), indicating it is required.*



Has an Article 10 been Filed? *

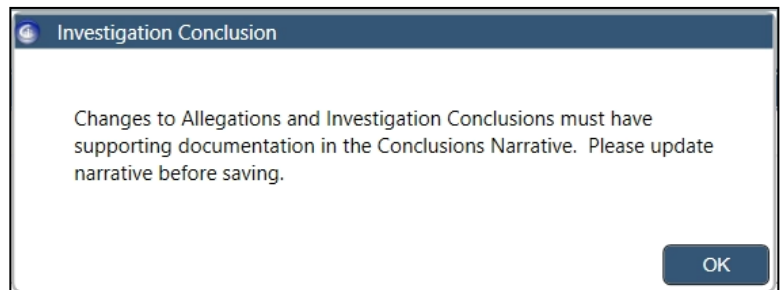
Save & Close Save Reset

10. Complete the Article 10 fields for **all** substantiated allegations.

11. Click the **Save & Close** button.

12. Click the **OK** button on the pop-up message reminding you to update the Conclusion Narrative.

The Investigation Conclusion window opens.



Investigation Conclusion

Changes to Allegations and Investigation Conclusions must have supporting documentation in the Conclusions Narrative. Please update narrative before saving.

OK

13. Click the **Narrative** link in the navigation pane.

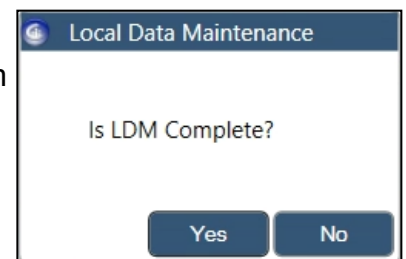
The Conclusion Narrative opens with the current worker, date and time stamp displayed.

14. Update the narrative to indicate Article 10 information has been added.

15. Click the **Save** button.

16. When all needed changes have been made, click the red X button in the upper right corner to close the Local Data Maintenance window.

17. Click the **Yes** button on the “Is LDM Complete?” message to confirm you are done.



Local Data Maintenance

Is LDM Complete?

Yes No

Resources

- CONNECTIONS Job Aids and Tip Sheets: <http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>
- CONNECTIONS Regional Implementation Staff: <http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox: ocfs.sm.conn_app@ocfs.state.ny.us
(NOTE: address contains an underline)

ITS Enterprise Service Desk
1-844-891-1786

A Helpdesk ticket is now required before sending requests to the Triage Unit. This can be acquired by