



Once a child is legally freed for adoption, information about him/her must be maintained in a stage separate from the existing Family Services Stage (FSS/CWS). The Child Case Record (FSS/CCR) is an individual stage, created to document casework activities and services for each legally freed child. **A separate CCR must be created for each legally freed child in a family.**



**Do not create a Child Case Record (CCR) unless parental rights have ended for BOTH parents.**

A child is not legally free for adoption when the rights of only one parent end. Be sure the manner in which each parent's rights were ended (e.g., voluntary surrender, termination of parental rights, death) are recorded in Activities.

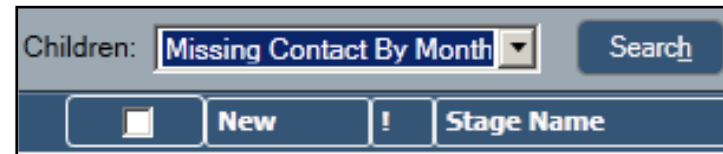
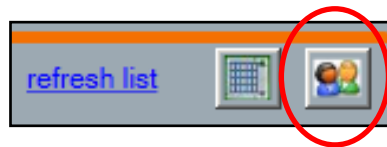
### IMPORTANT THINGS TO REVIEW IN THE FSS/CWS STAGE BEFORE CREATING A CHILD CASE RECORD

- Make sure all progress notes relating to the child have been entered in the Family Services Stage (FSS) - including those needed to record required Casework Contacts. Once the CCR is created and the child is removed from the family stage, his/her name will no longer appear on the Family Participant/Focus list used to record a new progress note.

**No Casework Contacts involving the freed child can be added to the Family Stage (FSS/CWS) after the CCR is created.**

**Hint:** Use the Missing Casework contact functionality on your workload to insure all contacts have been documented:

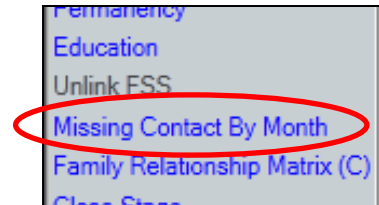
1. From your workload, click the **Person View** button.
2. Use the **Children:** drop-down menu to select "Missing Contacts By Month".



3. Click the **Search** button.
4. Select the child to be freed from the resulting list.

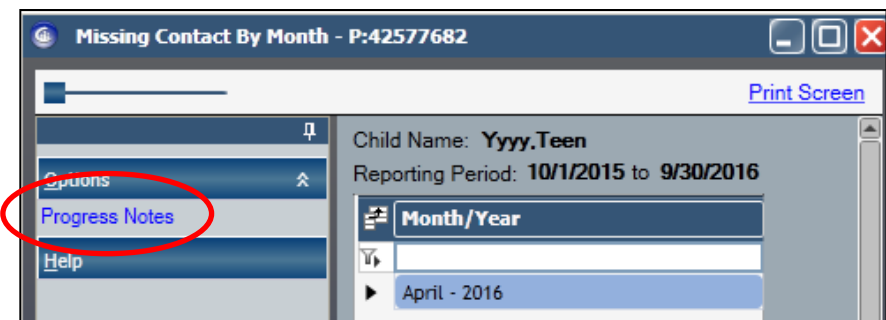
**If the child's name does not display, there are no months with missing contacts.**

If the child's name does display, highlight the name and click the **Missing Contact By Month** link in the left navigation pane.



5. Select a month from the list and click the **Progress Notes** link in the navigation pane.

The Progress Notes window for that stage will open so the missing contact can be entered.



- Verify that any Service Plan Review documentation involving the child is complete. Once removed, the child will no longer be listed in the Stage Members grid in the SPR window.

- Verify that no FASP or Plan Amendment is in pending status.

A plan amendment for the freeing of the child should be done in the CCR, not the family stage.

FASP History	
FASP Type	Status
Initial	Approved
Comprehensive	Approved
Reassessment	Not Launched

Permanency Report Summary		
Type	Status	Status Date
Individual	Final	03/11/2016
Individual	Final	10/26/2015
Individual	Final	06/02/2015

- Verify that all PHRs for the child are in Final status.

- Be sure required AFCARS information has been entered on the **Removal Information** and the **AFCARS** tabs in the Tracked Child Detail window.

History of Removals:			
Inv	Removal Date	Legal Event	Date Saved
Count = 0			

Date of Physical Removal:

Type of Legal Event Associated with Removal:

Environment at Removal:

Invalid

**Circumstances at Time of Removal:**  
Select all that apply from the three categories. A minimum of one, in any category, is required.

Circumstances Related to Child	Circumstances Related to Caretaker(s)
<input type="checkbox"/> Abandonment (parents' identity unknown and cannot be ascertained)	<input type="checkbox"/> Caretaker's alcohol use
<input type="checkbox"/>	<input type="checkbox"/> Caretaker's drug use

- Verify that the WMS case linked to the Family Services Stage is in "No Pend" status.

Pregnancy Information				
Is this individual currently pregnant or expecting a child? <input type="text"/>				
INV	Start Date	Due Date	Delivery Date	End Date
Count = 0				
Start Date:	<input type="text"/>	Anticipated Due Date:	<input type="text"/>	
Delivery Date:	<input type="text"/>	Pregnancy End Date:	<input type="text"/>	
<input type="checkbox"/> Invalid <input type="button" value="Clear"/>				

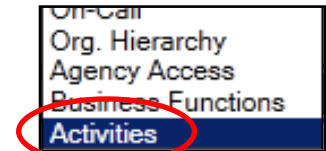
Parenting Information	
Does the child have a child of their own? <input type="text"/>	
Prior Legal Guardianship Information	
Did the child experience a prior legal guardianship? <input type="text"/>	

Prior Adoption Information	
Child Adopted?	<input type="text"/>
Agency Arranged By:	<input type="text"/>

- Verify that legal, movement and adoption activity entries are up-to-date in the Activities window.

**Note:** Workers with a role in the stage can view Activities entries for any child on their workload by searching in the Activities window using the FSS stage number.

1. Select **Activities** on the **Search/Maintain** drop down menu.



Stage ID:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

2. Enter the FSS Stage ID number.
3. Click the Search button.

4. Highlight the child's name.

Person Detail		Track Detail		Activities	
<input type="radio"/> View Valid	<input type="radio"/> View All	<input type="radio"/> View Invalid			
Date	Activity	Event			
04/19/2016	Goal	G912 - COM			
03/03/2016	Goal	G903 - INIT			

5. Select the Activities tab to review the information.

## CREATE THE CHILD CASE RECORD (CCR)



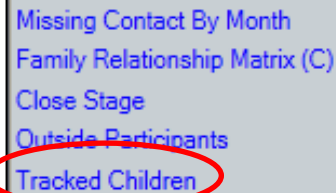
**NOTE: Only the Case Manager (or someone with access to their workload) may mark a child as completely freed for adoption.**

The required check box does not display for other workers.

In order for a Child Case Record (CCR) to be created, the child must have a Program Choice of "Placement" and be under the age of 21.

The steps for the Case Manager to create a Child Case Record are:

1. Click the **Tracked Children** link in the left navigation pane.



2. Select the **Placement Information Tab**.

3. Select the name of the freed child in the grid.

4. Check the "Completely Freed for Adoption" checkbox.

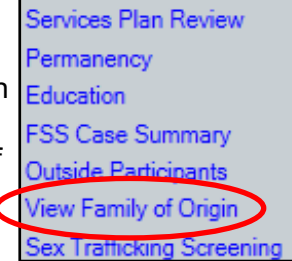


5. Click the **Save** button.

### Saving the checkbox has the following results:

- Automatically end dates the child in the CONNECTIONS family stage and initiates a deletion transaction in WMS.
- Automatically creates a CCR in the name of the freed child with a new Case ID and new Stage ID.
- Assigns the Case Manager in the FSS/CWS the role of Case Manager in the CCR. The new CCR case will appear on this worker's workload and may be reassigned.
- Carries forward demographic information to the CCR.
- Enables the App/Reg button in the newly created CCR stage.

- Automatically creates a link from the original family case to the CCR.
- The **View Family of Origin** link in the navigation pane allows you, from within the CCR stage, to see the current composition and Relationship Matrix of the child's family of origin.
- Workers assigned a role in the CCR will also be able to access the original family case via the Implied Role path.



**Note:** For more information on the Implied Role path, see the CONNECTIONS Tip Sheet, *Implied Role/Cross District Access*.

- The Case Initiation Date (CID) in the FSS/CWS will become the CID date in the CCR and preserve the FASP cycle.

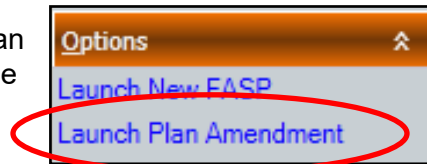


**NOTE:** If an approved FASP existed in the FSS/CWS, the first FASP available for launch in the CCR will be a Plan Amendment. A Plan Amendment is to be done in the CCR to document that the child has been legally freed and to record associated service plan and visiting plan changes. The Plan Amendment status change "Child Legally Freed" is available only within the Child Case Record.

## AFTER THE CHILD CASE RECORD IS CREATED

1. Update the child's demographic information, address and phone number in the CCR as needed.
2. Update the child's Permanency Planning Goal (PPG).  
A child with a Program Choice (PC) of "Non-DSS Custody-Relative/Resource Placement" will automatically have a "Placement" PC assigned.

3. From the FASP window of the CCR, launch and complete a Plan Amendment to document that the child is legally freed and to update service and visitation plans.



4. If the freed child was the only child tracked in the family stage, close the FSS/CWS stage.
5. Follow your usual local procedures for updating the WMS services case (e.g., complete any notification forms used to communicate these changes within your district).
- If the freed child was the only child in the original FSS/CWS associated WMS Services case, close that case once all payments have been processed.
  - If there are other children in the FSS/CWS associated WMS Services case who will continue to receive services, verify that the legally freed child has been deleted from the active WMS Services case.
6. Follow your usual local procedures to App/Reg and open a **new** WMS case for the child in the Child Case Record.

The CCR creation date will become the application date for the WMS application.

7. Create the purchase of service placement payment record in the new WMS case and any other applicable payment lines.

*Be sure the child's pay lines in the original FSS/CWS WMS case do not overlap with pay lines in the newly created CCR-associated WMS case.*

8. Verify that the child's existing Activities track has closed (M999, Mod B-590 - NOT DISCHARGED- FREED with child status 04 - in-care).



**DO NOT OPEN A NEW TRACK** in Activities for the child as this will disrupt the documentation of the district's Legal Authority and cause subsequent foster care payments to be non-reimbursable.

9. Once the new CCR-associated WMS case has been opened, **reopen** the child's Activities track using the new WMS case ID.
- The supplemental registration should reflect the Activities CID date from the child's previous track.
  - The track start date should be the day after the M999 was posted closing the child's previous track.
  - Be sure the Adoption Activity of A499 (Child Completely Freed for Adoption) is recorded.

For additional information on reopening an Activities track, refer to the CONNECTIONS Tip Sheet, *Activities Task Tips*.



**IMPORTANT:** Freed children who are also parents or who become parents will need a different case configuration. Please see the separate CONNECTIONS Tip Sheet, *Children in Foster Care Who Are Parents* for handling this special situation.

## Resources

- CONNECTIONS Job Aids and Tip Sheets:  
<https://ocfs.ny.gov/connect/jobaid/es/jobaid/es.asp>
- CONNECTIONS Regional Implementation Staff:  
<https://ocfs.ny.gov/connect/contact.asp>
- CONNECTIONS Application Help Mailbox:  
[http://ocfs.sm.conn\\_app@ocfs.ny.gov](http://ocfs.sm.conn_app@ocfs.ny.gov)  
(address contains an underline)

*A Helpdesk ticket is now required before sending requests to the Triage Unit. This can be acquired by emailing [FixIt@its.ny.gov](mailto:FixIt@its.ny.gov)*

ITS Enterprise Service Desk  
1-844-891-1786