



Youth who are placed in the custody of OCFS/DJJOY have distinct requirements from those placed in the custody of a Local District alone. These youth may move from one placement setting to another, each of which has differing requirements for documentation in CONNECTIONS, Activities, WMS and for Casework contacts. This tip sheet presents various scenarios involving youth in LDSS, OCFS/DJJOY and/or dual custody and gives specific instructions for meeting the documentation and coding requirements of each scenario.

Use the chart on page 2 to find the scenario and page relevant to each specific situation.
Use the resources below to find helpful Tip Sheets and Guides to complete Activities tasks.

Resources

- **CONNECTIONS Job Aids and Tip Sheets:**

Activities Worksheet for Legal Entries

Activities Coding for Family First CONNECTIONS Tip Sheet

<https://ocfs.ny.gov/connect/jobaides/jobaides.asp>

- **CONNECTIONS Step by Step Guides:**

CONNECTIONS Activities Reference Manual (Nov. 2023)

<https://ocfs.ny.gov/connect/jobaides/>

- **CONNECTIONS Regional Implementation Staff:**

<https://ocfs.ny.gov/connect/contact.asp>



Remember!

**Contact your CONNECTIONS
Implementation Team with
any navigation questions!**

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Youth who are NOT in custody prior to JD adjudication (originating at home)

SCENARIO 1	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>A youth - not in LDSS custody - is adjudicated a JD, ordered into LDSS custody, and placed at a Voluntary Agency.</p> <p>The youth <i>may</i> be remanded to a detention facility while awaiting VA placement.</p>	<ul style="list-style-type: none"> • Conduct a search in CONNECTIONS to see if the youth's family already has an open FSS. <i>If yes</i>, and the youth is not listed on the Person List, LDSS adds the youth to the existing FSS. <i>If no</i>, LDSS creates an FSI for the family. DO NOT OPEN the FSI in the name of the youth. 	<ul style="list-style-type: none"> • If the family has an open FSS, check whether the youth has an open track in Activities. <i>If no</i>, open an Activity track for the youth as of the adjudication date. <i>If yes</i>, and candidacy has previously been recorded, end candidacy (S420) as of the adjudication date. 	<ul style="list-style-type: none"> • If opening a new FSS, follow local procedures to App-Reg and open the WMS case. • Write applicable purchase of services (POS) lines. 	<p>Voluntary Agency staff is responsible for making and documenting required Casework Contacts in CONNECTIONS.</p>

SCENARIO 1 Cont'd	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>A youth - not in LDSS custody - is adjudicated a JD, ordered into LDSS custody, and placed at a Voluntary Agency.</p> <p>The youth <i>may</i> be remanded to a detention facility while awaiting VA placement.</p>	<ul style="list-style-type: none"> • Stage progress the FSI to an FSS. • LDSS uploads any needed Family First documentation (e.g., QRTP Assessment). • LDSS assigns the VA a role in the FSS stage. • LDSS assigns health responsibility to the VA. • Use the Placement Module to place the youth using an exact search if the placement location/program has been specified. 	<ul style="list-style-type: none"> • Enter the Legal events: <i>L100/ 07/ (county code)F</i> <i>L300/ 07/ 34 or 71</i> <i>L300/ 07/ 43</i> <i>(See the Activities Legal Worksheet for additional details.)</i> • If youth was placed in detention PRIOR to adjudication, <i>once the track has been opened</i>, enter the detention order(s) using the date(s) the order (s) was issued, even if earlier than the track opening date (M910): <i>L300/ 07/ 70/ adjourned to date</i> • Once the FSS and WMS case are fully open, enter the placement (M910) by navigating the Movement activity entry in the Activities grid. • If the youth is entering a PPP Program, enter: <i>S501-Initial Determination for Candidacy for Title IV-E FFPSA - Pregnant/ Parenting Youth in FC</i> 		

SCENARIO 2	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>A youth (not in LDSS custody) is adjudicated a JD, remanded to OCFS/DJJOY custody, and placed in a Voluntary Agency Qualified Residential Treatment Program (QRTP).</p> <p>The youth <i>may</i> be remanded to a detention facility while awaiting VA placement.</p> <p>This scenario is known as “placed for replacement” to OCFS/DJJOY staff.</p>	<ul style="list-style-type: none"> Conduct a search in CONNECTIONS to see if the youth’s family already has an open FSS. <ul style="list-style-type: none"> If yes, and the youth is not listed on the Person List, add the youth to the existing FSS. If no, the VA creates an FSI for the <i>family and sends to LDSS for acceptance.</i> DO NOT OPEN the FSI in the name of the youth. LDSS stage progresses the FSI to an FSS after verifying that the CID is the date the youth was remanded into OCFS/DJJOY custody. Once the youth is placed, LDSS assigns the VA a role in the FSS stage. LDSS assigns health responsibility to the VA. LDSS assigns a Caseworker role in the FSS to the assigned DJJOY worker, who is also responsible for approving each FASP. 	<ul style="list-style-type: none"> If the family has an open FSS, check whether the youth has an open track in Activities. <ul style="list-style-type: none"> If no, open an Activity track for the youth as of the adjudication date. If yes, and candidacy has previously been recorded, end candidacy (<i>S420</i>) as of the adjudication date. Enter the Legal events: <ul style="list-style-type: none"> <i>L100/ 07/ (county code) F</i> <i>L300/ 07/ 34 or 71</i> <i>L300/ 07/ 72</i> <i>(See the Activities Legal Worksheet for additional details)</i> If youth was placed in detention PRIOR to adjudication, once the track has been opened, enter the detention order(s) using the date(s) the order (s) was/were issued, even if earlier than the track opening date (M910): <ul style="list-style-type: none"> <i>L300/ 07/ 70/ adjourned to date</i> <p>If the youth is placed in/</p>	<ul style="list-style-type: none"> If opening a new FSS, follow local procedures to App-Reg and open the WMS case. Write applicable purchase of services (POS) lines. 	<p>If the youth is in OCFS/DJJOY custody and in detention, OCFS/DJJOY staff are responsible for making Casework Contacts and documenting them in the Juvenile Justice Information System (JJIS).</p> <p>Once placed, VA staff are responsible for making and documenting Casework Contacts in CONNECTIONS.</p>

SCENARIO 2 Cont'd	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth - not in LDSS custody - is adjudicated a JD, remanded to OCFS/DJJOY custody, and placed in a Voluntary Agency Qualified Residential Treatment Program (QRTP).</p> <p>The youth <i>may</i> be remanded to a detention facility while awaiting VA placement.</p> <p>This scenario is known as “placed for replacement” to OCFS/DJJOY staff.</p>	<ul style="list-style-type: none"> • Use the Placement Module to place the youth using an exact search and the date of placement at the VA. • OCFS/DJJOY staff uploads any needed Family First documentation to CONNECTIONS (e.g., QRTP Assessment) within 30 days. 	<p>remains in detention PRIOR to moving to the VA, a W910/SD can be entered to indicate this using the date of the adjudication.</p> <ul style="list-style-type: none"> • Once the FSS and WMS case are fully open, enter the placement (M910) by navigating the Movement entry in the Activities window grid. • The district’s OCFS/DJJOY liaison should receive a form from OCFS.DJJOY.FamilyFirst@ocfs.ny.gov, indicating the date for the Q030 and for the L310. LDSS enters the Activities codes according to the request. 		

SCENARIO 3	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth - not in LDSS custody - is adjudicated a JD, remanded to OCFS/DJJOY custody, and placed at an OCFS/DJJOY facility.</p> <p>The youth may be placed in a detention facility prior to their placement in the OCFS/DJJOY facility.</p>	<ul style="list-style-type: none"> Conduct a search in CONNECTIONS to see if the youth's family already has an open FSS. If yes, and services are continuing for the family, end the youth's tracking (if any) on the Tracked Children window. The youth will be tracked in the DJJOY Juvenile Justice Information System (JJIS system). If services are not continuing for the family, close the FSS. If no, no CONNECTIONS case is needed. 	<ul style="list-style-type: none"> If the family has an open FSS, check whether the youth has an open track in Activities. If yes, and candidacy has previously been recorded, end candidacy (S420) as of the adjudication date. <p>Close the youth's track (M999/ 582).</p>	<ul style="list-style-type: none"> If the family has an open FSS, end any applicable Purchase of Services (POS) lines for the youth. Close the WMS case if corresponding FSS has been closed. 	<p>Contacts are the responsibility of OCFS/DJJOY staff as soon as the youth is placed in OCFS/DJJOY custody.</p> <p>Contacts are documented in the Juvenile Justice Information System (JJIS).</p>

Youth in LDSS Custody prior to JD adjudication

SCENARIO 4	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in LDSS custody (in foster care) is adjudicated a JD, transferred to OCFS/DJJOY custody, and placed at a Voluntary Agency.</p> <p>Note: This scenario does not apply to a freed child, who would be in dual custody, not OCFS /DJJOY custody alone.</p> <p>See scenario # 12 for freed children.</p>	<ul style="list-style-type: none"> • FSS is already open. • If youth’s placement is changing, LDSS should use an exact search in the Placement module to record the change to the VA specified in the court order. • If new placement is in a QRTP, LDSS staff uploads any needed Family First documentation into CONNECTIONS (e.g., QRTP Assessment) within 30 days. • If placement is at a different VA, LDSS assigns the new VA a role in the FSS stage. Note: The original VA may need to retain a role temporarily to complete needed documentation (e.g., progress notes). • LDSS assigns health responsibility to the new VA once previous VA has completed needed health documentation. 	<ul style="list-style-type: none"> • Activities track is already open. • Enter the Legal events: <i>L100/ 07/ (county code)F</i> <i>L300/ 07/ 34</i> <i>Memo LDSS CUST ENDS</i> <i>(See the Activities Legal Worksheet for additional details)</i> • If youth was placed in detention PRIOR to adjudication, enter absence (<i>M950/ SD</i>). Note: This may be a <i>second</i> M950 if the youth was already absent (e.g., AWOL). • If the youth is returned to the same VA placement, enter the return from absence code (<i>M960</i>). • If the youth is moved to a different VA placement, use the Placement Module to record the transfer and navigate the Movement entry in the Activities window grid. • The appropriate M code will automatically be system 	<ul style="list-style-type: none"> • Write applicable purchase of services (POS) lines. 	<p>LDSS and/or Voluntary Agency staff are responsible for documenting all Casework Contacts prior to date of OCFS/DJJOY custody.</p> <p>OCFS/DJJOY and Voluntary Agency staff are responsible for all Casework Contacts following change to OCFS/ DJJOY custody.</p>

SCENARIO 4 Cont'd	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in LDSS custody (in foster care) is adjudicated a JD, transferred to OCFS/ DJJOY custody, and placed at a Voluntary Agency.</p> <p><u>Note:</u> This scenario does not apply to a freed child, who would be in dual custody, not OCFS/ DJJOY custody alone.</p> <p><i>See scenario # 12 for freed children.</i></p>		<p>entered when the Placement Module Activity is navigated.</p> <ul style="list-style-type: none"> If the youth is placed in a QRTP, the district's OCFS/ DJJOY liaison should receive a form from OCFS.DJJOY.FamilyFirst@ocfs.ny.gov, indicating the date for the Q030 and for the L310. LDSS enters the Activities codes according to the request. 		

SCENARIO 5	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in LDSS custody (freed and/or in foster care) is adjudicated a JD, ordered to remain in LDSS custody and placed at a Voluntary Agency.</p> <p>The youth may be placed in a detention facility prior to and/or after adjudication while awaiting VA placement.</p>	<ul style="list-style-type: none"> FSS is already open. If youth's placement is changing, LDSS should use an exact search in the Placement module to record the change to the VA specified in the court order. If new placement is in a QRTP, LDSS staff uploads any needed Family First documentation into CONNECTIONS (e.g., QRTP Assessment) within 30 days. If placement is at a different VA, LDSS assigns the new VA a role in the FSS stage. Note: The original VA may need to retain a role temporarily to complete needed documentation (e.g., progress notes). LDSS assigns health responsibility to the new VA once previous VA has completed needed health documentation. 	<ul style="list-style-type: none"> Activities track is already open. Enter the Legal events: <i>L100/ 07/ (county code)F</i> <i>L300/ 07/ 34</i> <i>(See the Activities Legal Worksheet for additional details)</i> If youth was placed in detention PRIOR to adjudication, enter absence <i>(M950/ SD)</i>. Note: This may be a <i>second</i> M950 if the youth was already absent (e.g., AWOL). If the youth is returned to the same VA placement, enter the return from absence code <i>(M960)</i>. If the youth is moved to a different VA placement, use the Placement Module to record the transfer and navigate the Movement entry in the Activities window grid. The appropriate M code will automatically be system entered when the Placement Module Activity is navigated. 	<ul style="list-style-type: none"> Write applicable purchase of services (POS) lines. 	<p>Voluntary Agency staff are responsible for making and documenting required Casework Contacts in CONNECTIONS.</p> <p>If the youth was in detention or otherwise absent from placement, LDSS is responsible for Casework Contacts during that period of time.</p>

SCENARIO 5 Cont'd	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in LDSS custody (freed and/or in foster care) is adjudicated a JD, ordered to remain in LDSS custody and placed at a Voluntary Agency.</p> <p>The youth may be placed in a detention facility prior to and/or after adjudication while awaiting VA placement.</p>		<ul style="list-style-type: none"> If the youth is placed in a QRTP, the district's OCFS/ DJJOY liaison should receive a form from OCFS.DJJOY.FamilyFirst@ocfs.ny.gov, indicating the date for the Q030 and for the L310. LDSS enters the Activities codes according to the request. 		

SCENARIO 6	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in LDSS custody (in foster care) is adjudicated a JD, remanded into OCFS/DJJOY custody (not dual custody) and placed in an OCFS/DJJOY facility.</p> <p><u>Note:</u> This scenario does not apply to a freed child, who would be in dual custody, not OCFS/DJJOY custody alone.</p> <p>See scenario # 11 for freed children.</p>	<ul style="list-style-type: none"> • FSS is already open. • Verify that all FASPs are completed, PHRs finalized, AFCARS and health entries complete, and progress notes are up to date. • If services are still being provided to the youth's family, the FSS remains open. • If no other services are being provided to the family, close the FSS once Activities entries have been completed. 	<ul style="list-style-type: none"> • Activities track is already open. • Enter the Legal events: <i>L100/ 07/ (county code) F</i> <i>L300/ 07/ 34 or 71</i> <i>L300/ 07/ 72</i> <i>L300/ 54</i> • If youth was absent from foster care prior to adjudication, be sure any absences (<i>M950</i>) are entered in Activities with the appropriate modifier code (s). • If youth was in detention PRIOR to adjudication, verify the <i>M950/ SD</i> has been entered. • If the youth is placed in detention BETWEEN adjudication and placement in the OCFS/DJJOY facility, verify the <i>M950/ SD</i> code has been entered using the date of the remand. • If youth was on trial discharge immediately prior to being remanded to OCFS/DJJOY custody 	<ul style="list-style-type: none"> • Close the WMS case if corresponding FSS has been closed. 	<p>LDSS and/or Voluntary Agency staff are responsible for documenting all Casework Contacts prior to date of OCFS/DJJOY custody.</p> <p>OCFS/DJJOY staff are responsible for all Casework Contacts following change to OCFS/DJJOY custody – including any in detention prior to placement in an OCFS/DJJOY facility.</p> <p><u>Note:</u> Until the Activity track has been closed, the youth may continue to appear on the Missing Casework Contacts Report.</p>

SCENARIO 6 Cont'd	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in LDSS custody (in foster care) is adjudicated a JD, remanded into OCFS/ DJJOY custody (not dual custody) and placed in an OCFS/DJJOY facility.</p> <p><u>Note:</u> This scenario does not apply to a freed child, who would be in dual custody, not OCFS/ DJJOY custody alone.</p> <p><i>See scenario # 11 for freed children.</i></p>		<p>enter a <i>MEMO</i> with the date of remand in MOD A, <i>M950</i> in MOD B and <i>SD</i> in MOD C.</p> <ul style="list-style-type: none"> • Close the youth's Activity track using the date the youth entered the OCFS/ DJJOY facility* (<i>M999/ 582</i>). 		

Youth in OCFS Custody stepping down/up from Voluntary Agency or Aftercare

SCENARIO 7	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in OCFS/DJJOY custody, placed at an OCFS/DJJOY facility, “steps down” to placement at a Voluntary Agency.</p>	<ul style="list-style-type: none"> Conduct a search in CONNECTIONS to see if the youth’s family already has an open FSS. <i>If yes</i>, and the youth is not listed on the Person List, add the youth to the existing FSS. <i>If no</i>, Voluntary Agency creates an FSI for the family and sends it to the responsible LDSS for acceptance. DO NOT OPEN the FSI in the name of the youth. LDSS stage progresses the FSI to an FSS. State OCFS/DJJOY staff uploads any needed Family First documentation to CONNECTIONS (e.g., QRTP Assessment) within 30 days. LDSS assigns the VA a role in the FSS stage. LDSS assigns health responsibility to the VA. 	<p>Check to see if the youth has a previous Activities track.</p> <ul style="list-style-type: none"> <i>If no</i>, open an Activity track for the youth as of the adjudication date. Once the FSS and WMS cases are fully open, enter the placement (<i>M910</i>) by navigating the Movement entry in the Activities window grid. <i>If yes</i>, and the youth has an open track, and is returning to the same VA program (same VID) from which they went to OCFS/DJJOY, enter the return from absence (<i>M960</i>) as of the date the youth stepped down to the VA. Note: If the youth spent time in detention PRIOR to being placed in the OCFS/DJJOY facility, verify that the <i>M950/ SD</i> was entered BEFORE entering the <i>M960</i>. If the youth’s move to OCFS/DJJOY was not recorded, enter both the 	<ul style="list-style-type: none"> If opening a new FSS, follow local procedures to App-Reg and open the WMS case. Write applicable purchase of services (POS) lines. 	<p>While in the OCFS/DJJOY facility, OCFS/DJJOY staff record Casework Contacts in the Juvenile Justice Information System (JJIS).</p> <p>Once the youth steps down to the Voluntary Agency, VA staff are responsible for making and documenting Casework Contacts in CONNECTIONS.</p>

SCENARIO 7 Cont'd	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in OCFS/DJJOY custody, placed at an OCFS/DJJOY facility, “steps down” to placement at a Voluntary Agency.</p>	<ul style="list-style-type: none"> • If the youth returns to the same QRTP (VID), the Placement Module is not needed. • If the youth is not returning to the same QRTP (VID), use an exact search in the Placement Module to place the youth, using the date on which they stepped down to the VA. • LDSS assigns a Caseworker role in the FSS to the assigned OCFS/ DJJOY worker, who is responsible for approving each FASP. 	<p><i>M950/ SD</i> and <i>M960</i>.</p> <p>Note: If the move to OCFS/ DJJOY was recorded as a discharge (<i>M990</i>), rather than as an absence from placement, invalidate the <i>M990</i> and record both the <i>M950</i> and <i>M960</i>, waiting one day between each action.</p> <ul style="list-style-type: none"> • If yes, and there is a closed track (<i>M999</i>) for the same episode of placement, REOPEN the track. <p>When the youth is returning to the same VA program, enter a return from absence (<i>M960</i>) as of the date the youth stepped down to the VA.</p> <p>If the youth is moved to a different VA placement, navigate the Movement entry in the Activities window grid.</p> <ul style="list-style-type: none"> • If yes, but there is a closed track for a different foster care episode or past provision of preventive services, open a NEW track for the youth. 		

SCENARIO 7 Cont'd	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in OCFS/DJJOY custody, placed at an OCFS/DJJOY facility, “steps down” to placement at a Voluntary Agency.</p>		<p>Once the FSS and WMS cases are fully open, enter the placement (<i>M910</i>) by navigating the Movement activity entry in the Activities grid.</p> <ul style="list-style-type: none"> • All legal activities, including the placement of the youth in OCFS/DJJOY custody and all activities that took place while the youth was in the OCFS/DJJOY facility must be entered in the Activities window. • If the youth is placed in a QRTP, the district’s OCFS/ DJJOY liaison should receive a form from OCFS.DJJOY.FamilyFirst@ocfs.ny.gov, indicating the date for the Q030 and for the L310. LDSS enters the Activities codes according to the request. 		

SCENARIO 8	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in OCFS/ DJJOY custody, placed at a Voluntary Agency, is “stepped up” to placement at an OCFS/ DJJOY facility.</p>	<ul style="list-style-type: none"> • FSS is already open. • If services are still being provided to the youth’s family, the FSS remains open. • If no other services are being provided to the family, close the FSS. 	<ul style="list-style-type: none"> • Activities track is already open. • Enter legal events as per Legal Entries Worksheet: <i>L100/ 07/ (county code) F L300/ 07/ 34</i> • Enter the absence from foster care (<i>M950/ SD</i>) as <i>either</i> <ul style="list-style-type: none"> - the date the court placed the youth again in the OCFS facility <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - the date the youth returned to the OCFS facility if the original order does not require a return to court. • Close the youth’s Activity track (<i>M999/ 582</i>). 	<ul style="list-style-type: none"> • End applicable purchase of services (POS) lines for youth. • Close the WMS case if corresponding FSS has been closed. 	<p>Casework Contacts become the responsibility of OCFS/ DJJOY staff and are entered in JJIS as of the date the court places the youth at the OCFS facility.</p> <p>Note: Until the Activity track has been closed, the youth may continue to appear on the Missing Casework Contacts Report.</p>

SCENARIO 9	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>A youth in OCFS/ DJJOY custody, placed at a Voluntary Agency, is released to OCFS/ DJJOY Aftercare or to electronic monitoring and remains in OCFS custody.</p> <p><u>OCFS/DJJOY Terminology:</u></p> <ul style="list-style-type: none"> • Electronic Monitoring (GPS ankle monitoring) is considered “facility status”, while OCFS/ DJJOY Aftercare is not. • Youth on “facility status” can be returned to a facility without a revocation/revocation hearing. • OCFS/DJJOY Aftercare is considered community supervision. 	<ul style="list-style-type: none"> • FSS is already open • Per 22-OCFS-ADM-07, If the youth has been in a QRTP or EMPOWER program, Family First (FF) aftercare services are required for a minimum of 6 months, and the FSS must remain open until these services end. • If the OCFS/DJJOY Aftercare/EM ends and FF aftercare is still in place, end the Program Choice (PC) of Placement. Add a PC of Preventive-Non-Mandated with a PPG of Prevent Return to Placement. • FASPS continue to be required while FF aftercare services are being provided. While ultimately the responsibility of LDSS, local contracts may require completion by the FF aftercare worker. • Once FF aftercare has ended and Activities recorded, close the FSS if the family is not receiving other services from LDSS. 	<ul style="list-style-type: none"> • Activities track is already open. • Enter Trial Discharge code (<i>M970</i>) with appropriate modifier code. • Enter a MEMO for “Release to DJJOY Aftercare” using the following: <i>Mod A: RELEASE</i> <i>Mod B: DJJY AFT</i> <i>Mod C: CARE</i> <p>OR</p> <p>“Release to Electronic Monitoring”, using the following: <i>Mod A: RELEASE</i> <i>Mod B: ELEC MON</i></p> <p><u>Upstate:</u></p> <ul style="list-style-type: none"> • If OCFS/DJJOY Aftercare/ EM ends prior to FF aftercare, enter the <i>M990</i>. • Once FF aftercare services have ended, closing of the WMS case will autogenerate an <i>M999</i>, closing the Activities track. If OCFS/DJJOY Aftercare continues, enter an <i>M990</i> 	<p><u>Upstate:</u></p> <ul style="list-style-type: none"> • If the youth was placed in a program other than a QRTP or EMPOWER program, close the WMS Services Case. • If the youth was placed in a QRTP or EMPOWER program, the WMS case remains open. <p><u>NYC:</u></p> <ul style="list-style-type: none"> • Leave the WMS Services Case open. • Retain POS 61 line in order to generate SERMA until final discharge. • When discharge is final, close the WMS Services Case. 	<p>Since the youth is no longer placed at a Voluntary Agency, Casework Contacts are required as noted below:</p> <ul style="list-style-type: none"> • FF aftercare progress notes must be done in CONNECTIONS by the FF aftercare worker. • OCFS/DJJOY aftercare notes are documented in the Juvenile Justice Information System (JJIS) by the OCFS/DJJOY Community Multi–Services Office (CMSO) worker.

SCENARIO 9, Cont'd	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>A youth in OCFS/ DJJOY custody, placed at a Voluntary Agency, is released to OCFS/ DJJOY Aftercare or to electronic monitoring and remains in OCFS custody.</p>		<p>and a Memo Mod A: FFAFT Mod B: CONT.</p> <ul style="list-style-type: none"> • Worker should verify that the track has been closed. <p><u>NYC:</u></p> <ul style="list-style-type: none"> • Track remains open until youth's final discharge. • Enter M990 using date of youth's final discharge. • Once FF aftercare services have ended, closing of WMS case will autogenerate M999, closing the Activities track. • Worker should verify that the track has been closed. 		
SCENARIO 10	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in OCFS/DJJOY custody, returns from DJJOY Aftercare or electronic monitoring and is placed in an OCFS/DJJOY facility.</p>	<ul style="list-style-type: none"> • FSS is already open. • If services are still being provided to the youth's family, the FSS remains open. • If no other services are being provided to the family, close the FSS. 	<ul style="list-style-type: none"> • If the youth's track is closed, re-open the track and Invalidate the M990 code. • Enter an M980 Return from Trial Discharge to the last Voluntary Agency placement using the date prior to their physical return. • Enter an M950/ SD as of the date of the physical return. • Close the Activities track. 	<ul style="list-style-type: none"> • Close the WMS Services Case, if open. 	<p>OCFS/DJJOY staff enter Casework Contacts in the Juvenile Justice Information System (JJIS).</p>

Youth in DUAL LDSS and OCFS Custody

There are two scenarios by which a youth might be in dual custody:

1. The freed youth in the custody and guardianship of a LDSS through a TPR or a surrender commits an act that results in a subsequent Article 3 JD disposition placing the youth in OCFS custody.
2. A youth already in the legal custody of DSS then commits an act that results in a subsequent Article 3 JD disposition and the placement of the youth in OCFS custody but with DSS retaining legal custody. This may occur where there is a concern with the youth returning to the otherwise abusive or neglectful parent following termination of the Article 3 placement order. This would likely be rare but is possible.

SCENARIO 11	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in LDSS custody (including youth freed for adoption) is adjudicated a JD, remanded into OCFS/DJJOY custody (becomes <i>dual</i> custody) and placed in an OCFS/DJJOY facility.</p>	<ul style="list-style-type: none"> FSS remains open. Because the youth is in <i>dual</i> custody, DSS is still responsible for completing FASPs, PHRs, AFCARS, health entries and progress notes in CONNECTIONS during the OCFS/DJJOY placement. 	<ul style="list-style-type: none"> Activities track is already open. Enter the Legal events: <i>L100/ 07/ (county code) F</i> <i>L300/ 07/ 34 or 71</i> <i>L300/ 07/ 72</i> If youth was absent from foster care prior to adjudication, enter any absences (<i>M950</i>) in Activities with the appropriate modifier code(s). If youth was in detention <i>PRIOR</i> to adjudication, verify the <i>M950/ SD</i> has been entered. If the youth is placed in detention <i>BETWEEN</i> adjudication and placement in the OCFS/DJJOY facility, verify the <i>M950/ SD</i> code has been entered using the date of the remand. If youth was on trial discharge immediately prior to being remanded to OCFS custody enter a <i>MEMO</i> with the <i>date of remand</i> in MOD A, <i>M950</i> in MOD B and <i>SD</i> in MOD C. 	<ul style="list-style-type: none"> WMS case remains open. 	<p>LDSS and/or Voluntary Agency staff are responsible for documenting all Casework Contacts prior to date of OCFS/DJJOY custody.</p> <p>Casework Contacts are ultimately the responsibility of LDSS but can be made & documented in the Juvenile Justice Information System (JJIS) by the CMSO (DJJOY) worker.</p> <p>Note: The youth may continue to appear on the Missing Casework Contacts Report.</p>

SCENARIO 12	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in Dual LDSS/ OCFS custody, placed at an OCFS facility, “steps down” to placement at a Voluntary Agency and remains in dual LDSS/ OCFS custody.</p>	<ul style="list-style-type: none"> • FSS remains open. • Use the Placement Module to place the youth using an exact search and the date of placement in the foster care. 	<ul style="list-style-type: none"> • Activities track remains open. • Navigate the Movement entry (M960) in the Activities window grid. • The district’s OCFS/DJJOY liaison should receive a form from OCFS.DJJOY.FamilyFirst@ocfs.ny.gov, indicating the date for the Q030 and for the L310. LDSS enters the Activities codes according to the request. 	<p><u>Upstate:</u></p> <ul style="list-style-type: none"> • Leave the WMS Services Case open. <p><u>NYC:</u></p> <ul style="list-style-type: none"> • Leave the WMS Services Case open. • Retain POS 61 line to generate SERMA until final discharge. 	<p>Once the youth steps down to the Voluntary Agency, VA staff are responsible for making and documenting Casework Contacts in CONNECTIONS.</p>

SCENARIO 13	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in Dual LDSS/ OCFS custody, placed at a Voluntary Agency QRTP or EMPOWER program, is released to aftercare/steps down to a non-QRTP/EMPOWER placement setting and remains in dual LDSS/ OCFS custody.</p>	<ul style="list-style-type: none"> FSS remains open. Add a PC of Preventive-Non-Mandated Per 22-OCFS-ADM-07, if the youth has been in a QRTP or EMPOWER program, Family First aftercare services are required for a minimum of 6 months, and the FSS must remain open until these services end. Contacts by the QRTP aftercare worker and LDSS workers are documented in CONNECTIONS Progress Notes. Separate aftercare services are required from OCFS/ DJJOY and are documented in the JJIS system. Family First aftercare does not take the place of OCFS/DJJOY aftercare. FASPS continue to be required. While ultimately the responsibility of LDSS, local contracts may require completion by the QRTP aftercare worker. 	<ul style="list-style-type: none"> Activities track remains open until youth's final discharge. <p>Upstate:</p> <ul style="list-style-type: none"> Enter trial discharge (<i>M981 or M982</i>) with appropriate modifier code. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Enter a MEMO for "Release to OCFS Aftercare" using the following: <i>Mod A: RELEASE</i> <i>Mod B: OCFS AFT</i> <i>Mod C: CARE</i> <p>NYC:</p> <ul style="list-style-type: none"> Enter trial discharge (<i>M970</i>) with appropriate modifier code. Voluntary agency enters a MEMO for "Release to OCFS Aftercare" using the following: <i>Mod A: RELEASE</i> <i>Mod B: OCFS AFT</i> <i>Mod C: CARE</i> 	<p>Upstate:</p> <ul style="list-style-type: none"> Leave the WMS Services Case open. <p>NYC:</p> <ul style="list-style-type: none"> Leave the WMS Services Case open. Retain POS 61 line to generate SERMA until final discharge. 	<p>Casework Contacts are ultimately the responsibility of LDSS but can be made & documented in the Juvenile Justice Information System (JJIS) by the OCFS/DJJOY worker.</p>

SCENARIO 14	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in Dual LDSS/ OCFS custody, on Trial discharge/aftercare or electronic monitoring, reenters placement at a Voluntary Agency.</p> <p>The youth <i>may</i> be remanded to a detention facility while awaiting VA placement.</p>	<ul style="list-style-type: none"> • FSS is already open. • If the youth is entering a different program (VID) from the one they went on trial discharge/aftercare or electronic monitoring from, use an exact search in the Placement module to place the youth. • LDSS assigns the VA a role in the FSS stage. • LDSS assigns health responsibility to the VA. • LDSS uploads any needed Family First documentation to CONNECTIONS (e.g., QRTP Assessment). 	<ul style="list-style-type: none"> • If any court proceedings were held, enter the Legal events. <i>(See the Activities Legal Worksheet for additional details.)</i> • If youth was placed in detention PRIOR to replacement, enter the detention order(s), if any, using the date(s) the order (s) was/were issued: <i>L300/ 07/ 70/ adjourned to date.</i> • Enter the entry to detention as an absence from the trial discharge episode: <i>M975/SD</i> • If the youth reentering the same program (VID) from the one they went on trial discharge/aftercare or electronic monitoring from, manually enter the return from trial discharge (<i>M980</i>). • If the youth is entering a different program (VID) from the one they went on trial discharge/aftercare or electronic monitoring from, enter the placement (<i>M980</i>) 	<ul style="list-style-type: none"> • Write applicable purchase of services (POS) lines. 	<p>Once placed, VA staff are responsible for making and documenting Casework Contacts in CONNECTIONS.</p> <p>OCFS/DJJOY staff are responsible for making Casework Contacts and documenting them in the Juvenile Justice Information System (JJIS) for youth in detention.</p>

SCENARIO 14 cont'd	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in Dual LDSS/ OCFS custody, on Trial discharge/aftercare or electronic monitoring, reenters placement at a Voluntary Agency.</p> <p>The youth <i>may</i> be remanded to a detention facility while awaiting VA placement.</p>		<p>by navigating the Movement entry in the Activities window grid.</p> <ul style="list-style-type: none"> If the youth is placed in a QRTP, the district's OCFS/ DJJOY liaison should receive a form from OCFS.DJJOY.FamilyFirst@ocfs.ny.gov, indicating the date for the Q030 and for the L310. LDSS enters the Activities codes according to the request. 		

SCENARIO 15	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in Dual LDSS/ OCFS custody, on trial discharge from a VA setting reenters placement and is placed in an OCFS facility.</p> <p>The youth <i>may</i> be remanded to a detention facility while awaiting OCFS/DJJOY placement.</p>	<ul style="list-style-type: none"> FSS is already open. 	<ul style="list-style-type: none"> If any court proceedings were held, enter the Legal events. <i>(See the Activities Legal Worksheet for additional details.)</i> If youth was placed in detention PRIOR to replacement: <ul style="list-style-type: none"> Enter the detention order (s), if any, using the date(s) the order(s) was/were issued: <i>L300/ 07/ 70/ adjourned to date</i> Enter the entry to detention as an absence from the trial discharge episode: <i>M975/ SD</i> A return from Trial Discharge (<i>M980</i>) cannot be entered at this time since the youth is not returning to a placement with a VID. Instead, enter an <i>M975/ SD</i>. If the youth later steps down again to a VA, the <i>M980</i> would be entered at that time. 	<ul style="list-style-type: none"> No action needed. 	<p>OCFS/DJJOY staff are responsible for Casework Contacts and documenting this in the Juvenile Justice Information System (JJIS).</p>

SCENARIO 16	CONNECTIONS	ACTIVITIES	WMS	CASEWORK CONTACTS
<p>Youth in Dual LDSS/ OCFS custody, on aftercare or electronic monitoring from an OCFS placement, reenters placement at an OCFS facility.</p> <p>The youth may be remanded to a detention facility while awaiting OCFS/ DJJOY placement.</p>	<ul style="list-style-type: none"> FSS is already open. 	<ul style="list-style-type: none"> If any court proceedings were held, enter the Legal events. <i>(See the Activities Legal Worksheet for additional details.)</i> If youth was placed in detention PRIOR to replacement <ul style="list-style-type: none"> Enter the detention order (s), if any, using the date(s) the order(s) was/were issued: <i>L300/ 07/ 70/ adjourned to date</i> A return from Trial Discharge (M980) cannot be entered since the youth is not returning to a placement with a VID. Enter a MEMO indicating the child's return from Trial Discharge and placement in an OCFS facility. <i>Mod A: RETURN</i> <i>Mod B: TO OCFS</i> <i>Mod C: FAC</i> 	<ul style="list-style-type: none"> No action needed. 	<p>OCFS/DJJOY staff are responsible for Casework Contacts and documenting this in the Juvenile Justice Information System (JJIS).</p> <p style="text-align: right;"><i>The End</i></p>