CONNECTIONS Tip Sheet
Preventive Services for a Pregnant Woman and her Unborn Child
updated February 2021

New York State regulations allow Preventive Services to be provided to a woman who is pregnant or has given birth and has shown an inability to provide adequate care for her unborn or infant child. [18 CRR-NY 430.9 (C) (6)]. This tip sheet, for Preventive Services workers and supervisors, explains the steps necessary to open a Family Services Stage (FSS) for a woman and her unborn child and to navigate the differences between how the WMS and CONNECTIONS systems handle these situations.

CONNECTIONS & WMS

The CONNECTIONS and WMS systems handle information differently. While WMS will allow the addition of an unborn family member without requiring a birthdate for them, sync issues will arise if an unborn child is added to a CONNECTIONS stage, where a birthdate *is* required.

The following steps detail the correct way to open a Family Services Stage for a pregnant woman in need of services:

Step-by-Step: Creating an FSS for a Pregnant Woman:

1. Launch and complete a Family Services Intake (FSI) listing the pregnant woman and father-to-be (if known) on the Person List. ***Do not add the unborn child.***

2. Click the **Create FSS** link to stage progress the FSI to an FSS.

3. If no one listed in the FSI is under age 23, you will get this pop up message. Click the **Yes** button to continue.
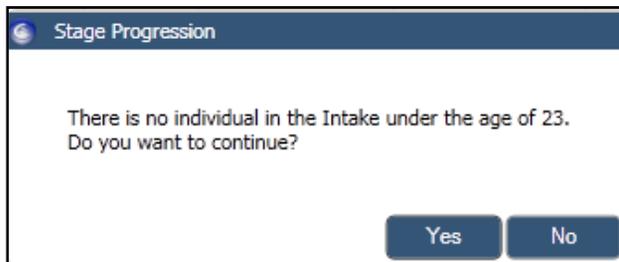
4. Click the **Yes** button on the pop up message to close the FSI and continue.
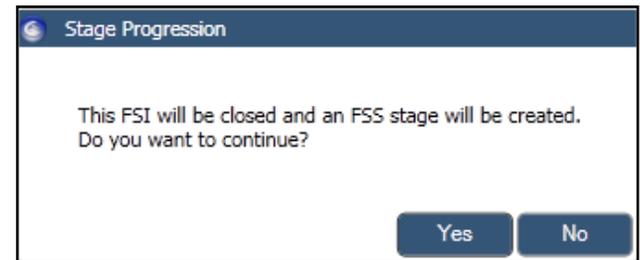
The FSI will be closed and the new FSS will display at the top of your workload

5. Select the FSS stage to enable the Stage Actions links in the left navigation pane.

6. Select the **Person List** link.

7. On the Person List, click the **App-Reg** button, as you normally would, to send a transaction to open the WMS case. WMS will allow an adult only case.

8. In WMS, enter the Purchase of Services (POS) lines to authorize the needed preventive services for the mother-to-be.

Additional Detail Tab

The Addit. Detail tab, one of the sub-tabs of the Person List, provides a place to record data about the pregnancy and due date for the mother-to-be. (Shown on next page.)

FASP Considerations

When an FSS is opened without a child on the Person List, there is no one to track in the Tracked Children window. *A track should __not__ be added for an underage parent-to-be as they will be a parent/caretaker, not a child in this FSS.*

Since CONNECTIONS system edits do not allow a FASP to be launched without a tracked child, a warning message will display if you try to launch a FASP under these circumstances:

⚠️ **Even if a FASP cannot be launched, assessments of the family's functioning and a plan for services are still programmatically required.**

There are two options for handling these requirements prior to the birth of the child and their being added to the FSS and tracked in CONNECTIONS.

- FASPs may be done off-line, in paper form, using the FASP Business Continuity templates available from the link in the navigation pane on the CONNECTIONS website (http://ocfs.state.nyenet/connect/cnxtmpl/template.asp)

Be aware, however, that FASP paper templates contain __all__ of the possible FASP modules - including ones such as Foster Care Issues and Independent Living Skills - that may not apply to a preventive services only case. **Only FASP elements relevant to the stage must be completed.**

Using the Upload functionality available in CONNECTIONS, FASPs completed as paper templates can be scanned, uploaded and linked to the FSS stage if an assigned worker has the FILE UPLOAD business function.

- Alternately, all needed FASP elements may be documented at the required time frames in progress notes. A description of the parental functions the woman is unable to perform and the services being provided to assist her in performing these functions should be included.

Once the Baby is Born

Once born, the baby should immediately be added to the Person List of the FSS. If the biological father of the child has not already been added to the FSS, he too should be added.

In addition, you will need to:

1. Select a Primary (and, if applicable, Secondary) Caretaker

2. Complete the Family Relationship Matrix (FRM).

3. Enter a Preventive Services Program Choice (PC) and a Permanency Planning Goal (PPG) for the child on the **Tracked Children Detail** window, using the child's Date of Birth as the Effective date.
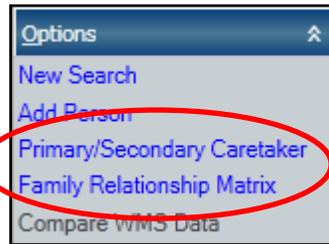
4. Add the newborn to the corresponding WMS document.

5. Add any POS lines for needed services to the newborn in WMS.

6. The day after adding the newborn to the WMS case, open a track for him/her in Activities.

7. Assess and document the child's candidacy for foster care.

8. Complete any needed Plan Amendments or FASPs.

   Depending on the length of time the FSS has been open, one or more FASPs may be available for launch in CONNECTIONS.

   To create a clear understanding of the chronology of the case, any available FASPs should be launched **in chronological order** (oldest first), and a brief explanation

added to the **Case Update tab** of the Family Update section, explaining the reasons why the stage was opened and services are being provided.

⚠ **It is not necessary to redo the entire FASP in CONNECTIONS if you have already completed it off-line or have documented your assessments in Progress Notes.**

Launching the FASPs in chronological sequence and adding a brief explanation in the Case Update section will prevent the FASPs from being labeled as "Missed". Instead, the previously launched FASP will display as "Template".

Once the baby is born and added to the FSS, a Plan Amendment and any coming due FASPs should be completed fully within CONNECTIONS.

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.gov
  (NOTE: 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**.*

ITS Enterprise Service Desk
1-844-891-1786