

ATTACHMENT A

System Instructions for Youth Ordered to Pre-dispositional Placement in a Foster Care Setting and Post-dispositional Placement Under Article 7

- If the family court judge orders the **pre-dispositional placement** of a youth under Article 7 to a foster care setting:
 - The local department of social services (LDSS) must obtain the pre-dispositional placement order from court at that time.
 - The LDSS must open an FSI in CONNECTIONS and stage progress the FSI to an FSS case. **Do not** select a “Program Choice.”
 - The LDSS must use the CONNECTIONS placement module with the “**Exact Resource Search**,” to locate an appropriate pre-dispositional placement for the youth in a foster care setting for which the LDSS has contracted for pre-dispositional placements. The “**Exact Resource Search**” for known resources allows the worker to search for a specific resource by name, resource ID, vendor ID, or address.

The placement module will prepopulate the activity record (M910) with the placement data collected in the placement module and require a user to verify and save the record in “Activities” (19-OCFS-ADM-17).

- Once the appropriate pre-dispositional placement is located for the youth, the LDSS arranges for such placement with the foster care setting. A copy of the court order for pre-dispositional placement must accompany the youth to the placement and should be provided to the voluntary agency staff.
- The LDSS must complete the family “Relationship Matrix” in CONNECTIONS.
- The LDSS must open a Welfare Management System (WMS) case; however, **no “Purchase of Service” codes shall be entered.** Normal rules apply for individuals who shall be listed on the WMS case.
- The LDSS must also enter the corresponding “Legal Activity” codes in CONNECTIONS for PINS pre-dispositional placement in a foster care setting. These codes are **L300, 06, 97** (pre-dispositional placement in a foster care setting).
- If the LDSS has access to the “My Upload” function in CONNECTIONS, the LDSS must upload the pre-dispositional placement court order into CONNECTIONS with the file category of **Legal** and subcategory of **Placement Order**. The file should be kept directly on the stage or attached to a progress note. The original placement order must be maintained by LDSS following all local protocols.

****Please note—** Expenditures for the pre-dispositional youth residing in a foster care setting **must not be authorized** in WMS, paid through the Benefits Issuance Control System

(BICS), or claimed in the Automated Claiming System (ACS). These expenditures shall be processed outside of WMS/BICS and funded with 100 percent local dollars.

- If the youth is absent without leave (AWOL) prior to arriving at the arranged pre-dispositional placement in a foster care setting:
 - the LDSS must indicate in the CONNECTIONS placement module that the “child failed to arrive” to the foster care setting; and
 - the LDSS must still enter the corresponding “Legal Activity” codes in CONNECTIONS (**L300, 06, 97**).

- If a youth is AWOL during their pre-dispositional placement in a foster care setting, the absence must be recorded in “Activities” in CONNECTIONS (**M950**). If the youth does not return prior to the scheduled court appearance for the pre-dispositional placement, the court must make a determination as to whether to extend the pre-dispositional placement, within the time limits and scope of the PINS reform legislation.
 - If the court extends the youth’s pre-dispositional placement in a foster care setting:
 - a copy of the pre-dispositional placement extension order must be obtained from the court at that time;
 - the corresponding “Legal Activity” code needs to be entered in CONNECTIONS, which is **L300, 06, 98** (pre-dispositional placement extension); and
 - if a warrant is also issued at the time of the pre-dispositional placement extension, and the youth is located by law enforcement, arrangements can be made after hours for that youth to be placed in a foster care setting for pre-dispositional placement, as there is an existing order for such.
 - If the court does not extend the youth’s pre-dispositional placement in a foster care setting:
 - the corresponding “Activity” code ending the pre-dispositional placement in a foster care setting needs to be entered in CONNECTIONS (**M990**); and
 - if a warrant is also issued for the youth at this court date and the youth is located by law enforcement, the youth shall not be brought to a pre-dispositional placement without the court making the necessary findings and order for a new pre-dispositional placement.

- When the youth’s pre-dispositional placement in a foster care setting is legally ended, the corresponding “Legal Activity” code must be entered into CONNECTIONS (**M990**).

- At the disposition of the Article 7 proceeding, if the youth is ordered to **post-dispositional foster care placement**:
 - The LDSS must utilize the CONNECTIONS placement module to locate the most appropriate foster care setting for the youth, which should be consistent with any previous pre-dispositional placement of the youth for continuity of care, unless extenuating circumstances exist. All other placement module rules apply for foster care placement (19-OCFS-ADM-17).

- In the open CONNECTIONS Family Services Stage (FSS), the LDSS must choose the program choice of “Placement,” as of the date of the post-dispositional foster care placement of the youth.
- The LDSS must also enter the corresponding “Legal Activity” codes for post-dispositional foster care placement of a youth (**L300, 06, 43**).
- The LDSS must also follow all WMS “Purchase of Service” (POS) codes for the corresponding post-dispositional foster care placement.
- If the LDSS has access to the “My Upload” function in CONNECTIONS, the LDSS must upload the PINS post-dispositional placement order into CONNECTIONS with the file category of **Legal** and subcategory of **Placement Order**. The file should be kept directly on the stage or attached to a progress note. The original placement order must be maintained by LDSS following all local protocols.
- The LDSS must follow all other systems requirements for foster care cases being mindful, however, of the new time-frame limits for foster care of youth placed on an Article 7 and the triggering of permanency hearings at any request for extension of such foster care placement, as outlined in this ADM.

**** Please note that if the court order for pre-dispositional placement is active through the court order for post-dispositional placement of the youth, the following system rules must be followed:**

- The entering of the M990 “Legal Activity” code ending the pre-dispositional placement must be dated the day prior to the post-dispositional placement “Activity Date.”
- If the Case Initiation Date (CID) for the FSS case was based initially on the pre-dispositional placement of the youth and no prior CID existed, the LDSS must go into the “FASP Window” and enter a “Corrected Application Date” to correspond to the post-dispositional placement “Activity Date.”