

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 following must occur:
 - The local department of social services (LDSS) must obtain the pre-dispositional placement order from court at that time.
 - Once the appropriate pre-dispositional placement is located for the youth, the LDSS arranges for such placement with the foster care setting; **do not** use the placement module within CONNECTIONS to locate the placement. A copy of the court order for pre-dispositional placement must accompany the youth to the placement and should be provided to the foster care setting.
 - The LDSS must open a Family Services Intake (FSI) in CONNECTIONS and choose Child Welfare Services (CWS). The LDSS will stage progress the FSI to a Family Services Stage (FSS) case. **Do not** select a “Program Choice” and **do not** use the placement module within CONNECTIONS to locate the placement.
 - The LDSS must complete the family “Relationship Matrix” in CONNECTIONS.
 - The LDSS workers with the “Maintain Activity Entry” business function must directly enter in the activity record:
 - N910-** Non-Custodial placement with the following modifiers:
 - Modifier A- **Facility ID** (required)
 - Modifier B- Out of County/Border Placement Reason (optional)
 - Modifier C- **10-** Pre-Dispositional PINS Placement (required)

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** (Hearing), **06** (Article 7-PINS), **97** (PINS Pre-dispositional).

 - The LDSS must open a Welfare Management System (WMS) services case; however, **no** **“Purchase of Service” codes shall be entered.** Normal rules apply for individuals who shall be listed on the WMS case.
 - 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 the LDSS following all local protocols.
 - The Sex Trafficking Screening will be accessible in CONNECTIONS and the Preventive Sex Trafficking and Strengthening Families Act screening requirements apply (15-OCFS-ADM-16).
- If the court orders a diagnostic assessment as part of the PINS pre-dispositional placement, the LDSS must also enter the corresponding “Legal Activity” codes in CONNECTIONS for non-

custodial diagnostic assessment in a foster care setting. These codes are **L300** (Hearing), **06** (Article 7-PINS), **30** (Diagnostic Assessment Ordered).

- If the court extends the youth's pre-dispositional placement in a foster care setting,
 - the LDSS must obtain a copy of the pre-dispositional placement extension order from the court at that time and upload the extension order into CONNECTIONS with the file category of **Legal** and subcategory of **Placement Order**; and
 - the LDSS must enter the corresponding "Legal Activity" codes in CONNECTIONS, which are **L300** (Hearing), **06** (Article 7-PINS), **98** (PINS Pre-dispositional extension).

****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 consent prior to arriving at the arranged pre-dispositional placement in a foster care setting,
 - the LDSS must still enter the corresponding "Legal Activity" codes in CONNECTIONS, which are **L300** (Hearing), **06** (Article 7-PINS), **97** (PINS Pre-dispositional).
- If a youth is absent without consent from their pre-dispositional placement in a foster care setting, the absence must be recorded in "Activities" in CONNECTIONS, which is **N950** (Child Begins Absence). 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" codes need to be entered in CONNECTIONS, which are **L300** (Hearing), **06** (Article 7-PINS), **98** (PINS Pre-dispositional 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, which is **N990** (Discharged from Non-Custodial Placement); 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 "Activity" code must be entered into CONNECTIONS, which is **N990** (Discharged from Non-Custodial Placement)

- **If the court order for pre-dispositional placement is active through the court order for post-dispositional placement of the youth**, the entering of the **N990** (Discharged from Non-Custodial Placement) “Activity” code ending the pre-dispositional placement must be dated the day prior to the post-dispositional placement “Activity Date.”
- At the disposition of the Article 7 proceeding, if the youth is ordered to the custody of the commissioner of LDSS for **post-dispositional foster care placement**, the following must occur:
 - 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 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 placement module will prepopulate the activity record (**M910**) with the placement data collected in the placement module and require a user to verify the placement (19-OCFS-ADM-17).
 - The LDSS must open the corresponding track in the Activities Module of CONNECTIONS and save the pending movement.
 - The LDSS must also enter the corresponding “Legal Activity” codes for post-dispositional foster care placement of a youth, which are **L300** (Hearing), **06** (Article 7–PINS), **43** (Care/Custody-LDSS) with the corresponding “To” date for the placement order expiration
 - 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 the LDSS following all local protocols.
- **** Please note that if the court order for pre-dispositional placement is active through the court order for post-dispositional placement of the youth, these system rules must be followed:**
 - The entering of the **N990** (Discharged from Non-Custodial Placement) “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.”
- The LDSS must follow all other systems requirements for foster care cases being mindful 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.

- If at the first permanency hearing, an extension of foster care placement is ordered for the youth under the Article 7 proceeding,
 - the LDSS must also enter the corresponding “Legal Activity” codes for **Initial Extension** of post-dispositional foster care placement of a youth, which are **L300** (Hearing), **08** (756 Court Review), **44** (CONT FC-Perm and Ext) with the corresponding “To” date for the placement order expiration;
 - the LDSS must also follow all WMS POS codes for the corresponding extension of post-dispositional foster care placement; and
 - the LDSS must upload the PINS post-dispositional placement extension 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.

- If at the second permanency hearing an extension of foster care placement is ordered for the youth under the Article 7 proceeding,
 - the LDSS must also enter the corresponding “Legal Activity” codes for **Second Extension** of post-dispositional foster care placement of a youth (**L300** [Hearing]; **29** [756-a extension] or **30** [756-a extension with exception]; **44** [CONT FC-Perm and Ext]); with the corresponding “To” date for either the next permanency hearing date or the expiration date of the placement order if less than or equal to one year.
 - The (**29** [756-a extension]) second extension of placement can only be for a period of **up to four (4) months** after the permanency hearing.
 - The (**30** [756-a extension with exception]) second extension of placement can only be for a **period determined by the court at the second permanency hearing** and can **only occur if**
 - the attorney for the child, at the request of the respondent youth, requests an extension and the court determines that it is in the youth’s best interest; or
 - the court finds that extenuating circumstances exist, which necessitate the child be placed out of the home.

- The LDSS must also follow all WMS POS codes for the corresponding extension of post-dispositional foster care placement.

- The LDSS must upload the PINS post-dispositional placement extension 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.

- **No additional extensions of placement can be ordered.**