

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** (PDP) 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. Such case files must be confidentially maintained separately at the local level. CONNECTIONS system changes have been implemented that no longer allow for the entry of a persons in need of supervision (PINS) PDP (L300, 06, 97) or an extension of a PINS PDP (L300, 06, 98) in the Activities Window of CONNECTIONS.
 - 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 by the LDSS.
 - To maintain accurate foster care resource availability within CONNECTIONS, workers with modify access to the Characteristics hyperlink from the Foster and Adoptive Home Development (FAD) stage or the Characteristics tab from the Resource Directory must mark the resource bed "Unavailable" where the youth has been placed for a PINS PDP. Once the youth is discharged from the PINS PDP, go back into CONNECTIONS, and update the placement resource to show current availability.
 - The Sex Trafficking Screening and the Preventive Sex Trafficking and Strengthening Families Act screening requirements apply (15-OCFS-ADM-16).

****Please note:** Expenditures for the pre-dispositional youth residing in a foster care setting **must not be authorized** in the Welfare Management System (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.

- 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.
- 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.**