



**Office of Children
and Family Services**

Coding Non-Custodial Placements within CONNECTIONS

November 20, 2023

Coding Changes

Coding Non-Custodial Placements

- Allows users to enter non-custodial admissions to foster care settings for the following:
 - PINS Pre-dispositional placements
 - Preventive respite
 - Diagnostic assessments
- The Non-Custodial Type of Activity will include the following Events:
 - N910 - Non-Custodial Placement
 - N950 - Child Begins Absence
 - N960 - Childs Ends Absence
 - N981 - Intra-Agency Transfer-New Facility
 - N982 - Inter-Agency Transfer-New Facility
 - N990 - Discharge From Non-Custodial Placement



Coding Non-Custodial Placements

- The Event N910 - Non-Custodial Placement will include the following modifiers:
 - Modifier A - Facility ID (required)
 - Modifier B - Out of County/Border Placement Reason (optional)
 - Modifier C: (required)
 - 10 - Pre-Dispositional PINS placement
 - 20 - Preventive Respite
 - 30 - Diagnostic Assessment



Diagnostic Assessment Legal Activity Codes

- “Legal Activity” code in CONNECTIONS for non-custodial diagnostic assessment in a foster care setting
 - **L300** new modifier B and C, **30** (Diagnostic Assessment Ordered).
- Upload court order to CONNECTIONS



PINS Pre- Dispositional Placement



Pre-dispositional Placement Order to a Foster Care Setting

- Open a Family Services Intake (FSI) stage in CONNECTIONS, select FSI service type Child Welfare Services, and stage progress to FSS
- Complete the family “Relationship Matrix” in CONNECTIONS
- **Do not** select a “Program Choice” for the youth in the Tracked Children window
- **Do not** use the CONNECTIONS placement module for a foster care setting the LDSS is utilizing for pre-dispositional placement
- Open a WMS case; **do not enter Purchase of Service (POS) codes**

Expenditures for pre-dispositional placement in a foster care setting **must not be authorized in WMS, BICS or ACS; these must be processed outside of WMS/BICS and are all local share funding.

Pre-dispositional Placement order to a foster care setting

- 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)
- Enter the corresponding “Legal Activity” codes in CONNECTIONS for pre-dispositional placement in a foster care setting
 - L100, 06, (county code), F (petition filed)
 - L300, 06, 97
- Upload court order to CONNECTIONS



Pre-dispositional Placement and Diagnostic Assessment

- If the court orders a diagnostic assessment as part of the PINS pre-dispositional placement:
 - Enter the corresponding N910 with Facility ID, 10-Pre-dispositional PINS Placement
 - Enter the corresponding “Legal Activity” codes in CONNECTIONS for pre-dispositional placement in a foster care setting
 - L100, 06, (county code), F (petition filed)
 - L300, 06, 97
 - Enter the corresponding “Legal Activity” codes in CONNECTIONS for non-custodial diagnostic assessment in a foster care setting
 - L300 (Hearing), 06 (Article 7-PINS), 30 (Diagnostic Assessment Ordered).
 - Upload court order to CONNECTIONS



Youth Absence – Pre-dispositional Placement

- If the youth is absent without consent (AWOC) prior to arriving at the pre-dispositional placement in a foster care setting,
 - enter the corresponding “Legal Activity” codes in CONNECTIONS
 - L100, 06, (county code) F (petition filed)
 - L300, 06, 97
- If the youth is absent without consent during their pre-dispositional placement in a foster care setting,
 - record the absence in “Activities” in CONNECTIONS (N950)



Youth Absence – Pre-dispositional Placement

If the youth does not return to the pre-dispositional placement by the next court date from AWOC, the court must determine if the pre-dispositional placement order shall be extended within the scope and limits of the legislation

- If extended:
 - the corresponding “Legal Activity” codes need to be entered in CONNECTIONS--L300, 06, 98
- If not extended:
 - the corresponding “Activity” code needs to be entered in CONNECTIONS ending the pre-dispositional placement (N990)



Scenarios

Scenarios: Pre-dispositional Placement and Extension with No Services after Placement

- L100, 06, (county code) F (petition filed)
- **DO NOT** use the CONNECTIONS Placement Module and manually enter into Activities N910 - NON-CUSTODIAL PLACEMENT
- Do not enter Purchase of Services (POS) codes in WMS
- L300, 06, 97 - PINS PRE-DISPOSITIONAL
- L300, 06, 98 - PINS PRE-DISPOSITIONAL EXTENSION
- Upload the court order into CONNECTIONS
- N990 – CHILD DISCHARGED FROM NON-CUSTODIAL PLACEMENT(Enter event date)
- M999 – CHILD’S TRACK CLOSED (no continued services in CONNECTIONS)



Scenarios: Pre-dispositional Placement, AWOC, and Returns from AWOC to the Same Placement Resource

- L100, 06, (county code) F (petition filed)
- **DO NOT** use the CONNECTIONS Placement Module and manually enter into Activities N910 - NON-CUSTODIAL PLACEMENT
- Do not enter Purchase of Services (POS) codes in WMS
- L300, 06, 97 - PINS PRE-DISPOSITIONAL
- Upload the court order into CONNECTIONS
- N950 – CHILD BEGINS ABSENCE (Enter date)
- N960 – CHILD ENDS ABSENCE (Enter date)



Scenarios--Pre-dispositional Placement, AWOC, and Returns from AWOC to the Same Placement Resource

- Reminder:
 - If there is a warrant issued, Law Enforcement cannot return youth to the same, or other, Pre-dispositional Placement (PDP) unless there is a valid court order for PDP. If there is no valid court order for PDP, Law Enforcement must return youth to identified family resource or caregiver



Scenarios—Youth is order to Pre-dispositional Placement and Then Directly to Post-dispositional Placement

- L100, 06, (county code) F (petition filed)
- **Do not** use the CONNECTIONS Placement Module and manually enter into Activities N910 - NON-CUSTODIAL PLACEMENT
- **Do not** enter Purchase of Services (POS) codes in WMS
- L300, 06, 97 - PINS PRE-DISPOSITIONAL
- Upload the court order into CONNECTIONS
- N990 - CHILD DISCHARGED FROM NON-CUSTODIAL PLACEMENT

*Must be entered **one day prior** to the post-dispositional date*

- Use an exact search in the CONNECTIONS Placement Module to populate the M910 for the post-dispositional placement
- L300, 06 - ARTICLE 7 PINS, 43 - CARE/CUSTODY – LDSS
- Upload the post-dispositional court order into CONNECTIONS



Resources

Resources

- OCFS Child Welfare and Community Services Regional Offices
- PINS mailbox: PINS@ocfs.ny.gov
- PINS Website: <https://www.ocfs.ny.gov/programs/youth/pins/>
- Activities Worksheet for Legal Entries:
<https://ocfs.ny.gov/connect/jobaides/jobaides.asp>



Questions?