

# ..CONNECTIONS NEWS..

*for the week of April 15 - 22, 2011*

*CONNECTIONS Intranet site:* <http://ocfs.state.nyenet/connect/>

## *Featured in this edition...*

### *"Info to Know" for Caseworkers*

- **NO CONNECTIONS** Application Downtime on 4/16/11...pg. 1
- *The Records Retention Cycle for April 2011 Has Completed...*pg. 2
- *AFCARS - Children With Missing Clinical Diagnosis Report...*pg. 2
- *AFCARS Update...*pg. 2

### *General "Info to Know"*

- *NEW KinGap Booklet for Relatives: Know Your Permanency Options: The Kinship Guardianship Assistance Program (KinGAP)...*pg. 3
- *NEW ADM - Kinship Guardian Assistance Program (11-OCFS-ADM-03)...*pg. 3
- *NEW GIS - WMS Services (Case Type 40) and CCRS Changes Supporting KinGAP (#11-005)...*pg. 4
- *NEW INF - 2011 Income Standards for the Child and Family Services Plan (11-OCFS-INF-04)...*pg. 8
- *NEW LCM - Guidance for CPS Investigations Involving Activities Regulated by Other Local or State Agencies(11-OCFS-LCM-01)...*pg. 9
- *"Use of Laptops and Encryption" -- Security Message for the Month of April 2011...*pg. 9
- *Updated Notice: The OCFS Data Warehouse Has Moved!!!...*pg. 10
- *NEW Postings to the CONNECTIONS Intranet...*pg. 10
- *CONNECTIONS Weekly System Maintenance...*pg. 10

## *"Info to Know" for Caseworkers*



### **NO CONNECTIONS** Application Downtime on 4/16/11

Last week we reported that the CONNECTIONS application will be unavailable for a time on Saturday, April 16<sup>th</sup> - it has been determined that this downtime is not necessary.

On Wednesday, April 13<sup>th</sup> we sent out the following communication to all recipients of the CONNECTION NEWS:

**Please note:** there will be **NO** CONNECTIONS application downtime for Saturday, April 16<sup>th</sup>. Please pass this information on to those staff that use the application. We apologize for any confusion this may have caused.



## ***The Records Retention Cycle for April 2011 Has Completed***

At approximately 8:00pm last night (4/13/11) Records Retention completed for the records remaining in this cycle. At this point we are planning on running the next cycle of records retention beginning on May 9, 2011.

*Just to note we will be running these purges every five weeks for about a year until we are caught up with all of the records that need to be purged. At that time we will go back to running this as a quarterly job. We anticipate being done with the 'catch-up' in June.*

### **April 2011 Records Retention Schedule -- COMPLETED**

Tuesday	(4/5)	DONE
Wednesday	(4/6)	DID NOT RUN
Thursday	(4/7)	DONE
Friday	(4/8)	DONE
Saturday	(4/9)	DONE
Sunday	(4/10)	DID NOT RUN
Monday-Tuesday	(4/11-12)	DONE
Wednesday	(4/13)	CYCLE COMPLETE*

*\*(To Be Expunged report is generated/send for next month purge)*



## ***AFCARS - Children With Missing Diagnosis Reports***

*This piece was in the last edition of the CONNECTIONS NEWS.*

The data for the AFCARS Children With Missing Clinical Diagnosis Reports has been refreshed - 'as of April 1<sup>st</sup>'. This refresh was run to provide timely updates to coincide with the end of the October - March AFCARS reporting period.



## ***AFCARS Update***

*This piece was in the last edition of the CONNECTIONS NEWS.*

The AFCARS reporting period October 2010 - March 2011 is ending, please make AFCARS related entries by **April 22<sup>nd</sup>**. It is important that local district and voluntary agency staff make timely updates to the AFCARS information in order for accurate Federal reporting.

***AFCARS information includes the following:***

AFCARS information from the Placement Information Tab, the Removal Information Tab and the Diagnosis on the Clinical Appointment window.

***For CCR cases:***

The AFCARS Adoption Information window accessed from the Adoption Finalization window.

The CONNECTIONS Tip Sheet for Recording AFCARS data can be found on the CONNECTIONS intranet on the Step-by-Step/Job Aids/Tip Sheets page, or via the following link:

<http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Recording%20AFCARS%20Data%20v4.pdf>

## ***General “Info to Know”***



### ***NEW KinGap Booklet for Relatives***

- ***Know Your Permanency Options: The Kinship Guardianship Assistance Program (KinGAP) -***

We are pleased to announce that the KinGAP booklet for Relatives, entitled ***Know Your Permanency Options: The Kinship Guardianship Assistance Program (KinGAP)*** is now posted on our new KinGAP page of the OCFS Internet.

The link to the booklet is posted below:

<http://www.ocfs.state.ny.us/kinship/kingap.asp>

Please refer to 11-OCFS-ADM-03 for instructions on use and dissemination.

## ***NEW ADM Kinship Guardian Assistance Program (11-OCFS-ADM-03)***

***This piece was in the last edition of the CONNECTIONS NEWS.***

A NEW Administrative Directive Memorandum (ADM): ***Kinship Guardian Assistance Program*** (11-OCFS-ADM-03) was issued on April 1, 2011.

The purpose of this Administrative Directive (ADM) is to provide comprehensive information and guidance to social services districts and voluntary authorized agencies about the Kinship Guardianship Assistance Program (KinGAP). KinGAP is a new program in New York State which goes into effect on April 1, 2011. It is designed to provide a monthly payment and other benefits to qualified relative guardians of foster children who have been discharged from foster care.

For a copy of the ADM click on the link below:

[http://www.ocfs.state.ny.us/main/policies/external/OCFS\\_2011/ADMs/11-OCFS-ADM-03%20Kinship%20Guardianship%20Assistance%20Program%20\(KinGAP\).pdf](http://www.ocfs.state.ny.us/main/policies/external/OCFS_2011/ADMs/11-OCFS-ADM-03%20Kinship%20Guardianship%20Assistance%20Program%20(KinGAP).pdf)

This and other OCFS policies can be accessed via the following link:

<http://ocfs.state.nyenet/policies/external/>

## **NEW GIS Message: WMS Services (Case Type 40) and CCRS Changes Supporting KinGAP (#11-005)**

*This piece was in the last edition of the CONNECTIONS NEWS.*

GIS #: 11-005

Effective Date: 4/4/11

TO: Directors of Services

FROM: Paul Gavry

**SUGGESTED DISTRIBUTION:** Casework Supervisors, Caseworkers and Data Entry Operators, Accounting Staff

**CONTACT:** AppHelp mailbox: [ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us) or OCFS IT Operations at 1-800-342-3727

As described in [11-OCFS-ADM-03](#), issued April 1, 2011, KinGAP is a new program in New York State which goes into effect on April 1, 2011. It is designed to provide a monthly payment and other benefits to qualified relative guardians of foster children who have been discharged from foster care.

The following system changes have been implemented to support KinGAP.

### **General Processing**

Children placed with relative guardians with kinship guardianship assistance will be reported as discharged from foster care in CCRS. Direct service and payment authorization in WMS will be similar to adoption subsidy case processing, i.e., a new WMS case (child is to retain same CIN) will be opened with no associated CONNECTIONS component. The child should be end-dated in the CONNECTIONS case, if other children remain tracked in the case, or the CONNECTIONS case should be closed, if no children remain tracked.

### **WMS**

Kinship guardianship assistance cases are to be opened directly in WMS. There is no CONNECTIONS services case component for kinship guardianship assistance cases.

If WMS is closing, then it must be closed separately from the CCRS closing (see below), using existing codes.

- **Release to Relative** - code 571;
- For children who are freed for adoption and the relative has been appointed as a "Permanent Guardian," use **Discharge to Permanent Guardian** - code 591.

The CCRS discharge must be reported before the WMS closing.

### Direct Services (DIR)

The following *new* DIR code is to be used for kinship guardianship assistance cases.

- **KG Kinship-Guardianship**
  - KG cannot be authorized simultaneously with 01 - Adoption Service, 08 - Foster Care-Children, 17 - Protective-Children, 25 - Preventive-Children (Mandated), 26 - Preventive-Children (Non-Mandated), or IL - Independent Living.
    - **Error 520** - *DIR "KG" CANNOT OCCUR WITH DIR "01" "08" "IL" "17" "25" "26"*
  - Allowed suffix codes are F-FNP and N-NR
    - **Error 314** - *ENTER CORRECT SVC TYP SUFFIX CODE FOR THIS SERVICE*
  - Services Goal must be 01 - Self Support.
    - **Error code 521-** *DIR "KG" MUST HAVE GOAL OF "01"*

### Purchase of Service (POS)

Four *new* POS codes have been developed for kinship guardianship assistance cases requiring a DIR of KG:

- **KG - Kinship Guardianship Regular Service and Maintenance**
  - KG POS lines must be written with a "C" (as contracted) in the "AMT" field
    - **Error 528-** *POS CODE "KG" MUST HAVE AMT OF "C"*
  - KG POS lines cannot be written to the same provider with overlapping dates
    - **Error 532-** *POS "KG" CAN NOT HAVE SAME PROVIDER WITH OVERLAPING DATES*
  - KG POS lines may be written as recurring or single issue
  - KG POS lines may be written with suffix codes of F or N
  - The displayed mnemonic for KG is "KGSVCMNT"
- **K1 - Kinship Guardianship Non-Recurring Expense**
  - K1 POS lines may be written with either a "C" or a dollar amount in the "AMT" field
  - K1 POS lines must be written as single issue or emergency only
    - **Error 529-** *POS CODE "K1" MUST HAVE PERIOD ENTRY OF "S" OR "E"*
  - K1 POS lines cannot have an entry in Maximum Time field
    - **Error 530-** *POS CODE "K1" MAY NOT HAVE AN ENTRY IN MAX TIME*
  - K1 POS lines may be written with suffix codes of F or N
  - K1 POS lines must have numeric check number when period is "E" (Emergency)
    - **Error 534-** *K1 K2 K3 MUST HAVE NUMERIC CHECK NUMBER WHEN PERIOD IS "E"*

- The displayed mnemonic for K1 is “KGNR-EXP”
- **K2 - Kinship Guardianship Additional Per Diem**
  - K2 POS lines may be written with either a “C” or a dollar amount in the “AMT” field
  - K2 POS lines may be written as recurring or single issue
  - K2 POS lines may be written with suffix codes of F or N
  - K2 POS lines must have numeric check number when period is “E” (Emergency)
    - **Error 534- K1 K2 K3 MUST HAVE NUMERIC CHECK NUMBER WHEN PERIOD IS "E"**
  - The displayed mnemonic for K2 is “KGAD-PDM”
- **K3 - Kinship Guardianship Fair Hearing**
  - K3 POS lines may be written with either a “C” or a dollar amount in the “AMT” field
  - K3 POS lines may be written as recurring or single issue
  - K3 POS lines may be written with suffix codes of F or N
  - K3 POS lines must have numeric check number when period is “E” (Emergency)
    - **Error 534- K1 K2 K3 MUST HAVE NUMERIC CHECK NUMBER WHEN PERIOD IS "E"**
  - The displayed mnemonic for K3 is “KG-HEAR”

The following edits/error messages apply to all of the above *new* Kinship-Guardianship POS codes:

- KG required as DIR
  - **Error 522- POS "KG" "K1" "K2" "K3" MUST HAVE DIR "KG"**
- Allowable suffix codes are F-FNP and N-NR. DIR KG must also have the same suffix code.
  - **Error 523- POS KG K1 K2 K3 WITH SUFFIX REQUIRES DIR "KG" WITH SUFFIX**
- New Kinship-Guardianship POS codes cannot be written with a POS “from” date earlier than April 1, 2011.
  - **Error 531- POS "KG" "K1" "K2" "K3" FROM DATE IS BEFORE APRIL 1, 2011**
- Eligibility codes 01-Pending IVE and 04-EAF are not allowed as entries in the “ELIG” field when the POS code is = KG, K1, K2 or K3
  - **Error 524- ELIG "01" AND "04" NOT ALLOWED FOR POS CODES "KG" "K1" "K2" AND "K3"**
- New Kinship-Guardianship POS codes must have Method of Provision (MOP) “3” (POS Private)
  - **Error 525- POS CODES "KG" "K1" "K2" "K3" MUST HAVE MOP OF "3"**
- New Kinship-Guardianship POS codes cannot have Associated Name Code
  - **Error 526- POS CODES "KG" "K1" "K2" "K3" MAY NOT HAVE ASSOC NAME CODE**
- New Kinship-Guardianship POS codes cannot have LOD code

- **Error 527- POS CODES "KG" "K1" "K2" "K3" MAY NOT HAVE LOD CODE**
- New Kinship-Guardianship POS codes must have a dollar amount when period is "E" (Emergency Payment)
  - **Error 533 - POS KG, K1, K2 AND K3 MUST HAVE DOLLAR AMOUNT WHEN PERIOD IS "E"**

The following **already existent** POS codes are allowable for Kinship-Guardianship cases when the DIR is KG:

- 84 - Independent Living
- 85 - Vocational Skills
- 87 - Academic Support Services

## CCRS

The following **new** CCRS codes should be used to report events related to the kinship guardianship assistance program.

### • MISCELLANEOUS CODES

- The following codes should be used for tracking Kinship Guardianship *Application processing*.
  - K100 - Kinship Guardianship Application Received
  - K200 - Kinship Guardianship Application Denied
    - K100 must be > M910 (current track); child must be In Care/Status 04
    - K200 must be > or = K100 (current track)
  - K300 - Kinship Guardianship Application Accepted
    - This code cannot be data entered. It is system generated when Agreement Signed activity is reported (new L600/25 Legal Activity described below)
- No input of L600/25 will be permitted, if no K100 on file (current track)
- The L600/25 must be > or = K100 (current track)
- No input of L600/25 will be permitted, if K200 on file (current track)
- A Contra of L600/25 will system (automatically) contra a K300

### • LEGAL CODES

- The following codes should be used for reporting Guardianship *Legal events/court proceedings*, all are reportable only for children In Care (Status 04) :
  - MODIFIER A: Type of Legal Event **25 - Kinship Guardianship Agreement**
    - Reportable *only* with L600 - Agreement Signed
  - MODIFIER A: Type of Legal Event **26 - Kinship Guardianship Hearing**
    - Reportable with L300 - Hearing Held *only if*.

- L600/25 exists on child's current CCRS track and L300/26 activity date is > or = L600/25 activity date
  - MODIFIER B, C: Disposition **87 - Letters of Kinship Guardianship Granted**
    - Reportable with L300 - Hearing Held *only if*.
      - MODIFIER A *is not* = 01,02, 09, 11, 12 or 17
  - MODIFIER B, C: Disposition **88 - Direct Custody Transferred to Relative**
    - Reportable with L300 - Hearing Held *only if*.
      - MODIFIER A *is* = 04
- **MOVEMENT CODES**
  - The following codes should be used for reporting Discharges to Kinship Guardianship:
    - MODIFIER B - Reason for Discharge/Track Closed with M990 - Discharge from Foster Care and M999 - Child's Track Closed:
      - **600 - Kinship Guardianship Discharge with Subsidy**
        - Reportable *only if*: L600/25 And L300 with MODB or MODC = 88 exists on current CCRS track and M990/999 activity date is > or = activity date of MODB or MODC = 88 activity date

Details regarding Medical Assistance / Medical Coverage are included in [11-OCFS-ADM-03](#) (section H) as are details regarding CONNECTIONS processing of KinGAP resources (Facility Type) and BICS Commodity code (19) update.

#### NYC SERMA

SERMA coverage will cease for KinGAP children with the ending of their Foster Care POS/pay line. They will not be auto-processed for MA coverage on Downstate WMS. If applicable, a separate Medical Assistance case must be opened.

WMS and CCRS Coding Guides and GIS messages can be found at OCFS website: <http://ocfs.state.nyenet/it/GeneralResources/GeneralResourcesDefault.asp>

For systems questions, please contact the App Help mailbox at [ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us) or phone OCFS IT Operations at 1-800-342-3727.

This and other OCFS policies can be accessed with the following link: <http://ocfs.state.nyenet/policies/external/>

## ***NEW INF*** 2011 Income Standards for the Child and Family Services Plan (11-OCFS-INF-04)

The purpose of this Information Letter is to transmit the 2011 income standards to be used in determining eligibility for services.

The link below access the aforementioned document which is posted to the OCFS



intranet.

[http://www.ocfs.state.ny.us/main/policies/external/OCFS\\_2011/INFs/11-OCFS-INF-04%202011%20Income%20Standards%20for%20the%20Child%20and%20Family%20Services%20Plan.pdf](http://www.ocfs.state.ny.us/main/policies/external/OCFS_2011/INFs/11-OCFS-INF-04%202011%20Income%20Standards%20for%20the%20Child%20and%20Family%20Services%20Plan.pdf)

This and other OCFS policies can be accessed via the following link:

<http://ocfs.state.nyenet/policies/external/>

***NEW LCM*** *Guidance for CPS Investigations Involving Activities Regulated by Other Local or State Agencies (11-OCFS-LCM-01)*

The purpose of this Local Commissioners Memorandum (LCM) is to provide guidance to Child Protective Services (CPS) staff regarding the investigation and determination of CPS reports, including fatality reports, which involve activities that are also subject to regulation or oversight by government agencies outside of the child welfare system. This LCM will examine the implications of such regulation or oversight when applying the statutory standards for abuse and maltreatment under the Social Services Law (SSL) and the Family Court Act (FCA). In regard to the investigation and determination of CPS reports involving allegations of maltreatment, the LCM will focus on the issue of whether the subject of the report failed to exercise a minimum degree of care and, in so doing, whether the child was impaired or placed in imminent danger of impairment.

The link below access the aforementioned document which is posted to the OCFS intranet.

[http://www.ocfs.state.ny.us/main/policies/external/OCFS\\_2011/LCMs/11-OCFS-LCM-01%20Guidance%20for%20CPS%20Investigations%20Involving%20Activities%20Regulated%20by%20Other%20Local%20or%20State%20Agencies.pdf](http://www.ocfs.state.ny.us/main/policies/external/OCFS_2011/LCMs/11-OCFS-LCM-01%20Guidance%20for%20CPS%20Investigations%20Involving%20Activities%20Regulated%20by%20Other%20Local%20or%20State%20Agencies.pdf)

This and other OCFS policies can be accessed via the following link:

<http://ocfs.state.nyenet/policies/external/>



***“Use of Laptops and Encryption” -- Security Message for the Month of April 2011***

In ongoing efforts to make sure OCFS meets NYS Office of Cyber Security requirements for protection of confidential information, we are continuing to request that users verify that their laptop is encrypted. Should you find that your laptop is not encrypted, please contact your LAN Administrator. We also want to remind staff that no confidential information should be put on a device that cannot be encrypted. Please find instructions for verifying if your laptop is encrypted in the attached document.



Use of Laptops and Encryption\_April 2011



## ***Updated Notice: The OCFS Data Warehouse Has Moved!!!***

*This piece was in the last edition of the CONNECTIONS NEWS.*

The OCFS Data Warehouse has moved to a new Intranet location at <http://cognos.otda.state.nyenet/cognos8>. SSL VPN staff should use the **Cognos 8 - new** link on the portal page. Make sure to update any Data Warehouse desktop links and shortcuts that you have because the old OCFS Data Warehouse environment is closed as of **3/31/2011**. Note: This date is specific to the OCFS Data Warehouse project; other Cognos reporting projects (e.g., WRTS, SOS, Commissioners' Dashboard) may be on a different schedule.

For information on using the new environment, view the Quick Reference Guide at <http://ocfs.state.nyenet/connect/datawarehouse/dwstep.asp> or email [data.warehouse@ocfs.state.ny.us](mailto:data.warehouse@ocfs.state.ny.us).



## ***NEW Postings to the CONNECTIONS Intranet***

- ...CONNECTIONS NEWS... <http://ocfs.state.nyenet/connect/>



## ***CONNECTIONS Weekly System Maintenance***

Due to regularly scheduled system maintenance, the CONNECTIONS application will not be available on...

- [Wednesday, 4/20/11](#) from 5:00 AM - 7:00 AM
- [Friday, 4/22/11](#) from 5:00 AM - 7:00 AM



Office of Children & Family Services  
Gladys Carrión, Esq., Commissioner