CONNECTIONS

Getting to Know the CONNECTIONS Activities Window

Build Job Aid

v1.0 (10/06/2014)

New York State Office of Children & Family Services

Professional Development Program
Rockefeller College University at Albany State University of New York

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Module 1: Introduction

Purpose of this Job Aid

The Child Care Review Services (CCRS) system has been the current system of record for tracking all children in care. When the *Activities* window is implemented in CONNECTIONS, it will change where you view, track, and record information regarding children in receipt of pre-adoptive services, foster care services, and—for those districts that choose to do so—preventive services.

This Job Aid provides a detailed overview of the CONNECTIONS system changes being introduced with the Activities Build, focusing on navigation, when to use specific Movement and Legal codes, and how you will enter these codes. It is intended for all CONNECTIONS workers who will be responsible for viewing or recording activities in CONNECTIONS. The following topics will be presented using narratives, screen images, and step-by-step instructions:

- CONNECTIONS *Activities* window security
- Accessing and navigating to the CONNECTIONS *Activities* window
- Search options and expected results
- Components of the *Activities* window
- Opening and reopening tracks
- When to use specific Movement and Legal activities
- Recording and invalidating Movement and Legal activities

What's Changing

```
►CCXMNU/P083702022114     CHILD CARE REVIEW SERVICES              PAGE 1
                              ****CCRS MENU****               DATE  6/20/14
                                                              TIME  2:43:16
A-CASE/CHILD INQUIRY                  -CIN
B-SUPPLEMENTAL DATA ENTRY             -CASE NUMBER
C-SUPPLEMENTAL TURNAROUND             -CASE NUMBER
D-SUPPLEMENTAL INQUIRY                -CASE NUMBER
E-SVC PLAN ASSESSMENT(CHILD/FAMILY)-CASE NUMBER OR CIN
F-SERVICE PLAN TURNAROUND             -CASE NUMBER
G-SERVICE PLAN INQUIRY                -CASE-NUMBER OR CIN
H-ACTIVITY ENTRY                      -CASE/CIN,TYPE A-ALL,BLANK-CURRENT,A/U/W
I-ACTIVITY INQUIRY                    -CIN, TYPE
  (LEG-1,MOV-2,ALL(EXCEPT CONTRA)-3,ADPT-4,EXC-5,GOAL-6,CONTRA-7,
       ALL(CURRENT)-BLANK
J-FACILITY/SERVICES INQUIRY           ****MENU****
K-RESOURCE ALLOCATION REQUEST         ****MENU****
L-FISCAL                              ****MENU****
M-CCRS BATCH REPORT


FUNC  CASE NUMBER     CIN     VERSION/CYCLE  TYPE  AGENCY/UNIT/WORKER  XMT
 .    ..........   ........     .. / ..       .    ... / ... / ...     .
```

Upon implementation of the *Activities* window, certain functions of CCRS will be transferred to CONNECTIONS.

Function	Location in Activities
A – Child Case Inquiry	**Person Detail, Track Detail,** and **Activities** tabs
B – Supplemental Data Entry	**Track Detail** tab
C – Supplemental Turnaround	**Outputs**
D – Supplemental Inquiry	**Track Detail** and **Activities** tabs
H – Activity Entry	**Activities** tab
I – Activity Inquiry	**Activities** tab
N – CCRS Case Print	**Outputs**

Certain functions that currently exist in CCRS will no longer be supported—in either CCRS or on the *Activities* window—after this Build is implemented. These functions are:

- E – Service Plan Assessment (currently disabled)
- F – Service Plan Turnaround (data is in CONNECTIONS)
- G – Service Plan Inquiry (data is in CONNECTIONS)
- K – Resource Allocation Request (no usage)
- L – Fiscal Menu (information is in BICS – no usage in CCRS)
- M – CCRS Batch Report (function no longer necessary)
- P – Supervisory Functions (will use CONNECTIONS worker IDs)
- S – Function Not Supported
- T – WMS Unit/Worker Case Count (currently disabled)
- U – Unit/Worker Case Count (currently disabled)
- V – Voluntary Placement (currently disabled)
- X – CCRS Unit/Worker Case Index (currently disabled)

The remaining functions will still be available within CCRS. These include:

- J – Facility Services Inquiry - Will remain on limited CCRS menu. This information will access the Facilities tables, which will not be transferred (CONNECTIONS uses the Vendor ID).
- R – WMS Case Print (provides a list of all Welfare Management System [WMS] authorizations and is helpful to voluntary agencies that do not have access to WMS)
- W – WMS Purchase of Services

The menu will be changed so that only J, R and W functions will appear. A message noting the movement of other functionality to CONNECTIONS may display on the screen.

This Build will move specific CCRS functionality into CONNECTIONS. The existing interface between CCRS and CONNECTIONS will not change, other than that it will now exist between the *Activities* window and other windows in CONNECTIONS, and will still occur in a nightly batch.

Module 2: The CONNECTIONS Activities Window

CONNECTIONS Security and the Activities Window

In order to protect the confidentiality and integrity of case data, access to information in CONNECTIONS is carefully controlled. A number of factors determine which information you can view or maintain in CONNECTIONS, including your Business Function Profile, job function, and your role in a Family Services Stage (FSS).

If you are not already a CONNECTIONS user, Local Security Administrators at your district/agency will provide you with an HSEN User ID in order to log on to CONNECTIONS. That ID will have assigned Business Functions, which together make up your CONNECTIONS Business Function Profile. This is what enables you to perform your job-related tasks.

In order to maintain or view information for a child on the *Activities* window, you will need a specific Business Function (discussed below) or a role in the FSS stage. Workers with only a current role in the FSS stage will have view-only access to information for all tracked children in the stage.

Business Functions will be assigned based on local protocol at your district/agency. If you have a question, please follow up with your supervisor.

Additionally, if you have a question about obtaining an HSEN User ID, follow up with your supervisor.

Primary Responsibility, often called Planning Responsibility, is designated on the **Track Detail** tab (page 12). The **Primary Responsibility** field will automatically default to the district that is opening the track for the child. The district that opens the track can change Primary Responsibility to another district or voluntary agency.

Activities Window Business Functions

There are four new Business Functions that will be introduced with the implementation of the *Activities* window:

- Modify Case Initiation Date (MODIFY CID)
- Assign Maintain Activity (ASG MN ACTIVITY)
- Maintain Activity (MAINT ACTIVITY)
- View Activity (VIEW ACTIVITY)

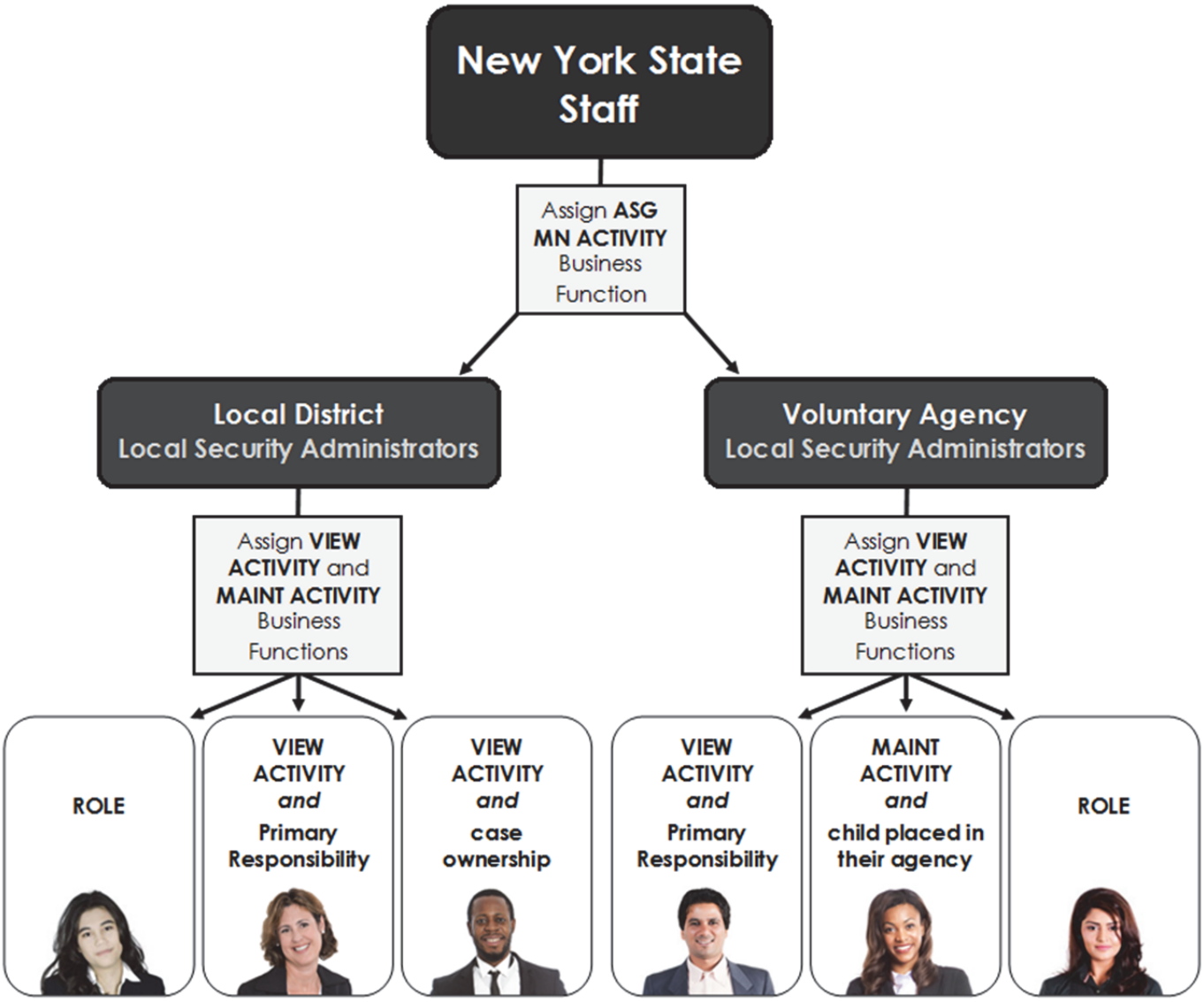
The MODIFY CID Business Function

The MODIFY CID Business Function is available only for district workers and is used to modify or correct the CID on the *Activities* window. The CID may be modified multiple times and will change the CID for all of the children in the WMS case. If you have a question about your ability to perform this task, please follow up with your supervisor.

The ASG MN ACTIVITY Business Function
The ASG MN ACTIVITY Business Function gives districts and voluntary agencies the ability to assign the MAINT ACTIVITY Business Function. Districts and voluntary agencies apply to New York State for the ASG MN ACTIVITY Business Function. If the request is approved, the Business Function will be assigned to either the Security Coordinator or a manager with the ability to assign Business Functions to staff.

The MAINT ACTIVITY and VIEW ACTIVITY Business Functions
MAINT ACTIVITY may be assigned when add or modify access is needed. VIEW ACTIVITY may be assigned when view-only access to the *Activities* window is needed for inquiry (e.g., for Financial Services or Quality Assurance Staff). Workers without a Business Function but with a current role in a Family Services Stage (FSS) may use the *Activities* window to perform a search using the stage ID of the FSS. Access will be view-only and all tracked children in the stage will be returned.

Activities Window Access



Activities Security for State, District, and Voluntary Agencies

The following is a breakdown of how state, district and voluntary agencies will search in the CONNECTIONS *Activities* window.

New York State Staff:

For New York State staff, one of the Business Functions is required in order to have access.

- **with VIEW ACTIVITY**:
  - ✓ can **view** all cases and all children in those cases, including when a child was legally adopted (A599), but only up to 60 days after the entry of the A599
  - ✓ searches via Client Identification Number (CIN) or WMS case number
- **with MAINTAIN ACTIVITY**:
  - ✓ can **maintain** all cases and all children in those cases including when a child was legally adopted (A599), but only up to 60 days after the entry of the A599
  - ✓ searches via Client Identification Number (CIN) or WMS case number
- **without a Business Function**:
  - **no access**

Additional Business Function for State Staff

- **ACC SEALED ADOPT**
  - ✓ State staff with the VIEW ACTIVITY and/or MAINT ACTIVITY Business Function *and* the **ACC SEALED ADOPT** Business Function **can view or maintain an A599** entry with no date restrictions.
  - ✓ The **ACC SEALED ADOPT** Business Function allows workers to access a Child Case Record (CCR) that has been sealed due to the finalization of adoption.

District Staff:

- **with VIEW ACTIVITY**:
  - ✓ can **view** data for all children for whom the district has Primary Responsibility
  - ✓ searches via Client Identification Number (CIN) or WMS case number
- **with MAINTAIN ACTIVITY**:
  - ✓ can **maintain** data for all children for whom the district has case ownership
  - ✓ searches via Client Identification Number (CIN) or WMS case number

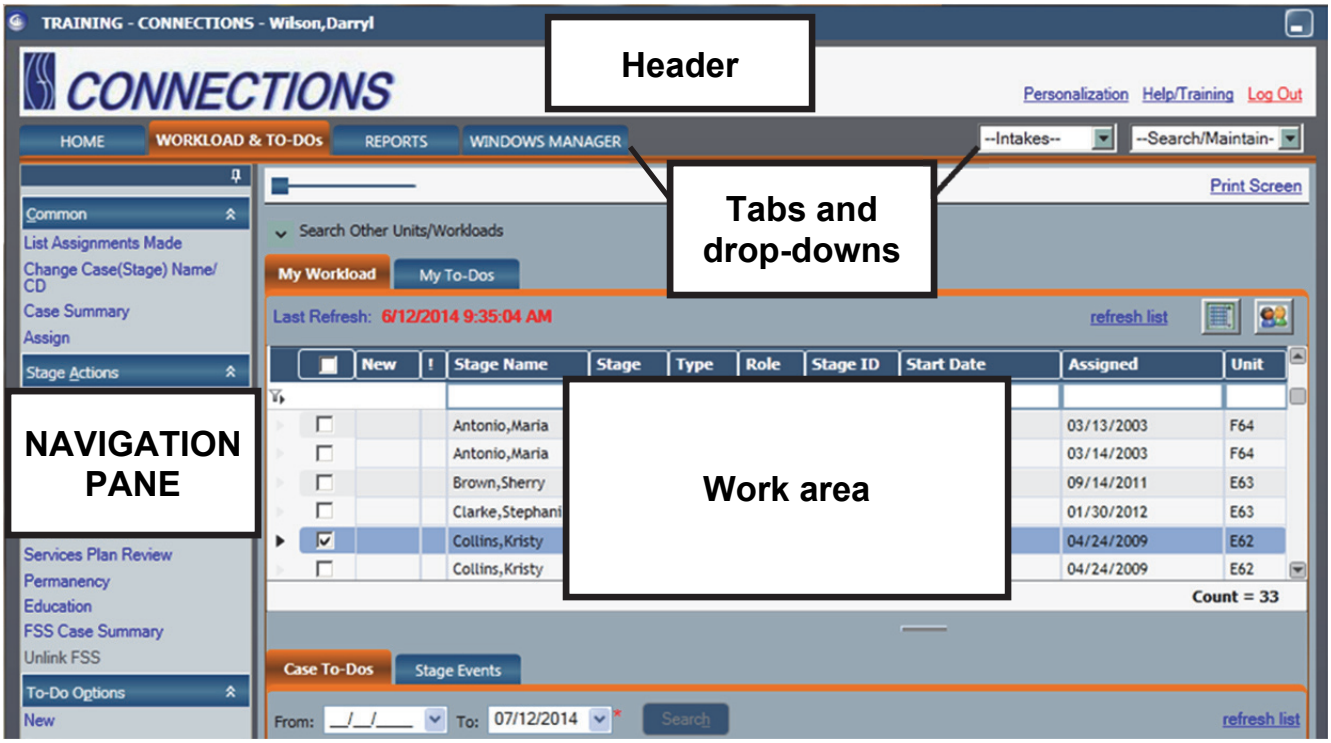
- **without a Business Function**:
  - ✓ **but with a current role in a Family Services Stage (FSS),** can **view** data for all children in the stage
  - ✓ searches via Stage ID to view data for all children in the stage

Voluntary Agency Staff:

- **with VIEW ACTIVITY**:
  - ✓ can view data for children for whom Primary Responsibility is designated by the district
  - ✓ searches via Client Identification Number (CIN) or WMS case number
- **with MAINTAIN ACTIVITY**:
  - ✓ **for cases outside of NYC:** can maintain data for children for whom Primary Responsibility is designated by the district ONLY if the child is placed in their agency
  - ✓ **for cases with NYC:** can maintain data for children placed within their agency; Primary Responsibility is not necessary
  - ✓ searches via Client Identification Number (CIN) or WMS case number
- **without a Business Function**:
  - ✓ **but with a current role in a Family Services Stage (FSS),** can view data for all children in the stage
  - ✓ searches via Stage ID to view data for all children in the stage

CONNECTIONS Fundamentals

When you log in to CONNECTIONS, the main CONNECTIONS window will display with the **WORKLOAD & TO-DOS** tab active. The window contains a header with tabs, links, and drop-down menus; the **NAVIGATION PANE**; and the work area.

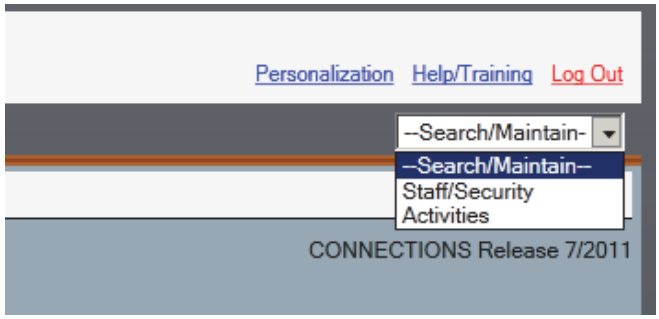


As seen in the image above, the following tabs, links, and drop-down menus display in the header of the window:

Tabs	Links	Drop-downs
Home Workload & To-Dos Reports Windows Manager	Personalization Help/Training Log Out	Intakes Search/Maintain

Navigating to the Activities Window

Access to the *Activities* window is through the **Activities** link in the **Search/Maintain** drop-down menu of the main CONNECTIONS window. This link will display for all workers; however, the ability to view or maintain activities is granted based on Business Function Profile, role in the FSS stage, and Primary Responsibility.

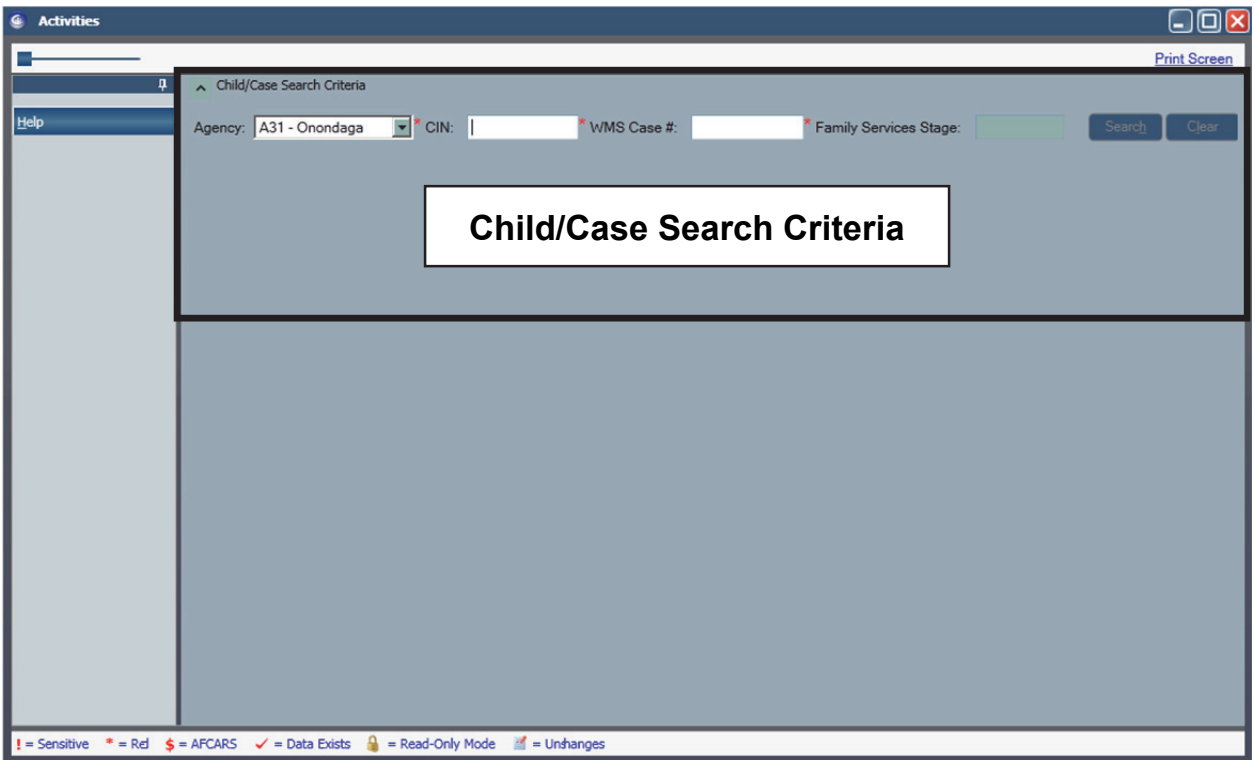


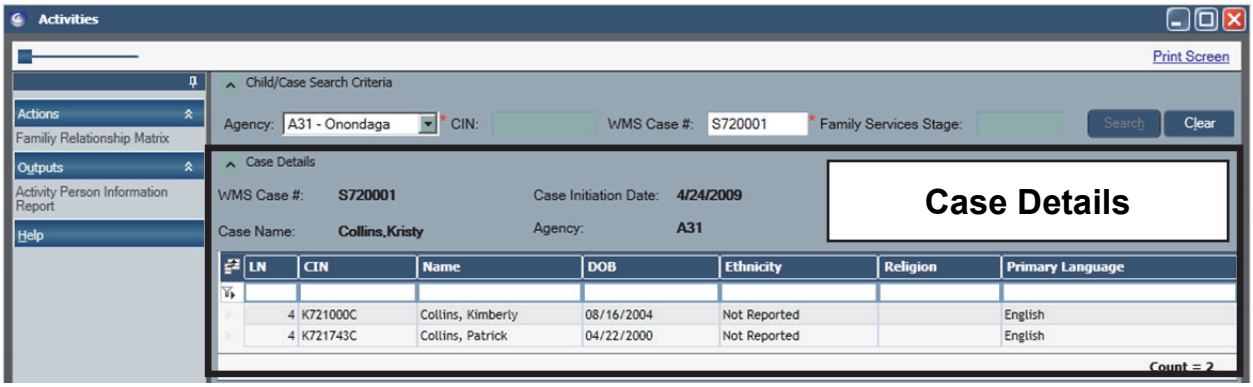
Accessing the Activities Window

1. Click the **Search/Maintain** drop-down menu.
2. Click the **Activities** link.
   The Activities window displays.

The Activities Window Components

The *Activities* window is a combination window, which means that as you make selections in one section, other sections will display below based upon what you have selected. At the top of the window is the **Child/Case Search Criteria** section, which contains the search fields. There are different search options available to view/maintain information about children receiving foster care, preventive, and pre-adoptive services.

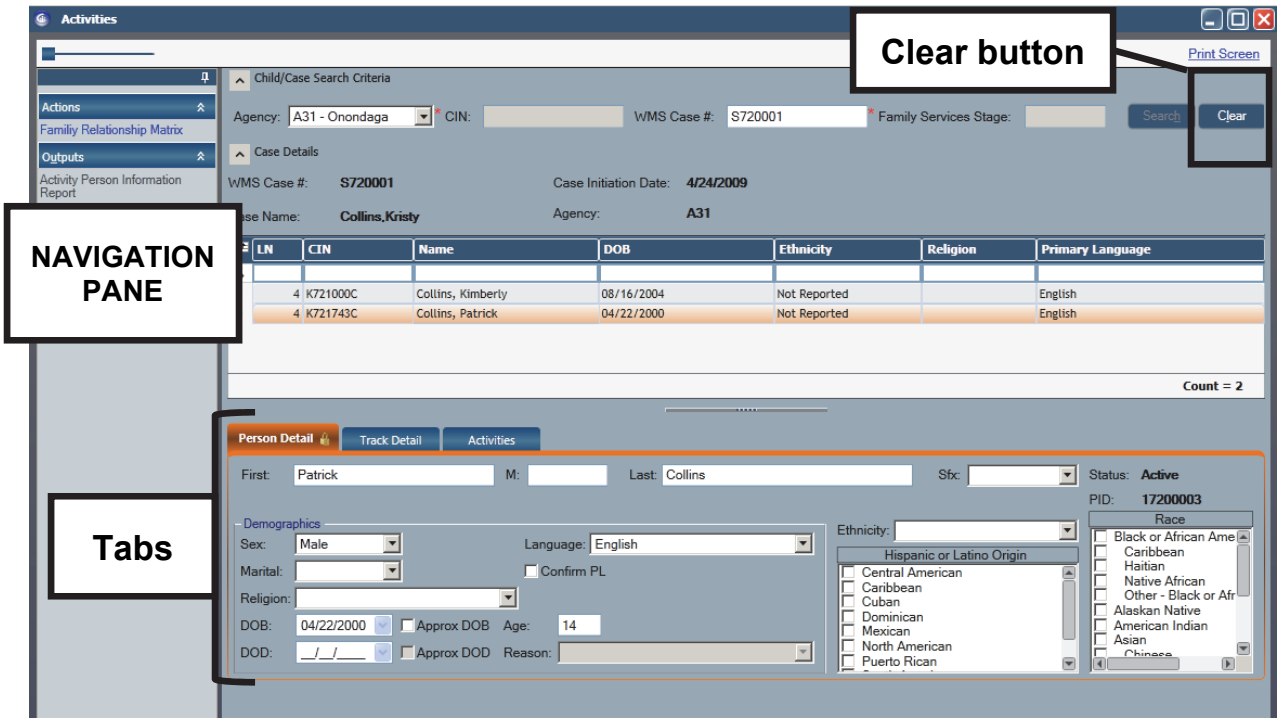




The **Case Details** section (shown above) will display the WMS case number, Case Name, Case Initiation Date, Agency, CCRS Case Status, and Stage ID. The WMS Case #, Agency, and Stage ID prefill from CONNECTIONS; the CCRS Case Status prefills from CCRS; and the Case Initiation Date (CID) prefills from CCRS or CONNECTIONS (if the case is not yet open in CCRS). The agency information is the agency that was searched in the **Child/Case Search Criteria** section.

Note that if a district changes the Primary Responsibility to a voluntary agency, the agency information in **Case Details** will not change; it will be the district that still owns the case, not the voluntary agency.

After selecting a child in the **Case Details** section, three tabs will display. Your **NAVIGATION PANE** will display links that provide access to the Family Relationship Matrix (FRM) and various reports. You cannot maintain information in the FRM from this link.



- The **Person Detail** tab displays information about the child selected in the **Case Member List** grid.
- The **Track Detail** tab contains the details for the opening, closing, or reopening of a track for the selected child (e.g., track status, and track start and closed dates). It also allows you to maintain/update track information.
- The **Activities** tab displays adoption, close to home, kinship guardianship, legal, memo, goal, movement, and special activities for the selected child. An activity grid will display if any activities exist for the child.

The **Clear** button refreshes the entire window, not just the detail fields. Upon clicking the **Clear** button:

- search criteria fields clear and reset to their default values;
- search results clear; and
- the **NAVIGATION PANE** resets.

WINDOW TIPS

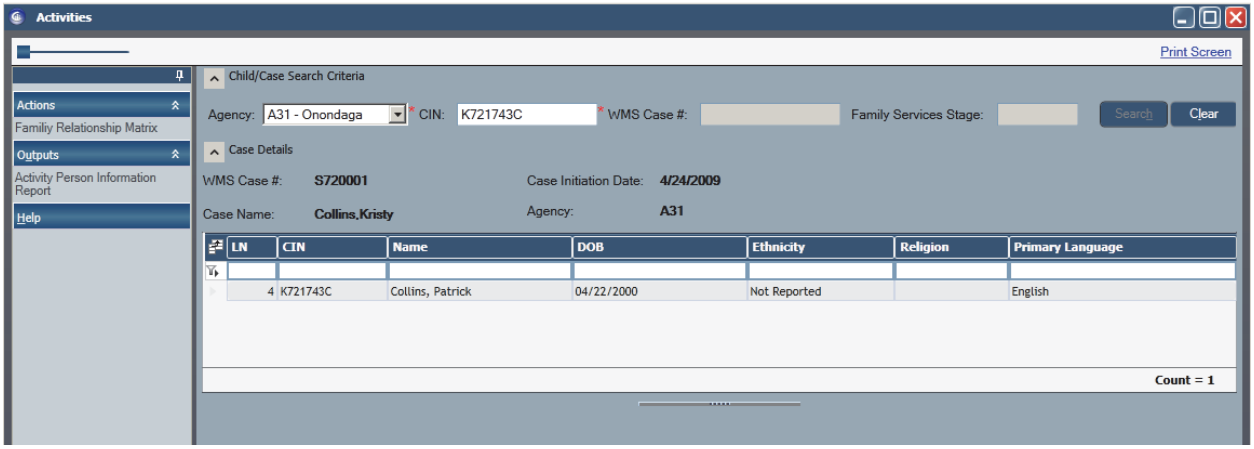
Did you know you can minimize scrolling by clicking the carat icon and collapsing sections in the window?

Unpinning the Navigation Pane will give you a better view of the window.

Module 3: Recording Information on the Activities Window

Searching

The *Activities* window gives you the ability to search for and view information about children receiving foster care, preventive, and pre-adoptive services. When you open the window, the **Child/Case Search Criteria** section will be expanded by default; you can collapse or expand it. The **Agency** field will default to the agency of the logged-on worker and can only be modified by state workers.



There are three different search options available: Client Identification Number (CIN), WMS case number, and Family Services Stage (FSS) stage ID number. When you search using a CIN, a single record will display in the grid. When you search via WMS case number, more than one record may display in the grid (since a case may have multiple individuals in the case). The same is true when searching the Family Services Stage ID number.

Workers with the MAINT ACTIVITY or VIEW ACTIVITY Business Function search via CIN or WMS case number; the **Family Services Stage** field will be disabled. Workers with a current role in the FSS (and no Business Function) will only be able to search via the **Family Services Stage** field, which provides view-only access. If you have an assigned Business Function, as well as a role in the FSS, you will search via the CIN or WMS case number.

The **Search** and **Clear** buttons will enable after you enter a CIN, WMS case number, or FSS stage ID number. After completing a search, the **Clear** button will remain enabled. Clicking it will refresh the window and clear all search fields, results, and any information on the window.

Conducting a CIN Search on the Activities Window

1. Enter the CIN in the **CIN** field.
2. Click the **Search** button.

Conducting a WMS Case Number Search on the Activities Window

1. Enter the WMS case number in the **WMS Case #** field.
2. Click the **Search** button.

Conducting an FSS Stage ID Search on the Activities Window

1. Enter the FSS stage ID number in the **Family Services Stage** field.
2. Click the **Search** button.

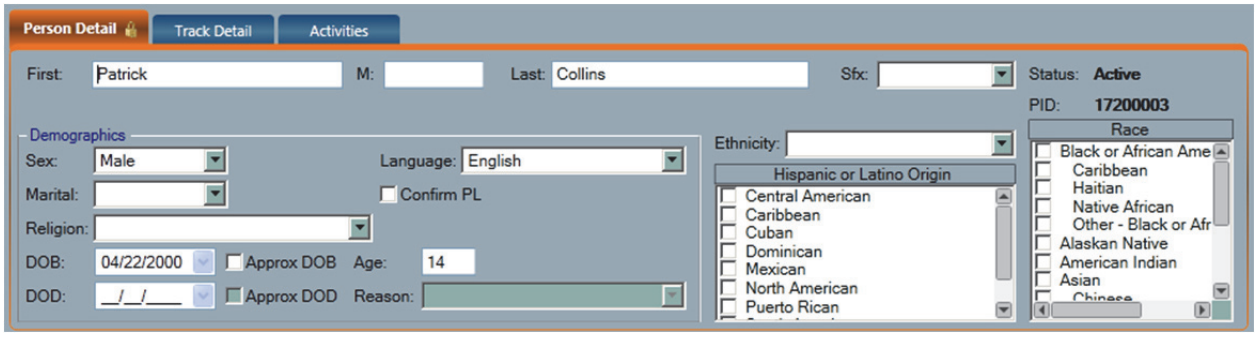
If the WMS case number or CIN are not found, it may mean that a new FSS has been created in CONNECTIONS and the WMS case number and CIN have not been batched to CONNECTIONS.

An FSS begins in CONNECTIONS and is synched to WMS with the click of a button (**WMS App Reg**). This information is immediately available in WMS and ready for data entry. Currently in the CCRS legacy system, after data entry is complete in WMS, you can immediately start a track for a child. Going forward, on the *Activities* window, once the FSS is synched to WMS, you will have to wait until full data entry is complete before the information is batched to CONNECTIONS (batches are scheduled at night). In other words, if full data entry does **not** occur in WMS for a particular case, that case will remain in pending status in WMS and the batch job to CONNECTIONS will not pick it up.
This may mean a change in business process.
You should follow up with your supervisor if you have questions.

Results that are returned will only be where the default agency has Primary Responsibility for the child. When more than one record is found, the record with the open track will display in the grid. Conversely, if the track is closed, the most recent WMS case number and CIN that are no longer tracked will display.

The **Case Details** section will display the search results, including the case member list grid. No record will be selected by default. Once you select an individual in the grid, the **Person Detail**, **Track Detail**, and **Activities** tabs will display with **Person Detail** as the active tab.

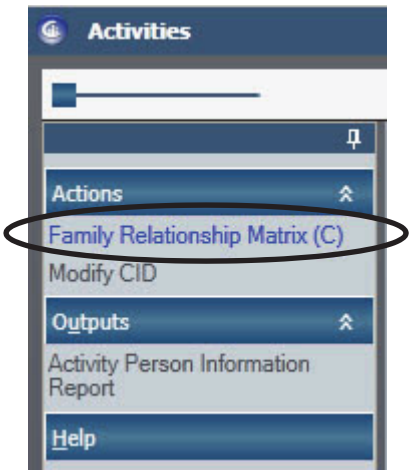
The Person Detail Tab



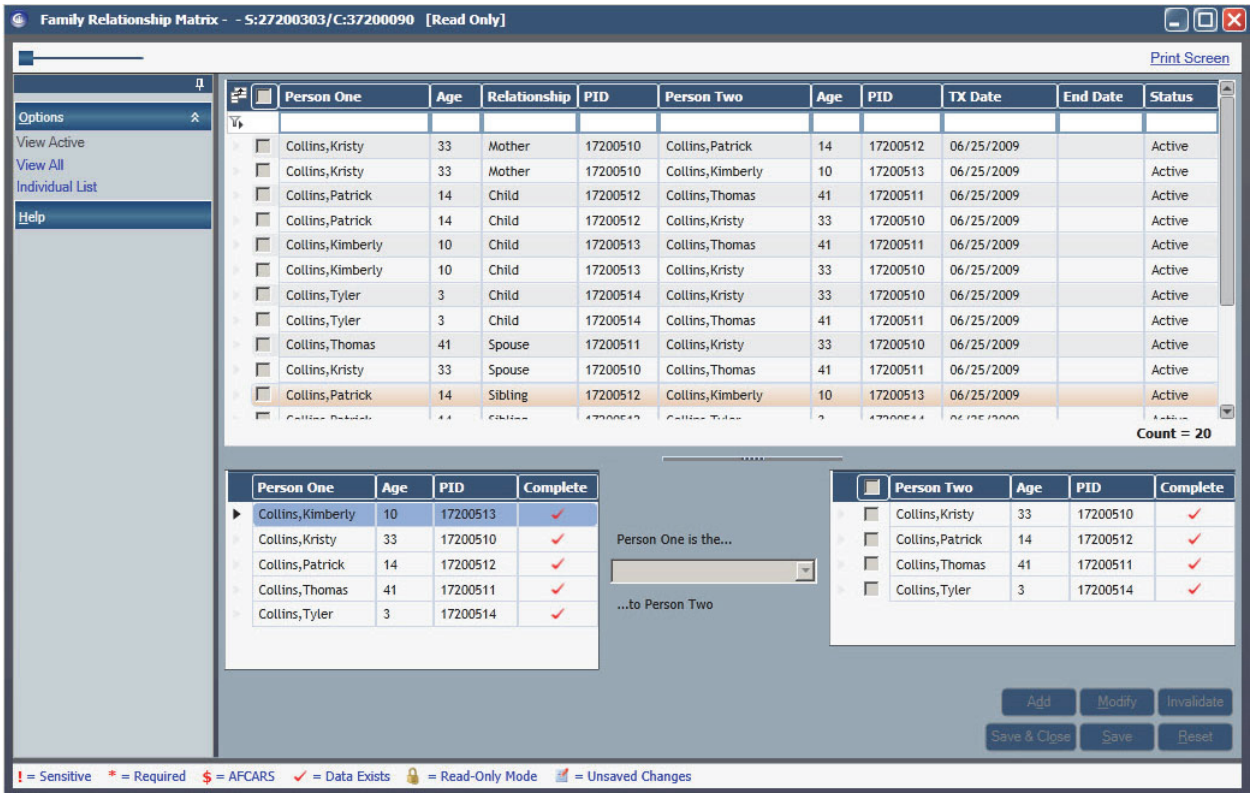
After you search for a CIN or WMS case number on the *Activities* window, selecting a result from the case member list grid will display the **Person Detail** tab with information that is linked in CONNECTIONS to that individual's Person ID (PID). (The PID is a unique CONNECTIONS-generated number that identifies the person in CONNECTIONS.) If you notice errors with the demographic information such as date of birth or primary language, this information can be updated on the **Stage Composition** tab in the Family Services Stage. These updates will occur in real time. You may wish to follow up with your supervisor to see who is responsible for updating such information at your district/agency.

A hierarchy of information continues to exist between WMS Services and Non-Services records. If there is an existing Non-Services WMS case and the demographic data does not match CONNECTIONS, data *can* be modified and subsequently updated in CONNECTIONS; however, it will not be in synch with WMS. The **WMS Synch** button will remain enabled until differences are reconciled. The WMS Services worker needs to contact the Non-Services worker to determine which data is correct, then the Non-Services worker must make the change in the WMS Non-Services case or the Services worker can reverse the change in CONNECTIONS. If you have questions about updating information in WMS, please follow up with your supervisor.

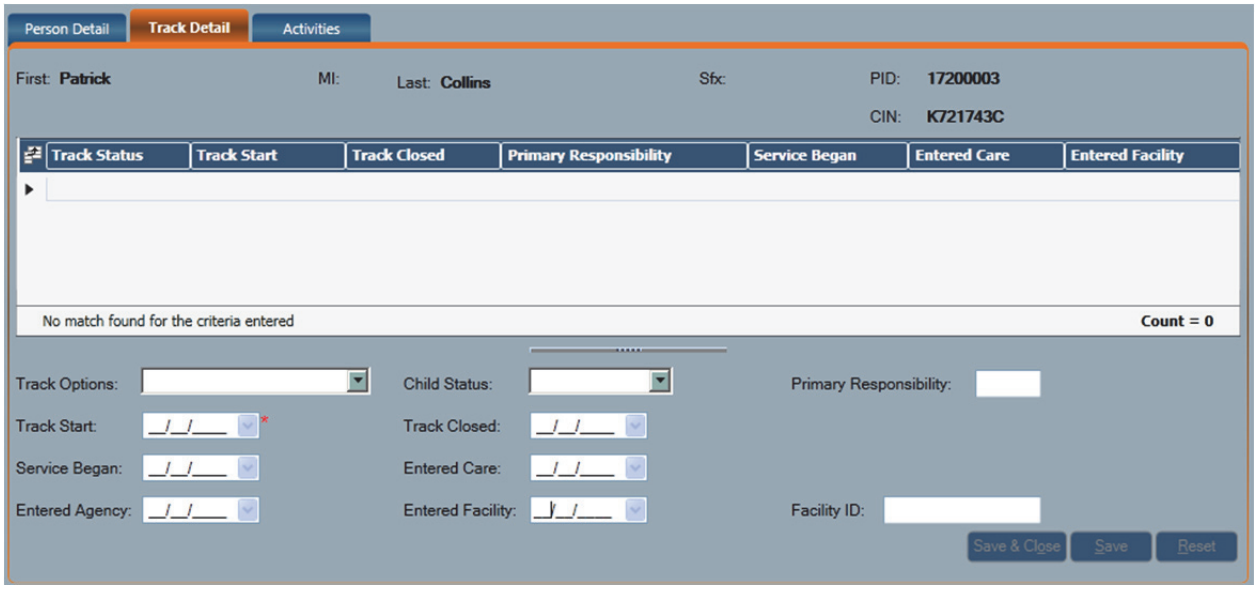
The **Family Relationship Matrix** link will be available in the **NAVIGATION PANE**. This link will enable after making a selection in the case member list grid. If the Family Relationship Matrix is complete, an indicator will appear in the **NAVIGATION PANE** (seen at right). Whether complete or not, the link will always enable after selecting an individual in the grid.



The Family Relationship Matrix (FRM) is a tool to record the familial relationships between persons in a Family Services Stage. From the *Activities* window, this window is view-only; therefore, any changes to the relationships must be completed on the **Stage Composition** tab in the FSS.



The Track Detail Tab



The **Track Detail** tab provides for the start and modification of a child's track in an FSS stage with a corresponding WMS case. You will not be able to modify information on this tab unless you have the MAINT ACTIVITY Business Function.

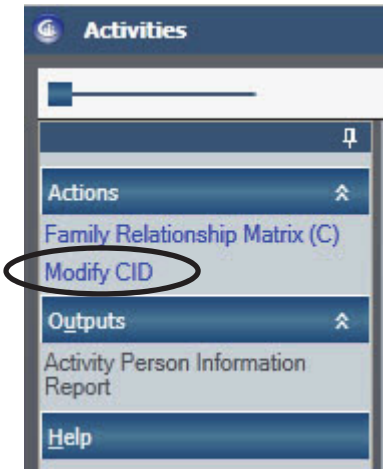
Before you can begin to enter Movement or Legal codes for a child, a track must be opened for that child. Tracks are only opened by local districts; therefore, this tab will be disabled for voluntary agency workers, even if they have the MAINT ACTIVITY Business Function.

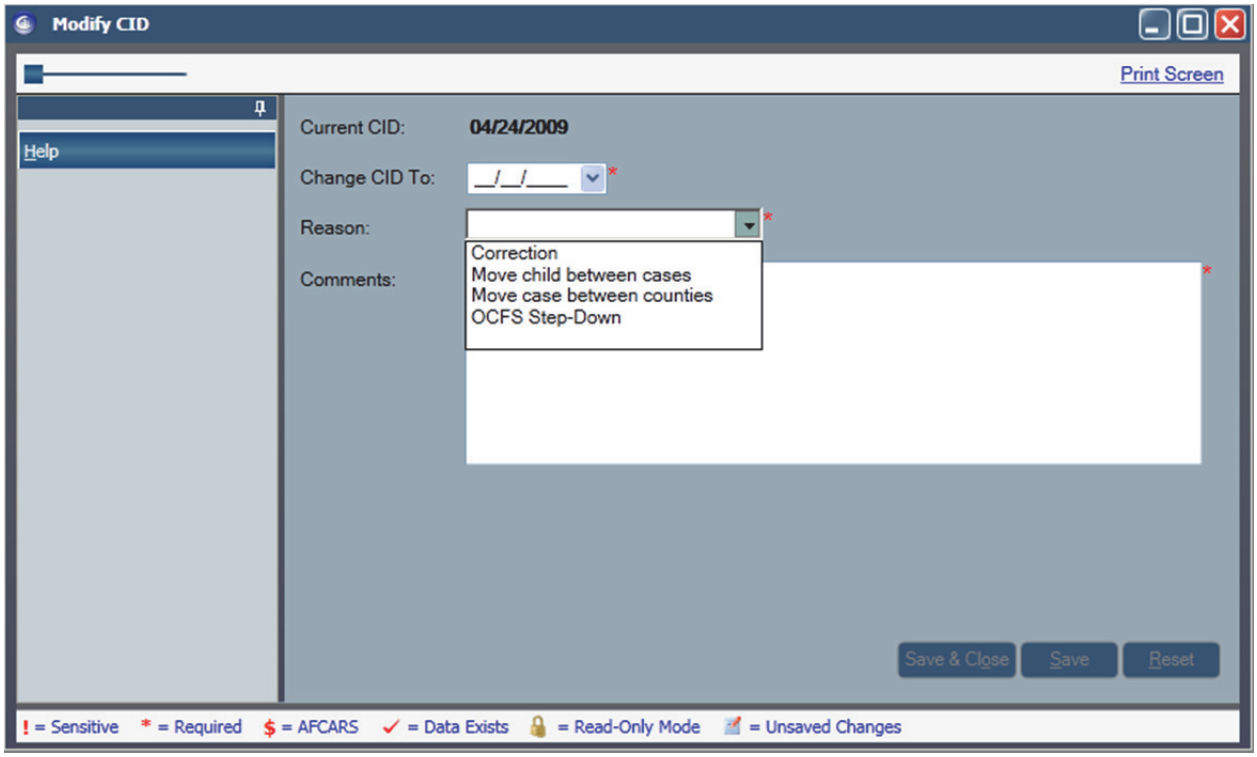
Like other transformed CONNECTIONS grids, you will be able to sort, filter, and move the grid columns on this tab. They will revert back to their original positions after closing and reopening the window. The following columns display in the grid:

- Track Status
- Track Start
- Track Closed
- Primary Responsibility
- Service Began
- Entered Care
- Entered Facility

When the **Track Detail** tab is active, the **Modify CID** link displays in the **NAVIGATION PANE**. This link is available to local district workers with the MODIFY CID Business Function.

Clicking this link opens the *Modify CID* window, which is used to modify or correct the CID that is displayed on the *Activities* window. The CID may be modified multiple times and will change the CID for all of the children in the WMS case. For information on when to modify a CID, consult your supervisor. Always follow local protocol at your agency.

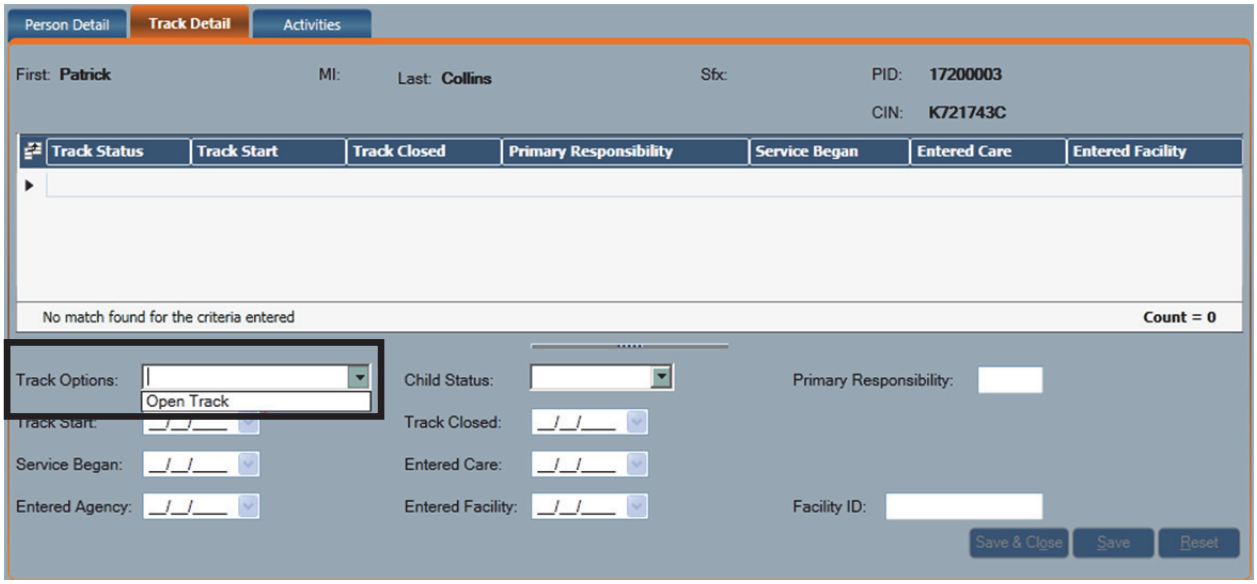




On the **Track Detail** tab, the **Track Options** drop-down field will populate with one of three possible values based on activities that have been entered:

- Open Track (formerly known as Track Indicator X)
- Convert Track Start Date (formerly known as Track Indicator C)
- Reopen Closed Track (formerly known as Track Indicator Y)

After the Movement activity M999 - Child's Track Closed, you could open a new track or reopen a (closed) track. A new track (formerly known as Track Indicator X) is opened when a child is not currently tracked. You might reopen a track (formerly known as a Track Indicator Y) if the track was closed in error, when a case has been transferred to a new district or agency, or when a new WMS case is opened for a child freed for adoption. After selecting "Open Track," the **Track Start** field enables. You cannot record a future date or a date prior to the child's date of birth. The **Child Status** field will default to "01-Tracked."



Opening a Track

1 Click the **Track Detail** tab.

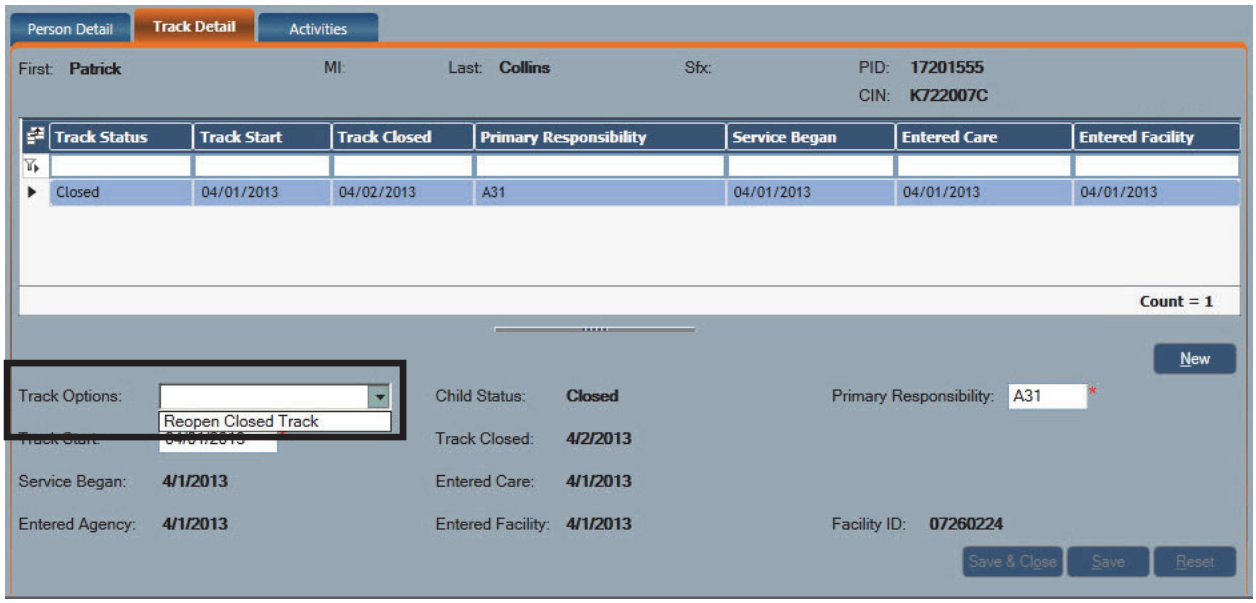
2 Click on the drop-down arrow for the **Track Options** field.

3 Select "Open Track."
*The **Track Start** field enables. The **Primary Responsibility** field will populate with the logged-on worker's agency code. Only the district can modify this field to another district or voluntary agency. You cannot record in the **Entered Agency** or **Entered Facility** date fields; these fields will populate based on Movement activities.*

4 Click the **Save** button.
The record displays in the grid above.

Only district workers can open a track.

Reopening a Track



1. Click the **Track Detail** tab.
2. Select the track that is in “Closed” status from the grid.
3. Click on the drop-down arrow for the **Track Options** field.
4. Select “Reopen Closed Track.”
   *The **Track Start** field enables. The **Primary Responsibility** field will populate with the logged-on worker’s agency code. Only the district can modify this field to another district or voluntary agency. You cannot record in the **Entered Agency** or **Entered Facility** date fields; these fields will populate based on Movement activities.*
5. Click the **Save** button.
   The record displays in the grid above.

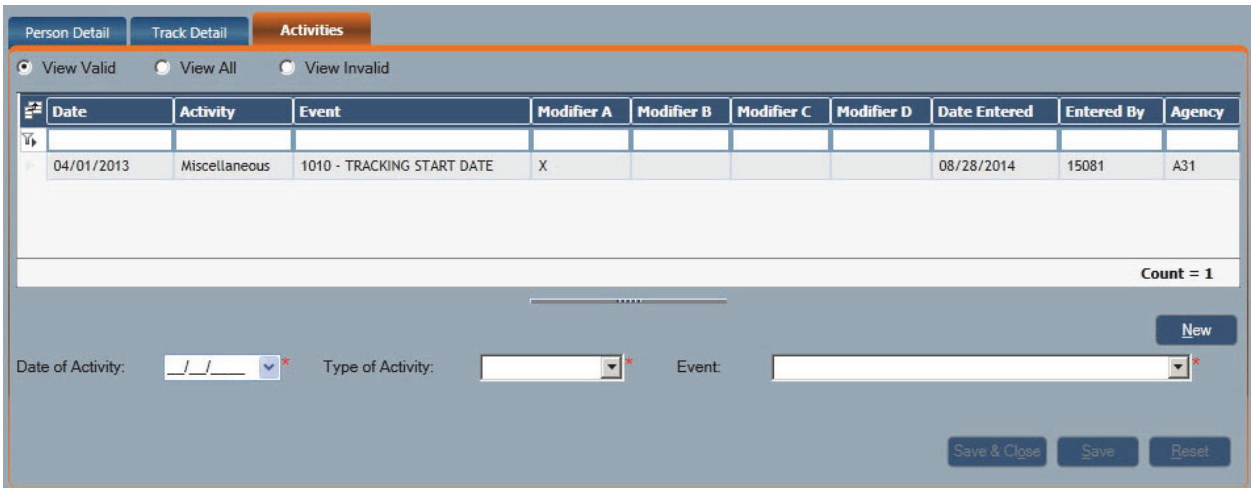
The Activities Tab

The **Activities** tab is used to record activities for children that are currently being tracked. You will only be able to record information on this tab if you have the MAINT ACTIVITY Business Function (state workers with appropriate Business Functions will have access to all children). On the **Activities** tab, the grid displays the following columns:

- multi-select checkbox
- Date
- Activity (Adoption, Close to Home, Kinship Guardianship, Legal, Movement, or Special)
- Event
- Modifier A
- Modifier B
- Modifier C
- Modifier D
- Invalid (displayed only when **View All** or **View Invalid** radio button is selected)
- Date Entered
- Entered By (CONNECTIONS Person ID of the worker who entered the activity)
- Agency (of the worker who entered the activity)

Modifiers available will depend on the selected entry.

Like other transformed windows in CONNECTIONS, you can filter and change the order of the columns. This will be helpful when you need to search for specific activities.



You should enter Movement and Legal activities as timely and accurately as possible. Many of the same rules that currently exist for CCRS will translate to the **Activities** tab. For example:

- You cannot record a future date for Movement and Legal activities.
- You cannot record specific Movements until previous Movements have been recorded. For example, you can't record an M950 - Child Begins Absence until you have recorded an M910 - Child's Placement Begins.
- When an activity has been recorded inaccurately—whether it's the date or activity—you will invalidate the activity (formerly known as "contra").

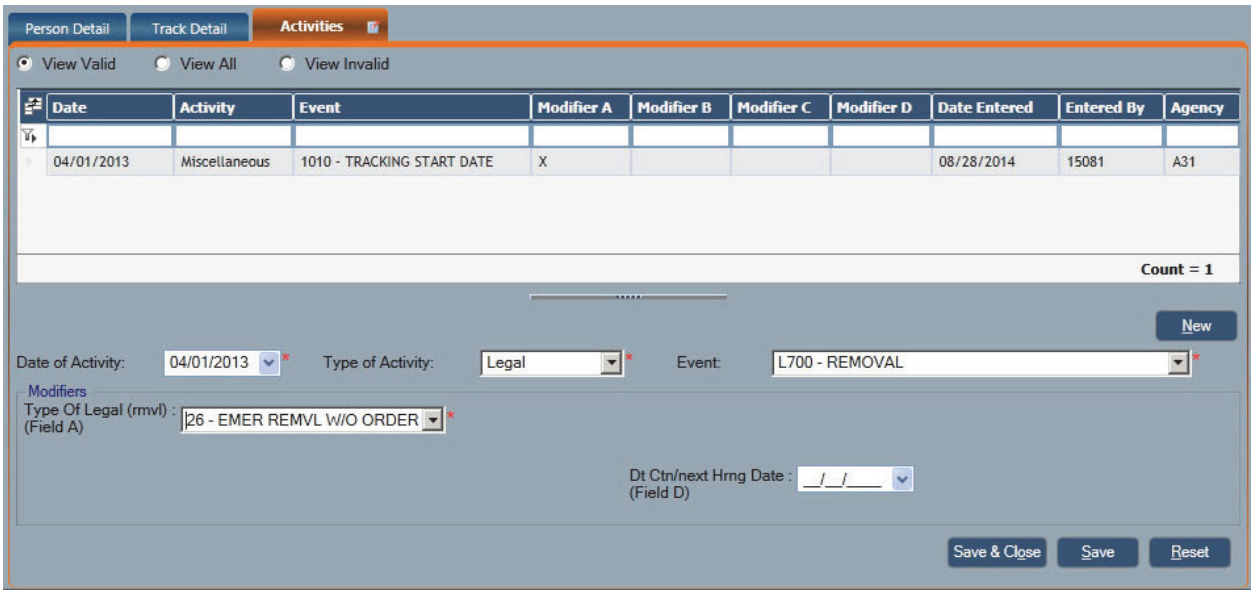
All previously-saved activities for a child will be returned in descending order with the following radio button options:

- **View Valid** – This list will include all active and previously-saved activities for a child. This will be the default view when the **Activities** tab is selected (invalidated Activities will not be included).
- **View All** – This list will include all active and previously-saved activities for a child, including invalidated activities.
- **View Invalid** – This list will include activities that have been invalidated (for a child ONLY):
  - I = Invalidated row
  - O = Original row

Common Movement and Legal Activities

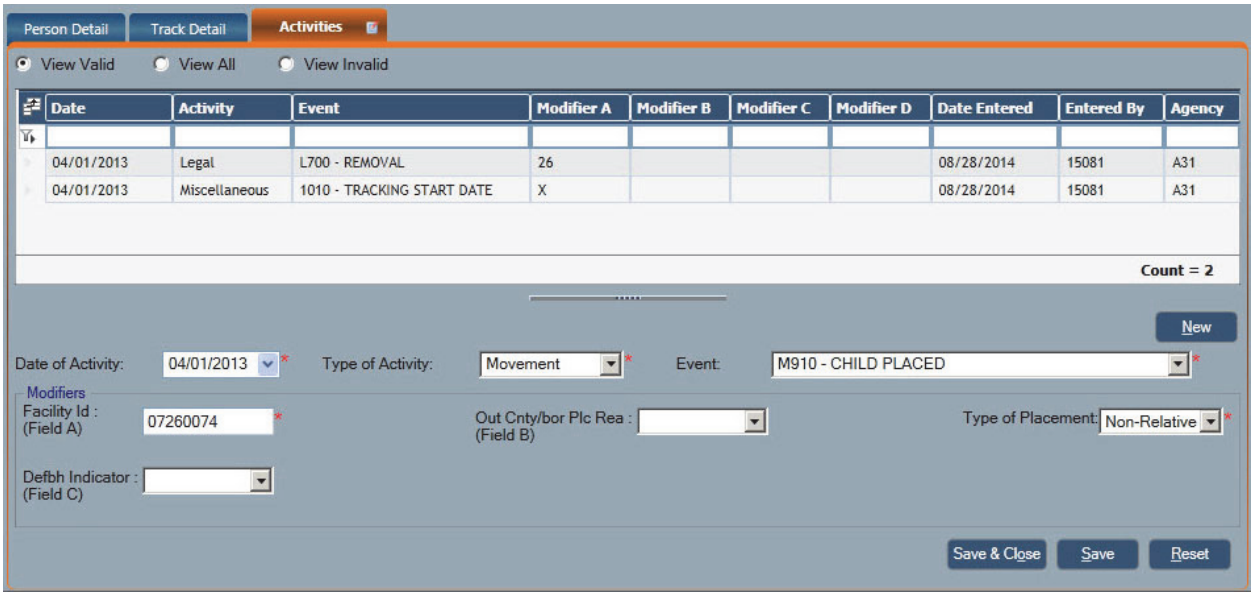
This section contains step-by-step instructions for entering common Movement and Legal activities in CONNECTIONS. The examples provided are not all-inclusive.

Recording an L700 – Removal



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L700 - REMOVAL.”
4. In the **Modifiers** section, click the drop-down arrow for the **Type of Legal (rmvl)** field and select “26 - EMER REMVL W/O ORDER.”
   *If established, a Date Certain can be recorded in the **Dt Ctn/next Hrng Date** field.*
5. Click the **Save** button.
   The activity displays in the grid.

Recording an M910 – Child Placed



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M910 - CHILD PLACED.”
4. In the **Modifiers** section, enter the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Type of Placement** field and select “Non- Relative” or “Relative.”
6. Click the **Save** button.
   The activity displays in the grid.

Did you know that you can filter for modifiers by entering the first letter in the drop-down fields?

Recording an L100 – Petition Filed

Person Detail | Track Detail | Activities

View Valid | View All | View Invalid

Date	Activity	Event	Modifier A	Modifier B	Modifier C	Modifier D	Date Entered	Entered By	Agency
04/01/2013	Movement	M910 - CHILD PLACED	07260074				08/28/2014	15081	A31
04/01/2013	Legal	L700 - REMOVAL	26				08/28/2014	15081	A31
04/01/2013	Miscellaneous	1010 - TRACKING START DATE	X				08/28/2014	15081	A31

Count = 3

New

Date of Activity: 04/02/2013 * Type of Activity: Legal * Event: L100 - PETITION FILED *

Modifiers

Type Of Legal Event : (Field A) 04 - ART 10 ABUSE/NEGLECT *

Court Code : (Field B) 31F - FAM CT.-ONONDAGA *

Docket No. : (Field C)

Next Hearing Date : (Field D) __/__/____

Save & Close | Save | Reset

1 In the **Date of Activity** field, record the date of the activity.

2 Click the drop-down arrow for the **Type of Activity** field and select “Legal.”

3 Click the drop-down arrow for the **Event** field and select “L100 - PETITION FILED.”

> The **Docket No** field and **Next Hearing Date** fields are not required. An asterisk displays when a field is required. In the event that a worker does not complete these fields and later wants to record the docket number, it would be necessary to invalidate the record and then re-record the entry.

4 In the **Modifiers** section, click the drop-down arrow for the **Type Of Legal Event** field and select “04 - ART 10 ABUSE/NEGLECT.”

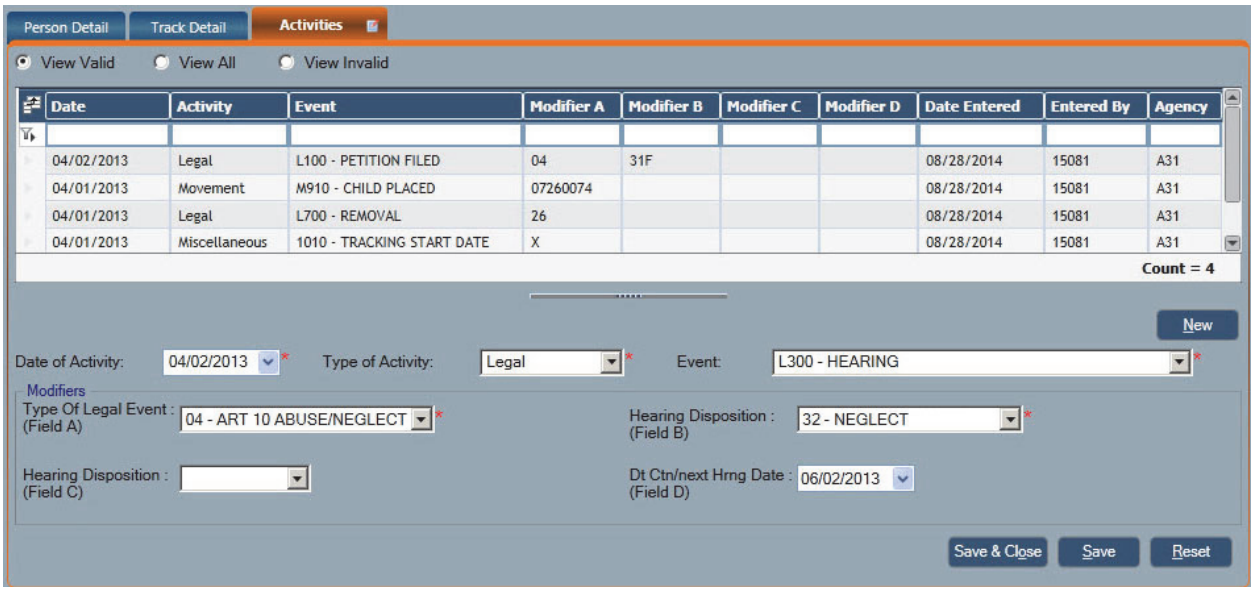
5 Click the drop-down arrow for the **Court Code** field and select the appropriate court.

6 Record the docket number in the **Docket No** field, if desired.
This field is optional.

7 In the **Next Hearing Date** field, record the date of the next hearing, if desired.
This field is optional.

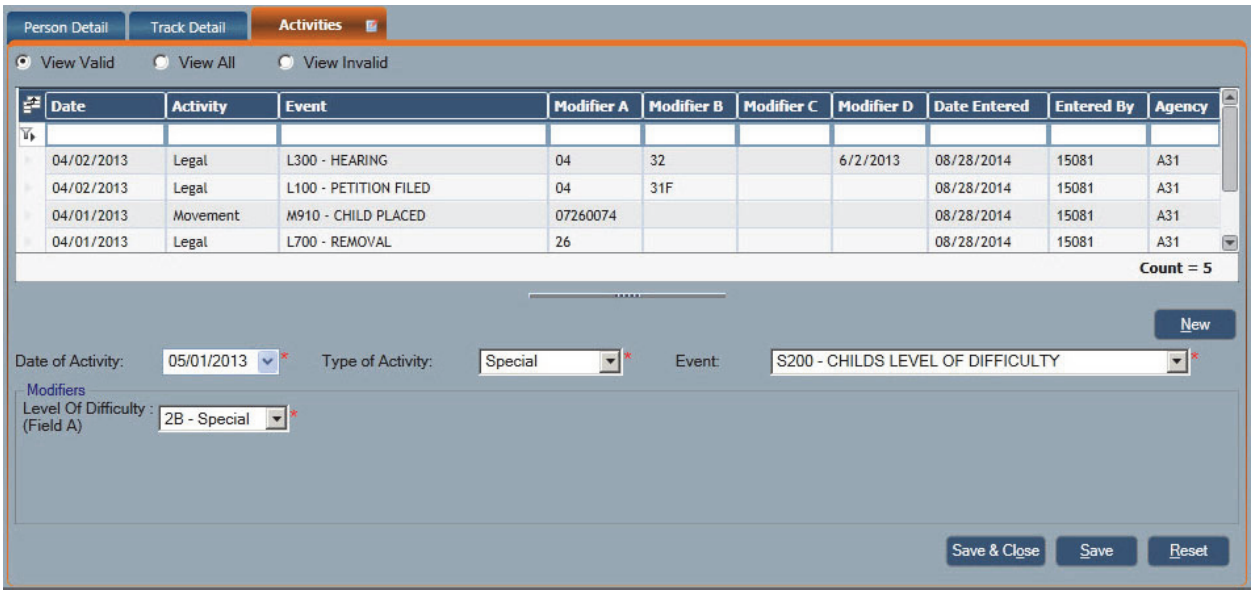
8 Click the **Save** button.
The activity displays in the grid.

Recording an L300 – Hearing



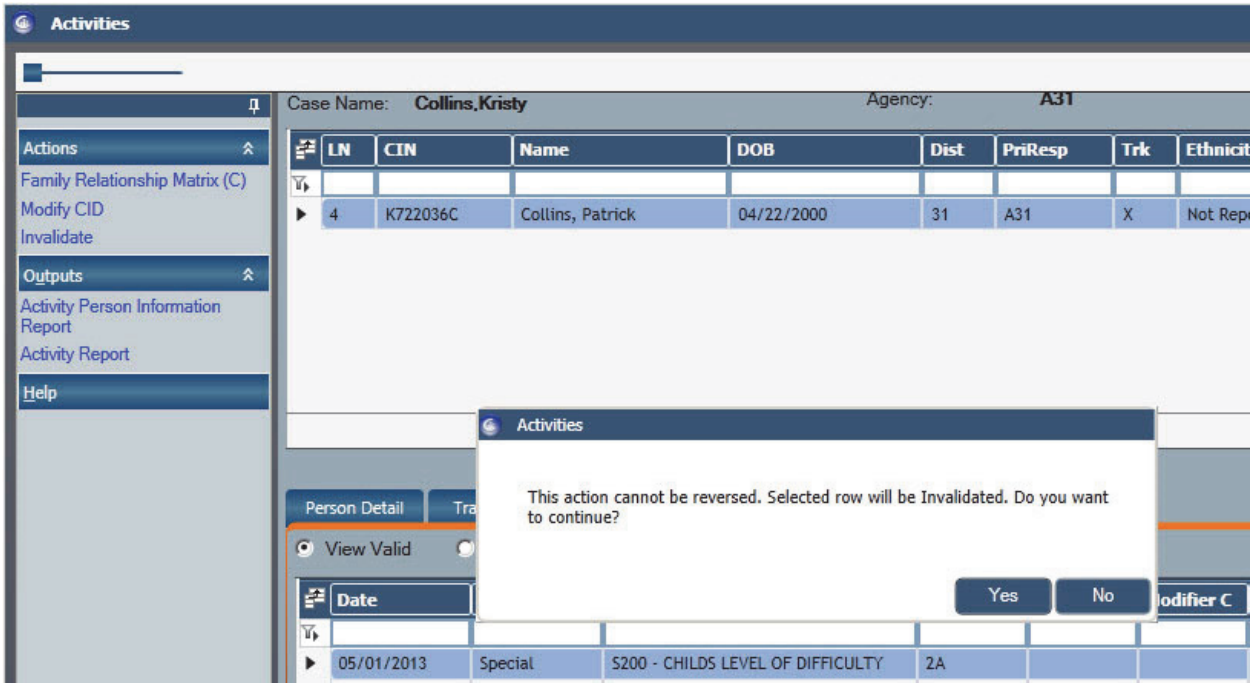
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L300 - HEARING.”
4. In the **Modifiers** section, click the drop-down arrow for the **Type of Legal Event** field and select “04 - ART 10 ABUSE/NEGLECT.”
5. Click the drop-down arrow for the **Hearing Disposition** field and select “32 - NEGLECT.”
   It is optional to record a second disposition.
6. Click the drop-down arrow for the **Dt Ctn/next Hrng Date** field and select the appropriate date.
7. Click the **Save** button.
   The activity displays in the grid.

Recording a Special



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Special.”
3. Click the drop-down arrow for the **Event** field and select “S200 - CHILDS LEVEL OF DIFFICULTY.”
4. In the **Modifiers** section, click the drop-down arrow for the **Level Of Difficulty** field and select the level of difficulty.
5. Click the **Save** button.
   The activity displays in the grid.

Invalidating an Activity – Example: S200

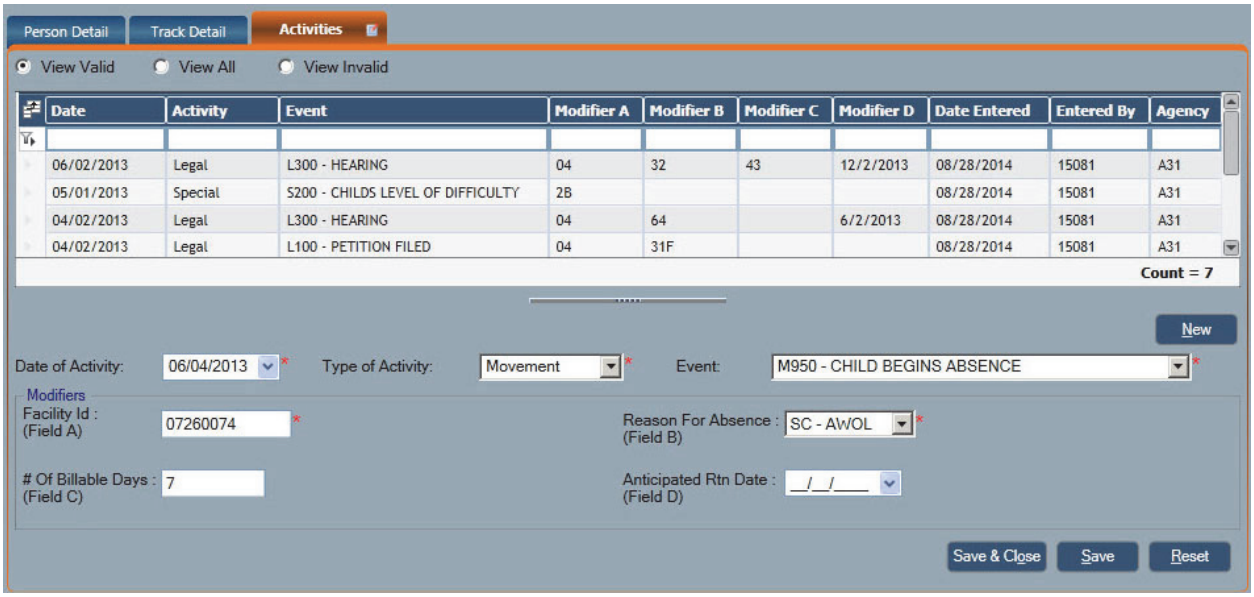


1. In the activities grid, click the checkbox for the “S200 - CHILDS LEVEL OF DIFFICULTY” event.

2. Click the **Invalid** link on the **NAVIGATION PANE**.
   The following message displays:
   “This action cannot be reversed. Selected row will be Invalidated. Do you want to continue?”

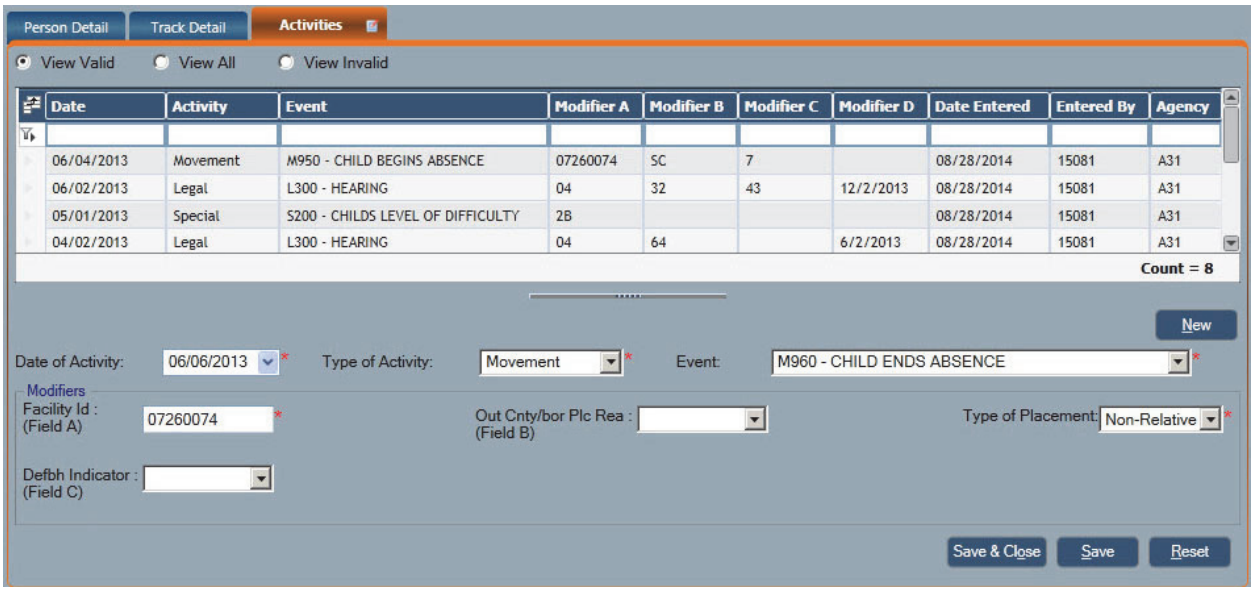
3. Click the **Yes** button.
   The activity is invalidated.

Recording an M950 – Child Begins Absence



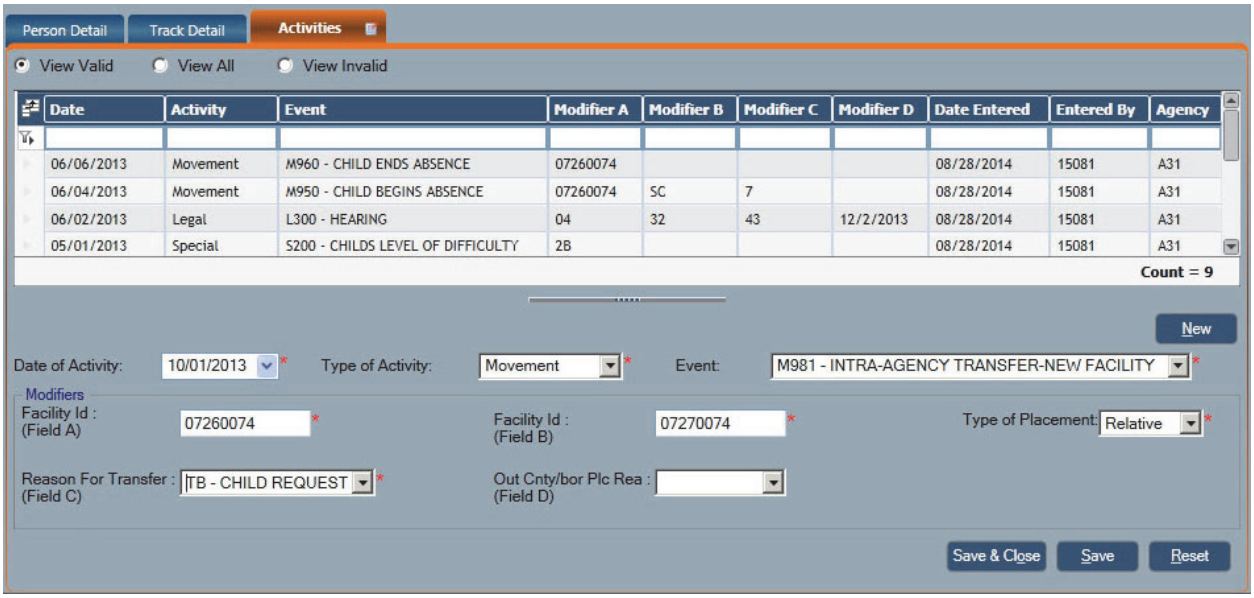
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select "Movement."
3. Click the drop-down arrow for the **Event** field and select "M950 - CHILD BEGINS ABSENCE."
4. In the **Modifiers** section, enter in the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Reason For Absence** field and select the appropriate reason.
6. In the **# Of Billable Days** field, record the number of billable days.
   *The **Anticipated Rtn Date** field is for recording the date the child is expected to return. This field is optional.*
7. Click the **Save** button.
   The activity displays in the grid.

Recording an M960 – Child Ends Absence



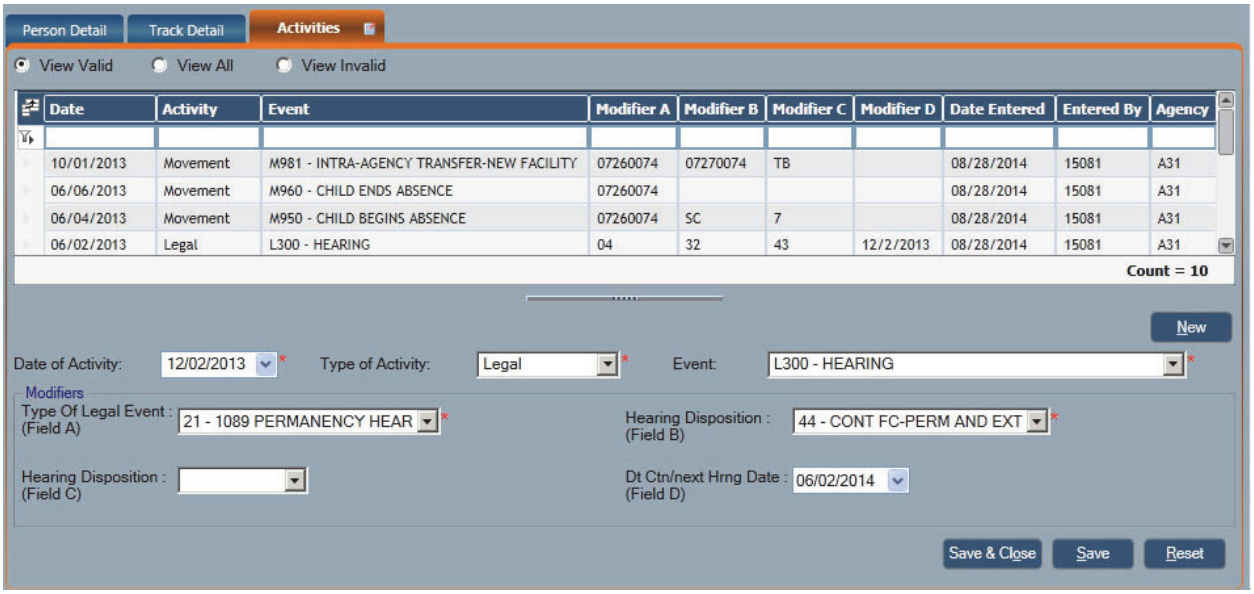
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M960 - CHILD ENDS ABSENCE.”
4. In the **Modifiers** section, enter in the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Type of Placement** field and select “Non-Relative” or “Relative.”
6. Click the **Save** button.
   The activity displays in the grid.

Recording an M981 – Transfer



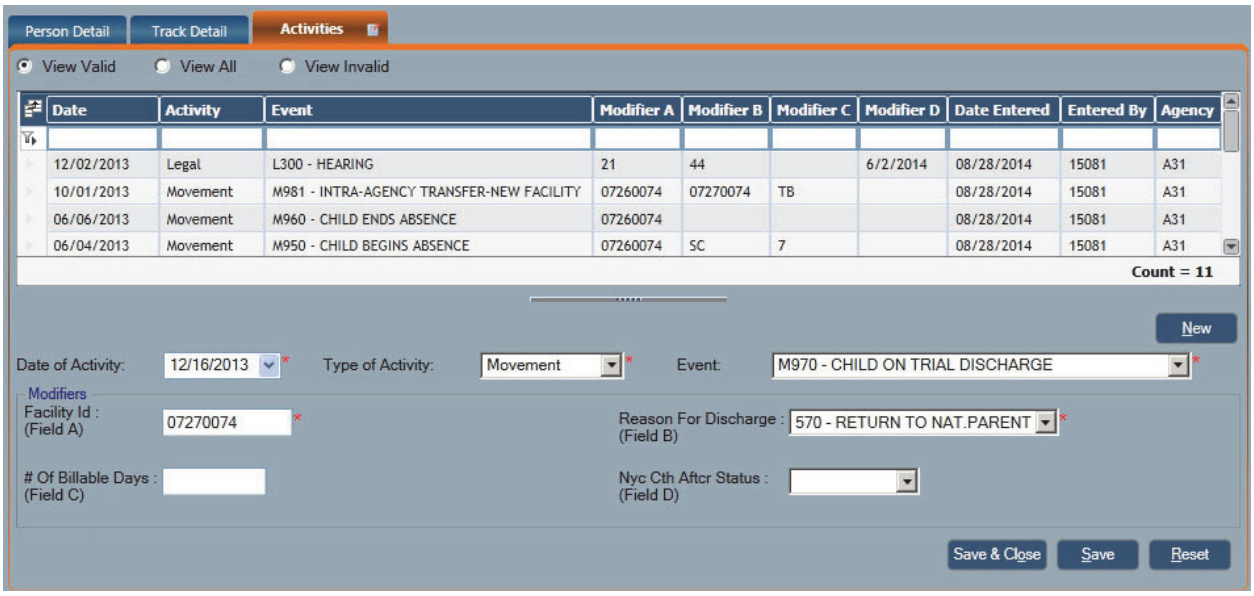
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M981 - INTRA-AGENCY TRANSFER-NEW FACILITY.”
4. In the **Modifiers** section, enter in the Vendor ID of the facility the child moved from in the first **Facility Id** field.
5. In the second **Facility Id** field, enter the Vendor ID of the facility to which the child moved.
6. Click the drop-down arrow for the **Type of Placement** field and select “Non-Relative” or “Relative” (for the new facility).
7. Click the drop-down arrow for the **Reason For Transfer** field and select the appropriate reason.
8. Click the **Save** button.
   The activity displays in the grid.

Recording an L300 – Hearing – Permanency Hearing



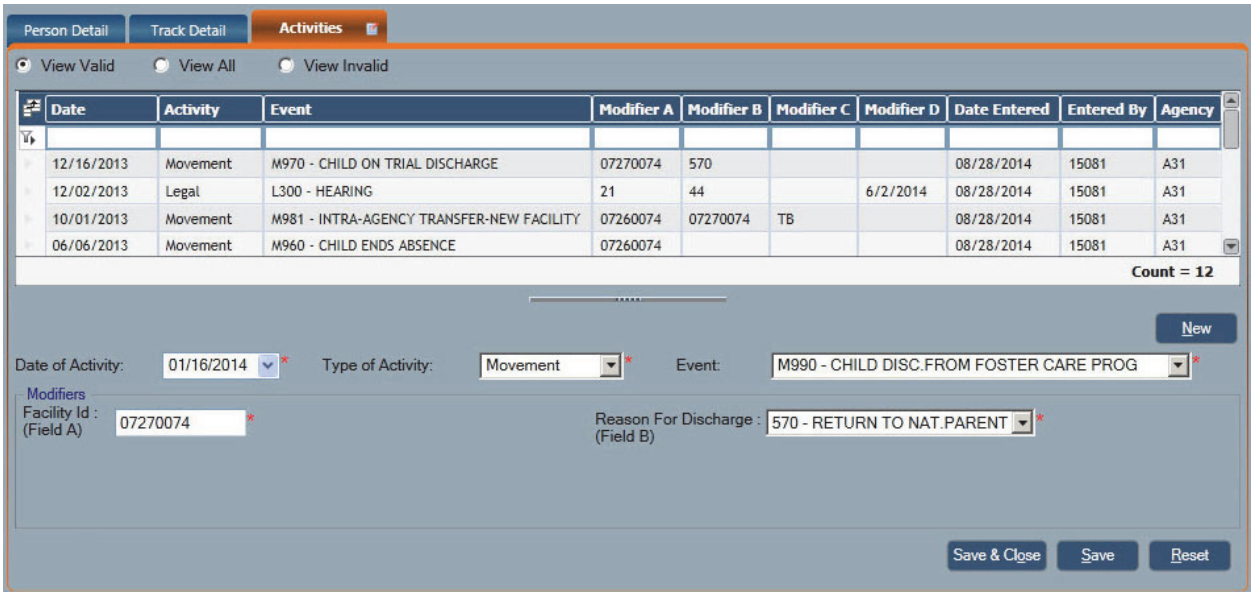
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L300 - HEARING.”
4. In the **Modifiers** section, click the drop-down arrow for the **Type Of Legal Event** field and select “21 - 1089 PERMANENCY HEAR.”
5. Click the drop-down arrow for the **Hearing Disposition** field and select “44 - CONT FC-PERM AND EXT.”
   It is optional to record a second disposition.
6. Click the drop-down arrow for the **Dt Ctn/next Hrng Date** field and record the Hearing Date Certain.
7. Click the **Save** button.
   The activity displays in the grid above.

Recording an M970 – Child on Trial Discharge



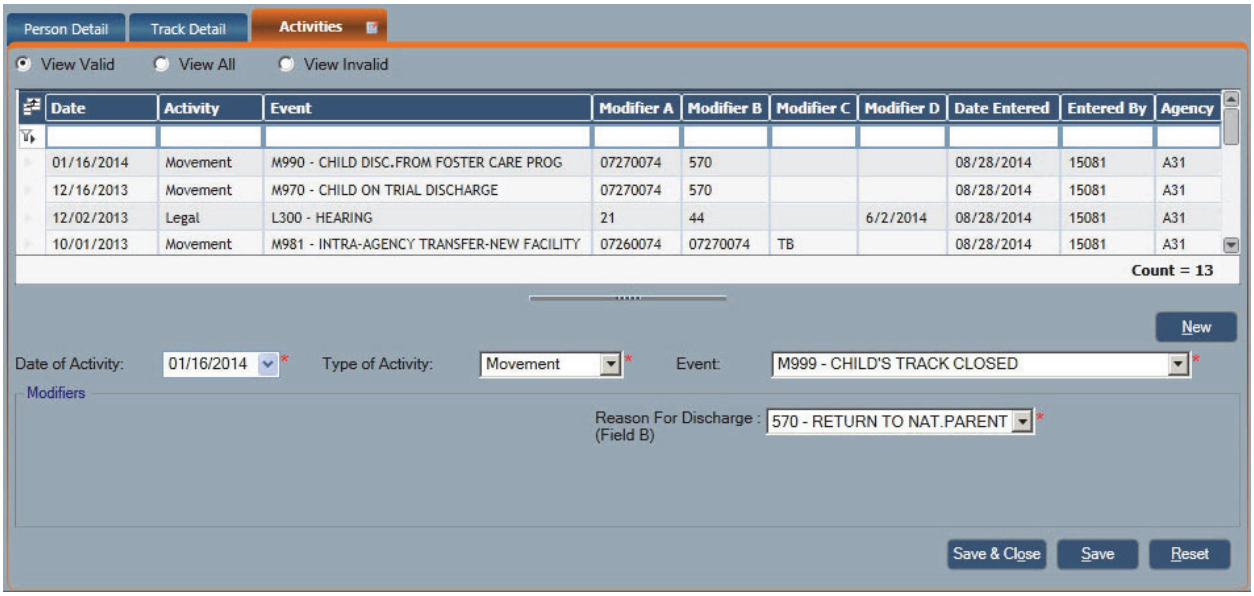
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M970 - CHILD ON TRIAL DISCHARGE.”
4. In the **Modifiers** section, enter the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Reason For Discharge** field and select the appropriate reason.
6. Click the **Save** button.
   The activity displays in the grid.

Recording an M990 – Child Discharge from Foster Care Program



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M990 - CHILD DISC. FROM FOSTER CARE PROG.”
4. In the **Modifiers** section, enter the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Reason For Discharge** field and select the appropriate reason.
6. Click the **Save** button.
   The activity displays in the grid.

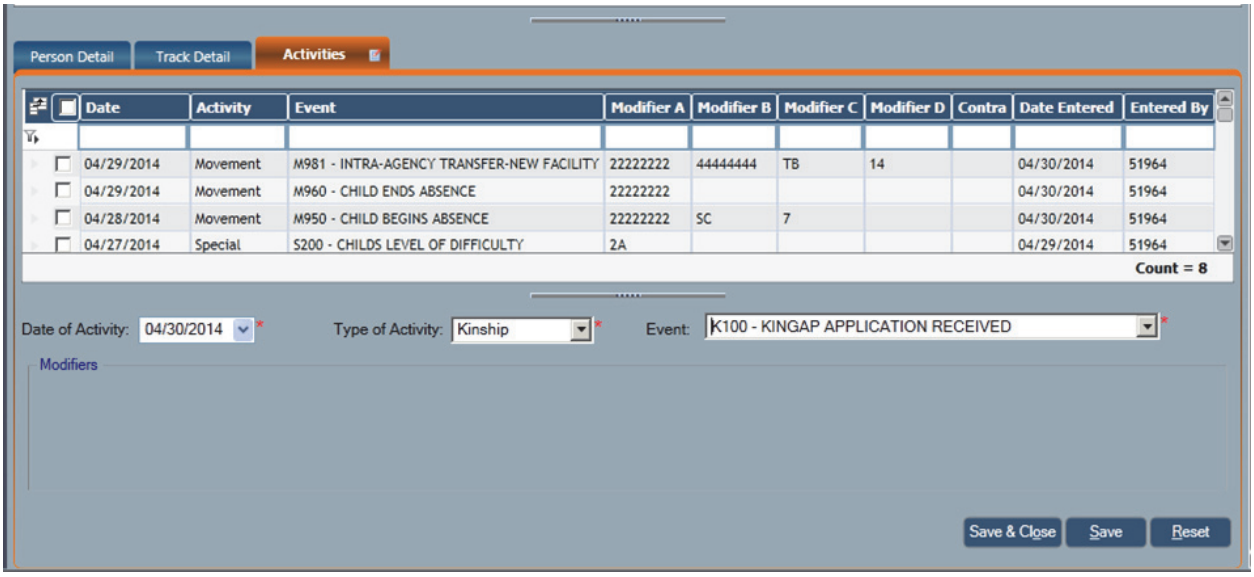
Recording an M999 – Child's Track Closed



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select "Movement."
3. Click the drop-down arrow for the **Event** field and select "M999 - CHILD'S TRACK CLOSED."
4. In the **Modifiers** section, click the drop-down arrow for the **Reason For Discharge** field and select the appropriate reason.
5. Click the **Save** button.
   The activity displays in the grid.

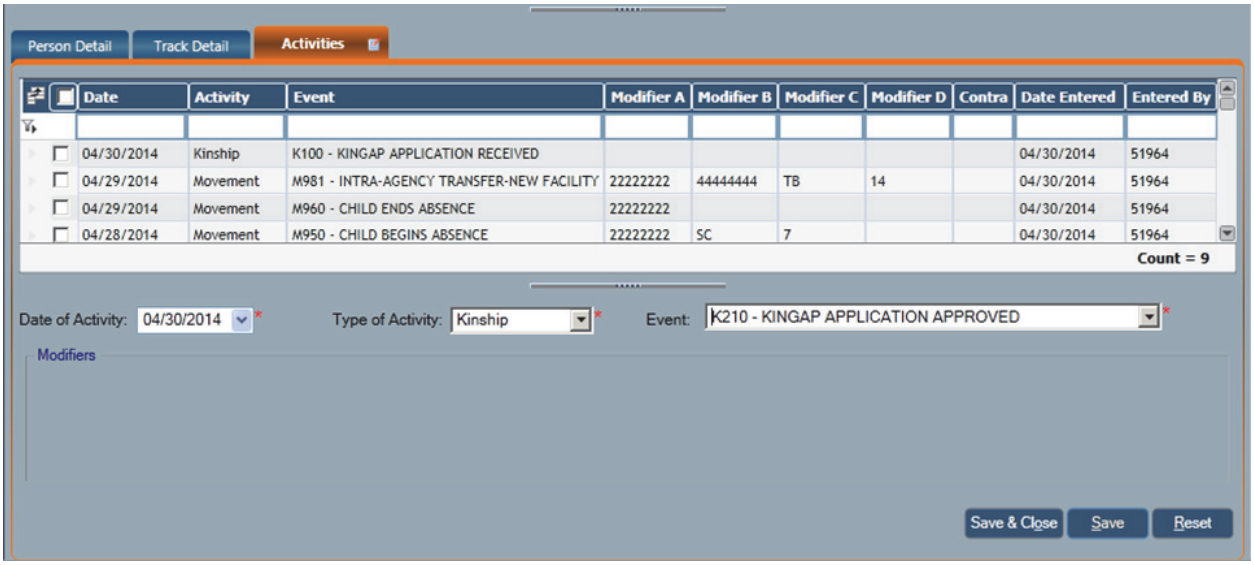
Only district workers can close a track.

Recording a K100 – KinGAP Application Received



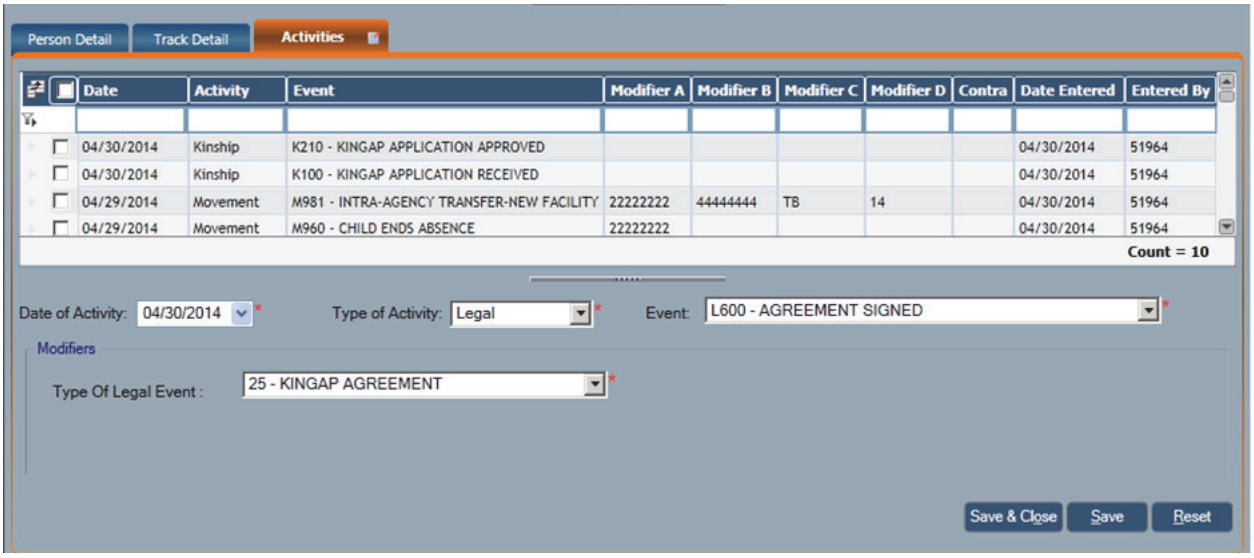
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Kinship.”
3. Click the drop-down arrow for the **Event** field and select “K100 - KINGAP APPLICATION RECEIVED.”
4. Click the **Save** button.
   The activity displays in the grid.

Recording a K210 – KinGAP Application Approved



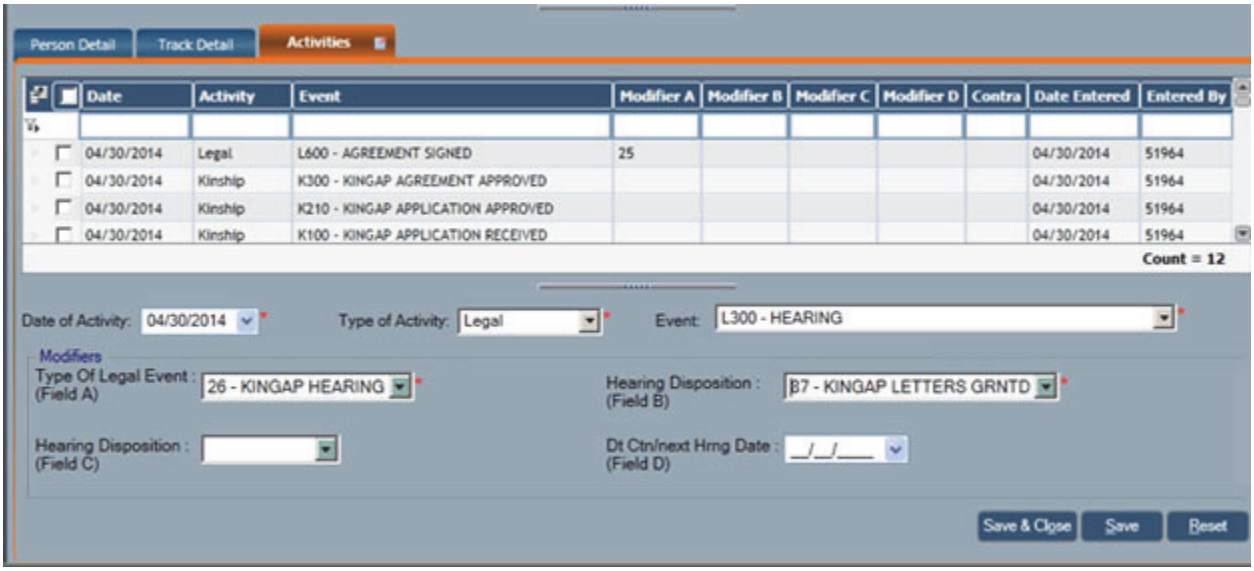
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Kinship.”
3. Click the drop-down arrow for the **Event** field and select “K210 - KINGAP APPLICATION APPROVED.”
   For a denied application, you would select K200.
4. Click the **Save** button.
   The activity displays in the grid.

Recording an L600 – Agreement Signed



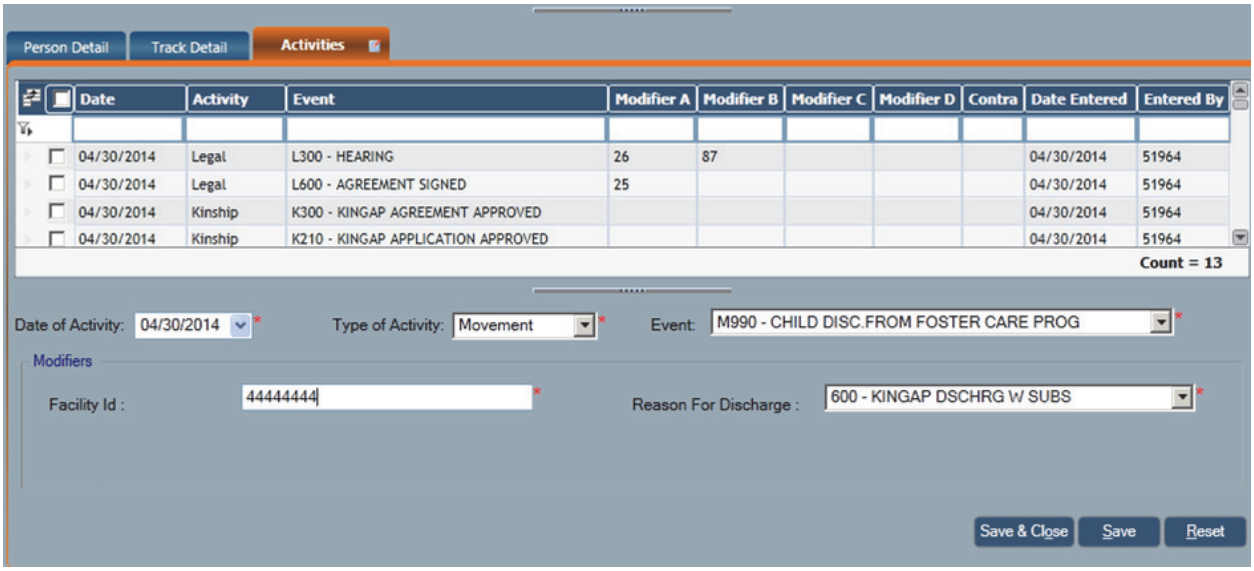
1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L600 - AGREEMENT SIGNED.”
4. In the **Modifiers** section, click the drop-down arrow for the **Type of Legal Event** field and select “25 - KINGAP AGREEMENT.”
5. Click the **Save** button.
   The activity displays in the grid.

Recording an L300 – Hearing – KinGAP Hearing



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Legal.”
3. Click the drop-down arrow for the **Event** field and select “L300 - HEARING.”
4. Click the drop-down arrow for the **Type Of Legal Event** field and select “26 - KINGAP HEARING.”
   *During the KinGAP hearing, Letters of Guardianship may be granted. This can be entered in one of the **Hearing Disposition** fields.*
5. Click the drop-down arrow for the **Hearing Disposition (Field B)** field and select “87 - KINGAP LETTERS GRNTD.”
6. Click the **Save** button.
   The activity displays in the grid.

Recording an M990 – Child Discharge from Foster Care Program – KinGAP



1. In the **Date of Activity** field, record the date of the activity.
2. Click the drop-down arrow for the **Type of Activity** field and select “Movement.”
3. Click the drop-down arrow for the **Event** field and select “M990 - CHILD DISC. FROM FOSTER CARE PROG.”
4. In the **Modifiers** section, enter the Vendor ID in the **Facility Id** field.
5. Click the drop-down arrow for the **Reason For Discharge** field and select “600 - KINGAP DSCHRG W SUBS.”
6. Click the **Save** button.
   The activity displays in the grid.

Module 4: Resources

OCFS Intranet Site: CONNECTIONS Help/Training

Many resources are available for you on the **CONNECTIONS Help/Training** page of the OCFS intranet site (**http://ocfs.state.nyenet/connect_help/Default.asp**). There you will find resources such as these:

- ☑ How Do I? documents
- ☑ other Job Aids
- ☑ Tip Sheets
- ☑ Quick Start Guides

These documents and others will provide you with the most up-to-date information on CONNECTIONS.

When you are working in CONNECTIONS, an easy way to access the intranet site is by clicking the **Help/Training** link on the toolbar of the main CONNECTIONS window.

CONNECTIONS Regional Implementation Staff

If you cannot find the answer to your question(s) within the documentation mentioned above, you can contact one of the many statewide CONNECTIONS Regional Implementation Staff members. The current list of members is always available on the OCFS CONNECTIONS Internet and intranet sites:

On the **Internet**:
http://www.ocfs.state.ny.us/connect/contact.asp

On the **intranet**:
http://ocfs.state.nyenet/connect/contact.asp

Application Help Mailbox

You can directly contact the NYS CONNECTIONS User Support/Triage staff for help with complex application issues. Questions, problems, and concerns can be emailed to:

ocfs.sm.conn_app@ocfs.state.ny.us

NYS OFT Customer Care Center

The New York State Office for Technology (NYS OFT) Customer Care Center is available to answer basic questions related to your equipment, or to solve problems you are having with CONNECTIONS. If they cannot solve your problem, they will record your information and forward it to others who can. The Customer Care Center is staffed 24 hours a day, seven days a week. The telephone number is:

1-800-NYS-1323
(1-800-697-1323)

Professional Development Program

Another resource is the CONNECTIONS Training Project of the Professional Development Program (PDP), Rockefeller College, University at Albany. CONNECTIONS trainers can provide you with assistance when you have a question about or are experiencing an issue with any area of CONNECTIONS.

For assistance from a CONNECTIONS representative, contact the Professional Development Program at **CONNECTIONS@albany.edu**. Be sure to include your name, contact information, and your question or issue. A CONNECTIONS representative will respond as promptly as possible by email and/or phone.

Appendix A:
Activity Codes

Movement Activity Codes

Event	Modifier A (Field A)	Modifier B (Field B)	Modifier C (Field C)	Modifier D (Field D)	Type of Placement
M910 - CHILD PLACED	Facility Id *	Out of County/ Borough Placement Reason (see chart)	Designated Emergency Foster Boarding Home		Non-Relative/ Relative *
M950 - CHILD BEGINS ABSENCE	Facility Id *	Reason for Absence * (see chart)	# of Billable Days	Anticipated Return Date	
M960 - CHILD ENDS ABSENCE	Facility Id *	Out of County/ Borough Placement Reason (see chart)	Designated Emergency Foster Boarding Home		Non-Relative/ Relative *
M970 - CHILD ON TRIAL DISCHARGE	Facility Id *	Reason For Discharge *	# of Billable Days	NYC Close to Home After Care Status	
M980 - CHILD RETURNED FROM TRIAL DISCHARGE	Facility Id *	Out of County/ Borough Placement Reason (see chart)	Designated Emergency Foster Boarding Home	NYC Close to Home After Care Status	Non-Relative/ Relative *
M981 - INTRA-AGENCY TRANSFER-NEW FACILITY	Facility Id *	Facility Id *	Reason For Transfer * (see chart)	Out of County /Borough Placement Reason	Non-Relative/ Relative *
M982 - INTER-AGENCY TRANSFER-NEW AGENCY	Facility Id *	Facility Id *	Reason For Transfer * (see chart)	Out of County /Borough Placement Reason	Non-Relative/ Relative *
M990 - CHILD DISC. FROM FOSTER CARE PROG	Facility Id *	Reason For Discharge *			
M999 - CHILD'S TRACK CLOSED		Reason For Discharge *			

* *= Required*

Out of County /Borough Placement Reason

M910- CHILD PLACED M960-CHILD ENDS ABSENCE M980-CHILD RETURNED FROM TRIAL DISCHARGE M981-INTRA-AGENCY TRANSFER-NEW FACILITY	Out of County/Borough Placement Reason
01	01-CLINICAL REASON
02	02-VICINITY
03	03-JUDGE'S ORDER
04	04-OTHER DIST PLCMT
05	05-NO PGM IN CO/BOR
06	06-NO VAC IN CO/BOR
07	07-REJD BY LOC PGM
08	08-PARENTS NOT IN CO
09	09-ADOPTION PLCMT
10	10-FOSTER FAM MOVED
11	CTH AC BEGIN/FC CNTD
12	CTH RETURN CTH RES
88	88-OTHER
99	99-UNKNOWN

Reason For Transfer

M981- INTRA-AGENCY TRANSFER-NEW FACILITY M982- INTER-AGENCY TRANSFER- NEW FACILITY	Reason For Transfer
TA	LONG TERM CARE
TB	CHILD REQUEST
TC	NATURAL FAMILY REQST
TD	FOSTER FAMILY REQEST
TE	PLACE IN ADOPT. HOME
TF	COURT ADJUD CHANGE
TG	CHILD'S CONDIT IMPRV
TH	CHILD'S CONDIT DETER
TI	QUESTIONABLE CARE
TJ	REUNITE SIBLINGS
TK	FACIL NO LONG AVAIL
TL	NO PRVD NEW SERV ND
TM	ORIG PLN INAPPROPRIT
TN	FACILITY CLOSED

TO	CHILD TOO OLD
TP	TEMPORARY PLACEMENT
TQ	CH & FOSTER FAM REQ
TR	OTHER
TS	UNKNOWN
TT	NON-EMERGENCY
TX	ADMIN XFER/NO MOVE
TZ	AGENCY APPROVED EARH

Reason for Absence

M950 - CHILD BEGINS ABSENCE	**Reason for Absence**
SB	HOSPITAL
SC	AWOL
SD	SENT TO DETENT FACIL
SE	WORK PROGRAM
SF	SCHOOL
SG	TEMP FOS CARE TRANS
SH	OVER STAYED WEEKEND
SI	SENT TO JAIL
SJ	QUESTIONABLE CARE
SK	SCHOOL HOLIDAY
SL	SUMMER CAMP
SM	RELIGIOUS HOLIDAY
SN	SCHOOL TRIP
SO	VACATION
SP	WEEKEND VISIT
SQ	VIS POTN FOS/ADOP HM
SR	MAPS

Reason for Discharge

M970 - CHILD ON TRIAL DISCHARGE **M990 - CHILD DISC. FROM FOSTER CARE PROG** **M999 -CHILD'S TRACK CLOSED**	**Reason for Discharge**
500	GOAL ACHIEVED
502	END OF CT ORD SVCSCHILD REQUEST
507	NOT ELIGIBLE

515	CHG-ST REGS/AGCY POL
535	DEATH
537	MOVED FROM DISTRICT
550	CLIENT'S REQUEST
552	GOAL NOT ACHIEVED
553	CASE NUMBR INCORRECT
570	RETURN TO NAT. PARENT- M970 - CHILD ON TRIAL DISCHARGE
571	RELEASE TO RELATIVE -M970 - CHILD ON TRIAL DISCHARGE
572	RELEASE TO PRP- M970 - CHILD ON TRIAL DISCHARGE
573	ADOPTION-SUBSIDIZED
574	ADOPTION-NON SUBSIDY
575	RELEASE-OWN RESPONS. - M970 - CHILD ON TRIAL DISCHARGE
576	ENTER ADULT MENTAL H
577	ENTER CHILD MENTAL H.
578	ENTER PENAL/CORRECT.
579	ENTER JOB TRAINING
580	ENTER MILITARY
581	ADULTHOOD ATTAINED
582	ENTER DFY FACILITY
583	AWOL
584	ENTER DMH FACILITY
585	ADMIN ACTION
586	CONVERTD-CONNECTIONS
587	CONVERTD-CONNECTIONS
588	CUST TRF REL/NON-REL
589	GARD ASG REL/NON-REL
590	NOT DISCHARGED-FREED
591	DISCHG TO PERM GUARD
600	KINGAP DSCHRG W SUBS

Legal Activity Codes

Event	Modifier A (Field A)	Modifier B (Field B)	Modifier C (Field C)	Modifier D (Field D)
L100 - PETITION FILED	Type Of Legal Event * (see chart)	Court Code *	Docket No.	Next Hearing Date
L300 - HEARING	Type Of Legal Event * (see chart)	Hearing Disposition *	Hearing Disposition	Dt Ctn/next Hrng Date
L500 - APPEAL	Type Of Legal Event * (see chart)	Hearing Disposition *	Court Code *	Source Of Appeal
L600 - AGREEMENT SIGNED	Type Of Legal Event * (see chart)			
L700 - REMOVAL	Type of Legal (rmvl) *			Dt Ctn/next Hrng Date
L800 - TPR PETITION NOT REQUIRED	Term Prntl Rght Rsn *			

* *= Required*

Type of Legal Event

L100 - PETITION FILED
L300 - HEARING
L500 - APPEAL
L600 - AGREEMENT SIGNED

	Type of Legal Event
01	384A Transfer of Care and Custody
02	358A Court Action - Voluntary
03	392 COURT REVIEW
04	ART 10 ABUSE/NEGLECT
05	1055 COURT REVIEW
06	ARTICLE 7 - PINS
07	ARTICLE 3 - JD
08	756 COURT REVIEW
09	384 VOL SURNDR ADOPT
10	384B COM GUAR & CUST
11	651B REFUGEE ASST

12	VIOLATION OF DISPOS
13	OTHER FAMILY COURT
14	OTHER CT (NON-FAM)
15	355.3 JD 12MO PERM H
16	1055A COURT REVIEW
17	383-C VOL SRDR ADOPT
19	355.3 JD I/EXT PLCMT
20	355.3 JD S/EXT PLCMT
21	1089 PERMANENCY HEAR
22	ART10-B 18+RE-ENT FC
23	ART10-B 18+PERM HEAR
24	ART6-REST PRTNL RGTS
25	KINGAP AGREEMENT
26	KINGAP HEARING
27	ART10-C DEST CHILD

Hearing Disposition

L300 - HEARING **L500 - APPEAL**	**Hearing Disposition**
14	WITHDRAWN
15	ADJOURN IN CONT. DIS
16	SUSPENDED JUDGEMENT
20	DISMISS PETITION
21	ADJOURNED
22	ART10-B 18+RE-ENT FC
23	ART10-B 18+PERM HEAR
24	ART6-REST PRTNL RGTS
25	KINGAP AGREEMENT
26	KINGAP HEARING
27	ART10-C DEST CHILD
31	ABUSE
32	NEGLECT
33	PINS
34	JD - IF PLCD, =<12MO
35	PERMANENT NEGLECT
36	TECHNICAL ABANDON.
37	DEV DISABLE PARENT
38	SEVERE/REPEATD ABUSE

39	PARENTS DECEASED
41	ORDER OF PROTECTION
42	TRANS. CUST. + GUAR
43	CARE/CUSTODY – LDSS
44	CONT FC-PERM AND EXT
45	DILIGENT EFFORT
46	RETRN CHILD TO PARNT
47	RETRN CHLD TO GUARD
48	RETRN CHLD TO RELAT
49	OTH PLND PERM ARNGMT
50	BEGIN TO FREE CHILD
51	CHILD FREED FOR ADOP
52	PLACE CHLD ADP HOME
54	NOT IN DSS CUSTODY
55	CT ORD SUPERVISION
56	CT ORDER PREV SERV
57	CT ORDERED ADOPT SER
58	CT ORDERED OTHER SER
59	NO REUNION-AG.CIRCUM
60	NO REUNION-PRNT CONV
61	NO REUNION-TPR SBLNG
62	CUST TRF REL/NON-REL
63	ART6 C/G REL NON-REL
64	ARTICLE 10 REMAND
65	COMM CUSTODY CEASES
68	CONT FC-EXT ONLY
70	JD/PINS DETENTION
71	JD PLCMNT > 12 MOS
72	CUSTODY OCFS
81	RSNBL EF FNLZ PERM
82	NORSNBL EF FNLZ PERM
83	PERMANENT GUARDIAN
84	REST P-RGT COND APRD
85	REST P-RGT B-PR APRD
86	REST P-RGT 1-PR APRD
87	KINGAP LETTERS GRNTD
88	DIR CUS XFR/CONT REL
89	DIR CUS XFD/CNT NREL
90	DESTITUTE CHILD
92	CTH NON SECURE JD

93	CTH LMTD SECURE JD
94	CTH UNSPEC JD

Source Of Appeal

L500 - APPEAL	**Source Of Appeal**
1	COURT ON OWN MOTION
2	DIS/CTY/CORP ATTRNY
3	OTHER PETITIONER
4	CHLD OR LEGAL REP
5	OTH INTERESTED PARTY
6	AUTH RESPONSBLE AGCY
7	PUTATIVE PARENT

Type Of Legal (rmvl)

L700-Removal	**Type Of Legal (rmvl)**
25	TEMP REMVL W/CONSENT
26	EMER REMVL W/O ORDER
27	PRELIM ORDER REMVL
28	PRELIM ORDER AFT PET

Termination Parental Right Reason (Term Prntl Rght Rsn)

L800- TPR Petition Not Required	**Term Prntl Rght Rsn**
1	COMPELLING RSN EXIST
2	SVCS NOT PROVIDED
3	APVD REL HOME PLCMNT

Court Code

L100 - PETITION FILED **L500 - APPEAL** **A590 - PETITION FOR LEGAL ADOPTION FILED**	**Court Code** **F=Family Court/ P=Supreme Court /S=Surrogate Court**
01F	FAM CT.-ALBANY

01P	SUP CT.-ALBANY
01S	SUR CT.-ALBANY
02F	FAM CT.-ALLEGANY
02P	SUP CT.- ALLEGANY
02S	SUR CT.- ALLEGANY
03F	FAM CT.-BROOME
03P	SUP CT.-BROOME
03S	SUR CT.-BROOME
04F	FAM CT.- CATTARAUGUS
04P	SUP CT.- CATTARAUGUS
04S	SUR CT.- CATTARAUGUS
05F	FAM CT.-CAYUGA
05P	SUP CT.-CAYUGA
05S	SUR CT.-CAYUGA
06F	FAM CT.-CHAUTAUQUA
06P	SUP CT.-CHAUTAUQUA
06S	SUR CT.-CHAUTAUQUA
07F	FAM CT.-CHEMUNG
07P	SUP CT.-CHEMUNG
07S	SUR CT.-CHEMUNG
08F	FAM CT.-CHENANGO
08P	SUP CT.-CHENANGO
08S	SUR CT.-CHENANGO
09F	FAM CT.-CLINTON
09P	SUP CT.-CLINTON
09S	SUR CT.-CLINTON
10F	FAM CT.-COLUMBIA
10P	SUP CT.- COLUMBIA
10S	SUR CT.- COLUMBIA
11F	FAM CT.- CORTLAND
11P	SUP CT.- CORTLAND
11S	SUR CT.- CORTLAND
12F	FAM CT.- DELAWARE
12P	SUP CT.- DELAWARE
12S	SUR CT.- DELAWARE
13F	FAM CT.- DUTCHESS
13P	SUP CT.- DUTCHESS
13S	SUR CT.- DUTCHESS
14F	FAM CT.- ERIE
14P	SUP CT.- ERIE

14S	SUR CT.- ERIE
15F	FAM CT.- ESSEX
15P	SUP CT.- ESSEX
15S	SUR CT.- ESSEX
16F	FAM CT.- FRANKLIN
16P	SUP CT.- FRANKLIN
16S	SUR CT.- FRANKLIN
17F	FAM CT.- FULTON
17P	SUP CT.- FULTON
17S	SUR CT.- FULTON
18F	FAM CT.- GENESEE
18P	SUP CT.- GENESEE
18S	SUR CT.- GENESEE
19F	FAM CT.- GREENE
19P	SUP CT.- GREENE
19S	SUR CT.- GREENE
20F	FAM CT.- HAMILTON
20P	SUP CT.- HAMILTON
20S	SUR CT.- HAMILTON
21F	FAM CT.- HERKIMER
21P	SUP CT.- HERKIMER
21S	SUR CT.- HERKIMER
22F	FAM CT.- JEFFERSON
22P	SUP CT.- JEFFERSON
22S	SUR CT.- JEFFERSON
23F	FAM CT.- LEWIS
23P	SUP CT.- LEWIS
23S	SUR CT.- LEWIS
24F	FAM CT.- LIVINGSTON
24P	SUP CT.- LIVINGSTON
24S	SUR CT.- LIVINGSTON
25F	FAM CT.- MADISON
25P	SUP CT.- MADISON
25S	SUR CT.- MADISON
26F	FAM CT.- MONROE
26P	SUP CT.- MONROE
26S	SUR CT.- MONROE
27F	FAM CT.- MONTGOMERY
27P	SUP CT.- MONTGOMERY
27S	SUR CT.- MONTGOMERY

28F	FAM CT.- NASSAU
28P	SUP CT.- NASSAU
28S	SUR CT.- NASSAU
29F	FAM CT.- NIAGARA
29P	SUP CT.- NIAGARA
29S	SUR CT.- NIAGARA
30F	FAM CT.- ONEIDA
30P	SUP CT.- ONEIDA
30S	SUR CT.- ONEIDA
31F	FAM CT.- ONONDAGA
31P	SUP CT.- ONONDAGA
31S	SUR CT.- ONONDAGA
32F	FAM CT.- ONTARIO
32P	SUP CT.- ONTARIO
32S	SUR CT.- ONTARIO
33F	FAM CT.- ORANGE
33P	SUP CT.- ORANGE
33S	SUR CT.- ORANGE
34F	FAM CT.- ORLEANS
34P	SUP CT.- ORLEANS
34S	SUR CT.- ORLEANS
35F	FAM CT.- OSWEGO
35P	SUP CT.- OSWEGO
35S	SUR CT.- OSWEGO
36F	FAM CT.- OTSEGO
36P	SUP CT.- OTSEGO
36S	SUR CT.- OTSEGO
37F	FAM CT.- PUTNAM
37P	SUP CT.- PUTNAM
37S	SUR CT.- PUTNAM
38F	FAM CT.- RENSSELAER
38P	SUP CT.- RENSSELAER
38S	SUR CT.- RENSSELAER
39F	FAM CT.- ROCKLAND
39P	SUP CT.- ROCKLAND
39S	SUR CT.- ROCKLAND
40F	FAM CT.- ST.LAWRENCE
40P	SUP CT.- ST.LAWRENCE
40S	SUR CT.- ST.LAWRENCE
41F	FAM CT.- SARATOGA

41P	SUP CT.- SARATOGA
41S	SUR CT.- SARATOGA
42F	FAM CT.- SCHENECTADY
42P	SUP CT.- SCHENECTADY
42S	SUR CT.- SCHENECTADY
43F	FAM CT.- SCHOHARIE
43P	SUP CT.- SCHOHARIE
43S	SUR CT.- SCHOHARIE
44F	FAM CT.- SCHUYLER
44P	SUP CT.- SCHUYLER
44S	SUR CT.- SCHUYLER
45F	FAM CT.- SENECA
45P	SUP CT.- SENECA
45S	SUR CT.- SENECA
46F	FAM CT.- STEUBEN
46P	SUP CT.- STEUBEN
46S	SUR CT.- STEUBEN
47F	FAM CT.- SUFFOLK
47P	SUP CT.- SUFFOLK
47S	SUR CT.- SUFFOLK
48F	FAM CT.- SULLIVAN
48P	SUP CT.- SULLIVAN
48S	SUR CT.- SULLIVAN
49F	FAM CT.- TIOGA
49P	SUP CT.- TIOGA
49S	SUR CT.- TIOGA
50F	FAM CT.- TOMPKINS
50P	SUP CT.- TOMPKINS
50S	SUR CT.- TOMPKINS
51F	FAM CT.- ULSTER
51P	SUP CT.- ULSTER
51S	SUR CT.- ULSTER
52F	FAM CT.- WARREN
52P	SUP CT.- WARREN
52S	SUR CT.- WARREN
53F	FAM CT.- WASHINGTON
53P	SUP CT.- WASHINGTON
53S	SUR CT.- WASHINGTON
54F	FAM CT.- WAYNE
54P	SUP CT.- WAYNE

54S	SUR CT.- WAYNE
55F	FAM CT.- WESTCHESTER
55P	SUP CT.- WESTCHESTER
55S	SUR CT.- WESTCHESTER
56F	FAM CT.- WYOMING
56P	SUP CT.- WYOMING
56S	SUR CT.- WYOMING
57F	FAM CT.- YATES
57P	SUP CT.- YATES
57S	SUR CT.- YATES
66F	FAM CT.- NEW YORK CIT
70F	FAM CT.- BRONX
70P	SUP CT.- BRONX
70S	SUR CT.- BRONX
71F	FAM CT.- BROOKLYN
71P	SUP CT.- BROOKLYN
71S	SUR CT.- BROOKLYN
72F	FAM CT.- MANHATTAN
72P	SUP CT.- MANHATTAN
72S	SUR CT.- MANHATTAN
73F	FAM CT.- QUEENS
73P	SUP CT.- QUEENS
73S	SUR CT.- QUEENS
74F	FAM CT.- STATEN ISLAN
74P	SUP CT.- STATEN ISLAN
74S	SUR CT.- STATEN ISLAN
99F	FAM CT.- OUT OF STATE
99P	SUP CT.- OUT OF STATE
99S	SUR CT.- OUT OF STATE

Adoption Activity Codes

Event	Modifier A (Field A)	Modifier B (Field B)	Modifier C (Field C)	Modifier D (Field D)
A410 - FOSTER PARENTS INT. IN ADOPTION	Home Willing to Adop * (see chart)			
A425 - ADOPTIVE CASE REFERRED TO LEGAL				
A428 - APPROVED BY DISTRICT TO FREE CHILD				
A430 - MOTHER'S PAR.RIGHTS TERMINATED	Meth. Used - Free Adopt * (see chart)			
A431 - LEGAL FATHER'S RIGHTS TERMINATED	Meth. Used - Free Adopt * (see chart)			
A433 - PUT.FATHER #1-RIGHTS TERMINATED	Meth. Used - Free Adopt * (see chart)			
A434 - PUT.FATHER #2-RIGHTS TERMINATED	Meth. Used - Free Adopt * (see chart)			
A499 - CHILD COMPLETELY FREED FOR ADOPT	Dt. adopt. order Sign. *	Meth. Used - Free Adopt – Mother (see chart)	Meth. Used - Free Adopt – Father (see chart)	Meth. Used - Free Adopt – Other (see chart)
A512 - WAIVER OF REFERRAL	Reason Non-Referral * (see chart)	From - Date	To - Date	

* *= Required*

Event	Modifier A (Field A)	Modifier B (Field B)	Modifier C (Field C)	Modifier D (Field D)
A513 - WAIVER REMOVED/NEEDS REFERRAL	Reason Rmvd-Referral *			
A516 - NOTIFICATION OF PHOTOLIST WAIVER	Photo-List.waiver * (see chart)			
A520 - NYSAS PHOTO HOLD REQUESTED	Reas.hold Req/apprv * (see chart)			
A530 - NYSAS SUBSIDY REQUESTED	Type Subsidy Child * (see chart)	Type Adopt.subsidy * (see chart)		
A533 - LOC DIST ADOP SUB APPRVS-HNDCPD	Ldss Type Child-Hand * (see chart)	Type Adopt.subsidy * (see chart)	Handicaps (see chart)	Special Handicaps (see chart)
A534 - LOC DIST ADOP SUB APPRVS-HRD TO PLC	Ldss Type Child-Hard * (see chart)	Type Adopt.subsidy * (see chart)		
A540 - APPROVED ADOPTIVE HOME				
A550 - CHILD PLACED IN ADOPTIVE HOME	Type Of Adopt.home * (see chart)			
A560 - PAPR SEARCH UTILIZED	Result Of Search * (see chart)			

* *= Required*

Event	Modifier A (Field A)	Modifier B (Field B)	Modifier C (Field C)	Modifier D (Field D)
A570 - ADOPTION DISRUPTED	Reasons Adopt.disrup * (see chart)			
A580 - FAMILY GIVEN PERMISSION TO ADOPT				
A590 - PETITION FOR LEGAL ADOPTION FILED	Court Code * (see chart)			
A599 - CHILD WAS LEGALLY ADOPTED				

* *= Required*

Home Willing to Adop

A410 - FOSTER PARENTS INT. IN ADOPTION	Home Willing to Adop
A	NO-AGENCY DECLINES
N	NO
Y	YES

Meth. Used-Free Adopt

A430 - MOTHER'S PAR.RIGHTS TERMINATED A431 - LEGAL FATHER'S RIGHTS TERMINATED A433 - PUT.FATHER #1-RIGHTS TERMINATED A434 - PUT.FATHER #2-RIGHTS TERMINATED A499 - CHILD COMPLETELY FREED FOR ADOPT	Meth. Used-Free Adopt
1A	SURRENDER(384 VOL)
1B	DENIAL OF PATERNITY
1C	WAIVER OF RIGHTS
1D	DECEASED PARENT(S)
1E	SURRENDER(383-C VOL)
1Z	OTHER (NON-COURT)
2A	COURT-GUARD/DECEASE
2B	COURT-TECH.ABANDON.
2C	COURT-PERM.NEGLECT
2D	COURT-MENTAL ILLNESS
2E	COURT-RETARDATION
2F	COURT-REPEATED ABUSE
2G	COURT-SEVERE ABUSE
2H	COURT-LOSS-CIVIL RGT
2I	COURT-FAIL TO CONTES
2Z	COURT-OTHER

Reason Rmvd-Referral

A512 - WAIVER OF REFERRAL	Reason Rmvd-Referral
A	FOS PAR INT ADP CHLD
B	ID TWO OR MRE PLCMTS

Reason Rmvd-Referral

A513 - WAIVER REMOVED/NEEDS REFERRAL	Reason Rmvd-Referral
A	CHILD 14, CONSENTS
B	NO POTENTIAL PLACMTS
C	FOST PRNTS NO INTRST

Photo-List.waiver

A516 - NOTIFICATION OF PHOTOLIST WAIVER	Photo-List.waiver
A	CHILD 14, CONSENTS

Reas.hold Req/apprv

A520 - NYSAS PHOTO HOLD REQUESTED	Reas.hold Req/apprv
A	TOO MANY INQUIRIES
B	CHILD VISITING HOME
C	CHLD NOT EMTNLY RDY
D	FOS PAR INT ADP CHLD
E	ID TWO OR MRE PLCMTS

Type Subsidy Child

A530 - NYSAS SUBSIDY REQUESTED	Type Subsidy Child
1A	HANDICAPPED
2A	HARD TO PLACE-OTHER
2B	HARD TO PLACE-AGE
2C	HARD TO PLACE-SIBS
2D	HARD TO PLACE-6 MOS.
2E	HARD TO PLACE-18 MOS

Type Adopt.subsidy

A530 - NYSAS SUBSIDY REQUESTED A533 - LOC DIST ADOP SUB APPRVS-HNDCPD A534 - LOC DIST ADOP SUB APPRVS-HRD TO PLC	Type Adopt.subsidy
A	MAINTENANCE ONLY
B	MEDICAL ONLY
C	MAINT.AND MEDICAL
D	IV-E MAINT-MEDICAL
E	COBRA

Ldss Type Child-Hand

A533 - LOC DIST ADOP SUB APPRVS-HNDCPD	Ldss Type Child-Hand
1A	HANDICAPPED

Ldss Type Child-Hard

A534 - LOC DIST ADOP SUB APPRVS-HRD TO PLC	Ldss Type Child-Hard
1A	HANDICAPPED
2A	HARD TO PLACE-OTHER
2B	HARD TO PLACE-AGE
2C	HARD TO PLACE-SIBS
2D	HARD TO PLACE-6 MOS.
2E	HARD TO PLACE-18 MOS

Type of Adopt. home

A550 - CHILD PLACED IN ADOPTIVE HOME	Type of Adopt. home
F	CURRENT FOSTER HOME
N	NOT CURR.FOSTER HOME

Result Of Search

A560 - PAPR SEARCH UTILIZED	Result Of Search
1	ADOPT FAM FOUND
2	POSS ADOPT FAM FOUND
3	NO APPRO FAM FOUND

Reasons Adopt.disrup

A570 - ADOPTION DISRUPTED	Reasons Adopt.disrup
A	AGENCY DECISION
B	ADOPT.PAR.DECISION
C	CHILDS REQUEST
D	OTHER