

## ATTACHMENT A

### System Instructions for Youth Ordered to Pre-dispositional Placement in a Foster Care Setting and Post-dispositional Placement Under Article 7

- If the family court judge orders the **pre-dispositional placement** of a youth under Article 7 to a foster care setting, the following must occur:
  - The local department of social services (LDSS) must obtain the pre-dispositional placement order from court at that time.
  - The LDSS must open an FSI in CONNECTIONS and choose Child Welfare Services (CWS). The LDSS will stage progress the FSI to an FSS case. **Do not** select a “Program Choice.”
  - The LDSS must use the CONNECTIONS placement module with the **“Exact Resource Search,”** to locate an appropriate pre-dispositional placement for the youth in a foster care setting the LDSS will utilize for pre-dispositional placement. The **“Exact Resource Search”** for known resources allows the worker to search for a specific resource by name, resource ID, vendor ID, case ID, or address.

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).
  - Once the appropriate pre-dispositional placement is located for the youth, the LDSS arranges for such placement with the foster care setting. A copy of the court order for pre-dispositional placement must accompany the youth to the placement and should be provided to the foster care setting.
  - The LDSS must complete the family “Relationship Matrix” in CONNECTIONS.
  - The LDSS must open a Welfare Management System (WMS) services case; however, **no “Purchase of Service” codes shall be entered.** Normal rules apply for individuals who shall be listed on the WMS case.
  - 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 in CONNECTIONS for PINS pre-dispositional placement in a foster care setting. These codes are **L300** (Hearing), **06** (Article 7-PINS), **97** (PINS Pre-dispositional).
  - If the LDSS has access to the “My Upload” function in CONNECTIONS, the LDSS must upload the pre-dispositional placement court order into CONNECTIONS with the file category of **Legal** and subcategory of **Placement Order**. The file should be kept directly on the stage or attached to a progress note. The original placement order must be maintained by the LDSS following all local protocols.
  - The Sex Trafficking Screening will be accessible in CONNECTIONS and the Preventive Sex Trafficking and Strengthening Families Act screening requirements apply (15-OCFS-ADM-16).

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

**\*\*Please note:** Expenditures for the pre-dispositional youth residing in a foster care setting **must not be authorized** in WMS, paid through the Benefits Issuance Control System (BICS), or claimed in the Automated Claiming System (ACS). These expenditures shall be processed outside of WMS/BICS and funded with 100 percent local dollars.

- If the youth is absent without consent prior to arriving at the arranged pre-dispositional placement in a foster care setting,
  - the LDSS must indicate in the CONNECTIONS placement module that the “child failed to arrive” to the foster care setting; and
  - the LDSS must still enter the corresponding “Legal Activity” codes in CONNECTIONS, which are **L300** (Hearing), **06** (Article 7–PINS), **97** (PINS Pre-dispositional).
- If a youth is absent without consent from their pre-dispositional placement in a foster care setting, the absence must be recorded in “Activities” in CONNECTIONS, which is **M950** (Child Begins Absence–SL-AWOL). If the youth does not return prior to the scheduled court appearance for the pre-dispositional placement, the court must make a determination as to whether to extend the pre-dispositional placement, within the time limits and scope of the PINS reform legislation.
  - If the court extends the youth’s pre-dispositional placement in a foster care setting,
    - a copy of the pre-dispositional placement extension order must be obtained from the court at that time;
    - the corresponding “Legal Activity” codes need to be entered in CONNECTIONS, which are **L300** (Hearing), **06** (Article 7–PINS), **98** (PINS Pre-dispositional extension); and
    - if a warrant is also issued at the time of the pre-dispositional placement extension, and the youth is located by law enforcement, arrangements can be made after hours for that youth to be placed in a foster care setting for pre-dispositional placement, as there is an existing order for such.
  - If the court does not extend the youth’s pre-dispositional placement in a foster care setting,
    - the corresponding “Activity” code ending the pre-dispositional placement in a foster care setting needs to be entered in CONNECTIONS, which is **M990** (Child Disc. From Foster Care Prog); and
    - if a warrant is also issued for the youth at this court date and the youth is located by law enforcement, the youth shall not be brought to a pre-dispositional placement without the court making the necessary findings and order for a new pre-dispositional placement.

- When the youth's pre-dispositional placement in a foster care setting is legally ended, the corresponding "Activity" code must be entered into CONNECTIONS, which is **M990** (Child Disc. From Foster Care Prog).
  - **If the court order for pre-dispositional placement is active through the court order for post-dispositional placement of the youth**, the entering of the **M990** (Child Disc. From Foster Care Prog) "Activity" code ending the pre-dispositional placement must be dated the day prior to the post-dispositional placement "Activity Date."
  
- At the disposition of the Article 7 proceeding, if the youth is ordered to the custody of the commissioner of LDSS for **post-dispositional foster care placement**, the following must occur:
  - The LDSS must utilize the CONNECTIONS placement module to locate the most appropriate foster care setting for the youth, which should be consistent with any previous pre-dispositional placement of the youth for continuity of care, unless extenuating circumstances exist. All other placement module rules apply for foster care placement (19-OCFS-ADM-17).
  - In the open CONNECTIONS Family Services Stage (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 LDSS must also enter the corresponding "Legal Activity" codes for post-dispositional foster care placement of a youth, which are **L300** (Hearing), **06** (Article 7–PINS), **43** (Care/Custody-LDSS) with the corresponding "To" date for the placement order expiration
  - The LDSS must also follow all WMS "Purchase of Service" (POS) codes for the corresponding post-dispositional foster care placement.
  - If the LDSS has access to the "My Upload" function in CONNECTIONS, the LDSS must upload the PINS post-dispositional placement order into CONNECTIONS with the file category of **Legal** and subcategory of **Placement Order**. The file should be kept directly on the stage or attached to a progress note. The original placement order must be maintained by the LDSS following all local protocols.
  
- **\*\* Please note that if the court order for pre-dispositional placement is active through the court order for post-dispositional placement of the youth, these system rules must be followed:**
  - The entering of the **M990** (Child Disc. From Foster Care Prog) "Activity" code ending the pre-dispositional placement must be dated the day prior to the post-dispositional placement "Activity Date."
  - If the Case Initiation Date (CID) for the FSS case was based initially on the pre-dispositional placement of the youth and no prior CID existed, the LDSS must go into the "FASP Window" and enter a "Corrected Application Date" to correspond to the post-dispositional placement "Activity Date."

- The LDSS must follow all other systems requirements for foster care cases being mindful, however, 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 “Purchase of Service” (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 “Purchase of Service” (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.**