

Application for New Business Function in CONNECTIONS Activities Window

The next CONNECTIONS initiative which tentatively will be implemented in early October will feature the transfer of Child Care Review Services (CCRS) functions into CONNECTIONS. A new Window, called Activities, will be created within CONNECTIONS to replace CCRS. **Every district and voluntary agencies that contract for foster care services with the Administration for Children's Services (ACS) will need to complete the attached form to identify staff requiring a new Business Function, Assign Maintain Activities, that is explained further below.**

In the new Window, staff who enter or view data in CCRS will be presented with a "windows-style" interface that will use more intuitive tools such as dropdown menus and language-based choices to supplement codes as they appear in the current CCRS system. **Once the Activities Window has been implemented, all data input that formerly took place in CCRS will be completed in CONNECTIONS in the Activities Window instead of CCRS.**

This new window will be accessible to CONNECTIONS users with the appropriate security profiles and case roles from within the CONNECTIONS application. Because this functionality has important legal, regulatory and especially fiscal implications, a new set of four Business Functions have been created to manage security for the Activities Window. These Business Functions are:

- Assign Maintain Activities (Asg Mn Activs within CONNX)
- Maintain Activities (MAINT Activity within CONNX)
- View Activities (VIEW Activity within CONNX)
- Maintain Case Initiation Date (MAINT CID within CONNX)

Every local district and each voluntary agency that currently contracts with the Agency for Childrens Services (ACS) in New York City to provide foster care services must apply to New York State using the attached form to receive the Assign Maintain Activities Business Function. No district or agency will be able to assign staff to enter or maintain data within the Activities Window without the Assign Maintain Activities Business Function. Districts and agencies must identify the staff person(s) to be granted this Business Function in their application. Because of the potential fiscal implications of these operations, it is assumed that districts and agencies will identify a small, select number of people to receive the Assign Maintain Activities Business Function.

It is important to realize that access to CCRS and the ability to maintain CCRS currently will not enable staff to access or update the new Activities Window. Staff will require access to CONNECTIONS and the new Maintain Activities Business Profile which can only be granted by staff with the Assign Maintain Activities Business Profile.

Those individual(s) granted the Assign Maintain Activities Business Function can then assign staff within the district or agency the Maintain Activities Business Function. Staff needing to maintain information in the Activities Window **MUST** have the Maintain Activities Business

Function. Staff who will need to view the Activities Window for cases in which they may not have a role will need to be granted the View Activities Business Function.

The new Assign Maintain Activities Business Function will be available to staff designated in your application on the first work day after the build's implementation, assuming your application has been submitted prior to that time. Once staff in your district or agency have been assigned the Assign Maintain Activities Business Function, they will be able to assign staff who will need to enter or update data in the Activities Window the Maintain Activities and/or Maintain CID Business Functions.

You should submit the attached application as soon as possible to:

ocfs.sm.connections_security@ocfs.ny.gov

(NOTE: the address contains an underscore between connections and security).

This form *must* be submitted by a *Commissioner, Director of Services, Executive Director, or Program Director*.

If you have any questions, please address them to your regional CONNECTIONS Specialist (see list here: [Internet/Intranet](#))