

Build 15.1 Release Notes Updates to R1-R3 Functionality

**Software Version: Release 3.0 Build 15.1
Planned Distribution Date: September 6, 2002**

CONNECTIONS

NYS Office of Children and Family Services

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Introduction

This document describes the updates associated with Build 15.1 of Release 3.0, which will be implemented on the weekend of September 6, 2002.

The *Changes, Enhancements and Fixes in the Build* section provides a list, by functional area and SIR or Change Item number of the changes, fixes and/or enhancements included in Build 15.1 of the software.

In addition to the Release Notes, three job aids have been developed to provide additional information regarding the changes, enhancements and fixes in the Build. They are as follows:

- System Build 15.1: Vacancy Control
- System Build 15.1: Data Maintenance for FAD Workers
- System Build 15.1: Data Maintenance for CPS Workers

The Build 15.1 Job Aids are currently posted on the CONNECTIONS Intranet Website (<http://sdssnet5/ocfs/connect>) on the Desk/Job Aids page and in the Public Folders > All Public Folders > Statewide > CONNECTIONS > Build 15.1 Implementation > Job Aids. The job aids were also mailed (hard copy) to district and voluntary agency Implementation Coordinators and Staff Development Coordinators.

This document will be placed in the Public Folders: Statewide>CONNECTIONS> Build 15.1 Implementation, and on the CONNECTIONS Intranet Website.

General Point(s)

There are no special instructions for users to follow when Build 15.1 becomes “live” over the weekend of September 6, 2002. Users should follow regular log-on procedures. If however, you try to access the CONNECTIONS Application and you receive a “**version mismatch**” error, or “**no server found to match request**” error, you will need to contact the NYS OFT Enterprise Help Desk immediately 1-800-NYS-1323. Once in the CONNECTIONS system, if you wish to check the version number, you can do this by performing the following steps: from the Toolbar, select the Help menu, choose the About CONNECTIONS option, and the window that opens will say: CONNECTIONS Ver 3.0, Build 15.1. This indicates that you have the proper version.

Security

New Build 15.1 Business Functions can be assigned locally by local Security Coordinators **either** prior to or after distribution of Build 15.1.

New Business Functions include the following:

Local Data Maintenance

- Maintain Closed Person
- Maintain Closed Investigation

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Vacancy Control

- Vacancy Search
- Vacancy Maintain
- Vacancy Award/Close

If you have any questions regarding the assignment of these new business functions, please contact your CONNECTIONS Regional Implementation staff. For additional information on the new business functions, please refer to the CONNECTIONS Build 15.1 Business Function guidelines that are posted in Public Folders and on the CONNECTIONS Intranet Website.

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Reminder:

- If you have questions about local practice, policy or procedures, please talk to your supervisor.
- Questions about Intake reports, cross reference and assignments should continue to be called in to the On-Call CPS Supervisor at the SCR.
- Questions about Clearance, RFI, Administrative Review and Fair Hearings should be e-mailed to Mike Quinn at the SCR.
- For all other CONNECTIONS related questions please contact the NYS OFT Enterprise Help Desk 1-800 NYS-1323.

Changes, Enhancements & Fixes in the Build

Functional Changes to the CONNECTIONS Application

SIR or Change Item	Functional Description of Modification	Functional Area
24968 Item 2.01Q	Vacancy Control Vacancy Control provides ACS, ACS contract agencies, and local districts the ability to track bed vacancies in Foster Boarding Homes (FBH) and Congregate Care	FAD

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SIR or Change Item	Functional Description of Modification	Functional Area
	<p>Facilities (CCF) for children needing placement. The Vacancy Control system will provide Vacancy Search, Bed Maintenance, Closed to Intake Maintenance and Reports/Extracts. For NYC, the Vacancy Control System will also provide CD/Borough Award Maintenance.</p> <p>The full functionality of Vacancy Control will be supported for OCFS staff and workers from local districts and voluntary agencies that have chosen to participate in Vacancy Control. Currently, this included ACS and ACS contract agencies. All districts and agencies, whether they have opted to participate or not, will be able to perform Congregate Care Searches with the assignment of the Vacancy Search business function. See below for additional information regarding Security.</p> <p>Several windows have been created to support Vacancy Control. These windows include:</p> <p>Vacancy Control - Search Supports the ability to search for an available bed based on the information entered for the type of facility and bed desired. Only facilities in active status are returned in a search.</p> <p>Vacancy Control - Facility Search Results Provides listing of facilities that match the search results.</p> <p>Vacancy Control - Bed Detail Supports the ability to view all beds in a selected facility; select a Vacant bed(s) and “Reserve” or “Occupy” it for a child or child in need of placement; and change the status to “Unreserve” within the two-hour time limit for bed holds.</p> <p>Vacancy Control - Bed Maintenance Supports the ability to maintain beds (e.g., add beds, delete beds, modify bed characteristics) for a facility in accepted-active or applicant status.</p> <p>Vacancy Control - Closed To Intake Provides designated OCFS and local district staff with the ability to remove facilities from the Vacancy Control Facility Search Results. The Closed To Intake status can</p>	

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	<p>be applied to a single facility, all facilities within an agency or a facility type within an agency.</p> <p>Vacancy Control - CD/Borough Award NYC/ACS workers, with the appropriate security, can maintain data that tracks which agencies have been awarded a neighborhood based service contract. This includes foster boarding home agencies that have received CD awards, and congregate care facilities that have received borough awards.</p> <p>Security Three new CONNECTIONS Build 15.1 business functions were developed to support Vacancy Control. The new Build 15.1 business functions can be assigned locally by the Security Coordinator either prior to, or after, distribution of the Build. The new business functions are:</p> <ul style="list-style-type: none"> • Vacancy Search • Vacancy Maintain • Vacancy Award/Close <p>For additional information regarding the new business functions, please refer to the Business Function Guidelines for Vacancy Control.</p> <p>For additional information regarding Vacancy Control, please refer to the System Build 15.1 Vacancy Control Job Aid.</p> <p>Vacancy Control Reports Two new CONNECTIONS Reports have been created to help track placement and notify individuals of “closed to intake” status changes applied to facilities. They are:</p> <ul style="list-style-type: none"> •Vacancy Control Placement Tracking Report Caseworkers and supervisors are able to create a report that contains information on selected beds that are in Occupied status. •Vacancy Control Closed To Intake Report Contains statewide information on facilities that have a Closed To Intake status. This report is available to all staff on the Closed To Intake Distribution List. The 	

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	<p>distribution list is maintained by NYS/OCFS.</p> <p>CONNECTIONS Online Help Online Help has been updated to reflect enhancements made to the CONNECITONS system as result of the implementation of Vacancy Control.</p>	
<p>Item 2.04</p>	<p>Local Data Maintenance The Local Data Maintenance (LDM) window will allow local users to correct information in <u>closed</u> CPS/IAB Investigation or FAD stages. It includes four data maintenance functions. These functions are: Person Demographics, Add/Relate Person, Allegation Maintenance, and Investigation Conclusion Maintenance. In CPS Investigation Stages, all local data maintenance functions are supported. In FAD, Local Data Maintenance is limited to correcting demographics for individuals in closed stages. Access to the Local Data Maintenance functions will be determined by the assignment of two new business functions implemented with Build 15.1. They are:</p> <ul style="list-style-type: none"> • Maintain Closed Investigation (available only for designated CPS Supervisors or above) • Maintain Closed Person Demographics <p>For reference, please refer to the Business Function Guidelines.</p> <p>Local Data Maintenance for CPS Investigation The LDM window can be used to add and relate persons to closed investigations and to correct person demographic information, allegations, and investigation conclusion details.</p> <p>The LDM window contains the following tabs:</p> <ul style="list-style-type: none"> • Person Demographics • Add / Relate Person • Allegations • Investigation Conclusions <p>Which of these tabs become available for updating depends on how the LDM window is accessed and the security attribute of the worker</p>	<p>INV & FAD</p>

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	<p>accessing the window.</p> <p>The LDM window can be accessed in two ways:</p> <ul style="list-style-type: none"> • Through the Case Summary window options menu • Through the Event List <p>LDM Events When a closed investigation is maintained, an event is created. The events will have a status of PROC (In Process) when initially created. LDM events are marked COMP (complete) as part of the process of closing the LDM window. Only one PROC LDM event can exist for a closed INV stage at any one time. If a user does not complete the LDM in a single session, they will be able to re-enter the same LDM event and complete it in a later session. An alert to-do will be sent to the worker if an LDM event remains in process for more than 7 days reminding the worker to complete the LDM.</p> <p>For additional details refer to CONNECTIONS Build 15/15.1 LDM CPS Job Aid</p> <p><u>Local Data Maintenance for FAD</u> The Local Data Maintenance (LDM) window allows the Person Demographic information to be corrected in closed FAD stages. FAD workers can access the LDM window through the Case Summary window. FAD workers can view and update Person Demographic information in closed FAD stages by selecting the Maintain Closed Person Demographics menu option. The Person Demographics Tab will be enabled for FAD workers with the appropriate security. Note: Maintain Closed Investigation is not available to FAD workers.</p> <p>For additional information, please refer to CONNECTIONS Build 15.1 LDM FAD Job Aid.</p>	
24800	Wording of the resource phone type has been corrected from 'Res-Call' to 'Res-Cell'. This phone type is displayed in the phone type drop down box on the Resource Phone Detail window.	FAD
24803	The label 'LOC' on the FA Home History is changed to	FAD

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	'Facility Type'.	
24812	This change will exempt "out of state" homes from edits that relate to medical date and fingerprint date changes made on the FA Home License window.	FAD
24843	This SIR is the datafix that removes the Build 15 'workaround 01/01/2001' medical dates from the person detail information for principals listed in Out of State Foster Care and Adoptive Homes.	FAD
24883	When fingerprint edits fail due to inappropriate person type assignment on the FA Home License window, system messages are displayed. This SIR clarifies these messages to read: "Cannot reauth, fingerprints must be recvd. for all persons in the home over 18." and "Fingerprint received date must exist for all persons in the home over 18".	FAD
24893	Two new template options have been added to the FRS. In addition to the Standard and GPS/MAPP Home Study templates, a blank template, 'Other', has been added to the Home Study narrative tab. A blank template, 'Other', has also been added to the Annual Reauthorization narrative tab. These new 'Other' templates will accommodate local district and voluntary agency versions of the Home Study and Annual Reauthorization documents.	FAD
24908	This SIR will ensure proper calculation regarding medical dates for principals in a new or re-opened FAD home and correctly populates the "medical dates complete checkbox" when applicable.	FAD
24927	This change makes the Delete button available for contacts that are added to the Contacts tab in the FRS. Contacts can be deleted until the FRS is approved.	FAD
24933	This SIR will prevent users from selecting more than one checkbox in the "Renewal/Extension" section of the F/A Home License window. This corrects the condition whereby the system would not allow the user to save and submit the F/A Home License window for approval.	FAD
24936	The SIR was added to change the column label from 'Agency Phone' to 'Office Phone' on the Agency/Worker tab in the FRS.	FAD
24957	Code changes have been made to make the processing of the FA Home History report more efficient.	FAD

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SIR or Change Item	Functional Description of Modification	Functional Area
24960	This change item makes the FRS Annual Reauth task available for 90 days after the "Authorization To" date.	FAD
24965	This change will exempt homes with a setting of "Adoptive" from the medical and fingerprint date edits enforced with Build 15 when the user checks the reauthorization checkbox on the FA Home License window. Adoption subsidy resources are not required to have valid fingerprint or medical date information for opening, re-opening or re-authorization.	FAD
25032	This code change will edits that determine the timeframe for valid medical dates when a home is re-opened after a system closing. The medical date checkbox will be checked when the medical date is within 24 months of the reopened home's prior authorization "To Date".	FAD
24815	Call Log Support the SCR's ability to update "reject" comments on the call log without effecting the Reject and Accept buttons on a workload.	Intake
24635	Prevents the error that had been discovered in the online OCI report whereby investigations were sometimes repeated in the report.	Investigation
24668	To correctly label the time frames associated with the three OCI reports, report headings have been changed to display the ending date of the previous month preceded by the text, "As Of".	Investigation
25025	The following "Decision Types" for the Fair Hearing decision drop down box have been added to the current values on the ARI Window: Withdrawn Undeliverable No Response	Admin Review
24917	Window modifications have been made to allow users to navigate in and out of the Comments Box on the Header window without effecting the display of CITY, STATE, COUNTY and ZIP on the Header window or disabling the Detail and Save buttons.	CAR
24944	This modification prevents the carry over of Request ID on the CAR List window when utilizing the "New Using" function to enter multiple clearances for the same agency. The Request ID will remain blank until the user saves the changes and then a new Request ID will be populated.	Clearance

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SIR or Change Item	Functional Description of Modification	Functional Area
25000	This window modification disables the Save push button on the CAR Detail window when adding to or modifying an existing request until the Add or Modify pushbutton is selected.	Clearance

If you have any questions about this release of the CONNECTIONS Application functionality, please contact the NYS OFT Enterprise Help Desk at 1-800-NYS-3832