# Build 15
# Release Notes
# Updates to R1-R3 Functionality

**Software Version: Release 3.0 Build 15**
**Planned Distribution Date: May 19, 2002**

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# Introduction

This document describes the updates to associated with Build 15 of Release 3.0, which will be implemented on the weekend of May 18, 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 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 FAD: The Foster and Adoptive Home Record Summary (FRS)
- System Build 15 FAD: Changes Affecting FAD and Related Common Functions
- System Build 15 CPS: Changes Affecting CPS and Related Common Functions

The Build 15 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 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 Implementation and on the CONNECTIONS Intranet Website.

**General Point(s)**

There are no special instructions for users to follow when Build 15 becomes "live" over the weekend of May 18, 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 CONNECTIONS 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. This indicates that you have the proper version.

**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 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 |
|---|---|---|
| **2.27** | **Clearance, Appeals & RFI**<br><br>**The CAR Online Dialog will be modified as follows:**<br>(1) Increase comments space available via new clearance comments window. The new window is a Visual Basic window; and will allow a maximum of 3000 characters.<br>(2) The CAR Inquiry window will be modified to allow phonetic searching for prior request activity thus reducing the chance of missing a prior request.<br>(3) Status To and From Dates will be added to enhance request tracking.<br>(4) The CAR List window will have the following columns added: "T" (Person Type) and Status Date.<br>(5) The CAR List window will have new result sorting options.<br>(6) The CAR List window will have a new Clearance Search Output menu item for launching a report that summarizes the contents of the results in the list box.<br>(7) The CAR Header window will be modified to allow execution of a Resource Search if a Resource ID is entered.<br>(8) The CAR Header, Detail and Result List windows will check the security of the logged on worker. If successfully verified, it will allow the worker to modify all fields regardless of the status of the request. **Note**: Only an SCR supervisor or a designated worker will be assigned this security attribute.<br>(9) New status codes for each request type and workflow edits will be added.<br><br>**The CAR Search Batch will be modified to:**<br>(1) Additionally return Primary Name, Match Type and DOB Indicator.<br>(2) Not return "person's reported in error" in Clearance requests.<br>(3) Return person's reported in error for all other request types. | **CAR SCR ONLY** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
|---|---|---|
| | **The Clearance Print Batch will be modified to:**<br>(1) Allow support staff to reprint Clearance/RFI letters without having to run a data fix.<br>(2) Print the Clearance Applicant Name on the Clearance Hit Letter.<br>(3) The Clearance Print Batch Control/Exception Reports will be modified to correct current processing that counts an exception transaction as a printed letter. Two additional accumulators will also be added to the program that will be output to the Control Report. These accumulators will be listed (on the Control Report) as "NO. OF RFI LETTERS PRINTED" and "NO. OF CLR LETTERS PRINTED". | |
| **2.08A** | **Address Community District**<br>In addition to FAD Homes, Community District (CD) information is now maintained for each individual with a New York City address, for each New York City FAD home, and for each CPS Intake and Investigation stage where New York City has primary responsibility.<br><br>In order to maintain the two character CD at the individual level, the CD is retrieved for each individual's validated New York City address and displayed on the Address List Detail window. The CD information retrieved is used to determine the applicable on-call workers during Save and Assign of the Intake stage.<br><br>An intake stage that is assigned to a NYC primary worker is prevented from being stage progressed if there is no CD recorded for the stage. The Change Case Name window was modified to allow New York City workers to enter or update the CD for a stage and has been renamed the Case (Stage) Name/CD window. The CD of the stage will only be modifiable if the stage is open. Additionally, the current CD associated to an intake stage will be automatically associated with the newly created investigation stage during an intake stage progression. | **Case** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
|---|---|---|
| | The Intake Report and the CPRS both display the associated stage CD. The Case Summary and Workload windows display the CD of CPS/FAD stages in the listbox. The CD column on the Workload window will only be visible to New York City workers including NYC voluntary agency workers. This window was also modified to display the High Priority column to New York City Regional Office workers. | |
| **SIR 23219** | **Moving an Investigation During Case Split**<br><br>This system modification updates the Case Split Batch to identify and split all stages associated with the Merge-From Intake stage from the Merge-To (initial) case when the Split Batch program has been run. This includes the original Intake and stages resulting from the stage progression after the split is initiated online but before the batch is run.<br><br>This allows the user to access all aspects of both cases involved in a split. | **Case** |
| **SIR 23949** | **Case Split and Add Info/DUPs**<br><br>In the event that an Add Info or Duplicate intake is merged and subsequently split, the following changes were implemented:<br>• The Case Split Batch leaves Duplicate or Add Info intakes on the primary worker's workload after he/she performs a case split which involves these types of intakes. The Duplicate or Add Info stage that was split will remain open and on the primary worker's workload until that worker performs a merge or changes the Intake type to Initial (INI).<br>• The Priority Closure window prevents priority closure if a Duplicate or Add Info Intake is the only stage in a case or if a merge is pending. In both instances, a message box is displayed informing the user that the stage cannot be closed.<br>• In order to allow users to record additional comments when performing priority closures, the | **Case (Intake)** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | capacity of the existing Comments field has been expanded.<br>• In addition, the events generated by the Priority Closure window when closing a stage allow the user to navigate from the event on the Event List window to the Priority Closure window in browse mode in order to view the closure comments. | |
| **2.07L** | **Canceling Assignments**<br><br>From the Options menu on the Assigned Workload, workers can navigate to a new "List Assignments Made" window. The List Assignments Made window is populated only with un-accessed stages that had been assigned from the workload from which the List Assignments Made window was launched. From this new window, users can view assignments and also access the Assign window to cancel assignments (by performing re-assignments) of stages that have not yet been accessed by the recipients.<br><br>A supervisor may also utilize this functionality by navigating to a worker's workload via Unit Summary.<br><br>**Note**: SCR workers will not have this option from their workloads. This functionality does not apply to the current SCR/LDSS Intake Report Rejection Process. | **Common (Case)** |
| **2.07A** | **Approvals & Events**<br><br>In order to clarify the approval process, a new rejection task To-Do is created whenever an approval is rejected. If a submitted approval has multiple reviewers, the rejection task To-Do is sent to the Staff To-Do (and the Case To-Do) list of the original submitting worker.<br><br>The submitting worker can view the rejection reasons by selecting the Detail pushbutton on the Staff or Case To-Do List windows. The Description/Notes field on the To-Do Detail window displays the rejection comments that were entered.<br><br>By highlighting the rejection task on the To-Do list window and selecting the Navigate push-button, the user | **Common** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | can access the appropriate submission, make any necessary revisions, and resubmit. | |
| **2.18** | **Alert When Save & Submit Not To Unit Approver**<br><br>On Save and Submit of all approval tasks and events, an alert will be issued to the Unit Approver if the user Saves and Submits to someone other than the Unit Approver.<br><br>This alert will be generated upon saving on the To-Do Detail window and will appear on the Unit Approver's Staff To-Do Detail window. The alert will display the event type, stage id, name of worker submitting the event, and name of worker to whom the event was submitted. The alert will include a short description to provide information to the Unit Approver. | **Common** |
| **2.22** | **Add Event Dates to Event List**<br><br>In order to clarify the dates that are displayed on the Event List window, two new event related dates have been added to the window: Date Event Occurred and System Transaction Date.<br><br>The Date Event Occurred, labeled Event Date, was added to the window to represent the date an event was completed by the worker, as indicated on the specific window (ex. the user entered date i.e. Investigation Complete Date) or determined during the events evaluation (ex. system entered date).<br><br>The System Transaction Date, labeled TX Date, has also been added to the window and represents the date an event is updated and saved by the worker . For events that are not generated via save, the System Transaction Date (TX Date) corresponds to the date the event was created. It is assumed that if no date is entered on a window that has a date entry field, the Event Date for that event will remain blank.<br><br>The Event Date, TX Date and Time (System Transaction Time) have been added to the Event History Report. The report has been modified to display only the events which appear on the Event List Window at the time the report is generated. | **Common** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | To address the lack of sorting options, a new sorting menu has been added to the top of the Event List window, labeled 'Sort.' The available sort options include: Event Date, Stage ID, or TX Date. In addition, the users have the ability to further sort the three options above by ascending (chronological) or descending (reverse chronological) order. | |
| **2.23** | **System Identifiers**<br><br>Common system identifiers such as Case ID, Stage ID, Resource ID and Stage Name have been added to several CONNECTIONS windows in order to orient users when navigating through multiple windows in a case. Windows have also been resized to maximum GUI length as part of this change item. | **Common** |
| **2.27** | **Assigned Workload Filter**<br><br>An enhancement was made to the Assigned Workload window that incorporates a new Workload Filter option. This new window, called Workload Filtering, was added to make it easier to navigate through larger workloads. To use this option, workers select "workload filter" from the Options drop-down menu on the Assigned Workload.<br><br>This window allows workers to filter their Assigned Workload by using one of the following three fields:<br>• Stage ID<br>• Case ID<br>• Match Retrieval by Stage Name<br><br>Workers using the **Match Retrieved by Stage Name** field must enter a minimum of two characters of the stage name in the field.<br><br>When an Assigned Workload has been filtered, the title bar will display Assigned Workload (Filtered). When the filtered workload is in view, selecting "refresh" will return the complete workload. | **Common**<br><br>**Assigned Workload** |
| **2.10** | **Maintain Historical Jurisdiction**<br>District/agencies will have jurisdictional access to cases | **Common** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | if a worker in the district/agency is assigned to a currently open stage, or if a worker in the district/agency was ever assigned to a stage in that case.<br><br>In order to access a case based on jurisdiction, a user must have the Access All in Jurisdiction security attribute. This security attribute allows view access to case details in the user's district/agency. This attribute also provides view access to Foster and Adoptive Home (FAD) records via Case Search only. For NYC workers, this jurisdiction applies to all 5 burroughs.<br>**Note**: It is necessary to have other additional security attributes in order to access the details of sensitive cases and CPS investigations. | **Applies to CPS Intake, Investigation, & FAD** |
| **3.05A/3.08** | **Emergency and Certification Period Edits**<br>This change item resulted in modifications to the FAD licensing aspect of the CONNECTIONS system. These modifications include:<br><br>**Emergency Status Edit:**<br>Granting an initial Emergency certification period of 90 days instead of the current 60 days. Only homes with a facility type of Approved Certified Foster Homes and Approved Relative Homes can enter into Emergency Status. An Emergency Status can only be extended three times for a total time period of not more than one year. Each extension will be for 90 days. Once a home has been fully certified (Accepted Active), it cannot revert to an Emergency Status without being closed and reopened. Logic was added to the Approval Status Window to ensure that the certification period after an Emergency home becomes Accepted Active is for 12 months from the date of Approval.<br><br>**Certification Edits**<br>1). Homes cannot be fully certified unless fingerprint card results have been received for all persons in the home over the age of 18. A 90-day fingerprint extension period may be created for homes that have sent in all fingerprint cards but have not received all results. Fingerprint extensions will be granted for an additional three times of 90 days each, for a total time period for | **FAD** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | not more than one year. A system-populated checkbox has been added to the Maintain License window to indicate the status of fingerprint checks.<br><br>2). Homes cannot be fully certified, or reauthorized unless valid medical dates are on file for all foster parents in the home. Failure to reauthorize the home when due will result in the system closure of the home. Valid medical reports must be on file in order for a home in Emergency status to be extended or for a home in Accepted Active status to be reauthorized or extended. A system-populated checkbox has been added to the Maintain License window to indicate the status of medical dates. Alerts will be created 120, 90, 60, 30 days prior to certification expiration, informing the worker that foster parents in the home are lacking a valid medical.<br><br>Added logic to the FA Home History Detail window, so that when changes are made to the Authorized From date on the first history record, the Authorized To date will be modified by the same number of days. When the Authorized From date is advanced, the new Authorized To date will not exceed the Authorized To date that was first displayed on the window.<br><br>The licensing status of the home will be forwarded to BICS. | |
| **3.00** | **FAD Dialogue Changes**<br>Several modifications were made to the FAD dialogue. These changes include modifying several windows, placing new edits on windows, and simplifying the navigational process to create and maintain a FAD Home. In general the following features have been modified:<br>• Navigation associated with creating and maintaining a FAD Home.<br>• Ability to modify the Legal Name of a FAD Home.<br>• Requiring supervisor approval when there has been a change in resource name or address. | **FAD** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | • The address and phone of a person in a FAD home is defaulted to the same address and phone of the FAD Home. The Person Type will be defaulted to 'PRN'.<br>• The Date of Birth (or Age), Ethnicity, Race, Marital Status, Religion and Language fields will be required for all Persons in a FAD stage. | |
| **3.01** | **Foster and Adoptive Home Record Summary**<br><br>The FAD Record Summary (FRS) will provide a means for viewing database information and collecting and updating narratives and other data that is required in the Home Study and Reauthorization process. This Visual Basic tabbed dialog solution also provides the ease-of-use and flexibility users require.<br><br>A FAD checklist will be incorporated into the FAD Record Summary and will be updateable. This checklist will assist the user in verifying that all tasks necessary for proper certification and authorization of Foster and Adoptive homes has been completed.<br><br>A bundled submission will be incorporated to combine the Home Study or Annual Reauthorization changes with the CONNECTIONS Home Licensing window.<br><br>Completed/Approved Home Study and Annual Reauthorization events will be accessible from the Event List for the user to view and/or print historical information.<br><br>A Generate Report option will be available for users to print a copy of the current information for an in-process Home Study or Annual Reauthorization.<br><br>**Implementation Note**: Home study narratives that exist for homes in Pending Acceptance or Pending Emergency status will be placed into the Standard home study narrative section within the FAD Record Summary. A Pending FAD Record Summary event will be created for the supervisor to navigate to and approve with the Pending Home License. A list of these homes will be generated at implementation time. | **FAD** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| **3.02A** | **FAD Closure Report**<br><br>This change involves the creation of a new report, the FAD Closure Report.<br><br>This report will be accessed from the FAD Close Home window and will contain current home demographic information as well as several sections that will permit the user to enter narrative information. The demographic information will be updated anytime the report is accessed in modify mode. One report per open/close period will be available for the home.<br><br>The FAD Close Home window was also changed as a result of this item. Changes include a new Closure Report pushbutton, which will access the FAD Closure Report, as well as a checkbox to indicate the existence of a Closure Report. A Save & Submit pushbutton was also added to this window. Edits were added to require the existence of a Closure Report before a Save and Submit can be done for homes in any status besides Inquiry. | **FAD** |
| **3.07** | **FAD Edit Enhancements**<br><br>This change item focuses on three new edits that were placed within the FAD dialogue.<br><br>• The first new edit enforces policy in the relationship between Setting and Program Type on the FA Home License window.<br>• The second edit requires Adoptive and Foster homes, (both Emergency and Accepted Active statuses) being submitted for approval, have the name of at least one foster parent identified.<br>• The third edit requires Marital Status, Date of Birth, Race, Ethnicity, Gender, Religion and Language information to be entered for each parent in a Foster and Adoptive home.<br><br>In addition to these edits, the current Vendor ID edit(s) that are performed when a home is saved and submitted for approval have been moved to the Error List window. Also, the LOC (Level of care) label on the FA Home | **FAD** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | License window has been changed to Facility Type. | |
| **SIR 22511** | **FAD Removal of Persons**<br><br>This change item provides users with the ability to do the following:<br>• Remove persons if they left the home.<br>• Maintain a historical record for individuals who were involved in a FAD home, as well as the historical involvement of a person in a FAD stage.<br><br>A new window, Historical Person List, can be accessed from the Person List window for FAD stages and will display a list of persons who have left the home. This window will not display people who were added to the home in error. A system status message will be displayed on the Person List if a historical record for the home exists. | **FAD (Person)** |
| **3.16** | **Resource Search Enhancements**<br><br>This change item enhances the way resource information is searched for and displayed in CONNECTIONS by allowing users to phonetically search on either Resource Name or Resource Address information. Both the Resource and F/A Home Search windows now have the same three search type options as the Person Search window (Phonetic Name, Phonetic Address and Exact). As with a phonetic **person** name or address search, all criteria (e.g. service, resource type) entered in addition to the required search criteria for a phonetic **resource** name or address search is used to score (not filter) the results. The two search type exceptions to this are F/A Home's Exact Search Type and Resource's Exact/Directory Search Type, which, when selected, filter the results by all of the criteria entered.<br><br>To assist users in searching for resource information, Vendor ID and Case ID criteria fields are available on the Resource and F/A Home Search windows. All address information necessary for resource searching has been added to the Resource and F/A Home Search windows. Both the Resource List and F/A Home List | **FAD (Resource)** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | windows now list a Case ID and Community District (CD), if available, for each row in the list box. The column order in both windows displays the most pertinent information to users without them having to scroll. Finally, Vendor ID and Resource ID information is displayed on the Case Summary window for FAD stages. | |
| **2.25S** | **Changes to Call Log For After Hours Support**<br><br>The SCR requires an automated way to monitor the receipt of all reports of child abuse by the counties to which the reports are being assigned. A new window was designed to provide this capability, the Transmission Log window which allows the SCR to record calls and faxes made to on-call county workers after hours.<br><br>In addition, the Call Log window was reformatted to change the order of the columns in the list box and to resize the fields so that the maximum amount of information could be viewed without scrolling.<br><br>Additional fields were added: Case Name and Secondary Assignment indicator.<br><br>For any search chosen the list box will be sorted in ascending order by Assigned Time.<br><br>A Rejection Comments pushbutton has been added to the window to allow the SCR to add Comments about the Rejection (Rejection Reason comments are added by the county worker when they reject the report). Additionally, when the monitor button is clicked the list box will now contain rejected reports and not acknowledged reports for reports where the Intake has been stage progressed to an Investigation stage before these reports were reassigned by the SCR. | **Intake (SCR Only)** |
| **SIR 24104** | **Modification of CPS Notification Letters**<br>The following changes have been made to the Notice of Existence and Notice of Indication Letters to correct the launching and formatting conditions:<br>• The wording in the Notice of Indication Letter has been modified so that it is correct for either confirmed or non-confirmed subjects. The | **Outputs** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | context of the Notice of Indication is based on a person's role.<br>• The heading sections have been increased to accommodate the letterhead for individual counties.<br>• All references to DSS have been replaced with OCFS.<br>• The SCR address has been updated and letter is justified. | |
| **SIR 24274** | **Modification of Notice of Unfounding Letters**<br><br>The following changes have been made to the SCR Unfounding Letters to correct formatting:<br><br>• Any mention of DSS has been replaced with OCFS.<br>• The address for the State Central Register (SCR) has been updated.<br>• The body of the letter is justified<br>• Case and capitalization has been correctly modified on the address line.<br>• The address line 2 has been eliminated if it does not exist for that specific record on the database. | **Outputs** |
| **2.05** | **Person Unrelate/Remove Person - Added in Error**<br><br>Two new functions have been added to allow users with the appropriate BFP to make corrections on "persons" that were incorrectly added to a case:<br><br>• **Person Unrelate** provides workers with the ability to "unrelate" an individual that was related in error during the Intake Stage. This new function is accessed from the Person List Option drop-down menu. Only workers with the proper security who navigate to the Person List window from either the Task List, Case Search, Case List, or Staff To-Do windows can perform this function.<br>• **Remove Person – Added in Error** removes an individual that was misrelated or added during Investigation or ARI (Administrative Review) Stages. This function can also be performed in FAD Stages. The "remove person – added in | **Person** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | error" menu item is available from the Person List Options Menu to workers with the appropriate security. Note: Workers are unable to remove a person that was reported in an Intake.<br><br>In addition, depending on navigational path to the Person List window, certain Identifiers, such as Case Name and Stage ID, appear in the Person List title bar.<br><br>**Implementation Note:**<br>Immediately after Build 15 implementation, two new security attributes; "Person Unrelate" and "Remove Person Added in Error " will need to be added for any applicable local staff. | |
| **2.06** | **Person Merge/Split**<br><br>The Person Merge/Split security attribute will now be required to perform any person merges or splits.<br><br>The Person Merge/Split functionality was modified to replace the Person Closed with the Person Forward in all non-Intake stages, allegations, and events, even if a stage is closed.<br><br>On merge, the user is taken to the new Person Forward Selection window, where he/she is able to select which specific person information, from either the Person Closed or the Person Forward, will be applied to the Person Forward.<br><br>On split, the Person Closed is reinstated within the application with all person information in effect prior to the merge. The Person Forward's information remains as is and it is the user's responsibility to update demographic information as necessary, as well as return the Person Closed to the appropriate stages, events, and allegations through the Person Split data fix. This data fix should not be requested if both the Person Forward and the Person Closed existed in the same stage prior to merge.<br><br>On the Case Composition window, a new 'M/S' column indicates whether or not a person has been involved in a | **Person** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| | Person Merge or Split. In addition, the Case ID is displayed in the window title bar. When navigating from the Clearance Results window, the Person ID is also displayed.<br><br>On the Person List window, the 'M' column in the listbox now reads 'M/S' and continues to indicate a person merge or a merge and split. | |
| **2.08** | **Person Reported in Error**<br>A new role, "Reported in Error" was created to address persons who were reported in error during the Intake Stage. The assignment of this new role is performed in an open Investigation Stage.<br><br>Primary workers, secondary workers, case managers, or users in the unit hierarchy, with the appropriate security, as well as a new security attribute "person reported in error", are able to change a person's role to "Reported in Error" in the Person Detail window.<br><br>In order to change a person's role to "reported in error" the following conditions must be met:<br><br>• The person must have been reported during the Intake Stage;<br>• The person cannot be associated with any substantiated allegations;<br>• There must be at least one other allegation recorded in the stage that does not involve the person whose role is being changed to "reported in error".<br><br>Upon role change, all unsubstantiated and/or blank allegations involving the person are deleted, and the roles of all the individuals, and the overall determination, recalculated.<br><br>The district is responsible for sending out manual letters notifying the person of the role change.<br>**Implementation Note:**<br>Immediately after Build 15 implementation, the new security attribute "person reported in error" needs to be added for any applicable local staff. | **Person** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| **2.28** | **Maintain Address and Phone**<br><br>This change item will allow users to navigate to one window, Maintain Primary Address and Phone via the Task List, to add or modify primary address and/or phone information for multiple people in a stage. The user may select an existing primary address or phone and apply it to individuals in the stage. | **Person (CPS Only)** |
| **2.29** | **Person Detail Navigation**<br><br>The Person Detail window was modified to include the following two new menu items: AKA Name List/Detail and Person Identifiers. The new menu items were added to the existing "Options" menu and allow users to navigate directly to the AKA Name List/Detail and Person Identifiers windows to view, modify and/or add information.<br><br>In addition, the View Person Events and View Case List menu items were removed from the View Options menu, renamed appropriately (Person Events and Case List) and relocated under the Options menu (re-named from View Options). A new Reports menu was added to the window and contains the existing 30 Day Child Fatality Summary Report and the 24 Hour Fatality Summary Report. | **Person** |
| **2.25.5** | **Phonetic Address Search**<br><br>Phonetic address searching capability is available from the Person Search window. This allows matching on partially correct address information.<br><br>When a user executes a "Phonetic Address" search, results are returned based solely on their similarity to the required Street Line 1 criteria. The scores for each of the person results are primarily based on their similarity to Street Line 1 with any other address criteria used to help differentiate within blocks of results where Street Line 1 is the same.<br><br>The Person Search output has been updated to display Phonetic Address search results. | **Person** |

| SIR or Change Item | Functional Description of Modification | Functional Area |
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| **SIR 24250** | **Race and Ethnicity**<br><br>As a result of new federal standards to be met by January 1, 2003, CONNECTIONS has changed its current method of collecting information on Race and Ethnicity. The new federal standards require the ability to collect multiple Races for a single person and also redefine the Ethnicity categories used previously in federal reporting.<br><br>Overall, this change item conforms the CONNECTIONS application to the new federal guidelines, by capturing a more accurate representation of Race and Ethnicity. In adhering to the new federal standards, modifications were made to several modules in the CONNECTIONS application.<br><br>**See Ethnicity and Race Conversion Chart Below** | **Person** |
| **SIR 23097** | **CAPTA Changes**<br><br>Statutory changes (Chapter 136 of the Laws of 1999) required modification to the expungement dates for legally sealed unfounded investigations. The unfounded investigations must be expunged 10 years after the oral report date.<br><br>The change in retention period applies to all legally sealed unfounded investigations whose corresponding intake was reported after 2/12/96 (AKA Post-Elisa Unfounded cases). | **Records Retention CPS ONLY** |

In addition to the SIRS noted above, 21 Data fixes have been implemented in Build 15, some of which are listed below.

FAD data fixes include:

- Relating to Item 3.07, we will convert all the existing records that do not reflect new program types and setting relationship to a Regular Program Type.

Person data fixes include:

- Two data fixes have been implemented. Since the pre-Build 15 functionality of Person Merge/Split does not update person IDs in closed stages, a one-time only data fix was run to update all non-intake closed stages containing the Person Closed with the Person Forward. The second data fix will be implemented on request after

split and return the Closed Person to all the appropriate stages, allegations, and events prior to the Person Merge

- Multiple data fixes was developed to convert previously existing Ethnicities values to the current Race and Ethnicity values (See Ethnicity and Race Conversion Chart Below).

Records Retention data fixes include:

- A data fix was developed to recalculate the expunge dates for all legally sealed, unfounded stages and cases that are currently in the system.

**ETHNICITY AND RACE CONVERSION CHART**

| CURRENT | ETHNICITY | LATINO ORIGIN | RACE |
|---|---|---|---|
| AA African-American | Non - Latino | - | Black or African American |
| AC African-American/Caucasian | Non - Latino | - | Black or African American |
| | | | White |
| AH African-American/Hispanic | Latino | - | Black or African American |
| AN Native American/Alaskan Native | Non - Latino | - | American Indian |
| AP Asian/Pacific Is/Caucasian | Non - Latino | - | Asian |
| | | | White |
| AS Asian/Pacific Is/Oriental | Non - Latino | - | Asian |
| BO Black/Other | Non - Latino | - | Black or African American |
| CW Caucasian (White/Non - Hispanic) | Non - Latino | - | White |
| HC Hispanic/Caucasian | Latino | - | White |
| HL Hispanic/Latino/PR | Latino | - | White |
| HO Hispanic/Oriental | Latino | - | Asian |
| NA Native African | Non - Latino | - | Black or African American |
| | | | Native African |
| OB Oriental/Black | Non - Latino | - | Asian |
| | | | Black or African American |
| UN Unable to Determine | - | - | Not Reported |
| XX Unknown | - | - | Not Reported |

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