

CONNECTIONS

NYS Office of Children and Family Services

Build 16 Release Notes Updates to R1-R3 Functionality

**Software Version: Release 3.0 Build 16
Planned Distribution Date: December 13, 2003**

CONNECTIONS

NYS Office of Children and Family Services

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Introduction

This document describes the updates associated with Build 16 of Release 3.0, which will be implemented on the weekend of December 12, 2003.

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 of the software included in Build 16.

In addition to the Release Notes, four job aids (CONNECTIONS System Build 16: Safety Assessment, CPS Functions, Progress Notes and RAP Job Aids) have been developed to provide additional information regarding the changes, enhancements and fixes in the Build. The CONNECTIONS System Build 16 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: Public Folders>All Public Folders>Statewide>CONNECTIONS>Build 16 Implementation Information. The job aids were also mailed (hard copy) to local district Implementation Coordinators and Staff Development Coordinators.

This memo will also be placed in the Public Folders: Statewide>CONNECTIONS> Build 16 Implementation Information, as well as on the CONNECTIONS Intranet Website.

General Points

There are no special instructions for users to follow when Build 16 becomes “live” over the weekend of December 12, 2003. 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 1-800-697-1323. Once in the CONNECTIONS system, if you wish to check the version number, you can do so by performing the following steps: from the Toolbar, select the Help menu, choose the About CONNECTIONS option, the window that opens should identify the following: CONNECTIONS Ver 3.0, Build 16. 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 Roberta Frederick at the SCR.
- For all other CONNECTIONS related questions please contact the NYS OFT Enterprise Help Desk 1-800-697-1323.

Changes, Enhancements & Fixes in the Build

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Functional Changes to the CONNECTIONS Application

| SIR or Change Item | Functional Description of Modification | Functional Area |
|--------------------|---|------------------|
| 24676 | <p>Improvements to the existing Auto Recovery functionality were added as part of Build 16. Prior to the Build, Auto Saved documents were named with a complex naming convention and could be recovered from local drives only by contacting the Help Desk.</p> <p>In Build 16, Auto Saved document names have been simplified. All documents will contain the stage ID and a short name of the current narrative. This will enable a worker to identify the documents and recover them without having to call the CONNECTIONS Help Desk.</p> <p>In addition, when a narrative loss occurs due to a time out and/or failure to save functionality has been added that will allow users to view, and save to CONNECTIONS, the Auto Saved version of the lost narrative.</p> <p>For additional details please refer to the CONNECTIONS System Build 16 Job Aid: Changes to CPS Functions.</p> | COMMON |
| 25124 | <p>Revised Safety Factors on the Call Decision window are being implemented in the investigation. This change necessitated modifications to the Safety Factors on the Call Decision Window of Intake.</p> <p>The current Safety Factor, "Alcohol/Drug Abuse", has been split into two Safety Factors; "Drug Abuse" and "Alcohol Abuse".</p> <p>The Safety Factors of "Other" and "No Safety Factors Identified" will be displayed last.</p> | INTAKE |
| 24876 | <p>Changes to the Child Protective Record Summary (CPRS):</p> <ul style="list-style-type: none"> • Safety Assessment Revised Safety Assessment will be completed within the CPRS Task on the Safety Assessment tab. For additional details please refer to the CONNECTIONS System Build 16 Job Aid: Changes to Safety Assessment. • Risk Assessment Profile (RAP) Risk Assessment Profile (RAP) will be completed | INV/ SECURITY |

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| SIR or Change Item | Functional Description of Modification | Functional Area |
|--------------------|--|-----------------|
| | <p>within the CPRS Task on the Risk Assess Profile tab. Only one RAP is required per investigation stage. For additional details please refer to the CONNECTIONS System Build 16 Job Aid: Risk Assessment Profile (RAP).</p> <ul style="list-style-type: none"> • Progress Notes The Progress Notes functionality has been incorporated into the CPRS Task on the Progress Notes tab. Progress Notes are modifiable for a fifteen-day draft period after which they will no longer be modifiable (they will freeze). Workers will have the ability to edit, copy, view, delete, and print a saved draft Note during the fifteen day draft period, and save that Note as final before the fifteenth day. An Addendum may be added to a Note that is final. For additional details please refer to the CONNECTIONS System Build 16 Job Aid: Changes to Progress Notes. <ul style="list-style-type: none"> ○ The ability to print multiple or a single Progress Note from within the Progress Notes tab. ○ Clerical workers/workers without a role in the Stage will be able to enter Progress Notes with a new Business Function. <p>For additional details please refer to the CONNECTIONS System Build 16 Job Aid: Changes to Progress Notes (Security section).</p> <p>Other enhancements to the CPRS:</p> <ul style="list-style-type: none"> ○ An Ethnicity column has been added to the Household Member detail. Columns have also been re-arranged for ease of use. ○ The status of the Investigation Conclusion event will be displayed on the Case ID grid in addition to the determination. ○ Reporter/Source information may be viewed from the Allegation tab with the appropriate Business Function. ○ The Intake Narrative pushbutton has been removed from the Allegation tab and is now on the footer of the CPRS so that it can be accessed | |

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|--------------------|--|-----------------|
| | <p>from any tab.</p> <ul style="list-style-type: none"> ○ The CPRS Header will include an indicator for Fatality Report and will display the Community District (CD) for the stage (NYC). ○ The ability to print multiple or a single tab of the CPRS using Generate Report. ○ The Investigative Findings tab will display the investigation dates, details and closure reason. For Familial, the user will also see additional fields that are brought over from the Investigation Conclusion window. <p>For additional details please refer to the CONNECTIONS System Build 16 Job Aid: Changes to CPS Functions for detailed system and programmatic guidelines.</p> <p>SECURITY A new Business Function will be available for assignment with the implementation of Build 16. Clerical workers, or workers without a role in a stage will be able to enter progress notes with the new Business Function -“Enter Prog Notes”.</p> <p>This Business Function will permit the user to enter Notes in all open investigation stages in the district, via the Case Summary window.</p> | |
| 25096/25438 | <p>Changes to the Investigation Conclusion window include:</p> <ul style="list-style-type: none"> ○ An edit for completion of a new Risk Assessment Profile (RAP) and Safety Assessment prior to submitting an Investigation Conclusion for approval. ○ Comments are required at the Investigation Conclusion when a CPS case is being closed with a Risk Assessment rating of High or Very High. ○ Local districts will be allowed to close a subsequent investigation as a duplicate and consolidate that investigation into an open, on-going investigation stage. ○ Users will be able to by-pass the system edit for completion of a Safety Assessment (and now RAP) when there has been a fatality and there are | INV |

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| | <p>no surviving children.</p> <p>For additional details please refer to the CONNECTIONS System Build 16 Job Aid: Changes to CPS Functions for detailed system and programmatic guidelines.</p> | |
| 25123 | <p>Modification to Approvals is necessary to support an independent approval process for the new Risk Assessment Profile (RAP). The RAP requires its own approval, and the Investigation Conclusion cannot be approved unless the RAP has been approved.</p> <p>It should be noted that the Investigation Conclusion cannot be approved if a related task is in rejected status.</p> <p>The Approval Status window has been corrected so that it displays the names of all approvers, and the date and status of all approvals.</p> | INV |
| 25342 | The Date Investigation Started has been corrected on the 24 Hour and 30 Day Fatality Reports. | INV |
| 25486 | A text change to the investigation conclusion reason that is displayed for IAB stages from, "Allegations Already Investigated" to, "Normal Closure", on the Case ID and Inv Findings tabs in the CPRS. | INV |
| 25508 | A fix was made to the error that occurred when a worker attempted to validate a non-NYC address in Visual Basic windows. The system tried to find a GeoCode for non-NYC addresses, and previously returned an error message of: "Could not locate a community district for your address - GeoCode failed". | INV |
| 25522 | Modifications were made to the Task List window so that if the new assignment has not been acknowledged/accepted, all Tasks on the Task List should be in browse/view mode only. | INV |
| 25213 | With the implementation of Build 16 there will be restricted security on the Case Summary window to require specific Business Functions to access the Event List in all instances. | SECURITY |

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|---------------------------|--|------------------------|
| 25448 | Upgrade Citrix server and one other server with a new version of Oracle. | TECHNICAL/ SERVER |

If you have any questions about this release of the CONNECTIONS Application functionality, please contact the NYS OFT Enterprise Help Desk at 1-800-697-3832.