

Memo

To: Implementation Coordinators, Directors of Services LAN Administrators
From: CONNECTIONS Communication Team
Date: December 11, 2003
Re: Build 16 UCR Template Distribution

The purpose of this memo is to provide you with information on the plan for distribution of the new UCR templates that are being introduced with Build 16. These templates include a new series of child protective services (CPS) UCR templates as well as several new templates. Information on these templates and their utilization was included in the recently released Administrative Directive (03-OCFS-ADM-01). The link to this ADM is http://sdsnet5/ocfs/policies/external/OCFS_2003/. Template distribution procedures for LAN connected and Dial In CIAB users are detailed in this memo.

If you have technical questions about the templates or are experiencing actual distribution problems, you should contact the NYS OFT Enterprise Help Desk at 1-800-697-1323.

CPS Uniform Case Record (UCR) Template Distribution Plan

Effective with statewide implementation of CONNECTIONS Build 16 scheduled for December 12 – 15th, 2003, the new CPS Uniform Case Record (UCR) template series and a number of optional templates will be introduced. This series of templates will be in use from December 2003 through the implementation of CONNECTIONS Build 18 (2004 – 2005) for all new and existing cases that are being served as a result of indicated child abuse and maltreatment reports. For all other Preventive only or open non-CPS Foster Care, or Adoption cases, the current UCR templates will continue to be used and available, until full implementation of the CONNECTIONS Case Management functionality is implemented in your district or agency in 2004 – 2005. These templates are created in Word 2000 only.

LAN Connected CONNECTIONS Windows 2000 Desktop Workstations:

Method of Delivery:

CONNECTIONS LAN connected desktop workstations will receive the package over the weekend of 12/12 - 12/14 via a WinInstall package. The templates will be available on Monday morning, December 15th, 2003. Staff must make sure that their workstations are powered on over the weekend. If individual workstations are powered off, they will not be able to receive the distribution.

Windows 2000 CONNECTIONS-In-A-Box (CIABs):

Method of delivery:

CONNECTIONS-In-A-Box (CIAB) Sites will be mailed a CD beginning 12/12/03. Upon receipt of the CD, CIAB users are instructed to insert the UCR CD into the CD Rom device on your CIAB workstation. The CD performs a script whereby the current templates in production are removed and installs the new set of templates on the workstation. **Note:** With the new CIABs, each user has been given an administrative (ADM) account. When installing the new templates, users must use the ADM (Administrative) log-on account and password that was assigned at the time of your CIAB workstation installation. Additional instructions regarding the ADM account will be included with the CD that you will receive in the mail. As a matter of good practice, users should routinely log-on to the HSEN Network with their ADM account. This ensures that the ADM account remains active on the Network.

**** The above method of delivery does not apply to a large number of CIAB sites in the NYC region. The deployment of the new templates will be happening in conjunction with CIAB replacement in Region 6 (NYC). For any CIAB sites that are scheduled for CIAB replacement beginning December 15th, 2003 or thereafter, the new templates will be put on your new CIAB desktop at the time the new workstation is installed at your site.

**** Note: For sites where the new CIABs have not yet been delivered/installed, users are instructed to use the current version of the risk based UCR templates for all CPS cases until the new workstations are deployed.

NT 4.0 Laptops (Districts and ACS):

Method of Delivery:

In order to install the new templates on the NT 4.0 laptops, the laptops must be upgraded with the Office 2000 Suite so that they will be compatible. Beginning Monday, December 15th, 2003, designated Lan Admins at ACS and local districts will be given access to a sharepoint. This sharepoint will include two instructional sets:

- How to upgrade the NT 4.0 laptops to Office 2000;
- How to apply the script for template distribution.

A separate targeted communication will be sent to designated Local District and ACS LAN Administrators from CONNECTIONS Communications on Monday 12/15/03 which will provide the path to the sharepoint. Once the designated LAN Administrator accesses the sharepoint, the instructions for upgrading the laptop and the script for the templates will be available.

**Only designated Lan Administrators can perform this activity on the NT 4.0 laptops. Users will need to be instructed by their district LAN Admin to bring in their laptops for this remediation. The LAN Admin can connect the laptop to a LAN drop, power the laptop on, and then sign on with their administrative account.

NIS Sites (Network Integrated):

Method of Delivery

Since NIS sites are not part of the Network, they are unable to receive distribution packages via the Network. Earlier this year, an NIS sharepoint was identified which allows NIS sites an access point through a designated sharepoint for receiving distribution packages. Authorized Lan Admins at these sites will be able to access the sharepoint to access the package and perform the install beginning Monday, December 15th, 2003. The new template package will be located within the sharepoint in a folder that is labeled, 2003 UCR Templates Word 2000.

Please Note: Any NIS sites that are not aware of the NIS sharepoint should contact Cathy Vallee at the NYS OCFS IT Operations Unit via e-mail.

Non-CONNECTIONS ACS Preventive Contract Agencies

Method of Delivery

NYC ACS MIS will assist in the coordination of distribution to non-network connected ACS preventive contract agencies that are using computers that are in a windows 2000 environment.

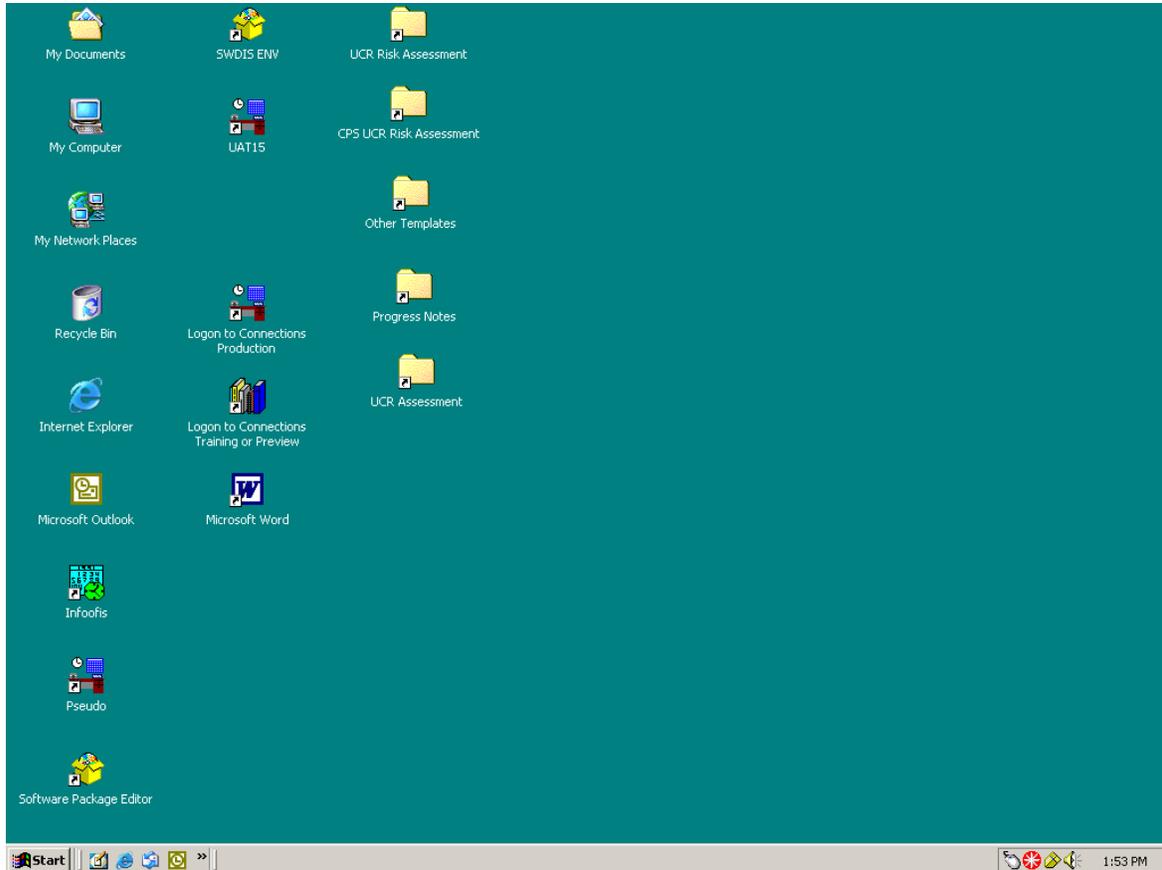
NT 3.51 Laptops:

NT 3.51 workstations or laptops are no longer supported by OCFS. Accordingly, there will be no distribution to NT 3.51 devices.

Verification of Distribution

LAN Connected CONNECTIONS Desktops:

Beginning Monday, December 15, you should verify that your LAN connected CONNECTIONS desktop has received the new templates. These new templates can be found via Shortcuts on your workstation desktop in five separate folders (see graphic below).



If you determine that your LAN Connected CONNECTIONS workstation has not received the templates via the WinInstall package, you should immediately contact the NYS OFT Enterprise Help Desk at 1-800-697-1323. The Help Desk will be able to assist you in receiving the proper template distribution.

Windows 2000 CONNECTIONS-In-A-Box (CIABs):

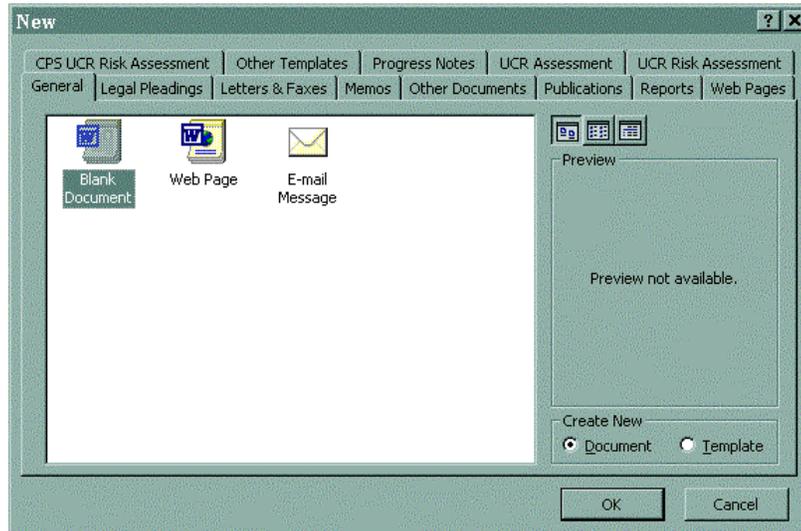
As referenced in the CIAB section above, after the template CD is inserted into the CD Rom, the CD performs a script whereby the current templates in production are removed and the new templates are installed on the workstation. These new templates can be found via Shortcuts on your workstation desktop in five separate folders. Please refer the above graphic.

If any technical difficulties are encountered in regard to installing the Templates Word 2000 CD, please contact the OCFS IT Support, Pete Whitford at (518) 486-6290 or Sharmila Pattan at (518) 486-6292.

NT 4.0 Laptops (Districts and ACS):

As referenced in the NT 4.0 Laptop section above, after the NT 4.0 Laptops are upgraded and the template script is applied, due to file structure of the NT 4.0 devices, the templates will not display as Shortcuts on the laptop desktop. To verify:

- The first step in the process is to Open “Word”.
- After opening “Word”, click on “File”, “New”



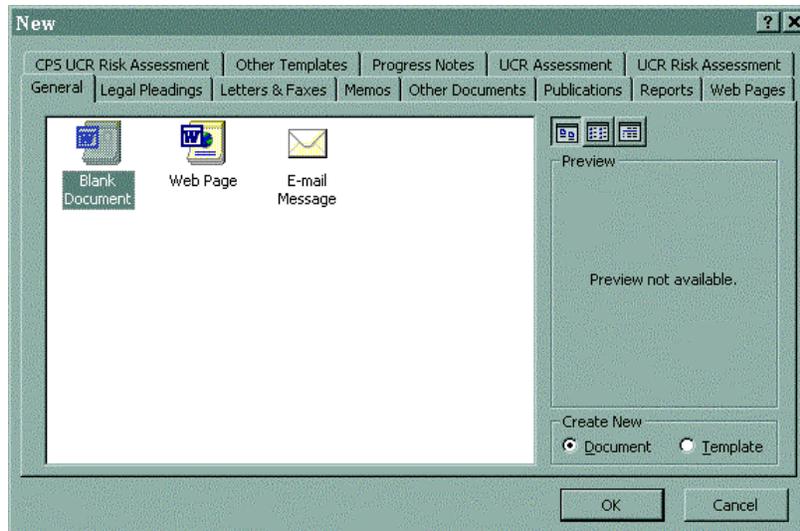
- The templates will be displayed in tab form. You can click on the appropriate tab for whatever series you wish to use.
- Click on the appropriate template you wish to use.

If any technical difficulties are encountered in regard to upgrading the laptop or installing the Templates Word 2000 script, please contact the OCFS IT Support, Pete Whitford at (518) 486-6290 or Sharmila Pattan at (518) 486-6292.

Accessing the new Templates: Quicktip

The following instructions are recommended for first time use of the new templates with Windows 2000 LAN Connected Desktop Workstations or CONNECTIONS-In-A-Box (CIAB) Workstations:

- Before you attempt to open the template from the Shortcut on the desktop workstation, you should first Open "Word".
- After opening "Word", click on "File", "New"



- Click on the UCR Assessment Tab.
- Double click on OCFS 4343 Plan Amendment.doc and open.
- Close Template
- Close Word

You can now use the shortcuts found on your workstation desktop.

Non Template UCR Forms (for NON CPS Cases Only)

Please note that in order to meet the needs of agencies that still use the paper UCRs, we will have available a non-template "form" version for non-CPS cases. Although the questions are identical to the template set, the paper forms have no navigating instructions, and have space beneath each question for typing or writing. Colored paper is no longer supported and agencies must make their own copies. Current forms may continue to be used until your order is filled, as long as all ASFA documentation requirements are met on existing forms. When ordering the paper UCR's, do not make requests by specific form numbers, instead, request **Packet LDSS 4729**.

Please send your request in writing to: **Department of Family Assistance, Document Services Unit, PO Box 1990, Albany, NY 12201.**