

# CONNECTIONS

*NYS Office of Children and Family Services*

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## **Build 16.3 Release Notes Updates to R1-R3 Functionality**

**Software Version: Release 3.0 Build 16  
Planned Distribution Date: February 13, 2004**

# CONNECTIONS

*NYS Office of Children and Family Services*

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## Table of Contents

<i>Introduction</i>	<u>3</u>
<i>Changes, Enhancements &amp; Fixes in the Build</i>	<u>4</u>

# CONNECTIONS

*NYS Office of Children and Family Services*

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## ***Introduction***

This document describes the updates associated with Build 16.3 of Release 3.0, which will be implemented on the weekend of February 13, 2004.

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 16.3.

In addition to the Release Notes, instructions for using the enhanced Local Save for the CPRS Narrative Notes are included under SIR 25655. The CONNECTIONS System Build 16 Job Aids and Addendum to Build 16 Job Aid, Changes to CPS Functions 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 16.3 becomes “live” over the weekend of February 13, 2004. 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 16.3. 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**

# CONNECTIONS

NYS Office of Children and Family Services

## Functional Changes to the CONNECTIONS Application

### Release Notes: Build 16.3

SIR or Change Item	Functional Description of Modification	Functional Area
25633	The post B16 Safety Assessment has been modified to populate the new Safety Assessment with the data from an approved post B16 Safety Assessment from another stage in the case. (Using the same guidelines as exist with pre B16 Safety Assessment)	INV
25678	<p>Safety Assessment Child Placement window has been modified to reflect the following:</p> <ul style="list-style-type: none"><li>• No Placement information will be brought forward from previously approved safety assessments, comments will be blank. Therefore, where applicable, the user has to complete the placement information for each Safety Assessment.</li><li>• In MODIFY MODE: The Placement list will contain all children in the same stage as the safety assessment. This is a dynamic list: children added or removed from the stage will be reflected in this list.</li><li>• In VIEW MODE: Only placed children (child(ren) checked in the list for the stage) will appear on this list. This list remains static after a Safety Assessment is Approved. Wording changes made to the Child Placement window in View Mode only: Revised wording above the Placement List: Children listed were placed or remain in foster care or an alternative placement. Revised wording above the Placement comments: Description of the protecting factors that allow child(ren) to safely remain in the home.</li><li>• Merged children will always display the name of the merge to, or going forward, person.</li></ul> <p>The Safety Assessment Report has been modified to remove the section "Children not placed in Foster Care or Alternative Placement" from the Child Placement section when a Safety Assessment has been Approved.</p>	INV

# CONNECTIONS

*NYS Office of Children and Family Services*

SIR or Change Item	Functional Description of Modification	Functional Area
25618	Pre Build 16 Notes must be printed from the Notes tab. Notes checkbox has been removed from Pre Build 16 Generate Report to improve print time.	INV
25612	Wording on the Pre Build 16 Generate Report window has been revised: "Check the checkbox for each tab/item to be included in the report. To print all information contained within the CPRS, except Notes, check the Select All option." NOTE: To print the Notes narrative, open the narrative from the Notes tab and select File/Print.	INV
25632	Corrected the condition that prevented Progress Notes entry when worker name includes a special character.	INV
25636	Post Build 16 Progress Notes sort has been modified: <ul style="list-style-type: none"> <li>• Default sort order of progress notes will be chronological.</li> <li>• Secondary sort will be Event Time if entered by user.</li> </ul>	INV
25648	Post Build 16 Progress Notes Print/ Print Preview will be in chronological order.	INV
25642	Enhanced the Local Save to improve narrative save in all possible scenarios.	Technical
25655	Enhanced the Local Save in CPRS to save the progress notes narrative in the event of a 462 error. <ul style="list-style-type: none"> <li>• If the user was <u>creating a New Note</u> at the time of the error, and then the same user accesses the Progress Notes tab in update mode, the Progress Notes Detail window appears with the narrative in the same state it was prior to the error. The type field will be yellow, and user will need to re-record any required data fields and save the note. However, if the user cancels out the window without saving, the user can still retrieve the narrative from Local Save and start another new note. User must copy/paste to put the narrative from Local Save into the new note.</li> <li>• If the user was <u>modifying/editing a Draft Note</u> at the time of the error, and then the same user selects this note from the list window in modify mode (a message appears: Most recent narrative retrieved from local drive- Click ok to view), the narrative will be displayed in the same state it was prior to the error, and the data fields will appear as they were last saved to the database.</li> </ul>	Technical

# CONNECTIONS

*NYS Office of Children and Family Services*

SIR or Change Item	Functional Description of Modification	Functional Area
	<p>The Save as Draft, Save as Final and Cancel pushbuttons will be enabled. However, if the user cancels out of the window without saving the changes, the user can still retrieve the narrative from Local Save. User must copy/paste to put the narrative from Local Save into the note.</p> <ul style="list-style-type: none"> <li>• If the user was <u>adding an Addendum to a Final Note</u>, and then the same user selects this Final Note from the list window and selects “Add Addendum” (a message appears: Most recent narrative retrieved from local drive- Click ok to view), the note will appear in the same state it was prior to the error. The Save as Final and Cancel pushbuttons will be enabled. However, if the user cancels out of the window without saving changes, they can still retrieve the narrative from Local Save; the user must copy/paste to put the narrative from Local Save into the note.</li> <li>• Please note: if the user goes into the “note” (described in the 2<sup>nd</sup> and 3<sup>rd</sup> bullets above) in View mode, this same message will come up “Most recent narrative retrieved from local drive-Click ok to view” and the user can view the retrieved narrative; however, the user must leave the detail window without saving because they are in View mode. It appears that the document changes have been lost. However, these narrative changes can be retrieved from the Local Save the same as in Edit mode above; and the user must copy/ paste to put the narrative from Local Save into the note.</li> </ul>	

**If you have any questions about this release of the CONNECTIONS Application functionality, please contact the NYS OFT Enterprise Help Desk at 1-800-697-1323.**