

# CONNECTIONS

*NYS Office of Children and Family Services*

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## **Build 17 Release Notes Updates to R1-R3 Functionality**

**Software Version: Release 3.0 Build 17  
Planned Distribution Date: March 19, 2004**

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*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*

---

## Introduction

This document describes the updates associated with Build 17 of Release 3.0, which will be implemented on the weekend of March 19, 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 included in Build 17 of the software.

In addition to the Release Notes, a job aid (CONNECTIONS System Build 17) has been developed to provide additional information regarding the changes, enhancements and fixes in the Build. The CONNECTIONS System Build 17 Job Aid is 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 17 Implementation Information. The job aid was also mailed (in hard copy) to district and voluntary agency Implementation Coordinators and Staff Development Coordinators.

### General Point(s)

There are no special instructions for users to follow when Build 17 becomes “live” over the weekend of March 19, 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-NYS-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 will exhibit the following text: CONNECTIONS Ver 3.0, Build 17. 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 NYS OFT Enterprise Help Desk 1-800-NYS-1323.

# CONNECTIONS

NYS Office of Children and Family Services

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## Changes, Enhancements & Fixes in the Build

Functional Changes to the CONNECTIONS Application

SIR or Change Item	Functional Description of Modification	Functional Area
25083	Modifications were made to the Person Merge functionality in order to re-calculate a person's role when two persons in the same stage are merged. In addition, when a new person is added to a CPS Investigation Stage, the role of the person is now listed as "Unknown" instead of "No Role".	Common
25523	This SIR will correct the order in which the Stages are displayed when an Intake is changes from a "DUP" to "INI".	Common
25695	Modifications were made to the Auto Recovery process to allow it to retrieve the saved version of a document from the worker's local drive only when the worker goes back to the same document in a 'Modify' mode. The changes can then be saved to the database and the narrative will not be lost, however, if the worker goes to the same document after a crash in a 'View Only' mode, a blank document will be presented.	Common
25240	The <i>Home License</i> window was modified so out-of-state foster and adoptive homes could be re-certified without fingerprint and medical dates.	FAD
25557	When viewing Progress Notes the <i>Type, Method and Purpose drop down boxes</i> can be seen. Size modifications were made to these drop down boxes to enlarge them so that it will no longer be necessary to use the scroll bar to navigate within the drop down boxes.	Investigation
25561	Modifications were made so that the <i>Approval Status pushbutton</i> on the RAP and Safety tabs is enabled when the RAP event or Safety row highlighted is in PEND, APRV, or REJT status, however, for the statuses NEW, PROC, COMP, or SUSP, the pushbutton will not be enabled.	Investigation
25615	Modifications were made that if only the event date is changed in a draft Build 16 Progress Note, the <i>Save as Draft pushbutton</i> will be enabled.	Investigation

# CONNECTIONS

NYS Office of Children and Family Services

SIR or Change Item	Functional Description of Modification	Functional Area
25625	An Intake Narrative that is opened in 'read-only' mode, after the Intake dialogue is closed, will no longer be saved to the 'T' Drive, thus improving performance of this Drive.	Investigation
25662	This SIR corrects the error that results from generating a report through the Progress Notes tab in the CPRS.	Investigation
25673	This SIR improves Progress Notes functionality. Changes include: <ul style="list-style-type: none"> <li>• Improvement in the navigation between the <i>Grid and Detail window</i>. This modification will retain the sort order on the <i>View Existing Notes</i> window when returning from the <i>Detail</i> window. In addition, the pointer will be set back to the Note the user was on when they return to the <i>View Existing Notes</i> window from the <i>Detail</i> window.</li> <li>• Modification of the report layout, making it easier to read.</li> <li>• The ability to print the Progress Notes Report in the same order that the grid is sorted.</li> </ul>	Investigation
25687	Enhancements were made to improve accessibility to Auto Recovery documents.	Investigation
25525	<b>For ACS Only</b>  <b>Progress Notes Instructions</b> This SIR created a new toggle <i>pushbutton</i> , <i>Show Instructions/Hide Instructions</i> , that has been added to the <i>Progress Notes Detail</i> , to allow the worker to display district specific detailed scripted instructions while writing the narrative of the Note.  <i>For additional information see the <u>CONNECTIONS Tip Sheet Build 17 Progress Notes Instructions on the CONNECTIONS Intranet website, Desk/Job Aids Page.</u></i>	Investigation
25660	<b>For ACS Only</b>  The ACS Local Protocol (CPRT template) has been revised to reflect the scripted Progress Notes Instructions thus reducing duplicate entry.	Investigation
25004	This system modification will remove staff's Business Functions, Case Assignability Indicator and Job Types when staff are end-dated in CONNECTIONS. This modification will remove unwanted security from being associated to an individual if the individual is re-	Security

# CONNECTIONS

NYS Office of Children and Family Services

SIR or Change Item	Functional Description of Modification	Functional Area
	activated in CONNECTIONS.	
25107	<p>This SIR results in a series of changes to current windows. As well as the creation of new windows. The modifications and enhancements are noted below.</p> <p><i>Please note that the details of this SIR are pertinent for those individuals in your district/agency who maintain security.</i></p> <p><b>Changes to Current Windows</b></p> <p><b><u>Staff Security Window</u></b></p> <ul style="list-style-type: none"> <li>• This window was modified to add a new <i>Security Attributes pushbutton</i> that, when enabled, displays the security attributes of the highlighted Business Function.</li> <li>• A <i>list box, identifying Job Types</i>, was added to the <u>Staff Security</u> window. The job type(s) selected will be associated to an individual and will be used to determine the individual's security access. Double clicking on a Job Type selects that Job Type for the individual. Individuals can have multiple Job Types. These Job Types are used in conjunction with the new <u>Agency Access</u> window.</li> <li>• Two new <i>check boxes</i> were added to this window, the <i>Selected Business Function Only</i> and the <i>Select Job Types Only checkboxes</i>, which, when checked, will display only the selected Business Functions or Job Types in the respective list boxes.</li> </ul> <p><b><u>Connections Toolbar</u></b></p> <p>The CONNECTIONS toolbar was modified to include the following:</p> <ul style="list-style-type: none"> <li>○ Under the <u>Maintain</u> menu item, '<i>Org. Hierarchy</i>' and '<i>Agency Access</i>' were added.</li> <li>○ Under the <u>Options</u> menu item, '<i>View Org. Hierarchy</i>' and '<i>View Agency Access</i>' were added.</li> </ul> <p><b><u>Unit Detail Window</u></b></p> <p>This window was modified so that the <i>Supervising Unit</i> field cannot be changed. Any modifications to the supervising unit will need to be done through the new <u>Organizational Hierarchy</u> window.</p>	Security

# CONNECTIONS

NYS Office of Children and Family Services

SIR or Change Item	Functional Description of Modification	Functional Area
	<p><i>For further information and explanation see the <u>CONNECTIONS Step by Step Guide: Security</u> posted on the Security page of the CONNECTIONS Intranet website.</i></p> <p><b>New Windows</b></p> <p><b><u>Organizational Hierarchy Window</u></b>            This new window will display how units are organized within an agency/district. The hierarchy of these units will be graphically displayed and until the district/agency establishes their hierarchy, it will appear as one list. The user would need the 'View' or 'Maintain' Business Function to make modifications to this list.</p> <p><b><u>Agency Access Window</u></b>            Security access is maintained for each district/agency through the <u>Agency Access</u> window. District/agency staff may be granted 'View' privileges, 'Maintain' privileges or, no privileges at all for each staff grouping.</p> <p><i>(For specific staff groupings see the CONNECTIONS Step-by-Step Guide: Security.)</i></p> <p><b><u>Security Attributes Window</u></b>            The <u>Security Attributes</u> window will display the security attributes associated with a highlighted Business Function on the <u>Staff Security</u> window. The security attributes are displayed in a list-box. All users who have access to the <u>Staff Security</u> window will be allowed to view the security attributes.</p> <p><i>For further information and explanation see the <u>CONNECTIONS Step by Step Guide: Security</u> posted on the Security page of the CONNECTIONS Intranet website.</i></p>	
25588	This SIR creates new Build 18 Security Attributes so that they can be assigned prior to Build 18.	<b>Security</b>
22337	This SIR added an index on the CAPS_RESOURCE table. This modification will improve system performance.	<b>Technical</b>

# CONNECTIONS

*NYS Office of Children and Family Services*

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In addition to the SIRS noted above, several Data Fixes have been implemented to support Build 17, they are listed as follows:

## FAD Data Fixes

**SIR 25501** – *This SIR is associated to SIR 25240.*

Prior to the implementation of Build 17, in order to allow out-of-state foster and adoptive homes to be authorized the people in the out-of-state foster and adoptive homes needed to have medical and fingerprint dates. As such, in order to authorize an out-of-state home, a workaround was created using the date as 01/01/2003. This SIR will remove the workaround medical and fingerprint date of 01/01/2003 for people in the out-of-state foster and adoptive homes.

## Common Data Fixes

**SIR 24848** – This SIR was created to remove any units that have either no workers associated to them or, only a 'Conversion' worker. This modification will increase the performance of the *Organization Hierarchy* window.

**SIR 25193** – *This SIR is associated to SIR 25004*

This data fix SIR will remove any Business Functions and the Case Assignability Indicator and Job Types from any staff that are end-dated.

**SIR 25267** – This SIR will initially assign the new "*Assign Acc/Hier*" Business Function to the State Security Coordinator. Since an individual needs to have this Business Function assigned to them before it can be assigned to others, a data fix was necessary to initially assign this Business Function; future assignments will be done through the Application.

**SIR 25388** – *This SIR is associated to SIR 25107.*

In order for the new *Organization Hierarchy* window to function as designed, the existing units must be organized so that conflicts between Supervising and Subordinate units do not exist. This data fix SIR will remove any links a unit has to a supervising unit.

**SIR 25401** – *This SIR is associated to SIR 25107.*

This SIR will perform the initial population of the new JOB\_TYPE table. This table will contain the list of Job Types that can be assigned to a worker which are dependent on Office Types.

**SIR 25589 – ACS Only**

*This SIR is associated to SIR 25525.*

# CONNECTIONS

*NYS Office of Children and Family Services*

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This SIR will initially load information from ACS into the Progress Notes Instruction Matrix table and will also load the instructions themselves into the Progress Notes Instruction table.

**SIR 25713 - ACS Only**

This SIR will insert an entry into a database table that will allow NYC to access the new Progress Notes Instructions.

**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**