

Impact Analysis

Subject: Administrative

Functional Area: Security for CONNECTIONS Case and Financial Management

*Note: Readers who are unfamiliar with CONNECTIONS Security may find it helpful to review the first five modules of the CONNECTIONS Security Step-by-Step Guide which is available on the Security Page of the CONNECTIONS website.
(<http://sdssnet5/ocfs/connect>)*

Brief Description of Current Function/Process:

CONNECTIONS Security protects case and person information entered into the system by controlling access (view or maintain) to that information and the specific functions that staff are able to perform in the system.

What Remains the Same:

- Security as affects CPS Intake, CPS Investigation and Foster/Adoptive Home Development windows and functionality remains unchanged.
- Only staff with the “Maintain Security” business function will be able to administer the Staff Security window.
- The procedures for adding, maintaining and deleting staff and units as well as other security features such as assignees and designees will function in the same way as it currently does for CPS, FAD in the new Family Services Intake (FSI) stage and Family Service Stage (FSS).
- The business functions that existed before Build 17 will continue to function in the same manner after the implementation of Build 17.

What is New or Changes:

- The Supervisory Unit designation on the Unit Detail Window will be display only; unit relationships to each other will be administered on the new Organizational Hierarchy window.
- District/agency units may be arranged into a hierarchy on the new Organizational Hierarchy window. District/agencies have the OPTION to permit staff to access the FSI and FSS stages of staff that are positioned in subordinate units.
- Staff may be assigned one or more “job types” on the Staff Security window. District/agencies have the OPTION to permit staff with the same job type to access each other’s FSI and FSS stages.

CONNECTIONS

Impact Analysis

- District/agencies may use the new Agency Access window to grant staff view and /or modify access to FSI and FSS stages of other staff as follows:

To Case Assignable Staff (Caseworkers)

- All FSI and FSS stages within their district/agency
- All FSI and FSS stages within their unit
- All FSI and FSS stages of staff that share the same Job Type

To Unit Approvers (Supervisors)

- All FSI and FSS stages within their district or agency
- All FSI and FSS stages in units sharing the same Unit Specialization

Direct Supervisory Line (through Organizational Hierarchy)

- All FSI and FSS stages of staff in subordinate units
- Can restrict the access of FSI and FSS stages of staff in subordinate units to only non-clerical staff.

- Note: Only a select number of staff in each district or agency will be able to input or modify information on the Organizational Hierarchy and Agency Access windows. OCFS/CONNECTIONS Security will send a request for the names of these staff prior to the implementation of Build 17.

Implications/Considerations

System

- Districts and Agencies may need to increase the number of staff who maintain security in light of the increased number of staff who will become active users of the system upon implementation of Build 18.
- Districts and Agencies need to initially input, or as needed, clean up security information sufficiently in advance of the implementation of Build 18 to enable staff to access their cases.
- District and Agencies should end-date staff who no longer should be in the system.
- Districts and Agencies will be able to use pre-Build 17 security features for all CONNECTIONS stages (e.g., CPS, FAD, FSI and FSS) regardless of whether they complete the Organizational Hierarchy or Agency Access windows.

Program

CONNECTIONS

Impact Analysis

- With the implementation of the Family Services Stage in CONNECTIONS in Build 18, district and agency staff that work with a family will share one electronic case record. Entries into the assessments, plans and progress notes will be viewable in real time by all the workers assigned a role in the case or who are granted access through the enhanced security features described in this Impact Analysis. This should be taken into account as part of developing the district/agency CONNECTIONS Security structure.

Recommendations

- Managers and other staff who will make decisions concerning the organizational hierarchy and access to records should attend the Security for Managers course as well as the Build 18 Overview and Regional Forum. These sessions will be scheduled in each region during the months that precede an implementation in each region.
- Districts and Agencies should complete the Security for CONNECTIONS Case Management Self Assessment.
- Experienced Security Coordinators should attend Build 17 training. Staff who are new to this role should take the Security Coordinator course after the implementation of Build 17; this course will be updated to incorporate Build 17 content.
- Security Coordinators and managers should become familiar with the reports available in the Data Warehouse that support security data clean-up activities and identify all of a district or agency's staff by unit and with all assigned business functions.
- District and Agencies should organize an effort to initially enter, or as needed, clean up CONNECTIONS Security data for staff who perform ongoing services. In particular, they should assure that WMS/CCRS Ids for staff are accurately reflected in the CONNECTIONS Staff Detail Window. This is needed to direct WMS/CCRS cases that are converted to CONNECTIONS FSI/FSS stages to the appropriate, assigned workers when Build 18 is implemented. (Note: CONNECTIONS Project staff may be available to assist with data entry/clean-up.)
- Administrators should review their agency's confidentiality and data security policies and procedures in anticipation of the expanded sharing of information that will occur upon the implementation of CONNECTIONS Case Management.