

CONNECTIONS Build 18.9.1 Release Notes

(A description of the Build modifications, enhancements, fixes and impacts)

CONNECTIONS

NYS Office of Children and Family Services

Dated: August 20, 2007

What is contained in Build 18.9.1...

Below is a listing by User and Area Affected, Issue Description and Fix/Impact, and System Investigation Request number (SIR). Please note that SIR's that are combined reflect the work involved to affect the changes required.

This Build features enhancements requested by the *CONNECTIONS Functional Improvements Team (FIT)*, along with modifications and fixes to CONNECTIONS application functionality. Highlighted below are a few of these enhancements, modifications and fixes. Other enhancements are denoted within the text of the Release Notes.

FIT SIR 6335 ~ The full FASP header will print on the cover page and the signature pages of the FASP. All other pages will contain a smaller subset of identifying information.

FIT SIR 6341 ~ Safety, Needs and Risk scales (SNR) and the Life Skills Assessment will roll forward and pre-fill from a previously approved FASP.

FIT SIR 6333 ~ A new item is added to the Progress note List Window Options Menu called New Using to facilitate entry of multiple, similar notes such as a series of phone calls. In addition, A Save & Enter New Note Pushbutton is added to the Progress Note Detail window making it unnecessary for the user to go back to the Progress Note List window to create a new note.

SIR 6321 ~ Users are now able to select any provider from the Provider grid as the Primary Care/Medical Home.

SIR 6441 ~ In and Out assignments in the supervisory line, when combined with Agency Access and Organizational Hierarchy, will function the same.

SIR 6523 ~ Progress Notes freeze is changed from 15 to 20 calendar days.

Definitions of the terms used in this document...

The **Users Affected** section identifies those individuals, by program area, who are impacted. **What is Affected** identifies the part of the application that is involved. The **Issue Description** section describes the "issue"/SIR needing resolution. The **Fix/Impact** section describes what the Build is expected to accomplish (impact) and the **SIR** section identifies the internal tracking number of that request. **CONNECTIONS Functional Improvements Team (FIT)** is a workgroup comprised of local district and voluntary agency staff who were asked to review system issues and functionality and make recommendations for system improvements.

Resources for Questions...

- If you have *questions about local practice, policy or procedures*, please review these procedures with your supervisor.
- For *all other CONNECTIONS related questions* please contact the NYS OFT Enterprise Help Desk 1-800-697-1323.
- *Any additional WMS processing anomalies or questions* should be directed to the OCFS-IT Customer Support Help Line at 1-800-342-3727.
- *BICS issues* should be reported to the BICS hotline: 1-800-342-3010
- *SSPS issues* should be reported to Nancy Pare: 212-383-1382 or Maureen Godwin: 212-383-2483.

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Security...

Users Affected	What is Affected	Issue Description	Fix	SIR
Security Coordinators	Agency Access	In the Agency Access Window in the Direct Supervisory Line section when a radio button is selected for View or Maintain for either All Staff or All Non-Clerical Staff the expected result for OUT Assignments is not functioning properly. In this case, IN and OUT assignments should function the same.	Both In and Out assignments when combined with Agency Access and Organizational Hierarchy in the Direct Supervisory Line are reset to allow the same access.	6441

Approvals...

ACS	Approval Status Window	Ordering of Approvers on Approval status window is inconsistent - this impacts High Priority Approvals. High Priority looks for the last row and Child Protective Manager (CPM) approval is randomly inserted above the last row.	The CPM approval event will be the last row on the window.	2819
Unit Approvers	Approvals	The Unit Approver is unable to complete an approval when there is an end-dated worker in a stage.	This fix will write the submitters agency to the database so the end-dated worker's status will no longer affect the approval process.	5773
District/ Agency Managerial Staff	Approvals	District/Agency Managerial Staff are unable to view detail of the approval event to determine who completed the approval when a person involved in the approval process has been end dated.	When an authorized user accesses the approval through the event list in browse mode, the approval event will be visible.	5783
Unit Approvers	Approvals	Approvers have requested that the comment box on the rejection window be enlarged for more detailed comments.	The comment box will be increased to 2000 characters.	FIT 6338
Unit Approvers	Approvals	When an FSS closure was rejected and one of the approvers was end dated, additional task To-Dos are being created upon re-submission of the FSS for closure.	The approver's agency will be written to the database so that the end-dated approver's status will not affect the ability of the remaining approvers to complete the approval process.	6362

Assign...

All	Assign	Access to work completed by the originating Case Manager is not supported when the Case Manager is end-dated in the FSS.	Assignment events will be created so that access continues to be supported following the unassignment or end dating of the Case Manager.	5776 & 6369
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Assign cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
All	Assign	When a worker is end dated their role and agency are deleted from the historical record creating access issues.	A new database field is created to capture the agency/district of the end-dated worker.	6367 & 6368

Case Merge/Split...

LDSS Staff with Case Merge/ Split Business Function	Case Merge/Split	The user is unable to print progress notes after splitting a case. This condition is the result of a merge of two INV stages, entry of progress notes into the FSS stage that was created from one of the INV stages then a subsequent split of the INV stages. After the split, the FSS follows the INV from which it was created.	This fix will write the case ID to the database tables for the split stages. This will allow the user to view and/or print the progress notes that were entered in both cases prior to the split.	6292
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Community Districts...

ACS only	Community District Zones	Queens Zone C is not receiving the appropriate on call reports for Community District 14. Queens Community District 14 is coming up as Zone A and should be Zone C.	The code table is changed to reflect Community District 14 as Zone C.	6542
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Education...

All	Education	Seconds are displaying for the field <i>Date Updated</i> in the Education module.	The format for the date is changed to mm/dd/yyyy.	6251
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Family Assessment and Service Plan...

Case Planner/ Manager	Plan Amendment Submission	Plan Amendments with no change in status are being submitted for approval.	Submission of the Plan Amendment is no longer allowed when there is no change in status recorded.	3509
All	Family Assessment and Service Plan	Users are unable to print specific sections of an approved FASP	This enhancement will allow the user to select a component from the FASP tree for printing. - The generated report will contain only the selected FASP components along with the common report pages - header and signature as its front and back pages respectively.	FIT 4065
Case Planner/ Manager	Family Assessment and Service Plan	When a Plan Amendment is approved and there is no change to the Service Plan the active O & A blocks from the last approved FASP do not move forward to the next FASP launched.	The active O & A blocks from the last approved FASP will move forward to the next FASP launched when the Plan Amendment is approved with no Service Plan.	4217

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Family Assessment and Service Plan cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
Case Planner/ Manager	Removal Update To-Do	The Removal Update To-Do created when a Removal Update is rejected is not automatically deleting upon approval of the FASP. These To-Dos block the ability to end-date a worker as outstanding To-Dos remain on the To-Do list.	Upon approval of a FASP (any type) when the system is checking for the pending Removal Update To-Dos the system will also check if a Removal Update To-Do exists in rejected status. If yes, the system will delete the rejected To-Do, the Removal Update report and any associated events. The message to the user is updated to say "All pending and Rejected Removal Updates for this stage will be deleted, do you wish to continue?"	4439
Case Planner/ Manager	Family Assessment and Service Plan	When printing an approved CCR FASP, the draft entries are showing for the following sections: Child Assessment/ Analysis/ Strengths Child Assessment/ Needed Improvements	When a FASP is final, the draft entries will no longer print.	4484
Case Planner/ Manager	Family Assessment and Service Plan	When applicable, the non LDSS Custody-Relative/Resource Placement/ Record Return Home tab information is not printing in the Final FASP Report.	The code is changed to look for the Print Record Return Home Tab when the child is in non-LDSS custody.	4502
Case Planner/ Manager	Family Assessment and Service Plan	Life Skills do not display in the FASP reports for non LDSS custody.	The code is changed to look for the Life Skills component on Non-LDSS custody children.	4606
Case Planner/ Manager	Family Assessment and Service Plan	For an approved FASP, the Reassessment FASP Report for a CCR displays incorrect header information and questions in the <i>Child Assessment</i> --> <i>Child Update Section</i> . The report displays the headers and questions corresponding to the FASP report for a CWS when the FASP has been approved. However, when the report is generated for an In Process FASP it shows the appropriate <i>Child</i> information.	The FASP output is changed to print the CCR headers on the approved FASP report.	6119
All	Family Assessment and Service Plan	When a child has a Program Choice of Non LDSS custody, the Non LDSS custody component is disabled. Non LDSS custody information along with the Risk Analysis and RAP are printing under the Strengths Needs and Risk scales instead of printing with the Family Assessment.	The Non LDSS custody component is enabled as required.	6273

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Family Assessment and Service Plan cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
All	Family Assessment and Service Plan	The worker information grid in the FASP Report is listing both current and all historical workers.	The worker information grid will contain only the current workers at the time of FASP submission.	6330
All	Family Assessment and Service Plan	The Family Assessment and Service Plan Header repeats details of Sensitive, Document Title, Confidentiality Warning, Case Name, Case ID, Report Status, Stage Name, Stage ID, CID, Report Date, LDSS Manager, LDSS/Agcy Planner information on every page.	The first page and the signature page of the document will contain all of the information currently included in the header. Subsequent pages will include Sensitive, Document Title, Confidentiality Warning, Case Name, Case ID, and Report status.	FIT 6335
Case Planner/ Manager	Family Assessment and Service Plan To-Do	There has been a request to include the due date of the FASP in the Approval To-Do.	The date on the FASP To-Do window will be the FASP due date, not the date the To-Do was submitted. When the FASP is rejected the date of the rejection event replaces the FASP due date on the To-Do window.	FIT 6336
Supervisor	Family Assessment and Service Plan To-Do	There is no way for a Case Planner's supervisor to identify when a FASP has been rejected by the Case Manager.	A rejection alert will be sent to the Case Planner's supervisor if a Case Manager rejects a FASP.	FIT 6337
Case Planner/ Manager	Service Plan Review	The Service Plan Review Notification Letter does not leave space for local district letterhead.	The letter is updated to leave room for local district letterhead.	6340
All	Family Assessment and Service Plan	Users have requested that the Safety, Needs and Risk scales (SNR) and the Life Skills Assessment be rolled forward and pre-filled from the previously approved FASP.	The SNR scales and Life Skills Assessments will be pre-filled from the previously approved FASP. The pre-fill of these scales begins with the first Reassessment following the approved Comprehensive FASP.	FIT 6341

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Family Assessment and Service Plan cont...

Users Affected	What is Affected	Issue Description	Fix	SIR						
Case Manager/ Planner	Family Assessment and Service Plan	Users requested that we number the Safety, Needs and Risk Scales and Rating columns in the Family, Parent/Caretaker and Child Scales for ease of use when recording comments.	<p>The SNR scales are numbered and the Ratings are lettered as in the example below:</p> <p style="text-align: center;">Child Strengths, Needs and Risks</p> <table border="0"> <tr> <td style="vertical-align: top;">Scale</td> <td style="vertical-align: top;">Ratings</td> </tr> <tr> <td>1. Physical Health</td> <td> a. Good or excellent health b. Minor illness or physical disability c. Moderately serious illness or physical disability d. Debilitating illness or physical disability </td> </tr> <tr> <td>2. Physical Health Care</td> <td> a. Regular preventive health care is practiced. b. Receives appropriate medical care for illness or condition </td> </tr> </table>	Scale	Ratings	1. Physical Health	a. Good or excellent health b. Minor illness or physical disability c. Moderately serious illness or physical disability d. Debilitating illness or physical disability	2. Physical Health Care	a. Regular preventive health care is practiced. b. Receives appropriate medical care for illness or condition	FIT 6343
Scale	Ratings									
1. Physical Health	a. Good or excellent health b. Minor illness or physical disability c. Moderately serious illness or physical disability d. Debilitating illness or physical disability									
2. Physical Health Care	a. Regular preventive health care is practiced. b. Receives appropriate medical care for illness or condition									
Case Manager/ Planner	Family Assessment and Service Plan	The <i>Presenting Needs and Concerns</i> tab is completed in the Initial FASP. If the Initial FASP has not been approved, the <i>Presenting Needs and Concerns</i> section remains available for entry in subsequent FASPs. After approval of the initial FASP, the tab remains in focus for subsequent FASPs despite the fact that no entry is allowed.	The title of the <i>Presenting Needs and Concerns</i> Tab is changed to <i>Original Reason for Case Opening</i> . Entries made on the <i>Original Reason for Case Opening</i> tab will be time stamped with each user's entry each time the entry is modified up until the approval of the initial FASP. The infocus tab for subsequent FASPs is Family Background, with the <i>Original Reason...</i> available in view only mode.	FIT 6345						
Case Manager/ Planner	Family Assessment and Service Plan	The language on the <i>Original Reason for Case Opening</i> Tab should be changed to reflect the change in the header title.	The language will now read: "Summarize the original reason for case opening. Identify the area the family considered most important to address."	FIT 6346						
All	Family Assessment and Service Plan	When Parent Caretaker and Child scales are required, there is an indication to the user in the heading of the scale. For parent/ caretaker it displays Primary Caretaker (PC) or Secondary Caretaker (SC), for the child scales it displays "Tracked". All other columns display without a designation.	The label "Optional" is added to individuals whose information is not required.	FIT 6347						
Case Planner/ Manager	Plan Amendment	When a Plan Amendment is launched the Plan Amendment maintenance window does not open automatically.	The code is changed to open the Plan Amendment Maintenance window on either double click or launch of the PA.	FIT 6348						

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Family Assessment and Service Plan cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
All	Family Assessment and Service Plan	Users have requested that the FASP headings in the output of the FASP report be made more readable.	The font size is changed, the italics are removed and the bold frame is changed to a smaller underline.	FIT 6380
Case Planner/ Manager	Family Assessment and Service Plan	<ol style="list-style-type: none"> 1. When the answer for question 1, <i>Has there been any court related or legal activity since the last plan...</i> is no, question 2, <i>What effect did the legal activity have on the plan and/or the child's PPG?</i> displays. 2. <i>Strengths, Needs and Risks - Family</i> - Current FASP outputs displays labels <i>Primary Caretaker, Secondary Caretaker</i> even when there are no caretakers listed. 3. <i>Strengths, Needs and Risks - Parent/Caretaker</i> - The current FASP output displays label <i>Secondary Caretaker</i> even when there is no secondary caretaker. 4. <i>Strengths, Needs and Risks - Parent/Caretaker</i> - The current FASP output displays this section with all the questions even when no caretaker has been selected. 5. <i>Risk Assessment profile</i> - Current FASP output displays label <i>Secondary Caretaker</i> under Risk Questions even when there is no secondary caretaker. 6. <i>Risk Assessment profile</i> - The current FASP output displays this section with all the questions with no responses even when no caretaker has been selected. 7. <i>Strengths, Needs And Risks</i> - The current FASP output displays sections in a different order than the FASP window <i>Parent/Caretaker</i> is displayed before <i>Child</i>, while the window displays <i>Child</i> before <i>Parent/Caretaker</i>. 8. <i>Strengths, Needs and Risks – Child</i> - There is no specific order for the display of children for this section in the FASP output and is different from that of the FASP window. 	<ol style="list-style-type: none"> 1. Output will display only questions that are relevant and user enterable from the window. 2. The labels <i>Primary/Secondary Caretaker</i> will display only when there is a caretaker present. The output will display <i>None</i> if no caretakers are present. 3. Display the label <i>Secondary Caretaker</i> only when there is a secondary caretaker present. 4. The output will not display this section when no caretaker has been selected. 5. The output will not display this section when no caretaker has been selected. 6. The output will not display this section when no caretaker has been selected. 7. The output is modified to match the order on the FASP window. This means that <i>Child scales</i> are displayed before <i>Parent/Caretaker scales</i>. 8. The output is modified to match the order on the FASP window. The order is changed to descending age, with the oldest child listed first. 	FIT 6388

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Family Assessment and Service Plan cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
Case Planner/ Manager	Family Assessment and Service Plan	<ol style="list-style-type: none"> 1. <i>Appropriateness of Placement - Location of Child</i> - The current FASP output displays the following question even when it is not applicable: <i>What are the service needs the child has which cannot be met at a lower level of care?</i> 2. <i>Permanency Progress/Concurrent Planning - Alternative Permanency Resources</i> - The Current FASP output only displays this section for certain children when there are multiple individuals. 3. <i>Family/Child Visiting Plan</i> - The current FASP output displays all the Outside Participants listed in the window and not just the ones selected for the plan. 4. <i>Discharge to Independent Living</i> - The current FASP output phrases the question as: <i>Explain any reason notice has not yet been provided.</i> The question on the FASP window is phrased as: <i>Explain any reason why notice has not yet been provided.</i> 	<ol style="list-style-type: none"> 1. The FASP window displays this question and makes it user enterable only for appropriate Facility Type selections. FASP output is changed to be consistent with the FASP window. 2. This section will display appropriate section headers and questions/responses to match the ones on the FASP window 3. The Outside Participants that are relevant to the plan are displayed. 4. The question is rephrased to match the FASP window. 	<p>FIT 6389</p>
Case Planner/ Manager	Family Assessment and Service Plan	<ol style="list-style-type: none"> 1. Labels display on the FASP window under the <i>Preventive</i> heading even when they are not applicable. 2. Output on the sub sections of the <i>Programmatic Eligibility</i> section display in a different order than on the FASP window. 3. Output on the <i>(Continuing) Need for Placement Services</i> list in the Placement window display in a different order than on the FASP window. 4. Output displays incorrect spelling of the word Programmatic in the section header. Currently displays as: <i>Programatic Eligibility Information.</i> 	<ol style="list-style-type: none"> 1. Only the sections that are applicable will display in the FASP output. The user will no longer see the sections that are not applicable listed in the window. 2. The output is modified to match the order on the FASP window. 3. The output is modified to match the order on the FASP window. 4. The spelling on the section header to is changed to <i>Programmatic Eligibility Information.</i> 	<p>FIT 6390</p>

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Users Affected	What is Affected	Issue Description	Fix	SIR
Case Planner/ Manager	Family Assessment and Service Plan	<ol style="list-style-type: none"> 1. <i>Family Involvement</i> - FASP output does not display the question <i>Describe the family's input to this service plan. Note specific family requests for services or changes to the plan....describe your efforts in involving family members</i> under Case Planner Summary. This question is displayed on the FASP window. 2. <i>Outcomes and Activities</i> - FASP output displays the O&A Status in code. 3. <i>Outcomes and Activities</i> - The output displays O&A Blocks with 'Achieved', 'Active' (New, Modified, Retained) and 'Discontinued' statuses. This includes O&A blocks with statuses of 'Achieved' that are carried over from the previous FASPs. 4. <i>Outcomes and Activities</i> - FASP output displays the goals achieved as one of the first fields in this sub-section. Users have requested that the achieved goals be moved to the end of the document. 	<ol style="list-style-type: none"> 1. The FASP output is updated to display the question to match the FASP window. 2. Output displays the name of the actual values instead of the codes. 3. O&A Blocks will only display the active statuses of New, Modified, and Retained - from both current and previous FASPs and the status of Achieved from the current FASP only. 4. The achieved goals are moved to the end of the section. Achievement status will not be included on a <i>New</i> goal. In addition, to improve readability the fields have been rearranged. 	<p><i>FIT</i> 6391</p>
All	Family Assessment and Service Plan	<ol style="list-style-type: none"> 1. <i>Foster Care Issues - Appropriateness of Placement – Location of Child ~ Placement Information</i> ~ the following fields are missing in the current FASP output: <ol style="list-style-type: none"> a. <i>Out of County</i> b. <i>Reason</i> 2. <i>Family Services Stage Composition Information</i> This component is hard to read the way it is currently structured. 	<ol style="list-style-type: none"> 1. Output is changed to display the fields: <i>Out of County</i> and <i>Reason</i> when applicable, with the other placement information, matching the FASP window. 2. The data elements will be rearranged and lines will be added to divide sections in this component. 	<p><i>FIT</i> 6392</p>

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Family Assessment and Service Plan cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
All	Family Assessment and Service Plan	<ol style="list-style-type: none"> 1. <i>Family Assessment ~ Service Plan</i> – the current FASP output displays the sub-heading 'Case Planner Summary' in the areas listed below. This information is redundant in the Final FASP Report.: <ol style="list-style-type: none"> a. <i>Family Update - Case Update</i> b. <i>Analysis - Family View</i> c. <i>Analysis - Behaviors And Contributing Factors</i> d. <i>Analysis – Strengths</i> e. <i>Analysis - Needed Improvements/Changes</i> f. <i>Service Plan - Family Involvement</i> 2. <i>Family Assessment - Strengths, Needs And Risk</i> - Spacing between the sections listed below is greater than single space. <ol style="list-style-type: none"> a. <i>Family scales</i> b. <i>Child scales</i> c. <i>Parent/Caretaker scales</i> d. <i>General Risk Assessment</i> 3. <i>Family Assessment</i> - Current FASP output displays spacing greater than single line spacing between each sub section <ol style="list-style-type: none"> a. <i>CPS Safety Assessment</i> b. <i>Strengths, Needs And Risks (Family, Child, Parent/caretaker)</i> c. <i>Family Assessment - Risk Assessment Profile</i> d. <i>Programmatic Eligibility Information</i> 4. <i>Family Assessment - Foster Care Issues</i> - Current FASP output displays single line spacing between questions/responses for the following: <ol style="list-style-type: none"> a. <i>Family Assessment - Strengths, Needs And Risks - Family</i> b. <i>Family Assessment - Strengths, Needs And Risks - Child</i> c. <i>Family Assessment - Strengths, Needs And Risks - Parent/Caretaker</i> d. <i>Foster Care Issues - Life Skills Assessment</i> e. <i>Foster Care Issues - Appropriateness of Placement - Continuity of Environment</i> 5. Current FASP output displays single line spacing between the question 'Does the placement permit:' and the next question. 6. <i>Page breaks</i> - Redundant page breaks have been identified prior to the following section <ol style="list-style-type: none"> a. <i>Family Assessment - Strengths, Needs and risks - Child</i> 	<ol style="list-style-type: none"> 1. The Sub-heading <i>Case Planner Summary</i> will be removed from the Final FASP Report. 2. Spacing between the end of the section and all section headers is limited to single line. 3. Spacing between the end of the sub-headings and end of the previous sub-heading section is limited to single line. 4. Single line spacing is removed between the questions and answers in this section reducing the length of the document. 5. Single line spacing is removed between the questions and answers in this section reducing the length of the document. 6. The redundant page breaks are removed from this section. 	<p style="text-align: center;">FIT 6393</p>
Case Planner/ Manager	Family Assessment and Service Plan	There are varying fonts and font sizes for the narrative sections in the current FASP output.	Fonts in all narrative fields of the FASP are changed to MS Sans/Serif 8 point medium.	<p style="text-align: center;">FIT 6394</p>

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Family Assessment and Service Plan cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
Case Planner/ Manager	Family Assessment and Service Plan	<ol style="list-style-type: none"> 1. <i>Relative/Resource Placement - Appropriateness of Alternative Setting</i> - Current FASP output displays the label/response for <i>Relationship to Caretaker</i> after the address of the caretaker. FASP window displays the field <i>Relationship to Caretaker</i> after the <i>Caretaker's Name</i> field. 2. Current FASP output displays the section headers as - <ol style="list-style-type: none"> a. <i>Non-LDSS Custody - Relative/Resource Placement Appropriateness of Alternative Setting</i> b. <i>Non-LDSS Custody - Relative/Resource Placement Functioning</i> c. <i>Non-LDSS Custody - Relative/Resource Placement Permanency Progress</i> 	<ol style="list-style-type: none"> 1. Modify the output layout to match the one on the FASP window. 2. The headers are not separated by a dash. The section headers are modified to: <ol style="list-style-type: none"> a. <i>Non-LDSS Custody - Relative/Resource Placement - Appropriateness of Alternative Setting</i> b. <i>Non-LDSS Custody - Relative/Resource Placement - Placement Functioning</i> c. <i>Non-LDSS Custody - Relative/Resource Placement - Permanency Progress</i> 	<p style="text-align: center;">FIT 6395</p>
Case Planner/ Manager	Family Assessment and Service Plan	<ol style="list-style-type: none"> 1. Currently, the signature page of the FASP report displays the following roles: <ol style="list-style-type: none"> a. Case Manager b. Case Planner c. Case Planner's Supv. d. Case Worker e. Case Worker f. CPS Monitor g. Third Party Reviewer h. Parent i. Parent j. Child k. Child 2. Though the Signature page is currently displayed as a separate page on the full FASP report, the Signature page still displays as a continuation of the Service Plan for: <ol style="list-style-type: none"> a. Component report - when Service Plan --> All Service Plan menu item is selected b. Full Report - Print Selected pushbutton selection - Service Plan checkbox is selected 3. Signature Page should contain the same information as the cover page. 	<ol style="list-style-type: none"> 1. Remove all the roles from the signature page. The signature page will print with blank lines for individuals to print their name, sign, record their role and the date. 2. An additional page break is added after the Service Plan section so that the Signature page is printed separately. 3. Signature page header mirrors the cover page header. 	<p style="text-align: center;">FIT 6396</p>

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Family Assessment and Service Plan cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
Case Planner/ Manager	Visiting Plan	<ol style="list-style-type: none"> 1. Visiting Plans that are associated with the Visiting Plan Review display as separate sections headers under the Visiting Plan Review section. 2. When multiple Visiting Plans and Visiting Plan Reviews exist, the section header repeats for each. 3. The question <i>Were the expectations of the previous visitation plan met?</i> is not being displayed in the output. However, the response to this question as well as the subsequent question is being displayed on the report. 	<ol style="list-style-type: none"> 1. Visiting Plan information will be added to the corresponding Visiting Plan Review section. The Visiting Plan Review section displays the following information: <ol style="list-style-type: none"> a. Review Status b. Plan Description c. Primary Location d. Frequency e. Duration f. Visiting Plan Status g. Children h. Adults i. Other Participants j. Select the degree that the parent(s) or other visitor(s) met the frequency of the previous visiting plan. k. Rate the degree to which the parent(s) or other visitor(s) behavior during visits supports a healthy and nurturing relationship. l. Were the expectations of the previous visitation plan met? (Yes/No) m. Explain any expectations that were not met and the reason they were not met. n. Are there any special conditions (i.e. court orders, supervised visitation, phone contacts, mail) regarding visitation? o. Explain the condition. For supervised visitation, explain the reason and how supervision will be provided: p. Is assistance necessary to facilitate visitation? q. Explain what assistance is necessary and how it will be provided: r. Describe specifically what will occur during visits to enhance parental capability, support the parent/child relationship and support the child's well-being: s. Provide any additional detail regarding location, frequency, or duration of the visiting plan. 2. Visiting Plan and Visiting Plan Review section headers are displayed only once before the start of each section. To differentiate each plan/review, double line spacing is included between the end of a plan/review and the start of another. 3. The question will display in the output as required. <p>Note: The fields a-i will not be repeated for Visiting Plans associated to the Review.</p>	<p style="text-align: center;">FIT 6408</p>

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Family Assessment and Service Plan cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
Case Planner/ Manager	Family Assessment and Service Plan Report	Users have requested that the <i>Foster Care Issues</i> report be re-ordered by child.	<ol style="list-style-type: none"> 1. The <i>Foster Care Issues</i> report is reordered by Child. 2. The child's name will only appear once on the first page of the FCI information, under the <i>Appropriateness of Placement</i> heading. 3. Page breaks will be removed between individual components. Page breaks are added between individual children, between the last child and the visiting plan, and between the visiting plan and the visiting grid. 	FIT 6409
All	Family Assessment and Service Plan	On the Check FASP Detail Button the label Update Service Plan/Family Involvement/Outcome and Activities is incorrect. Family Involvement and Outcome and Activities are two separate things.	The labels are fixed for the Outcome and Activities and Services Needed sections.	6445
Unit Approver	Family Assessment and Service Plan	The FASP Supervisory review window is not set to standard size making the save, cancel and close push buttons and Review check boxes inaccessible.	The window will be resized to the standard size, making the entire window visible on the screen.	6462
Case Planner/ Manager	Family Assessment and Service Plan	A horizontal scroll bar appears on the Case Planner Summary Window.	Horizontal scroll bar is removed from the Case Planner Summary window.	6470
Case Planner/ Manager	Service Plan Review	When entering the Agency name in the Add Outside Participant screen there are 19 characters available. This is causing some names to be truncated.	The Agency Name field is increased to 30 characters.	6490
All	Family Assessment and Service Plan	If a user enters information on the Service Plan Review tab in the FASP, the information is not showing up in the final FASP report.	The system will check for all Service Plan Review entries and print them on the final FASP report.	6509
All	Family Assessment and Service Plan	OCFS Policy is requesting that a statement be added to the FASP Service Plan Output.	<p>The following language will be added to the FASP Service Plan Output:</p> <p>The service plan described on this and any attached pages, represents a plan to help you meet the most important needs of your family. It is important that you read and understand this plan. It may be used to review agreed upon activities and to review progress.</p>	FIT 6510

CONNECTIONS

NYS Office of Children and Family Services

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Family Assessment and Service Plan cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
Caseworker	Family Assessment and Service Plan	When a worker who is not Associated to a child accesses the Child Scales in the FASP and selects the All checkbox the following message displays: "Must have designated responsibility for all tracked children to use this option." This message is confusing to the user due to "Designate Health Responsibility" feature in the Health module.	The message is updated to reflect the Association of the worker to the child. The message will read "You must be the Associated worker through <i>Tracked Child Detail Associate Worker</i> to use the option of All."	6533

Family Services Intake...

Intake worker	Family Services Intake	A blank page is printing in both the English and Spanish versions of the FSI Denial Letter.	The blank page is removed.	6263
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Family Services Stage...

Case Planner/ Manager	Family Services Stage	When calculating the Case Initiation date on an Indicated/Open CPS stage progression, the system is overlooking the Date of Indication when an application date is entered on the case. This is causing FASP due dates to be incorrectly calculated.	The code is changed to look for the Date of Indication when a case is opened from a CPS stage.	4688
Case Manager	Family Services Stage Closure To-Do	The To-Do that is created when the FSS closure is rejected is not deleted when a FASP is subsequently approved. The To-Do remains on the workers To-Do list and cannot be deleted. These To-Dos block the ability to end-date a worker as outstanding To-Dos remain on the To-Do list.	Upon approval of a FASP the system will check if a FSS Closure To-Do exists in rejected status. If yes, the system will delete the rejected To-Do, and any associated events.	4462

Foster/Adoptive Home Development...

FAD worker	Foster Adoptive Home Development Closure To-Do	The To-Do that is created when a FAD closure is rejected is not deleted when a FAD reauthorization is completed. These To-Dos block the ability to end-date a worker as outstanding To-Dos remain on the To-Do list.	Upon approval of a FAD Reauthorization the system will check if a FAD stage closure To-Do exists in rejected status. If yes, the system will delete the rejected To-Do and associated event. Please note: The F/A home history will not be updated and the submission for closure will still display on the F/A Home History window to give a complete history of the home.	4463
FAD Workers	Foster Adoptive Home License Window	Workers are able to print foster home certificates and approval letters for out of state homes licensed by out-of-state agencies.	This fix suppresses the ability to print a FAD Certificate or Approval Letter for an out-of-state home.	4850

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Foster/Adoptive Home Development cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
FAD Workers	Foster and Adoptive Home Development	Current fingerprint notice and Denial/Revocation letter do not contain the correct language regarding FBI checks.	The out-of-date notice and letter(English and Spanish) are removed from the application. Workers will no longer be able to print Fingerprint notices or Denial/Revocation letters from CONNECTIONS until a future Build.	6374

Health...

Historical Agency	Health	Supervisors of end dated employees cannot access Health for a closed case.	The worker's agency is written to the data base to provide access to historical information	6055
Health worker	Health	When entering dates on the <i>Child Health Information</i> tab the dates are erroneously updating information on previously saved appointments.	The code has been fixed and no longer allows a change to a pre-existing appointment. Incorrect appointments must be invalidated and reentered with the correct information.	6098
Health worker	Health	<i>Clinical Appointment</i> Tab is not refreshing after a modification to the Health Provider. User must close the window and reopen to view new or updated Health Provider information.	The system is changed to refresh the <i>Clinical Appointments</i> tab after the <i>Health Provider</i> window is saved and closed.	6183
All	Family Relationship Matrix	When the Family Relationship Matrix is changed and left incomplete the Biological Family Health information Tab and health reports do not match.	The Report menu will not become enabled and the message "Family Relationships have not been defined in FRM" will display when the Family Relationship Matrix is incomplete.	6305
All	Health	OCFS Policy has requested that users with the proper security be allowed to navigate to <i>Primary Care/Medical Home</i> window from the <i>Child Health Information</i> tab and record this information prior to an appointment being entered.	A button labeled <i>Primary Care/Medical Home</i> is added to the <i>Child Health Information</i> Tab, so that users may enter the <i>Primary Care/Medical Home</i> from the <i>Child Health Information</i> tab	6315
All	Health	OCFS Policy has requested that field labels and navigation for Health Provider information be improved.	1. The Health Provider label on the pushbutton and in the <i>Option</i> menu on the <i>Clinical Appointment</i> Tab will be renamed <i>Select Health Provider</i> . This pushbutton will only be enabled when creating a new appointment. 2. A new pushbutton and a new <i>Options</i> menu item, named <i>Add/Modify Prov</i> , are added to the <i>Clinical Appointment</i> Tab window.	6316

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NYS Office of Children and Family Services

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Health cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
All	Health	The message "Add or Verify Health Provider Exists prior to entering Clinical Appointment" appears only once when the user clicks the Clinical Appointment Tab.	The code is updated to display the message "Add or Verify Health Provider Exists prior to entering Clinical Appointment", at the bottom of the screen, continuously as a reminder for users to verify the provider has been added to the Health Provider list prior to entering appointment information.	6319
All	Health	Pop up message "Add or Verify Health Provider Exists prior to entering Clinical Appointment" on the <i>Clinical Appointment</i> Tab should be removed.	This pop up message is removed from the window.	6320
All	Health	Users are unable to identify a <i>Primary Care/ Medical Home</i> for a child when there are no <i>Physical/Medical</i> domain entries on the Health tab.	The edit stating Primary Care/Medical Home must be affiliated with a Physical/Medical domain is removed. Users are now able to select any provider from the grid as the Primary Care/Medical Home.	6321
All	Health	Users are unable to back date the HIV test to the child's DOB.	Users are able to back date the HIV test to the child's DOB. The HIV assessment may not pre-date the stage start date.	6322
All	Health	Users are unable to enter information on the <i>Biological Family Health Information</i> Tab until the questions regarding mother's health during pregnancy are answered.	The additional information pushbutton is enabled even when the mother questions are unanswered.	6324
All	Health	The Authorization to Release Health Records does not pre-fill with the child's demographic information.	The authorization form pre-fills with the child's name, date of birth, Case Id and Case Name information.	6325
All	Health	The Consent to Release Health Records does not pre-fill with the child's demographic information.	The authorization form pre-fills with the child's name, date of birth, Case Id and Case Name information.	6326
All	Health	On the health services tab, users are unable to use combinations of domain types when entering appointment information.	All diagnoses are available for any domain, and any appointment type/domain combination is available. The user is able to enter a domain, appointment type, and diagnosis and then go back and change the domain or appointment type if they desire without losing any data. The list of treatment recommendations available is unduplicated.	6373

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NYS Office of Children and Family Services

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Health cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
All	Health	1. The first two report menu items are disabled when the child is not tracked. These reports open blank when you select a child from the list. 2. Child Health Reports are enabled even though workers are not assigned responsibility for that child.	1. The first two Report menu items are enabled on the Health Report menu when a child is selected. The child's demographic information will populate the report. 2. Child Health reports are disabled if the worker has not been designated responsible for the child.	6407
All	Health Summary Report	Biological parents' names are being printed on the Child's Health Summary Report.	The biological parents name will not appear on the Child's printed Health Summary Report.	6494
All	Health History Report	Biological parents' names are being printed on the Child's Health History Report	The biological parents name will not appear on the Child's printed Health History Report.	6495
All	Health Provider Screen	When entering the resource name in the Health Provider screen there are only 25 characters available. This is causing some names to be truncated.	The Resource Name field on the Health Provider Screen is increased to 40 characters.	6491

Intake...

SCR	Intake	The SCR has added a new requirement for workers to ask the source the family's primary language during the intake process. There is currently no selection to indicate that this information is unknown when the source is unsure of the family's primary language. SCR is requesting the value of unknown be added to the language drop down list.	A new value of Unknown is added to the language drop down list.	6511
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Local Data Maintenance...

LDM worker	Local Data Maintenance	When trying to add a new person to a closed INV through LDM the user receives an error message upon clicking save.	The code was updated to use the Map Info software for the address validation. Error is no longer received.	6406
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Narrative Fields...

All	Text Tool	The spell check dictionary in CONNECTIONS production does not match the approved CONNECTIONS custom dictionary.	The custom dictionary is migrated to production.	6365
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NYS Office of Children and Family Services

Dated: August 20, 2007

Permanency Hearing Reports, Notices and Statements...

Users Affected	What is Affected	Issue Description	Fix	SIR
Case Planner	Permanency Hearing Notices	When a Voluntary agency Worker is end dated the worker's name no longer displays on the Permanency Notices and Hearing window. If the Voluntary agency worker has the Case Planner role, the agency no longer displays in a Draft Permanency Hearing Report (PHR).	A new database field is created to capture the agency/district of the end-dated worker. The agency name will appear in the PHR.	6027
All	Permanency Hearing Report	The grey text entry field on question 2 of the Individual Child Permanency Hearing report is not visible. The worker must backspace to make the field visible.	The code has been updated so that the user will see the grey field when they tab to question 2.	6297
All	Permanency Hearing Report	When the user selects the pre-fill option for the PHR, the message displayed when there is no approved FASP or Plan Amendment is "No approved FASP or Plan Amendment or Removal Update Report exists, no pre-fill available for FASP information, continue?" This message is incorrect as the information for pre-filling the reports should come from the last approved FASP or Plan Amendment.	The code and message are changed to use the information from the last approved FASP or Plan Amendment. The message reads "No approved FASP or Plan Amendment Report exists, no pre-fill available for FASP information, continue?"	6301
All	Permanency Hearing Report	The permanency question #26 regarding education is not pre-filling with the correct demographic information.	The code is updated for question 26c "If the child is age three or older and is suspected of having a disability or has been found eligible for Special Education prior to or during foster care, describe the status of the referral, the Individualized Education Program (IEP) related recommendations and services provided by the school." and will return information for children greater than or equal to 3 years old. The other parts of the question remain as they are.	6302
All	Permanency Help	In the CONNECTIONS application, clicking on Help for the Permanency Hearing Report displays help for the Permanency window.	Help is updated to display the information for the Permanency Hearing Report.	6307

CONNECTIONS

NYS Office of Children and Family Services

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Permanency Hearing Reports and statements cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
Case Manager	Permanency Hearing Statement	A request has been made to allow mailing of a local copy of the Permanency Hearing Statement to the logged on worker's NT ID.	Case Manager may highlight a row in the Summary grid of the Permanency Hearing Statement in any status enabling the "Permanency Hearing Statement" sub-menu item under "Mail Local Copy" on the Options menu. Upon clicking the "Permanency Hearing Statement" menu item, the following message is displayed: "The report/statement will be mailed to <logged on user's NT ID>@nysemail.state.ny.us. If you cannot access this mailbox, contact the Case Manager. Do you wish to proceed with the mailing?" Yes and No pushbuttons will exist.	6372
All	Permanency Hearing Notice and Statements	On the Permanency Hearing Notice and Statements window, only workers from a VA are listed. Policy is requesting that all workers assigned a role in the stage be listed.	The Permanency Hearing Notice and Statement are modified to populate with all workers who have a role in the stage.	6375
All	Permanency Hearing Report	The font color of the word "DRAFT" on the PHR is too light. As a result users are overlooking it when printing for court.	A darker font color will be used for the word "DRAFT" in the header of all Permanency Hearing reports.	6429
ACS only	Permanency Hearing Report Verification Page	ACS is requesting that CONNECTIONS NOT pre-fill the "State of NY County of _____" field, on the verification page of any version of the Permanency Hearing Report when the Case Manager of the case is an A66 worker.	The pre-fill is removed from the PHR verification page when the district is A66.	6435
ACS only	Permanency Hearing Report	ACS is requesting that the status of " DRAFT " <u>not</u> appear on any Permanency Hearing Report where the Case Manager is an A66 worker.	For cases where the case manager's district is A66, the word " DRAFT " on the Permanency Hearing Report is removed.	6436
ACS only	Permanency Hearing Notices and Statements	Case Managers from district A66 are unable to print statements and notices from the Permanency Hearing Report without completing the court information.	When at least one invitee has been added to the Permanency Notices and Statements window, the edit that disables the Print Statements menu item is removed. When a PHR is selected for a child in a stage where the Case Manager is from A66, the Print Statements menu item on the Permanency Hearing Notices and Statements is enabled.	6437

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NYS Office of Children and Family Services

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Permanency Hearing Reports and statements cont...

Users Affected	What is Affected	Issue Description	Fix	SIR
Case Manager	Permanency Hearing Report Notice	The Office of Court Administration (OCA) update (Child's CIN added) to the Permanency Hearing Report Notice of 2006 has not been incorporated in the CONNECTIONS version of the Notice.	The 9/2006 version of the Permanency Hearing Report Notice is available in CONNECTIONS. The revision date is updated and the child's CIN is added.	6460
All	Permanency Tab	When you go into a Case, click the Permanency tab, click the Notices and Statement tab, and then, click the Court Information tab. The space for the Docket number only allows you to type in one Docket number.	The field on the Court Information Window is Expanded to 120 characters. The label field is updated to read "Docket Number(s).	6463
All	Permanency Hearing Statements	On the printed Permanency Hearing Report Statements, the Field "Case Worker Name" is blank. This is not carried forward from any fields in CONNECTIONS and is not modifiable.	A list of workers assigned to the stage will appear in the "Case Worker Name" field on the PHR statement. This information will appear to the right of the Family Court Address section, with a check-box next to each name to allow selection of the worker. The instructions read: "Select worker(s) for Permanency Hearing Statement"	6481
All	Permanency Hearing Report	Final Permanency Hearing Report shows shading in enterable fields. This affects all three types of reports Individual, Multiple and Freed Child.	The shading will no longer display in the printed report.	6502

Person List...

All	Person List	The employee PID is being related to stages where the employee is listed as a principal, family member or alleged subject including, adoption, foster care, preventive, FAD, INT and INV stages.	<ol style="list-style-type: none"> 1. When attempting to merge or relate a person who is an employee, the pushbuttons relate or merge are disabled. 2. A message displays "Person Selected is an Employee relate is not allowed", with an OK pushbutton. Or, if a merge is attempted the message: "ERR The Person forward is an employee, merge is not allowed", with an OK pushbutton. When attempting to relate an employee from the Person Search window, the message: "This person is an Employee. For more information use Staff Search." displays. 	4264
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Person Search...

All	Person Search	An Employee PID may be selected from the Person Search grid and the Case pushbutton is enabled. This has led to employees being related or merged incorrectly.	When an employee Person ID is chosen in any Person Search result the case list pushbutton is disabled.	6015
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NYS Office of Children and Family Services

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Progress Notes...

Users Affected	What is Affected	Issue Description	Fix	SIR
All	Progress Notes	District/Agency staff are unable to print progress notes from a closed stage when a worker has been end-dated.	The Code is changed to retrieve the county or agency code of the end-dated worker, allowing the progress notes to be printed.	5774
All	Progress Notes	Workers from agencies, who have been unassigned from a stage, are able to access Progress Notes on stages when they have the Enter Progress Notes BF and Access All in Agency through the Case Summary Window.	The Enter Progress Notes menu item is disabled on the case summary window when the user is not in the same district/agency as one of the assigned workers.	6327
All	Progress Notes	Users report that entering Progress Note header information is time consuming to enter for each individual entry.	<ol style="list-style-type: none"> 1. A new menu item is added to the Options menu on the Progress Notes List window called New Using. When this option is selected the Type, Method of Contact, Location of Contact, Other Participants & Purpose fields will pre-fill in the new note from the note selected in the list. 2. In addition, A Save & Enter New Note Pushbutton is added to the Progress Note Detail window. This button will save the Progress Note as draft and clear all fields. It is no longer necessary for the user to go back to the Progress Note List window to create a new note. 	FIT 6333
All	Progress Notes	The Progress Note output standard header contains detailed contact and case information.	The standard Progress Note output header will be used on the first page of a note. Subsequent pages will contain a smaller subset of identifying information similar to the FASP header.	FIT 6334
Voluntary Agency Workers	Progress Notes	The Voluntary Agency Historical worker is able to view progress notes beyond the date the agency was unassigned via the event list.	The code is updated to limit the voluntary historical worker access to the date the voluntary agency involvement ended.	6351
Unit Approver/ Primary Workers	Progress Notes	Unable to copy progress notes between stages when there is an invalidated or rejected stage closure.	This code change adds a check of the current status of the closure event and will only block entry of new notes when the status is PEND or APPR.	6513
All	Progress Notes	The current practice of freezing progress notes after 15 calendar days does not account for weekends and holidays sometimes giving a supervisor 11 or fewer days to review progress notes.	Progress Notes will automatically freeze in 20 calendar days, rather than 15 days, to allow additional time for supervisory review of progress notes.	6523