

CONNECTIONS

NYS Office of Children and Family Services

The following new To-Do's (Tasks, Alerts & Reminders) have been created within Build 18

Type	Creation Process	Short Description	Stage	Navigation/Goes To
FASP				
Task	Submitting a FASP for approval	Approve <FASP Type> FASP for FS <Stage Name>	FSS	Approver
Alert	Submitting a FASP for approval.	Update CCRS for FS stage ID XXXXXXXX.	FSS	Case Planner or Case Manager
Alert	Tracked Child Detail – Program Choice/PPG	Change in Program Choice/PPG in {stage name} should be reviewed and CCRS updated	FSS	Case Planner and Case Manager
Task	Stage Progression	Initial FASP is due and must be submitted to Supervisor for approval	FSS	All assigned workers
Alert	FASP Coming Due Batch	The current FASP is overdue. Check FASP status in FSS	FSS	All assigned workers
Alert	Coming Due Batch	A Comprehensive FASP is coming due and available to launch	FSS	All assigned workers
Alert	Coming Due Batch	A Reassessment FASP is coming due and available to launch	FSS	All assigned workers
Alert	Alert for "coming Due Reassessment FASP" if the FASP due date is more than 60 days after the "from-date" and	No text in LD	FSS	All assigned workers

	less than system date + 60 days (and the stage is CWS or CCR)			
Alert	"TO DO (reassessment coming due)" to all workers with roles in the FSS with a due date of "from-date + 60 days"		FSS	All assigned workers
Alert	FASP due within 30 days if the date of conversion is less than 30 days from the FASP due date		FSS	All assigned workers
Alert	When a "tracked" child is end-dated	A tracked child has been end-dated from stage <stage id>	FSS	Sent to all workers with a role in the FSS in which the tracked child was end-dated.
Task - Navigable	When FASP is submitted for approval in FSS (VB) (this is the report)	Family Assessment and Service Plan	FSS	Approver
Task - Navigable	Approval Status window (FCP)	Family Assessment and Service Plan - Rejection logged	FSS	Task – Navigable Approver
FAMILY SERVICES INTAKE				
Alert	when a FSI that originated in a voluntary agency, is closed, without opening an FSS, by a LDSS worker.	Stage Name XXX- Stage Id 999 has been closed with no stage progression	FSI	To the submitting worker at the VA
Alert	Stage Progression	A Family Services Stage {Stage Id} has been created for {Stage Name}"	FSI- FSS	To the assigned worker
Alert	Stage Progression when a FSI is linked to an existing stage.	{Stage Name} has been linked to {Case Name}, Case ID:	FSI- FSS	To the assigned worker

		{id_case}		
Alert	Created when a Voluntary Agency Worker has Submitted a FS Intake for Acceptance	"Family Services Intake stage ##### was submitted for acceptance to <LDSS Worker name>"	FSI	the LDSS Worker to whom the stage has been submitted for Acceptance
Alert	Created when a Worker has Submitted a FS Intake stage for Review	"Family Services Intake stage ##### was submitted for review to <Reviewer Worker name>"	FSI	the Worker to whom the stage has been submitted for Review.
Task - Navigable	FSI 1st Save (VB) or Create FSI Common Function (FCP)	Record Family Services Intake	FSI	
Task - Navigable	Call to FSI Review function (VB) from Workload window (FCP)	Submit for Review	FSI	
Task - Navigable	Call to FSI Accept function (VB) from Workload window (FCP)	Submit for LDSS Acceptance	FSI	
Task – not Navigable	FS Stage Progression (VB)	Family Service Intake Closed	FSI	
SERVICE PLAN REVIEW				
Alert	SPR - Upon selection of "Generate Alerts" from the menu option Notification	SPR for [Stage ID] is scheduled	FSS	Sent to all workers invited to the SPR from the Workers grid
COMMON FUNCTIONS				
Alert	Saving of a Person Merge/Split generates alert todos that appear in the ToDo list of workers involved in open cases notifying them that a merge/split has occurred	PERSON FULL NAME has been (Merged into)/(Split from) PERSON FULL NAME.	INV, FSS	All workers in the open cases in which the individual is involved
Alert	Save on Person Detail (Relate logic)	Person Name <PID> was added to Stage Name <Stage id>	INV, FSI, FSS	Assigned workers
Alert	Unrelate Menu Item on Person List	Name <PID> has been unrelated from Stage Name Stage ID	INV, FSS	Sent to all workers assigned to open stages that involve the misrelated person

Alert	Remove – Added In Error on Person List	Name <PID> was added in error from Stage Name, Stage ID	INV, FSS	Sent to workers assigned to open stages that involved the removed person.
Alert	Alert to all workers assigned to any open FSS created by progressing the FSI during conversion.	No text in LD	FSS	
Alert	Person in FSS was end dated with a reason of “Related/Added in Error”	<Name>, > PID <pid> was related in error and end dated. End dated person is known in other stages of the case.	FSS	Sent to all workers assigned to open stages within the same situation if the reason a person is end dated was related/added in error.
Alert	Whenever a person is related in the Family Services Stage	Name <PID> was added to Stage Name , <stage id>	FSS	Sent to all workers assigned to open stages that have the related person in common.
CREATE FSI FROM INV				
Alert	An alert will be generated by the case merge batch (CR2C04B) when: <ul style="list-style-type: none"> An Open CPS INV (and its associated INT stage) is merged to a case with an Open FSI/FSS 	MERGE FROM CASE NAME case has been merged with the MERGE TO CASE NAME case	FSS	All ASSIGNED WORKERS
Alert	An Indicated Closed CPS INV (and its associated INT stage) is merged to a case with an Open FSI/FSS.	MERGE FROM CASE NAME case has been merged with the MERGE TO CASE NAME case	FSS	All ASSIGNED WORKERS
Alert	When an FSI is created from within an	A FSI Stage was created for case	FSI	All ASSIGNED WORKERS

	INV.	<case id> by District ###"		
Alert	At approval of investigation conclusion	INV Stage <stage id> has been determined as <determination> in Case <case id>"	FSS -FSS	All ASSIGNED WORKERS
Alert	Approval of investigation conclusion with a determination of indicated	"Protective Program Choice added for all tracked children in FSS in <case id>"	FSS	All ASSIGNED WORKERS
ASSIGN - REASSIGN				
Alert	Upon saving a new Case Planner Assignment	New Case Planner Assignment	FSS	the new Case Planner of the stage
Alert	Upon saving a new Case Planner Assignment	New Case Planner Assignment For: <Case Planner Name>"	FSS	the supervisor of the new Case Planner
Alert	Upon saving a new Case Planner Assignment	New Case Planner Assignment For: <Case Planner Name>"	FSS	Case Manager of the stage
Alert	Upon saving a new Case Planner Assignment	New Case Planner Assignment For: <Case Planner Name>"	FSS	all Case Workers assigned to the stage
Alert	Upon saving a new Case Planner Assignment	New Case Planner Assignment For: <Case Planner Name>"	FSS	all CPS Monitor/Workers assigned to the stage
Alert	Upon saving a new Case Worker Assignment	New Case Worker Assignment	FSS	New case worker for the stage
Alert	Upon saving a new Case Worker Assignment	New Case Worker Assignment For: <Case Worker Name	FSS	-the supervisor of the Case Worker
Alert	Upon saving a new Case Worker Assignment	New Case Worker Assignment For: <Case Worker Name	FSS	the Case Manager of the stage
Alert	Upon saving a new Case Worker Assignment	New Case Worker Assignment For: <Case Worker Name	FSS	the Case Planner of the stage (if there is one)
Alert	Upon saving a new CPS Monitor/Worker Assignment	New CPS Monitor/ Worker Assignment	FSS	New CPS Worker/Monitor
Alert	Upon saving a new CPS Monitor/Worker Assignment	New CPS Worker/Monitors Assignment For: <CPS Worker/Monitor Name>"	FSS	the supervisor of the CPS Worker/Monitor

				c-the Case Manager of the stage
Alert	Upon saving a new CPS Monitor/Worker Assignment	New CPS Worker/Monitors Assignment For: <CPS Worker\Monitor Name>"	FSS	the Case Manager of the stage
Alert	Upon saving a new CPS Monitor/Worker Assignment	New CPS Worker/Monitors Assignment For: <CPS Worker\Monitor Name>"	FSS	the Case Planner of the stage (if there is one)
Alert	Upon saving a new Case Manger Assignment	New Case Manager Assignment "	FSS	the new Case Manager
Alert		"New Case Manager Assignment For: <Case Manager Name>"	FSS	the supervisor of the Case Manager
Alert		"New Case Manager Assignment For: <Case Manager Name>"	FSS	Case Planner of the stage (if there is one).
Alert	Created when someone other than the Case Worker saves the Un-assignment of a Case Worker	"Case Worker Un-Assignment For: <Case Worker Name>"	FSS	the Un-assigned Case Worker of the stage the supervisor of the Case Worker the Case Manager of the stage the Case Planner of the stage (if there is one)
Alert	Created when a Case Worker Un-Assigns him/herself	Case Worker Un-Assignment For: <Case Worker Name>	FSS	the supervisor of the Case Worker the Case Manager of the stage the Case Planner of the stage (if there is one)
Alert	Created when someone other than the CPS Monitor/ Worker saves the Un-assignment of a	CPS Worker/Monitors Un-Assignment For: <CPS Worker/Monitors Name>"	FSS	the Un-assigned CPS Monitor/Worker of the stage

	CPS Monitor/Worker			the supervisor of the CPS Monitor/Worker the Case Manager of the stage the Case Planner of the stage (if there is one)
Alert	Created when a CPS Monitor/Worker Un-Assigns him/herself	"CPS Worker/Monitors Un-Assignment For: <CPS Worker/Monitors Name>"	FSS	-the supervisor of the CPS Monitor/ Worker the Case Manager of the stage the Case Planner of the stage (if there is one)
Alert	Created when a stage has been removed from the Assigned worker's Workload (via List Assignment Made)	"Stage ##### was reassigned by [worker name]."	FSS	the worker who had the stage removed from their Workload the supervisor of the worker
Alert	Created when someone other than the Case Planner saves the Un-assignment of a Case Planner	"Case Planner Un-Assignment For: <Case PlannerName>"	FSS	the Un-assigned Case Planner of the stage the supervisor of the Case Planner the Case Manager of the stage
Alerts	Created when a Case Planner Un-Assigns him/herself	"Case Planner Un-Assignment For: <Case PlannerName>"	FSS	the supervisor of the CasePlanner the Case Manager of the stage

FSS – GENERAL FUNCTIONS				
Alert	FSS stage type change	“The stage type for FSS stage # 999999 has been changed from ABC to DEF ”	FSS	All stage workers except case manager.
Task - Navigable	FSS Stage Progression (VB) called from Workload window (FCP) or upon creation of an FSS stage of type CCR.	Family Services Stage Opened	FSS	
Task - Navigable	ToDo Detail Window (FCP) on instructions from FSS (VB)	Approve FSS Stage Closure	FSS	
Task - Navigable	Approval Status window (FCP)	Reject FSS Stage Closure	FSS	
Task - Navigable	ToDo Detail Window (FCP) on instructions from FSS (VB)	Progress Note	FSS	