

~The CONNECTIONS WEEKLY~
March 3 ~10, 2006



Build 18 Post Implementation Self-Assessment

As you are aware, CONNECTIONS Case Management (Build 18) established a single electronic case record for ongoing child welfare services cases and extended critical CONNECTIONS functionality to these cases for the first time.

The project team has prepared a tool to assess and support the current use of the application. This assessment tool is called the Build 18 Post Implementation Self-Assessment. The Post Implementation Self-Assessment covers three main subject areas:

- Staff Access and Security
- Knowledge and Use of the CONNECTIONS Application
- Program and Operational Considerations

Each area represents a specific competency or knowledge area that is necessary to use the CONNECTIONS system effectively and efficiently. The instrument provides a structured format to review areas that are operating successfully, as well as areas that reduce staff effectiveness.

CONNECTIONS Regional Implementation Field Support teams are available to assist in the completion of this tool and are also available to help arrange for training or technical support in any area where a need or gap is discovered.

Please note that the Build 18 Post Implementation Self-Assessment was forwarded to Commissioners, Executive Directors, Directors of Service, and CONNECTIONS Implementation Coordinators on Tuesday, February 28th. The Assessment is also posted on the CONNECTIONS intranet website.

Comparison of the OCFS Data Warehouse Environments...

Please note that the OCFS Data Warehouse has *two separate* environments operating at the same time. Both the old environment (Cognos PowerPlay and Impromptu) and the new environment (Cognos ReportNet) will be maintained and updated regularly. The environment that you use depends on the type of reports that you want to view. The attached document provides a breakdown of the differences between the two environments. If you have any questions, you may contact the OCFS Data Warehouse team at data.warehouse@ocfs.state.ny.us.

The document is also posted to the OCFS Data Warehouse page of the CONNECTIONS website.



Comparison of the
OCFS Data Wa...

Update to the Change to the Webstar URL and IP Address...

There is an *update* to a communication that was forwarded, on February 23rd, from the NYS OFT Customer Relations team regarding a change to the Webstar URL and IP address. As identified in the communication, the date/time targeted for this change was the morning of *Friday, March 3rd* however, this change *did not* occur and no new date has been identified at this time. If there are any questions regarding the information provided in the OFT communication you may contact the Webstar team at the following address: OFT.SM.CNS.WEBSTAR@nysemail.state.ny.us or, you may call your Customer Relations manger.

SDSSNET 5 Is Scheduled for Decommissioning Close of Business 3/7/06...

Please note that all agency sites have moved to their own intranet addresses. If you have <http://sdssnet5> configured as your home page you should change it as follows:

- **OCFS Users:** <http://ocfs.state.nyenet>
- **OFT Users:** <http://oft.state.nyenet>
- **OTDA Users:** <http://otda.state.nyenet>
- **DOH Users:** <http://health.state.nyenet>

Please note that if you have any bookmarks with <http://sdssnet5> in them you should update them to point directly to the specific agency site. For example:

<u>Existing Bookmark</u>	<u>Replacement Bookmark</u>
http://sdssnet5/ocfs/connect	to: http://ocfs.state.nyenet/connect
http://sdssnet5/crcc	to: http://sdc.oft.state.nyenet/crcc

NYS OFT Customer Relations Communication 2006 – CRC – 17 ~ Microsoft Office and Outlook 2003 Update...

Starting on Friday, March 10, 2006, at 7:00PM, OFT will distribute updated versions of Microsoft Office and Outlook 2003 (Office/Outlook 2003 SP2) to HSEN workstations (state-owned personal computers on the HSEN). This update addresses a variety of security and operation issues. Workstations will reboot one or more times during overnight hours. All installation activity will take place during off-hours to minimize any disruptions. If any issues are encountered accessing these program *after* March 10th we ask that you contact the OFT Enterprise Help desk at 1.800.697.1323. Please note that OFT is requesting that users keep their PC powered on after properly closing all programs and logging off.

Management Report Update Form ~ Revised...

*****Please note that the Management Report Update form is for local district use only and has been revised to delete the Case Status Maintenance report.***

The Management Report Update form and instructions for completion of the form was initially forwarded to Directors of Service in August 2005 and then again in October 2005, with an attached spreadsheet identifying the individuals at the local district who currently receive the management reports. This form allows the local district to identify who they want to receive copies of the following reports:

- OCI Monthly Management Report
- OCI Monthly Management Summary Report
- Summary of Characteristics Report
- To Be Expunged Report
- Expungement Report
- CIN PID
- WMS Discrepancy Report

In order to either initially identify, or change, any of the report recipients we ask that you complete the form (posted below) and submit it to Marie Wiley.

Instructions for completion of the form:

1. The form can be completed by tabbing to each field; you can then hit the “enter” key to either add or delete the identified name for each report.
2. After completion of the document hit the “Submit by Email” button, located in the upper right-hand corner of the form;
3. you will receive a pop-up box titled “Submit Email Client” and the field “Desktop Email Application” will be pre filled, click “OK”;
4. you will receive a pop-up box titled “Send Data File”, click the “Send Data File” button;
5. you will receive a pop-up box titled “Email Confirmation”; click the “Close” button;
6. you will receive a pop-up box titled “Adobe Acrobat”, the message will ask if you want to save changes to the Management Reports Update Form before closing; click either “Yes”, “No”, or “Cancel”.



Management
Reports Update Form..

General Information System (GIS) 06 - #002

435 Error Fix: WMS Foster Care POS Entry Problem...

A GIS message was forwarded on Thursday, March 2nd, regarding corrections to resolve 435 errors that are scheduled to migrate this weekend.

BACKGROUND

Due to problems with a CCRS TIP file, WMS POS (Foster Care) transactions that contain a provider/vendor ID that was “created” after February 7 are being rejected (error 435). Effective Monday, March 6th, all valid Foster Care vendor IDs can be processed.

Please note that all GIS messages are posted to the Public Folders. If you have any questions related to this GIS message you may contact OCFS-IT-Customer Support at 1-800-342-3727.

New Postings to the CONNECTIONS Intranet...

The following documents were recently posted to the CONNECTIONS intranet website.

- CONNECTIONS Case Management Implementation Issues ~ Version 17
- The CONNECTIONS Weekly for the week of February 29 ~ March 2, 2006
- Build 18 Post Implementation Assessment

When CONNECTIONS Will Be Unavailable...

- **Wednesday, 3/8/06** from 5:00AM – 7:00AM
- **Friday, 3/10/06** from 5:00AM – 7:00AM