

~The CONNECTIONS WEEKLY~

June 2 ~ 9, 2006



The CONNECTIONS Program Improvement Plan Update...

It should be noted that the PIP team has continued to monitor the system to track performance and asks that if users experience any issues with the application that they these issue be reported to the NYS OFT Enterprise Help Desk at 1-800-NYS(697)-1323.

Activities for the week of May 26 ~ June 2, 2006

Testing following the deployment of Build 18.7.4 was done at the Albany County Department for Children, Youth and Families – 112 State St. – (05.23.06), and the ACS Manhattan Field Office – 125th St. – (05.25.06).

The CONNECTIONS PIP team has compiled the results of these tests and they are currently under review. These test findings will help identify and define additional CONNECTIONS medium and long-term performance improvement goals.

CONNECTIONS Records Retention Notification: Purge Program Schedule...

A communication was forwarded on Thursday 6/1 to the current Record Retention Report Recipients to alert them that the next Records Retention Purge Program is scheduled to begin **Monday evening, June 12, 2006**. This program will purge cases/stages listed in the **Friday, February 17, 2006** "To Be Expunged" report. Please note that if you have not already reviewed and made the necessary demographic changes, via Local Data Maintenance, to the cases/stages identified in the February 17th "To Be Expunged" report you have until close of business on Sunday, June 11th to do so.

Information About the "Expunged Report"

Beginning Tuesday morning, June 13th local district designees will receive the "Expunged Report" in their Report list. This report identifies records that were expunged during the June 12th run of the Records Retention Purge Program and

should be used by local districts to locate and destroy all records related to these cases/stages. The "Expunged Report" has a retention period of 120 days and can be accessed via the Report Icon on the CONNECTIONS toolbar. Please note that cases/stages listed on the "Expunged Report" have been electronically erased from the CONNECTIONS system and once the purge process is completed there is no way to recover the case/stage or person information.

The Records Retention Purge Program may run for more than 1 evening, depending on the volume; therefore, designees may receive reports, through the Report Icon on the CONNECTIONS toolbar, for 2 - 4 subsequent mornings.

Information About the "To Be Expunged" Report

The "To Be Expunged Report" will be available to designated Records Retention Report recipients at the end of the purge program. As noted above, the purge program may run for several subsequent evenings; therefore, the "To Be Expunged Report" may not be available for several days after the beginning of the run of the "Expunged Report". This report identifies records that are scheduled to be expunged in the *next* Records Retention run (scheduled in 90 days). Please note that this report is expected to be significantly larger than the previous "To Be Expunged" reports as it is the first run that contains unfounded reports that have been kept on file for 10 years since the report date, as directed by the 'Elisa' legislation. Previous runs of the "To Be Expunged" report reflected only aged out indicated records and, any pre-Elisa indicated records that were unfounded following an Administrative Review. While the records to be purged with the run scheduled on Monday, June 12th, are expected to be at normal levels, the runs that follow are expected to be of significantly higher volume.

As you are aware, over the past month, we have taken steps to formally reach out to each current records retention report recipient/designee, as well as each local district Director of Service and CONNECTIONS Implementation Coordinator, for confirmation, additions and/or deletions of Records Retention Report recipients, to make certain that the individuals that we have listed to receive the reports are the individuals that local districts have designated to receive the reports.

With the implementation of Build 15.1, which included the introduction of Local Data Maintenance functions, staff with the appropriate Business Functions are able to make data corrections in cases that impact the retention period for indicated reports. There is a current issue with LDM relative to the expungement date such that, if you relate an individual to an investigation through LDM, the Records Retention date will *not* be re-calculated based on the indication date. You will need to actually change the date of birth for the Records Retention date to be calculated. If there are any cases/stages contained in the Friday, February 17, 2006 "To Be Expunged" Report that require data corrections, staff will need to complete the corrections by close of business on Sunday, June 11th.

Due to the expected volume of the next run, we advise you to begin to work with the current "To Be Expunged" report as soon as it is received.

If you have questions about the Records Retention Program or CPS Local Data Maintenance, please refer to the CONNECTIONS Step-By-Step Guide: Data Maintenance for CPS Workers (dated 11/20/03). The guide can be accessed through the CONNECTIONS intranet website (CONNECTIONS intranet website > Step-by-Step/Job Aids/Tips > under the heading For CPS Workers. The address for the website is: <http://ocfs.state.nyenet/connect/>.

Announcing: Integration of CONNECTIONS Navigational Training to the Common Core and Child Protective Services Response (CPSR) Training...

OCFS and our training partners, the SUC Buffalo Center for Development of Human Services and the SUNY Training Strategies Group are pleased to announce the integration of CONNECTIONS navigational training to the Common Core and Child Protective Services Response (CPSR) training. This joint training partnership was recently announced in a letter, addressed to local district Commissioners and was co-signed by Jane Lynch, Deputy Commissioner of the Division of Development and Prevention Services and Peter Miraglia, Director of the Bureau of Training.

Beginning with the June 13th offering of the Child Welfare Common Core, the CONNECTIONS course entitled CONNECTIONS Case Management for Child Welfare Workers will be integrated, co-located and the training and registration will be completed in one process. The same will be true for subsequent offerings of the CONNECTIONS course entitled CPS Investigation & Case Management and the CPS Response training. This process will allow new caseworkers the opportunity to complete both trainings at one time without having to schedule or attend them separately. Registration for the integrated training is completed through STARS and is accessed through the following address: <http://stars.bsc-cdhs.org>. We ask that local district staff follow their established protocols for training registration.

Please Note: SUNY TSG will continue to offer separate deliveries of Introductory Case Management and CPS Investigation trainings for individuals who do not attend Common Core or CPRS.

Update: Eligibility Work Sheet for Title IV-E, TANF-EAF and Title XX-200% with 2006 income standards now available...

The Eligibility Worksheet has been updated to reflect the new federal poverty levels that are effective 6-01-06. Staff who use the worksheet for Title XX under 200% of Poverty eligibility determinations should copy the new version of the worksheet and place the file in the location c:\Data\Excel. The new version is

located in the following area of the public folders: Public Folders>All Public Folders>dfa.state.ny.us>OCFS>Finance> Eligibility>Automated Eligibility.

CONNECTIONS Specialized Preventive Training...

The NYC Administration of Children Services (ACS) and the NYS Office of Children and Family Services in conjunction with the SUNY Training Strategies Group, are pleased to announce the continuation of the ***CONNECTIONS Specialized Preventive Case Management Training***.

This training, developed for ACS Case Managers and NYC Preventive Services Providers' Supervisory and Administrative Staff, provides demonstration and hands-on practice opportunities using CONNECTIONS Case Management (Build 18) functionality with a focus on ACS policy and procedures. For further information describing the training, see the training announcement posted to the CONNECTIONS intranet website.

CONNECTIONS Build 18 Navigational Toolkit...

We are pleased to announce that the *first* document, in a series of documents, titled the *CONNECTIONS Build 18 Navigational Toolkit* was communicated this week to CONNECTIONS Implementation Coordinators, Directors of Service, and Staff Development Coordinators. These documents are designed as navigational tools to assist users with CONNECTIONS functionality. Please note that these documents are not intended to *replace* any of the support tools that are currently being used by the field, but rather to *enhance and supplement* current tools that are in use. The CONNECTIONS Regional Implementation staff recognized a user need and, as such, these documents were created. The first document in the series includes navigational information related to creating a Family Service Intake (FSI), creating a Child Case Record (CCR)/Finalizing an Adoption, Cross County Cases/Umbrella Case Number: Linking Stages vs. Merging Cases and a few other topics as well.

CONNECTIONS 3rd Quarter Training Announcement...

The Statewide schedule for CONNECTIONS Training has been posted in the Statewide Training Automated Registration System (STARS) for the period July through September 2006. The link to the STARS website is <http://stars.bsc-cdhs.org/>. Pre-registration is required for all courses. We ask that Local districts and Voluntary Agencies follow established protocol for training registration.

Quick Tip...Did You Know... FAQ's...

Did you know...when an FSS/CWS stage is progressed to a CCR stage; the WMS case needs to be maintained. If the freed child was the only child tracked in the WMS case, that case should be closed. If there are other tracked children in the WMS Services case who continue to receive services, the child who is freed for adoption should be deleted from the active WMS Services case and a new WMS case should be opened. The freed child's CCRS track should be closed when the child is deleted or when the WMS case is closed. Once the new WMS case has

been opened, the child's CCRS track should be re-opened using a tracking indicator of Y. The supplemental registration should reflect the CID date from the child's previous track. The track start date should be the day after the M999 was posted closing out the child's previous track.

New Postings to the CONNECTIONS Intranet...

The following document(s) were recently posted to the CONNECTIONS intranet website:

- The CONNECTIONS Weekly
- CONNECTIONS Training Announcement for July – September 2006
- Training Announcement: CONNECTIONS Specialized Preventive Operational Training NYC
- Data Warehouse Cognos ReportNet Reference Guide

Weekly System Maintenance...

CONNECTIONS Application Downtime...

- ***Friday, 6/2/06*** from 5:00 AM – 7:00 AM
- ***Wednesday, 6/7/06*** from 5:00 AM – 7:00 AM
- ***Friday, 6/9/06*** from 5:00 AM – 7:00 AM
- ***Wednesday, 6/14/06*** from 5:00 AM – 7:00 AM