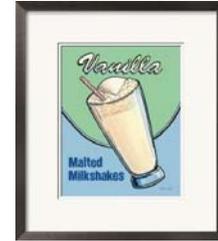
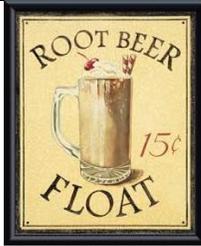


*~ The CONNECTIONS WEEKLY ~*  
*August 17 - 24, 2007*



***Build 18.9.1 Information...***

***The CONNECTIONS Build 18.9.1 Highlights Document...***

The Build Highlights document, a document that describes the enhancements in more detail, was communicated on Monday, July 30<sup>th</sup>. The Highlights document is also posted to the CONNECTIONS intranet on the Home and Implementation pages. The detail of the Build enhancements, provided in the Highlights, gives the reader a “high level” view, organized by specific application module, of the system changes/modifications.

As you know, the implementation date for the Build is early evening on Friday, August 24<sup>th</sup>, and the content of this Build is primarily comprised of fixes identified by system users, as well as those system enhancements that were identified by the members of the CONNECTIONS Functional Improvement Team. Many of the modifications in the Build are concentrated in the following areas: FASP windows and outputs, Progress Notes, the Permanency Hearing Report, Health, Approvals and Security.

It should be noted that CONNECTIONS Regional Office Implementation Field staff have been reviewing the enhancements of this Build during the Regional RIST meetings. If you would like more information about the Build we ask that you contact the CONNECTIONS staff person in your region.

***The Build 18.9.1 Day 1 Checklist...***

The checklist, a tool that districts and agencies can use to track whether they are prepared for the implementation of the Build, was sent to CONNECTIONS Implementation, Security and Back-up Security Coordinators, as well as, Directors of Service earlier Friday. The areas that the checklist specifies are: Progress Notes, FASP, the Permanency Hearing report Module, the Health Module, Security and Build Training tools. A copy of the checklist is posted to the CONNECTIONS intranet on the Implementation page.

***The CONNECTIONS Build 18.9.1 Release Notes...***

The Release Notes, describing the content of the Build’s modifications, enhancements, fixes and impacts, will be available on Monday August 20<sup>th</sup>. This document provides the reader with a “SIR by SIR” detail of the enhancements that will be included in the Build. The detailed description includes: the user’s affected, what module of the application that is effected, an issue description, the fix and the SIR number.

***Deployment of Build 18.9.1...***

Build 18.9.1 is scheduled to be deployed on August 24, 2007 at 6:00 PM – Midnight. Please note that the CONNECTIONS application will be unavailable during this timeframe.

## ***GIS (General Information System) Messages...***

***\*\*Please note that the information below is applicable to local districts only.***

For your reference, GIS messages are available in the Public Folders:

*All Public Folders/dfa.state.ny.us/OCFS/TSU/ \*\*\*Services systems Reference Documents/ GIS (system change notices)*

### ***Elimination of CCRS for non-foster care cases...***

A new GIS message was communicated on Thursday August 16, 2007, to advise local social services districts that effective **September 1, 2007**, use of the Child Care Review Service (CCRS) is only required to register children in foster care and to record their movement, legal and adoption activities in that system. However, for all other types of child welfare cases, including those with a program choice of preventive (mandated or non-mandated), protective, non-DSS custody, or any combination of those program choices, registration and the recording of any legal activities that do not result in foster care placement, is at district option.

Please contact OCFS-IT-Customer Support at 1-800-342-3727 with any questions.

### ***A New "Look" for the Preview, Training, CONNECTIONS Production and State Central Register (SCR) icons...***

In the previous Weekly we notified you of changes to the look of both the Preview and Training icons. These are the icons that users click to give them access to either the Preview or Training environment/application. The "new look" of the Preview and Training icons are pictured below. Clicking on the icons will give users access to either the Preview (P) or the Training (T) application.



Preview\_Icon.ico  
(300 KB)



training.ico (278  
KB)

If you are wondering why we have decided to change the look of these icons we did so to make it easier for user's to immediately distinguish between the two applications, as it appeared that there was a bit of confusion accessing these separate applications, as the icons had the same look previously.

For consistency sake, as well as to be able to further distinguish the other two CONNECTIONS environments: CONNECTIONS Production and the State Central Register (SCR), we have changed the look of these two icons as well. These are the icons that users click to give them access to either the CONNECTIONS Production or the SCR environment/application. The "new look" of the CONNECTIONS Production and SCR icons are pictured below. Clicking on the icons will give users access to either CONNECTIONS Production (C), or the SCR (S) application.



CONNECTIONS.ico  
(299 KB)



SCR.ico (334 KB)

### ***Maintenance of Computer and User Accounts (Objects) in the HSEN Domain ...***

*Please note that this piece is for local district and voluntary agency LAN Administrators.*

An Office for Technology (OFT) bulletin (07-CNS-06) was issued to Local Security Administrators (LSAs) for OCFS, OTDA, DOL, DOH, County DSS, HRA and Voluntary Agencies, Workstation Officers (WOs), Agency Super Administrators (ASAs) and Information Security Officers (ISOs) on July 27<sup>th</sup>, describing a change in procedure regarding inactive computers and inactive user accounts (objects) in the HSEN domain. OFT is implementing

this procedure to assure appropriate account management controls, and ensure agencies are not charged for devices and user accounts that should have been deleted.

The issue is outlined as follows:

### **DEVICE ACCOUNT DELETION PROCEDURE**

HSEN domain member computers (workstations and laptops) that have not been used to access the HSEN network for more than 60 days will be disabled. Once the computer is disabled, users will be unable to use it to log on to the HSEN domain. To enable a disabled computer, an authorized “administrator” (a Local Security Administrators (LSAs) for OCFS, OTDA, DOL, DOH, County DSS, HRA and Voluntary Agencies, Workstation Officers (WOs), Agency Super Administrators (ASAs) or an Information Security Officers (ISOs)) must send an email to OFTSEC that includes the workstation name. After a workstation has been off the network for 90 days, it will be deleted from the HSEN domain. If a workstation is erroneously deleted from the HSEN domain, you will need to add it back into the domain. It may also be necessary to re-image the device for it to be used. Please note that Administrators can obtain reports that list workstation accounts scheduled for deletion through Webstar.

### **USER ACCOUNT DELETION PROCEDURE**

HSEN user accounts with passwords that have been expired for more than 30 days will be deleted from the HSEN domain. After the account is deleted, only an authorized “administrator” can request (via an email with the user account to OFTSEC) that it be restored with its original groups.

Note: When Webstar is used to delete an account, the mailbox is also deleted immediately. *Mailboxes can only be restored up to 30 days after the original deletion.*

Please note that Administrators can obtain reports that list user accounts scheduled for deletion through Webstar.

This bulletin was forwarded to local district and voluntary agency LAN Administrators, via CONNECTIONS Communications earlier today. Please refer to the bulletin for further information.

### ***A New Contact Number for SUNY TSG...***

Please note that the toll-free number that has been used to contact the SUNY Training Strategies Group is no longer available. If you need to contact SUNY TSG we ask that you call 1.518.443.5940.

### ***Announcing OCFS Data Warehouse Advanced Report Studio and Foster Care Case Recording Training...***

#### ***Advanced OCFS Data Warehouse Report Studio Training...***

This is a one day instructor-led training providing hands-on use of Report Studio for advanced Data Warehouse users. The course includes accessing, navigating, creating new reports, running and saving reports and an overview of window features.

#### ***Foster Care Case Recording Training...***

This full-day, instructor-led training is intended for new foster care caseworkers and focuses on case recording requirements in CONNECTIONS for Foster Care workers. Training covers the components in CONNECTIONS that are specifically required for Foster Care workers and includes discussion on programmatic and policy aspects of Foster Care Issues in the Family Assessment and Service Plan, Health Services, Education and Permanency Hearing Reports. Discussion is accompanied by hands-on demonstrations and practice exercises using CONNECTIONS.

The training schedules for these courses are posted in the Statewide Training Automated Registration System (STARS).at: <http://stars.bsc-cdhs.org>. Pre-registration for all courses is required.

### ***Did You Know...***

#### ***To-Do Removals for Staff Who Have Left a District/Agency...***

Did you know that good business practice dictates that Districts and Agencies should routinely check to see that any worker who is planning to leave a district or agency has addressed all To-Dos prior to their actual end-date.

This is not always possible, and Task To-Dos remaining on a workers To-Do list after the worker **no longer** works at the district/agency require a datafix to be deleted so that the worker can be end-dated.

Issues with these To-Dos may be sent directly to the mailbox:

[ocfs.sm.Connections\\_APP\\_HELP](mailto:ocfs.sm.Connections_APP_HELP) rather than calling the Enterprise Help Desk for a ticket.

Authorized users should send the following information with all requests for a To-Do Data Fix:

**Mail Subject Line:** To-Do Data Fix

In the body of the e-mail include a request for a data fix to remove To-Dos for:

HSEN ID  
Name  
Office  
Unit  
Zone (if applicable)

Example:

Please Remove the Task To-Dos for Ny5990 Joe Duffney KBD 236 C

### ***New Postings to the CONNECTIONS Intranet...***

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

- The CONNECTIONS Weekly

### ***Weekly System Maintenance...***

#### ***CONNECTIONS Application Downtime...***

***\*\*\*Please Note additional downtime for the deployment of Build 18.9.1 on Friday, 8/24/07.***

- ***Wednesday, 8/22/07*** from 5:00 AM – 7:00 AM
- ***Friday, 8/24/07*** from 5:00 AM – 7:00 AM
- ***\*\*\*Friday, 8/24/07*** from 6:00 PM – 12:00 AM