

# ~ **The CONNECTIONS WEEKLY** ~

*February 2 ~ 9, 2007*



## ***Build 18.9 Info That You Don't Want To Miss...***

### ***Build 18.9 Training Info...***

The Build 18.9 training announcement was communicated on Thursday, February 1st, to local district and voluntary agency Staff Development Coordinators, Implementation Coordinators, Directors of Service, Resource Users, as well as a number of other targeted district and agency staff. The new trainings are titled:

- *Build 18.9 Hands-On Training for Caseworkers*
- *Build 18.9 Hands-On Training for Supervisors, Managers, Resource Users and Senior Staff*
- *Build 18.9 Hands-On Training for Health Services Specialists.*

A few points of note about the trainings in general:

- classes begin the week of March 5 and continue for three weeks prior to the Build's implementation on March 26. All classes prior to the Build's implementation are targeted to foster care staff. After the implementation, training will continue for a number of weeks and is open to all staff.
- each course was developed for a specific group, and it is not necessary to attend more than one training session
- the full-day trainings offer both policy AND hands-on system training
- the half-day training for caseworkers includes hands-on system training. It should be re-emphasized that pre-Build implementation classes are "reserved" for foster care staff; however, these same classes will be available for all caseworkers after the Build's implementation.
- the half-day training for Health Services Specialists is geared for people new to CONNECTIONS whose main responsibility will be to enter health related information.

In addition to this training, there will be a CD, *Recording Health Services in CONNECTIONS*, available that will provide instruction (with interactivity) that is intended to be used at an individual's own pace and space.

The training schedule for each of these courses is posted in the Statewide Training Automated Registration System (STARS). The Internet address for the STARS website is <http://stars.bsc-cdhs.org>. Further descriptions of the trainings are posted to the CONNECTIONS intranet website on the Training page. Please note that pre-registration for all courses is required. If you have any questions about these courses please contact the SUNY Training Strategies Group by calling, toll free, 1-877-451-4835.

### ***CONNECTIONS Training Database Application Downtime...***

In order to provide necessary Build 18.9 updates to the CONNECTIONS training database, the training application will be unavailable from Wednesday, February 28<sup>th</sup> at 4:30PM through the weekend. The training database will be available for training on Monday, March 5<sup>th</sup>.

### ***The Business Process Redesign Manual...***

For your reference, the Business Process Redesign Manual is posted to the CONNECTIONS intranet site on the Implementation page. This manual is intended to be used to support the change in business processes associated with Build 18.9. Please contact your CONNECTIONS Regional Implementation representative if you require support, they will assist you in using the manual and can demonstrate the new functionality using the Build 18.9 prototype!

### ***Build 18.9 Business Functions...***

There are three **NEW** Business Functions to support the implementation of Build 18.9. They are; *Maintain App Reg, Maintain Health and View Health*. Please note that these “BFs” are available to load individuals attributes into but will not be available for use until the implementation of the Build. Information describing as well as recommending which staff should be assigned these functions was communicated earlier today and can also be found on the CONNECTIONS intranet website on the Security page.

### ***“Be Our Guest”...***

Just to keep you in the loop...this coming week, (February 5<sup>th</sup> – 9<sup>th</sup>) and the following week, we will have “Guest Testers” from various local districts and voluntary agencies in our lab “testing” the Build 18.9 functionality. And...if you are one of the guest testers, you should have received info about the details of the testing, as well as travel info, earlier in the week. Again, thanks for your interest and time! We are looking forward to your input and meeting all of you!

### ***Videoconference About NIS Conversion...***

#### ***Thursday, February 8<sup>th</sup>...***

Just a reminder...that OCFS will be hosting a video conference on Thursday, February 8<sup>th</sup>, at nine locations across the state. As part of the agenda, OFT will provide a presentation on existing agencies/sites that will be affected by the conversion from an NIS connection to either SSL/VPN or a OneNet solution. Both solutions will require a moderate level of voluntary agency IT support. We encourage NIS agency IT staff to attend and determine the impact this may have

on your users. A print out of the complete presentation will be available when you arrive at one of the Regional Offices listed below. After the presentation there will be a question and answer session to address your concerns. Please reply to [Dave.Kislowski@ocfs.state.ny.us](mailto:Dave.Kislowski@ocfs.state.ny.us) if, and where, you are planning on attending. If anyone has questions or concerns please feel free to contact Mr. Kislowski at 518-486-9522. Just a note, the original meeting invite has been sent, but if for some reason you may have been missed and you are an NIS site, we invite you to attend.

*The following is information about the location of the available sites:*

**OCFS Central Office**

52 Washington Street, Rensselaer NY 12144  
West building 2nd floor  
Room 265  
Onsite host Kim Bowler-Ciezkowski  
Room capacity 75  
Video Conference 516-876-4002

**OCFS Long Island Regional Office**

Courthouse Corporate Center  
320 Carleton Ave.  
Central Islip, NY 11722  
Onsite host Jennifer Killikelly  
1<sup>st</sup> floor conference room  
Room capacity 25  
Video Conference 516-876-4003

**OCFS Community Care Office**

843 Union Avenue  
New Windsor NY 12553  
Onsite host John Chrzan  
Room capacity 20  
Video Conference 516-876-4004

**Albany Regional Office**

155 Washington Avenue  
Albany NY 12205  
Onsite host John McKeeby  
Room capacity 20  
2nd floor  
Video Conference 516-876-4005

**Syracuse Regional Office**

Atrium Building  
2 Clinton Square-Suite 350  
Syracuse NY 13202  
Onsite contact Cliff Pelton  
Room capacity 10  
Video Conference 516-876-4006

**Rochester Regional Office**

Monroe Square  
259 Monroe Avenue  
Rochester NY 14607  
Onsite contact Cynthia Brookins

Room capacity 50  
Video Conference 516-876-4007

**Buffalo Regional Office**

Hens & Kelly Building  
478 Main Street  
Buffalo NY 14202  
5th floor, Room 545  
Room capacity 10  
Onsite contact Sharon McDuffie  
Video Conference 516-876-4008

**NYS Metropolitan Regional Office**

80 Maiden Lane  
New York NY 10038  
23<sup>rd</sup> Floor room 2349  
Onsite contact Earl Thomas  
Room capacity 30  
Video Conference 516-876-4009

***A Reminder...The CONNECTIONS Intranet Website...***

***<http://ocfs.state.nyenet/connect>***

If you are searching for the latest info about the “Who, What, When and Where” of CONNECTIONS, take a look at the CONNECTIONS Intranet website! We post ALL of the documents that we communicate to the site...so take a few minutes to “browse” the site! The site has Job Aids, Implementation Tools, Impact Analysis documents, links to Webstar, STARS and lots, lots more...you can access the site via the following URL: <http://ocfs.state.nyenet/connect>. Thanks for lookin’ us up!!!

***Further Info About CCRS & CONNECTIONS ~ A Crossing Point...***

***Please note that this enhancement is scheduled to be available to users on Monday, February 5<sup>th</sup>***

In an effort to provide relief to users who are currently entering duplicative information into both CCRS as well as the CONNECTIONS application, we have developed a “crossing point” that will eliminate the need for duplicative entry. Districts will **no** longer enter Assessment and Service Plans directly into CCRS as data will be fed from CONNECTIONS. Most CCRS edits will be suspended for plans, and the system of record for the CID and Assessment and Service Plans will be CONNECTIONS. It should be noted that the goal is to replace the CCRS Assessment and Service Plan function, not keep it in sync. Please note that you must continue to register the case in CCRS, as CCRS remains the system of record for placement/movement, legal and adoption activities and CONNECTIONS becomes the system of record for Service Plans.

***For You to Consider***

- The Adoption Monitoring system currently gets data from CCRS for any child who has a PPG of Adoption

- Other systems fed by CCRS are NOT impacted; all existing feeds from CCRS will continue
- CCRS produces a report for users (District/Agency Caseload Report) with Assessment and Service Plan data, among other things

### ***Potential Issues You May Encounter***

- The Caseload report may sort differently depending on the CONNECTIONS Agency/Unit/Worker code for the Case Planner
- The “cross-over record” may error out of CCRS if the Agency code in the Case Planner’s CONNECTIONS Agency/Unit/Worker code is not recognized by CCRS
- If the initial FASP is approved, and the CCRS case has not been opened (and is not opened within 5 days of the approval) the information will not cross over to the CCRS system

### ***Edit Rules for Agency/Unit/Worker Codes***

A CCRS ID (in CONNECTIONS Staff Detail) for a Case Planner with these configurations will result in: (\_\_\_ represents a blank)

- \_\_\_/\_\_\_/\_\_\_: the Agency Code for the Case Planner is updated in CCRS
- \_\_\_/001/001: the Agency Code for the Case Planner is updated in CCRS
- X01/001/001: if the Agency Code entered/recorded in CONNECTIONS is not valid, thus the record will “error out” and nothing will be updated in CCRS (the agency code is invalid)
- A01/001/001 (Alpha O instead of Numeric Zero – 0): The record will “error out” and nothing will be updated in CCRS (the agency code is invalid)
- A01/\_01/\_01: the A/U/W code is acceptable and will go to CCRS (there is a blank in the unit code and a blank in the first character of the worker code)
- A01/001/001: the A/U/W code is acceptable and will go to CCRS

It should be noted, however, that users will still see the message that informs them to update CCRS upon modification or ending of a Program Choice or PPG, as this message will not be suppressed at this time; however, the deletion of this message from user view will be a technical fix that has been included in Build 18.9.

### ***Important Information from the OCFS Data Warehouse About Cognos 8 Migration...***

*This message is intended for OCFS Data Warehouse users with essential reports saved to their T: Drive, or My Folders.*

It is necessary that these users complete the online survey at <http://ocfs.state.nyenet/ohrd/survey/datawarehouse>, so that the Data Warehouse Team can best prepare them for the migration. Reports that they need to keep have to be rebuilt so prompt attention to this matter is requested. We ask that you be patient when you click on the link for the survey, as it may

take a few minutes for it to appear. If you would like an email version of the survey, you may contact Jennifer Gordon, of the Data Warehouse Team, at [jennifer.gordon@ocfs.state.ny.us](mailto:jennifer.gordon@ocfs.state.ny.us). The Team thanks you for your attention to this matter!

### ***Records Retention Info...***

A note to local districts that earlier this week (Wednesday) we sent you a note that the Records Retention run had completed, so you should have received all of your reports.

### ***Maintenance of Workstations in the HSEN Domain...***

*The information below was sent in a communication, from the CONNECTIONS Team, to voluntary agency LAN Administrators, local district and voluntary agency Resource Users, Implementation Coordinators and Directors of Service, Security and Back-up Security Coordinators, on Monday, January 29<sup>th</sup>; it relates to information transmitted in an OFT Customer Bulletin (OFT Bulletin 07-CNS-02.*

*Please note that this Bulletin is posted to the CONNECTIONS intranet website on the System/Network page.*

OFT has implemented a new policy regarding HSEN workstations that have not accessed the HSEN network for more than 30 days. The policy identifies that workstations that have not been used for 30 days pose a serious security risk, as they do not have current anti-virus signatures, nor do they have current security patches applied.

#### **Details of the Bulletin**

To implement this new policy OFT will execute a script each day that will identify workstations that have not accessed the network for *more than 30 days*. The workstations identified by this script could include workstations that are unplugged, workstations that are plugged in but not turned on, or workstations that have been swapped out and declared surplus. OFT will disable the workstation and it will essentially become unusable. If workstations have not accessed the HSEN domain for a *total of 60 days*, they will be permanently deleted from accessing the HSEN network.

#### **Action**

The agency LAN Administrator will have the ability to reconnect the more than thirty day disabled workstation. However, if a workstation has not accessed the HSEN domain for a *total of 60 days*, they will be *permanently* deleted from accessing the HSEN network. Please refer to the bulletin for further information and instruction.

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

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

- The CONNECTIONS Weekly

- Training Announcement for Build 18.9
- OFT Bulletin: Maintenance of Workstations in the HSEN Domain

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

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

- ***Wednesday, 2/7/07*** from 5:00 AM – 7:00 AM
- ***Friday 2/16/07*** from 5:00 AM – 7:00 AM
- ***Wednesday, 2/14/07*** from 5:00 AM – 7:00 AM