

~ The CONNECTIONS WEEKLY ~

February 9 ~ 16, 2007



CONNECTIONS OCI Reports...

The monthly Management OCI Reports have run successfully and are available to designated users from the Reports icon on their CONNECTIONS toolbar.

An Update on the CIN/PID Interface Application...

We have completed an inventory of the users that access the CIN/PID application and have determined that the application is no longer necessary; therefore we are going to archive and remove the Icon from the CITRIX logon page with the implementation of Build 18.9 on March 23, 2007.

*****UPDATE: National (FBI) Fingerprint Checks for Foster & Adoptive Parents...***

The ADM regarding FBI fingerprint checks for Foster and Adoptive Parents has been released by OCFS and may be accessed by clicking the link below.

With the release of this ADM, the Interim Procedures dated January 11, 2007 are no longer in effect.

http://ocfs.state.nyenet/policies/external/OCFS_2007/

OFT Customer Relations Notification ~ 07-CNS-01: HSEN Statewide Migration to McAfee Anti-Virus Version 8.5i...

Beginning **Monday, 2/19/07** and continuing through the month of March, OFT will be distributing an updated version of antivirus software (McAfee AntiVirus v8.5i) to HSEN workstations. These activities will be done "off hours" to minimize any disruptions. All users are reminded to log off the network but leave their PC's powered on.

In addition, workers are reminded to bring state owned laptops into the office and connect them to the network to allow them to receive the patches, antivirus definitions, and other required updates. Client VPN users will receive this upgrade when they do their weekly remote sign-on to the network.

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.
- preference will be given to staff from Voluntary Agencies and foster care staff from Districts who have elected to begin using the Health module on Day 1. Districts who have elected to delay entry of information in the Health module should look in STARS for Post Implementation trainings being offered following implementation of the Build.
- 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 28th at 4:30PM through the weekend. The training database will be available for training on Monday, March 5th.

*****Correction: to the Business Process Redesign Manual...***

Part II Chapter C of the Business Process Redesign Manual has been updated with the current workflow diagrams that include new timelines and the HIV tab information and is posted on the CONNECTIONS intranet site. Please discard any hard copies and replace with the updated Chapter located 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; *MAINT APP REG*, *MAINT 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 last week and can also be found on the CONNECTIONS intranet website on the Security page.

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 was migrated on Monday, February 5th. CONNECTIONS is now the system of record for Assessments and Service Plans. Districts will **no** longer enter Assessment and Service Plan information 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 is CONNECTIONS. It should be noted that this replaces the CCRS Assessment and Service Plan function and the two systems will not be in sync. The case must continue to be registered in CCRS, as CCRS remains the system of record for placement/movement, legal and adoption activities

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. The Team thanks you for your attention to this matter!

New Postings to the CONNECTIONS Intranet...

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

- The CONNECTIONS Weekly
- Corrected Business Process Redesign Part II Chapter C
- OFT Bulletin: 07-CNS-01 HSEN Migration to McAfee Antivirus

Weekly System Maintenance...

CONNECTIONS Application Downtime...

- **Wednesday, 2/14/07** from 5:00 AM – 7:00 AM
- **Friday 2/16/07** from 5:00 AM – 7:00 AM
- **Wednesday, 2/21/07** from 5:00 AM – 7:00 AM