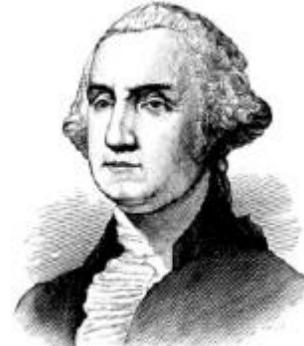


~ The CONNECTIONS WEEKLY ~

February 16 ~ 23, 2007



President's Day



An Updated Version of Antivirus Software...

*****Please note that the information below was communicated to local district and voluntary agency LAN Admins, Security and Back-up Security Coordinators and Implementation Coordinators via the **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, in order to further secure our network computing environment from virus and spyware threats. These activities will be done "off hours" to minimize any disruptions. Note that **NO** reboot is required. All users are reminded to log off of the network but to leave their PCs powered on.

In addition, workers are reminded to bring state owned laptops into the office regularly, 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. Please note that the HSEN McAfee Anti-Virus software is NOT licensed for installation on home machines. A copy of this communication is posted to the CONNECTIONS intranet site on the System/Network page.

State and National Criminal History Record Checks For Foster & Adoptive Parents...

The following information was communicated through an Administrative Memo ~ 07-OCFS-ADM-01 to local district Commissioners...

The purpose of this ADM is to provide updated and comprehensive instructions and guidance to authorized agencies about the implementation of state and national criminal history record checks in accordance with Section 378-a (2) of

the Social Services Law (SSL). This update includes the provisions recently enacted by Chapter 668 of the Laws of 2006 and regulations filed by the Office of Children and Family Services (OCFS) on an emergency basis. Both Chapter 668 and the regulations took effect on January 11, 2007. With this release, OCFS is canceling the ADM numbered: 00-OCFS-ADM-04 (dated December 7, 2000). The most recent ADM (07-OCFS-ADM-01) incorporates the information previously found in 00-OCFS-ADM-04 where that information has not been superseded by the provisions of Chapter 668 and implementing regulations. The current release contains both new and revised information.

Please note that with the release of this ADM, the Interim Procedures dated January 11, 2007 are no longer in effect. The Interim Instructions, contained in a letter dated January 25, 2007 to adoption agencies, specific to prospective adoptive parents interested in adopting from China, are also no longer in effect. Anyone who submitted two fingerprint cards during this interim period need take no further action. It is important to note that this means effective February 7, 2007, only the DCJS fingerprint card should be submitted to OCFS. The blue FBI card is no longer needed. OCFS will scan in the DCJS card and electronically transmit it to DCJS; DCJS will then electronically forward the same images to the FBI. OCFS expects the turnaround time for results will now be approximately one week from both of these agencies.

CONNECTIONS application implications, please note:

- *Until further notice DO NOT generate the Notice Regarding Fingerprinting Requirements from CONNECTIONS (FAD) on or after January 11, 2007, as it is not up-to-date. Use only the Notice Regarding Fingerprinting Requirements found in this ADM in Attachment 1a. You will be advised when the CONNECTIONS system has been updated.*
- *Until further notice DO NOT generate the Denial / Revocation Letter / Notice of Results of Fingerprinting / Criminal Record Found from CONNECTIONS (FAD) on or after January 11, 2007, as it is not up-to-date. Use only the Denial / Revocation Letter found in this ADM in Attachment 6. You will be advised when the CONNECTIONS system has been updated.*

A copy of this ADM can be accessed via the following URL:
<http://ocfs.state.nynet/policies/external/OCFS2007>.

A Reminder About the CIN/PID Interface Application...

Just as a reminder...as we had reported previously, we completed an inventory of the users that access the CIN/PID application and have determined that the application is accessed on a very limited basis and users do not feel that it is 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. We thank you for your input in this regard!

Updated Build 18.9 Info That You Don't Want To Miss... Updated Build 18.9 Training Info...

A note about the new trainings offered...the same training will be offered both pre and post Build implementation. Pre-Build implementation, we encourage both foster care and health specialist staff from local districts that have elected to begin using the Build 18.9 functionality when it is implemented on March 23rd, to register for training. We also encourage both foster care and health specialist staff from voluntary agencies to attend the pre-Build training. For those staff who did not have an opportunity to receive training prior to the Build, which includes staff from districts that have elected not to implement on March 23rd, please note that there will be post-Build (after March 23rd) training for approximately six to eight weeks after implementation. There is a dedicated commitment to train all staff who wish to receive training.

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 5th and continue for three weeks prior to the Build's implementation. All classes prior to the Build's implementation are targeted to foster care staff. After implementation, training will continue for a number of weeks and is open to all staff.
- Preference will be given to staff from voluntary agencies and foster care staff from local districts that have elected to begin using the Health module on Day 1. Local districts that have elected to delay entry of information in the Health module should look in STARS for Post Implementation trainings being offered following the implementation of the Build. The post-Build training sessions will be posted to STARS very soon.
- 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...***

Please note that 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. The updated version is posted on the CONNECTIONS intranet on the Implementation page. We ask that you discard any hard copies of the previous version of the manual and replace with the version that includes the updated Chapter. 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.

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...

- **Wednesday, 2/21/07** from 5:00 AM – 7:00 AM
- **Friday 2/23/07** from 5:00 AM – 7:00 AM
- **Wednesday, 2/28/07** from 5:00 AM – 7:00 AM