

~ *The CONNECTIONS WEEKLY* ~

March 23 ~ 30, 2007



Build 18.9 Implementation Date...

As you are aware, the implementation of Build 18.9 was slightly delayed. We are pleased to report that the system performance issues that were experienced in testing the Build prior to release have been fixed, and the Build is scheduled for implementation on Friday evening, March 30th. The system downtime will be from 6:00 PM, Friday, March 30th through midnight, a downtime window of six hours.

Build 18.9 Release Notes and Highlights Document...

The Build 18.9 Release Notes, a document that identifies the specific enhancements, fixes and modifications in the Build was forwarded to CONNECTIONS Implementation, Security and Back-up Security Coordinators, Directors of Service, Resource Users and other key agency staff. The Build Release Notes, as well as the Highlights document, are posted to the CONNECTIONS intranet on both the Home and Implementation pages.

Build 18.9 Training Info...

- ***[CONNECTIONS Second Quarter Training Classes](#)***

Just a note, that the CONNECTIONS training classes for the second quarter of this year are currently available for registration through STARS.

- ***[Final Versions of the Build 18.9 Job Aids and the Companion Revision Documents](#)***

As you may have noted, the *final* versions of the Build 18.9 Job Aids have been posted to the CONNECTIONS intranet. We initially posted the four job aids (CONNECTIONS System Build 18.9 Job Aid Permanency Hearing Reports, CONNECTIONS System Build 18.9 Job Aid Critical Improvements, CONNECTIONS System Build 18.9 Job Aid Education and CONNECTIONS System Build 18.9 Job Aid Health Services) in draft so that users would be able to get a flavor for the new Build functionality, as well as to allow them to be used in concert with Guest testing and the Preview application. Please note that the final versions of the job aids are different than the draft versions, as we have made revisions to the draft versions based on user feedback. The companion Revisions documents describe the changes that have been made from the draft versions of the Job Aids.

- [Two New Tip Sheets ~ Permanency Hearing Report & Designating Health Responsibility](#)

For your reference, SUNY Training Strategies Group has designed two **NEW** Tip Sheets ~ the first titled the *Permanency Hearing Report* & the second titled, *Designating Health Responsibility*. As many of you are aware, Tip Sheets are our “little cheat sheets”. They are designed around a particular CONNECTIONS functionality and guide the user through the “point and click” of that function. The Permanency Hearing Report Tip Sheet describes how to launch, modify and email a Permanency Hearing Report, as well as how to password protect the report. The Designating Health Responsibility Tip Sheet has direction about how to designate an agency as responsible for maintaining health information, allowing caseworkers with a role in the stage – and staff who are accessing the Health Services window using the new Business Functions and are not in the local district with case management responsibility – to record Health Services information for children who are placed in their agency. It also shows how to end date agency health responsibility. These Tip Sheets, as well as others, are posted to the CONNECTIONS intranet on the Step-by-Step/Job Aids/Tips page.

- [New STARS Report...](#)

There is a *new* report, available through STARS that enables districts and agencies to monitor registration, attendance, and ‘no shows’ for staff for all training that is tracked through STARS. The “*No Shows, Attended, and Registered*” report will enable the viewer to select a particular date range and select a specific class, or view activity for all training classes in a particular span of time. The report can also be exported to several formats, including Microsoft Word and Excel. Please note that a communication, describing the new report, was sent to local district and voluntary agency Staff Development/Training Coordinators, as well as Directors of Service. The instructions on how to access this report are posted to the CONNECTIONS intranet on the Training page under the heading *Link to STARS*.

- [How To Access STARS...](#)

Please note that to access STARS data and the new report for your agency, you need to have a STARS login and password. If you have questions regarding your login/password, or the report itself, please contact the Center for the Development of Human Services at 1-800-413-3210.

[An Update on the Citrix Client Upgrade...](#)

[General Info...Who, What, When???](#)

To date seventy percent of users have received the new version of the PN Agent. Please note that there is a revision to the instructions related to loading the Agent from the sharepoint, as the installer *does need* Administrative privileges. The LAN Administrator at your agency is the person designated with these privileges and is the person who should be installing the Agent from the sharepoint. The revised instructions have been sent to district and agency LAN Admins and

CONNECTIONS Implementation Coordinators and are also posted to the CONNECTIONS website on the System/Network page.

What is happening and When?

The deployment of the "new" Citrix PN Agent Client, which is part of the overall Citrix Upgrade Project that OCFS IT is currently engaged in, began to be deployed to all CONNECTIONS workstations connected to the HSEN domain at 8:00 PM, Friday, March 16th. The deployment extends throughout the following week (the week of March 19th - 23rd).

Who/What is involved?

All CONNECTIONS users, including NIS, client VPN, SSL sites, as well as laptops.

- **CONNECTIONS PCs:** (other than those that connect through NIS or client VPN), in order to receive the upgrade the computer must be connected to the network, so we ask that users log off their computers at the end of their day but that they *do not* turn their computers off throughout the time period specified above.
- **Laptops:** The Citrix upgrade can be installed through the following sharepoint: <\\fnpcfs0a1adv\OCFSShare\CitrixClient9.237>. Please note that there is a revision to the instructions related to loading the Agent from the sharepoint, as the installer *does need* Administrative privileges. The LAN Administrator at your agency is the person designated with these privileges and is the person who should be installing the Agent from the sharepoint. Revised instructions on how to install from the following sharepoint are posted to the CONNECTIONS intranet site on the System/Network page.
- **Client VPN users:** the client will be ready for users to download and install, from Friday morning, March 16th. The version of the new Citrix PN Agent Client is 9.237. Please note that there is a revision to the instructions related to loading the Agent from the sharepoint, as the installer *does need* Administrative privileges. The LAN Administrator at your agency is the person designated with these privileges and is the person who should be installing the Agent from the sharepoint. Revised instructions on how to install from the following sharepoint <\\fnpcfs0a1adv\OCFSShare\CitrixClient9.237> are posted to the CONNECTIONS intranet site on the System/Network page.
- **SSL users:** will log in as usual and the updated Citrix Client will be available to download.
- **NIS users:** the client is ready for NIS users to download and install now. Please note that there is a revision to the instructions related to loading the Agent from the sharepoint, as the installer *does need* Administrative privileges. The LAN Administrator at your agency is the person designated with these privileges and is the person who should be installing the Agent from the sharepoint. Revised instructions on how to install from the following sharepoint

<\\172.16.102.72\ocfsshare\CitrixClient9.237> are posted to the CONNECTIONS intranet site on the System/Network page.

Will Citrix look different/ Why is OCFS IT doing this?

This deployment will be transparent to users. Please note that there is no de-installation of the old Citrix Client necessary; the new Client will write-over the old Client. Users will not see anything different on their PC's when they access the CONNECTIONS application. The reason for this upgrade is to take advantage of some printing and session reliability features that will become available to users once OCFS IT upgrades the Citrix servers.

Removal of the CCRS Plan Cues from the CCRS Caseload Report...

As you are aware, effective February 5th districts were no longer required (or able) to enter assessment service plan information in CCRS. CONNECTIONS was deemed as the system of record for information previously entered via the CCRS assessment service plan grid. Information previously required to update the assessment service plan grid in CCRS will be fed to CCRS from the FASP (post approval) entered in CONNECTIONS. This will occur nightly via a batch process. (For a more detailed explanation please refer to the Connections Weekly Updates for January 19 and 26, 2007; see: <http://ocfs.state.nyenet/connect/>.)

The CCRS **plan** cues that appear on the Monthly CCRS District/Agency Caseload report will be suppressed effective the March 31st run of the CCRS caseload report. District/Agencies will still need to update movement, legal and adoption activities in CCRS and the monthly CCRS District/Agency caseload report will continue to provide cues for **legal**, **adoption** and **movement** activities.

NEW Data Warehouse Reports...

The Data Warehouse Team is pleased to announce that the following predefined reports have been expanded to include FASPs coming due within 90 days:

- FASPs Due Detail organized by Worker
- FASPs Due Detail organized by Stage ID

In addition, those with a Report Studio license can use the WDFASP Admin package to create reports that include FASPs coming due more than 60 days in the future. (Previous ad hoc reporting was limited to the next 60 days.) Please contact the Data Warehouse Team at data.warehouse@ocfs.state.ny.us with any questions.

New Postings to the CONNECTIONS Intranet...

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

- Revision document - CONNECTIONS System Build 18.9 Job Aid Permanency Hearing Report
- Revision document - CONNECTIONS System Build 18.9 Job Aid Critical Improvements

- Revision document - CONNECTIONS System Build 18.9 Job Aid Education
- Revision document - CONNECTIONS System Build 18.9 Job Aid Health Services
- The CONNECTIONS Weekly

Weekly System Maintenance...

CONNECTIONS Application Downtime...

*****Please note the additional window of downtime on March 30th for the implementation of Build 18.9.***

- ***Wednesday, 3/28/07*** from 5:00 AM – 7:00 AM
- ***Friday, 3/30/07*** from 5:00 AM – 7:00 AM
- *****Friday, 3/30/07*** from 6:00 PM – midnight (Saturday, March 31st)
- ***Wednesday, 4/4/07*** from 5:00 AM – 7:00 AM