

**~ The CONNECTIONS WEEKLY ~**  
*April 27 ~ May 4, 2007*



***CONNECTIONS Records Retention Notification: Purge Program Schedule...***

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

The next Records Retention Purge Program is scheduled to begin **Tuesday evening, May 1, 2007**. This program will purge cases/stages listed in the **January 31, 2007** "To Be Expunged" reports. Please note that if you have not already reviewed and made the necessary demographic changes, via Local Data Maintenance, to the cases/stages identified in the January 2007 "To Be Expunged" report you have until close of business on *Monday, April 30th* to do so.

Beginning *Wednesday morning, May 2nd* those persons designated as Records Retention Report recipients in each local district will be able to access the "Expunged Report". This report will identify records that were expunged during the January 2007 running of the Records Retention Purge Program and should be used by local districts to locate and destroy all records related to these cases/stages. The "Expunged Report" has a retention period of 120 days and can be accessed via the Report Icon on the CONNECTIONS toolbar. Please note that cases/stages listed on the "Expunged Report" have been electronically erased from the CONNECTIONS system and once the purge process is completed there is no way to recover the case/stage or person information.

The "To Be Expunged" report (whose approximate availability will be May 7th or 8th) will also be available to designated Records Retention Report recipients. This report identifies records that are scheduled to be expunged in the *next* Records Retention run (scheduled in 90 days).

If you have questions about the Records Retention Program or CPS Local Data Maintenance, please refer to the CONNECTIONS System Build 15/15.1 CPS: Data Maintenance Job Aid (dated 7/30/02). The Job Aid can be accessed through the CONNECTIONS intranet website (CONNECTIONS intranet website > Step-by-Step/Job Aids/Tips > Archive Page > Build 15 > CONNECTIONS System Build 15/15.1 CPS: Data Maintenance Job Aid (dated 7/30/02). The address for the website is: <http://ocfs.state.nyenet/connect/>.

## ***The Portable Information Technology Demonstration Project...***

*Please note that the information below is specific to local districts.*

On April 26th, OCFS announced the Portable Information Technology Demonstration Project and invited local districts to participate. A copy of this announcement was also sent to local district Directors of Services and Implementation Coordinators. By legislative requirement, the demonstration project is targeted to the work of local district CPS staff conducting investigations of child abuse and maltreatment. Local districts that wish to participate need to submit their responses by May 11, 2007.

### ***A Note About Build 18.9 Training...***

Just a note that the Build 18.9 training is winding down. If your agency is in need of Build training after it 'officially' ends we ask that you contact your CONNECTIONS Regional Office Implementation rep to discuss further training opportunities!

## ***A NEW Computer Based Training ~ CONNECTIONS Fundamentals...***

*\*\*Please note that the piece below includes information identifying the system components that are necessary to operate the CD.*

The SUNY Training Strategies Group, in conjunction with the New York State Office of Children and Family Services, is pleased to announce the distribution of the computer-based training, *CONNECTIONS Fundamentals*. This self-paced course is intended for newly hired child welfare staff responsible for using the CONNECTIONS system in their work with children and families. It provides a basic orientation to CONNECTIONS case management modules that new child welfare workers may need prior to attending any CONNECTIONS training. **It is not intended to replace training** and does not cover the functionality in depth. There is a "virtual mentor" to walk workers through each content area and staff can take this course at their own pace at their desktop.

*Minimum system requirements to successfully run this CD include:* Version 8 or greater of Flash Player, Version 9 or greater of Windows Media Player, Windows 2000 or XP running on a Pentium 3 or greater machine. Most, but not all CONNECTIONS PC's should already have this software. Anyone with a oneimaged CONNECTIONS machine should not need additional software. Further recommended system requirements for non-CONNECTIONS machines are also included on the inside cover of the CD. We strongly recommend that all other programs are closed during the operation of the CD. Pop-Up blockers in your web browser software must also be turned off in order for this product to work properly.

The CD may be used many times over, so you can re-cycle it through to the appropriate staff. For your reference, the CD's were addressed to Staff Development coordinators in local districts and to training coordinators in

voluntary agencies. If your district or agency has not received a shipment by Friday, April 27<sup>th</sup>, we ask that you contact the SUNY TSG office at 1.877.451.4835 and they will provide you with the name and address to whom the shipment was sent.

### ***CONNECTIONS Common Functions Guide...***

An updated version of the CONNECTIONS Common Functions Guide, as well as a companion document of revisions to the Guide from the last version, have been posted to the CONNECTIONS intranet on the Home and Step-by-Step/Job Aids/Tips pages. The Common Functions Guide provides basic instruction on the navigation step for tasks that are completed by all Child Welfare workers. It provides an introduction to the toolbar, managing your workload and 'To Do's', and a condensed version of the process for maintaining person information and progress notes.

### ***A Note About the Web Version of the Permanency Hearing Report Templates...***

We have recently fielded a few questions from users about the use of the web version of the Permanency Hearing Report templates. In reviewing the questions with the Policy team we report that districts may use the web versions of the statement and notices and the web version of the freed child Permanency Hearing Report, if they have an "8D" child in a CWS stage, as well as the web version of any PHR, if districts have had to close and reopen CONNECTIONS/WMS cases due to retro-payment issues. However, we would like to add a word of caution regarding the use of the Permanency Hearing Report templates, as the templates should not be viewed as a substitution for required information that should be recorded within the CONNECTIONS application.

### ***News from the OCFS Data Warehouse Team: New! Tracked Child Roster Report...***

The OCFS Data Warehouse Team is pleased to announce a *new* report in the Cognos ReportNet environment. The **Tracked Child Roster** report is located in the "OCFS DW – Child Welfare Services Reports" folder. The report can help supervisors and managers monitor the children currently being tracked by their district/agency. It provides a detailed list of tracked children in open Family Services Stages in CONNECTIONS.

Data Warehouse users can access the Tracked Child Roster report by following these steps:

1. Go to the Cognos ReportNet environment: <http://htptda0a1aspcog/crn/>
2. If the confidentiality agreement appears, read it and click "I Accept"
3. Click on the link for "Public Folders"
4. Click on the link for "OCFS DW – Child Welfare Services Reports"

5. Click on the link for the folder that displays. (Contract agency staff will see a “Voluntary Agencies” folder, LDSS staff will see a “Local Districts and Regional Offices” folder, and State staff will see both folders.)
6. Click on the link for the “Tracked Child Roster” report, and complete the report prompts to run it.

Please contact the Data Warehouse Team with any questions you may have regarding this, or other reports.

### ***CONNECTIONS Tip...***

#### ***FASP and Progress Notes Reminder***

Please note that narrative fields in the FASP and Progress Note components of the CONNECTIONS application are text fields only. If you attempt to paste an entire WORD document, a scanned document, a picture, a table or a screen print into a narrative field it can result in your being unable to view or print the FASP or Progress Note. It is recommended that you copy and paste **text** only into narrative fields.

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

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

- Announcement about the OCFS Data Warehouse Cognos ReportNet Tracked Child Roster Report
- Letter about the Portable Information Technology Demonstration Project
- The CONNECTIONS Weekly

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

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

- ***Wednesday, 5/3/07*** from 5:00 AM – 7:00 AM
- ***Friday, 5/5/07*** from 5:00AM – 7:00AM