

~ **The CONNECTIONS WEEKLY** ~

May 4 ~ 11, 2007



Just a Word About the Build 18.9 Training Numbers...

As an FYI, as of Friday, April 27th, the SUNY Training Strategies Group had trained over 3,900 people, from both local districts and voluntary agencies, statewide, on the Build 18.9 functionality! As you know, the Build training is winding down and, for most of the state, will be completed by the end of May; however, 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, recently distributed the computer-based training CD, *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.

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 copy of the letter can be found on the CONNECTIONS intranet website, on the Home page under postings for April 27th.

Agency IDs and Site IDs, Where Can I Find Them?

Recently we have had a few calls about where you can locate either your Agency or Site ID. Thanks to the assistance of some folks on the Implementation Team, we have posted a document to the CONNECTIONS website on the System/Network page that lists this information! So no more searching need be done! In addition to the ID info the spreadsheet also contains complete addresses as well.

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.

Did You Know...

An excerpt from the Health Services Impact Analysis...

Did you know that Business Function assignments for view and modify health information need to be carefully considered as they relate to the security of the health information that will be recorded in CONNECTIONS. For further information, please refer to the OCFS Business Function Guidelines, dated 1/25/07, posted to the Security page of the CONNECTIONS intranet. Unit Approver designations and other roles in the Unit hierarchy should be reviewed to determine that such staff are appropriate for view or maintain access to this information.

In addition, “new” CONNECTIONS users who are responsible for the entry of health information must be identified by the local district or voluntary agency and given the ability to perform this function.

New Postings to the CONNECTIONS Intranet...

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

- Agency & Site ID document
- The CONNECTIONS Weekly

Weekly System Maintenance...

CONNECTIONS Application Downtime...

- ***Wednesday, 5/9/07*** from 5:00 AM – 7:00 AM
- ***Friday, 5/11/07*** from 5:00 AM – 7:00 AM
- ***Wednesday, 5/16/07*** from 5:00 AM – 7:00 AM
- *****Friday, 5/18/07*** from 3:00 AM – 7:00 AM

***** Please note the 2 hours of extended downtime for the application in order to perform a system upgrade.***