

# ~ **The CONNECTIONS WEEKLY** ~

May 18 ~ 25, 2007



## ***A New Link to the Office for Technology Bulletins from the CONNECTIONS Intranet...***

In an effort to communicate these bulletins in a more expeditious manner and reach all of our voluntary agency partners, we have created a new link from the CONNECTIONS intranet directly to the site where the bulletins are posted. The link is posted to the System/Network page of the CONNECTIONS intranet. The path to the link is: (*CONNECTIONS intranet*) <http://ocfs.state.nyenet/connect/> > click on the System/Network button in the left panel > click on the link *OFT Customer Relations Bulletins* in the box located on the right-hand side of the page. Just as a point of clarification, these bulletins are sent to voluntary agency LAN Administrators by the Communication Team and this individual communication will still continue. If voluntary agencies have questions regarding information in the bulletins, we ask that you send them to the CONNECTIONS Communications mailbox and we will respond via email. The address of the mailbox is: [ocfs.sm.connections.intranet.communications](mailto:ocfs.sm.connections.intranet.communications).

## ***Info You Should Know from the OCFS Data Warehouse... The Tracked Child Contacts Reports...***

The OCFS Data Warehouse Team is pleased to announce new reports in the Cognos ReportNet environment. The ***Tracked Child Contacts*** reports are located in the "OCFS DW – Casework Contact Reports" folder. The reports can help supervisors and managers identify tracked children with and without attempted and/or successful contacts. They provide a detailed list of tracked children and the contacts that have been made during a specified month.

There are three reports. Each contains the same data, but is sorted differently:

- *Tracked Child Contacts by Worker* is organized by worker name and answers the question "What contacts have been made by my staff?"
- *Tracked Child Contacts by Child Name* is organized by the tracked child's last name and answers the question "Which tracked children have/haven't been contacted?"

- *Tracked Child Contacts by Case* is organized by Case ID and answers the question “What do the contacts look like for my cases?”

The announcement and a description of each of the reports is posted to the Data Warehouse page of the CONNECTIONS intranet. Please contact the Data Warehouse Team at: [data.warehouse@ocfs.state.ny.us](mailto:data.warehouse@ocfs.state.ny.us) with any questions you may have about this, or any other reports.

(Note: A *Tracked Child Contacts Summary* report is still in development.)

Data Warehouse users can access the Tracked Child Contacts reports by following these steps:

1. Go to the Cognos ReportNet environment: <http://htptda0a1aspcog/crn/>  
(NIS agencies should use <http://cognos.otda.state.nyenet/crn>, and SSL VPN agencies should use the Cognos ReportNet link on their portal page.)
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 – Casework Contact 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 Contacts report of your choice, and complete the report prompts to run it.

### ***The FASPs Due Calendar Report...***

The ***FASPs Due Calendar*** report is located in the "OCFS DW – FASP Reports" folder. The report can help supervisors and managers monitor the completion of FASPs. It provides a chronological list of FASPs that are Not Launched, In Process, and Pending FASPs due during a specified date range. The announcement and access instructions for the report were sent to OCFS Data Warehouse users, from the Data Warehouse team, on Wednesday, May 9<sup>th</sup>. This information is also posted to the CONNECTIONS intranet site on the Data Warehouse page under the May 9<sup>th</sup> posting date. Please contact the Data Warehouse Team at: [data.warehouse@ocfs.state.ny.us](mailto:data.warehouse@ocfs.state.ny.us) with any questions you may have regarding this, or any other reports.

Data Warehouse users can access the FASPs Due Calendar 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 – FASP 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 “FASPs Due Calendar” report, and complete the report prompts to run it.

### ***The Tracked Child Roster Report...***

The ***Tracked Child Roster*** report is located in the "OCFS DW – Child Welfare Services Reports" folder. This 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. The announcement and access instructions for the report are posted to the CONNECTIONS intranet site on the Data Warehouse page under the April 25<sup>th</sup> posting date. Please contact the Data Warehouse Team at: [data.warehouse@ocfs.state.ny.us](mailto:data.warehouse@ocfs.state.ny.us) with any questions you may have regarding this, or any other reports.

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.

### ***NEW CONNECTIONS Tip Sheet – Hot Keys...***

“Hot Off the Presses”...there is a ***NEW CONNECTIONS Tip Sheet – Hot Keys***. This Tip Sheet provides the user with a list of *Hot Keys* that can be used in the CONNECTIONS application. Hot Keys are keyboard shortcuts to specific tasks that help the user perform a function more quickly. You can use Hot Keys when copying and pasting, when you switch between your Citrix session and other applications, when you need to print a screen, as well as when you perform other functions within the application. A copy of the Tip Sheet is posted to the CONNECTIONS intranet on the Step-by-Step/Job Aids/Tips page. The path to the document is: CONNECTIONS intranet (<http://ocfs.state.nyenet/connect/>) > Step-by-Step/Job Aids/Tips > Job Aids/Tip Sheets (the link is in the box located at the top of the page to the right) > the Tip Sheet is posted under the heading “Tips Sheets For All Workers”.

***Updated Worksheet: The Eligibility Worksheet for Title IV-E, TANF-EAF and Title XX-200% with 2007 Income Standards is Now Available...***

The Eligibility Worksheet has been updated to reflect the new federal poverty levels that are effective 6/1/2007. Staff who use the worksheet for Title XX Below 200% of Poverty eligibility determinations should copy the new version of the worksheet and place the file in the location c:\Data\Excel. The new version of the Eligibility Worksheet has been posted to the Public Folders and can be accessed using the following path: Public Folders > All Public Folders > dfa.state.ny.us > OCFS > Finance > Eligibility > Automated Eligibility (titled: Version 8 Eligibility Worksheet 2007 – under the posting date of 5/4/2007).

***CPS Reminder...***

***Determinations on State Central Register CPS Reports...***

**\*\*Please note that this information is specific to local districts only.**

This info is a gentle reminder that, as you are aware, local districts have a timeframe of 60 days within which to make a determination on a CPS report. If the determination, including the Supervisory approval, is not made in the 60 day timeframe, and the SCR receives a 3370 Database Check, they are unable to process it. Please note that overdue determinations can cause delays that affect prospective adoptive and foster parents, as well as employment applications. In addition, a delay in determination could also result in local district CPS units receiving additional reports on open cases that would not have been merged or, may have otherwise been assigned to a different county, if the case had been determined within the 60 day timeframe.

***“Just a Note About”...***

***The Permanency Hearing Reports...***

As you may know, *at times* the Permanency Hearing Reports are not accessible when they are saved in draft form and subsequently re-opened. This does not happen frequently, however, in our effort to track this issue, we ask that if it does occur, you place a call to the Enterprise Help Desk.

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

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

- Link on the System/Network page to the OFT Customer Relations Bulletins
- OCFS Data Warehouse Report Announcement and Access Instructions – the Tracked Child Contacts Reports
- The CONNECTIONS Weekly

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

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

- ***Wednesday, 5/23/07*** from 5:00 AM – 7:00 AM
- ***Friday, 5/25/07*** from 5:00 AM – 7:00 AM
- ***Wednesday, 5/30/07*** from 5:00 AM – 7:00 AM