

~ The CONNECTIONS WEEKLY ~
December 14 - 21, 2007



CONNECTIONS Build 18.9.3.2 – Upgrade of the MapMaker (MapInfo) Tool...

Earlier in the week a communication was forwarded to local district and voluntary agency CONNECTIONS Implementation Coordinators, Security and Back-up Security Coordinators, Directors of Service, Resource Users and other key individuals highlighting the content of Build 18.9.3.2. The Build will include upgrades to the MapMarker (MapInfo) tool in CONNECTIONS and will be an upgrade of the tool from Version 10.2 to Version 12.1, as well as an upgrade to the Address Validation Web Service from Version 1.1 to Version 2.0. The Build will be implemented on Friday, December 14th from 6:00 PM - 11:00 PM – within a window of five hours.

The planned upgrade will include the following changes:

- Users will have the ability to validate addresses in all 50 States* (see ‘*Current Workaround*’ notation below) - (Prior to the implementation of the Build, you could only validate 6 states)
- An Exact match is only required on the “City” – (Prior to the Build implementation, you must have entered an exact match on *Street Line 1, City & State* in order to receive a validation from MapMarker software)
- New York City addresses (primarily in Queens/Brooklyn) were being assigned incorrect values.
 - All hyphenated addresses will validate; i.e. 112-10 Bronx Rd.
 - The neighborhoods in Queens will validate
- Fractional (addresses containing ½ etc.) addresses will now validate; i.e. 14 ½ N Pearl St., Albany, NY

Current Workaround

*When validating out-of-state addresses users should continue to use the current work-around that is outlined below:

1. Type in correct address
2. Validate the address and accept
3. Select Out-of-State in the County drop down field
4. Validate address again - this time DO NOT accept

5. State code will change to XX - you must then select the state code again.

NEW Equipment Procurement Process via Revenue Intercept ...

Just as an FYI...there are NEW steps to follow when you are either requesting additional or replacement equipment that **will or will not** reside on the HSEN (Human Services Enterprise Network); as well as for used equipment that **will** reside on the HSEN. The following is a *summary* of these procedures.

Please note that the steps below are not all inclusive. We ask that prior to submitting any forms, you contact Dave Kislowski at either Dave.Kislowski@ocfs.state.ny.us, or (518) 486-9522.

For additional or replacement New York state equipment that will reside on the HSEN (Human Services Enterprise Network)

- The local district submits a Revenue Intercept Authorization Letter to NYS OCFS.
- OCFS then provides the local district with a model Revenue Intercept Letter and order forms and the local district then completes the forms.
- Once the original hard copy forms are received by OCFS, the equipment order process will begin.

For additional or replacement non-state equipment that will NOT reside on the HSEN (Human Services Enterprise Network)

- Local district and voluntary agencies should follow local procurement procedures.
- Both entities are encouraged to take advantage of the NYS Aggregate Purchase program. Information about the program can be found at the following site:
<http://www.ogs.state.ny.us/purchase/PCPurchase.htm>
- Local procurement connectivity to HSEN would be via a OneNet connection or Secure Socket Layer Virtual Private Network (SSLVPN).

For used equipment that will reside on the HSEN (Human Services Enterprise Network)

- Complete the request forms located at <http://ocfs.state.nyenet/admin/forms/it/>- if submitting the forms from *an HSEN device*, send to the following mailbox: ocfs.sm.comctrup; if submitting them from a device *outside the HSEN*, send the request to: comctrup@nysemail.state.ny.us.

Again, please note that the steps above are not all inclusive. We ask that prior to submitting any forms, you contact Dave Kislowski at either Dave.Kislowski@ocfs.state.ny.us, or (518) 486-9522.

Build 18.9 Job Aid – Health Services – Functionality for Case Workers, Case Planners, Case Managers and CPS Workers and Monitors & the Revisions to the Health Services Job Aid (November 2007)...

For your reference, the job aid titled: Build 18.9 Job Aid – Health Services – Functionality for Case Workers, Case Planners, Case Managers and CPS Workers and Monitors and the Revisions to the Health Services Job Aid is available and has been posted to the CONNECTIONS intranet website on the Step-by-Step/Job Aids/Tips page. The job aid is a detailed overview of the CONNECTIONS system changes being introduced with build 18.9 and Build 18.9.1 – specifically information about health services. The job aid audience includes those individuals who are responsible for recording health information in CONNECTIONS. The Revisions to the Health Services Job Aid (November 2007) document includes changes made to the *original* job aid to include the changes in functionality that were introduced with the implementation of Build 18.9.1.

Take a look at the job aid for further info on how to access the *Health Services* window, how to view, record and modify health information, how to generate forms and reports and more!

The Training Database (or the “TDB”) Will Not Be Available...

FAD updates need to be put into the training database so...the ‘TDB’ will not be available on Thursday, December 27th or Friday, December 28th.

OCFS Equipment Return...

(Please note that this piece was included in the Weekly dated 12/7/07)

As districts and agencies move to VPN and/or SSL VPN for their own equipment, OCFS is requesting that districts and agencies return any unused state owned equipment (PCs - printers) to OCFS. This will help to maintain an accurate inventory, and provide equipment to districts and agencies in need. We ask that you complete the attached, OCFS-4819 Equipment Return Form, when returning state owned equipment. If submitting the form from an HSEN device, send to the following mailbox: ocfs.sm.comctrup. If submitting the form from a device outside the HSEN, send the request to: comctrup@nysemail.state.ny.us.

OCFS-4819 Equipment Return Form



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We would like to thank you for your attention and cooperation in this endeavor.

OFT Customer Relations Memo: Statewide DNS Platform Change...

(Please note that this piece was included in the Weekly dated 12/7/07)

Beginning December 7, 2007, OFT will be retiring the current statewide DNS servers configured with the names and IP addresses listed below.

Retiring: NS6 - 10.48.0.6
NS7 - 10.48.0.157 and 10.48.0.158

A letter announcing the new Statewide Domain Name Services (DNS) Platform was issued on October 16, 2007. A copy of the letter, with instructions on converting and testing the new DNS platform, is attached to the OFT Customer Relations Memo for your reference. Please refer to the OFT Customer Memo posted on the OFT Customer Relations site at: <http://sdc.of.state.nyenet/crcc/>

ATTENTION: The OCFS Data Warehouse Team is Closing ReportNet...

(Please note that this piece was included in the Weekly dated 12/7/07)

Now that Cognos 8 is up-and-running, the OCFS Data Warehouse Team is closing the older ReportNet environment. All district, agency, regional office, and State staff should be using Cognos 8 to access the predefined reports and data packages that were in ReportNet. From now on, new users will receive access to the Cognos 8 environment only. For more information on Cognos 8, visit the Intranet site at <http://ocfs.state.nyenet/connect/datawarehouse> or email the Data Warehouse Team at data.warehouse@ocfs.state.ny.us.

Attention ReportNet users: The Data Warehouse team will be sending out an email sometime in the next month or so, with instructions on what to do with reports in the 'My Folders' and 'Technical Assistance' areas of ReportNet that you plan to continue to use. Now is a good time to begin deleting reports that you no longer use/need from those two areas.

Data Warehouse Reports Page UPDATE...

(Please note that this piece was included in the Weekly dated 12/7/07)

Construction of the OCFS Data Warehouse Reports page is complete. The updated page contains a list of reports, with links to write ups and data definitions, that are currently available, or coming soon, to the OCFS Data Warehouse. We invite you to check it out!!!

New Postings to the CONNECTIONS Intranet...

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

- CONNECTIONS Build 18.9.3.2 Upgrades to MapInfo
- Build 18.9 Job Aid – Health Services – Functionality for Case Workers, Case Planners, Case Managers and CPS Workers and Monitors & the Revisions to the Health Services Job Aid (November 2007) document
- The CONNECTIONS Weekly

Weekly System Maintenance... CONNECTIONS Application Downtime...

- **Wednesday, 12/19/07** from 5:00 AM – 7:00 AM
- **Friday, 12/21/07** from 5:00 AM – 7:00 AM
- **Wednesday 12/26/07** from 5:00 AM – 7:00 AM