



..CONNECTIONS NEWS..

for the week of November 28 - December 5, 2008

Developing a more caseworker centric system

CONNECTIONS Intranet site: <http://ocfs.state.nyenet/connect/>

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"Info to Know" for Caseworker



CONNECTIONS Build 18.10.3 Successfully Implemented on Saturday, November 22, 2008

CONNECTIONS Build 18.10.3 was successfully implemented on Saturday, November 22nd. The following fixes were included in the Build.

- Currently, an error is received when attempting to submit the FASP for approval in FSS/CWS stages with only one person listed, and where a Safety Assessment was created after implementation of Q3-08 on 10/10/08. A fix will

be implemented that will correct this issue and you will no longer receive an error when attempting to submit the FASP for approval in the above mentioned circumstances.

- Within *Comprehensive or Reassessment FASPs* that were launched *after* the implementation of Q3-08 (10/10/08), the Risk Score and Ratings on the FASP outputs was, in some instances, inconsistent with the Risk Assessment Profile information as recorded on the CONNECTIONS window. After implementation of the fix, the Risk Score and Ratings on the FASP outputs will be consistent with the Risk Assessment Profile information recorded on the CONNECTIONS window. We are in the process of identifying those cases where the inconsistency in Risk scores exists and will follow-up as soon as we have details to share.
- Since the implementation of Q3-08 (10/10/08), some of you received an unexpected text control error when attempting to re-open a *Permanency Hearing Report (PHR)* after information had been recorded and saved as draft or final. After the implementation of the fix, we will have limited the chances for future corruption in the PHR.
Please note: The fix however, applies only to PHRs that are started *after* 11/22/08 (after the implementation of this Build). Efforts are currently underway to address issues in PHRs that were launched *prior* to 11/22/08. We will provide an update on the remaining PHR issues as soon as possible.
- After implementation of this Build, *On-line Help* will be available through "F1" for the Family Assessment Response check box (Investigation Conclusion window in the INV stage), for districts participating in the Family Assessment Response pilot.



**** Reminder about the Permanency Hearing Reports
launched prior to 11/22/08:**

If you encounter errors and are unable to access a DRAFT PHR, in order to continue work in the PHR you can follow the steps below:

1. Highlight the DRAFT PHR.
2. Email the DRAFT PHR to yourself (Options; Mail Local Copy; Permanency Report).
3. Delete the original DRAFT PHR within CONNECTIONS (Please make sure not to delete the PHR within CONNECTIONS until after you have mailed a copy of it to yourself).
4. Launch a new PHR within CONNECTIONS and use the no-prefill option.
5. Open the DRAFT PHR in your email and copy and paste the information from this one to the PHR that you just launched in CONNECTIONS.

If you need further assistance, please contact the Application Help mailbox. The address to that mailbox is: ocfs.sm.connections_app_help. (Please note that there are two underscores in the address. If you are emailing 'out of our network' we ask that you tack on the following piece to the address: @dfa.state.ny.us or, @nysemail.state.ny.us.)



“Did You Know?” Two Reports on Secondary Assignments are Available from the OCFS Data Warehouse

The following provides a description of the OCFS Data Warehouse reports available on Secondary Assignments. Both of these pre-defined reports, the *Current Secondary Assignments Received Summary Report* and the *Secondary Assignments Received During a Quarter Report*, are available to local district staff through the OCFS Data Warehouse.

- **Current Secondary Assignments Received Summary Report**

This report provides a summary of undetermined CPS investigations for which a secondary assignment has been made, whether within or outside the district. This aggregated summary allows managers to determine which districts are affecting district workload by making secondary assignments. It is organized by the district that made the secondary assignment. The following link (to the CONNECTIONS intranet) provides a more detailed description of this report.

<http://ocfs.state.nyenet/connect/datawarehouse/Abuse%20and%20Neglect/Current%20Secondary%20Assignments%20Received%20Summary.doc>

- **Secondary Assignments Received During a Quarter Report**

This report provides a detailed listing of secondary assignments received by a Local Department of Social Services, grouped by the unit and worker to whom the secondary assignment was made. This detail allows supervisors and managers to gauge the workload impact of secondary assignments, whether from within the district or from another district. The following link (to the CONNECTIONS intranet) provides a more detailed description of this report.

<http://ocfs.state.nyenet/connect/datawarehouse/Abuse%20and%20Neglect/Secondary%20Assignments%20Received%20During%20a%20Quarter.doc>

If you have any questions on these or any other reports, please contact the Data Warehouse at data.warehouse@ocfs.state.ny.us.



The FASP Due Calendar Report from the OCFS Data Warehouse

Please note: This piece was in last week's edition of the CONNECTIONS NEWS.

During the week of December 1st, the OCFS Data Warehouse is releasing a new version of the FASP Due Calendar Reports. The changes to the Reports involve the

option to report by Office and Unit Specialization. The report can be run without selecting an Office and Unit Specialization, use of Office and Unit Specialization are entirely optional and can be bypassed. A document that describes the report in further detail is posted to the Data Warehouse page of the CONNECTIONS intranet. Click the following link to access the document that describes the report in detail. <http://ocfs.state.nyenet/connect/datawarehouse/FASP%20Reports/FASPs%20Due%20Calendar%20reports%20Changes11-08.pdf>



UPDATED CONNECTIONS Tip Sheet - Implied Role/Cross District Access

Please note: This piece was in last week's edition of the CONNECTIONS NEWS.

The Implied Role/Cross District Access tip sheet has been updated and posted to the CONNECTIONS intranet site at the following link: [http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Implied%20role%20tip%20sheet%20-%20revised%20\(11-%202008\).pdf](http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Implied%20role%20tip%20sheet%20-%20revised%20(11-%202008).pdf).

If a stage you are working on shares a person in common (has the same PID) with another stage or case, open or closed, in any agency or district, you have an ***implied*** role in the related stage or case. With an implied role you will have view-only access to stage or case information on the related stage or case. Best casework practice requires that you review all information documented in each stage of a case in which you have a role. It is also important that other cases with persons in common with your assigned cases be reviewed. In addition, the names of other involved workers on the stage or case can be obtained; allowing you to follow-up directly with the worker(s). For more info on how to view a stage in which you have an implied role please refer to the tip sheet.

General "Info to Know"



CONNECTIONS Records Retention Notification: Purge Program Schedule

Please note that this notification is for local district staff only.

This notice is being sent to inform you that the next Records Retention Purge Program is scheduled to begin ***Monday evening, December 15, 2008***. This program will purge cases/stages listed in the **September 15, 2008 "To Be Expunged"** report. Please note that if you have not already reviewed and made the necessary demographic changes,

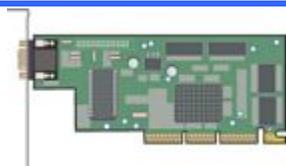
via Local Data Maintenance, to the cases/stages identified in the September "To Be Expunged" report you have until close of business on *Sunday, December 14th* to do so.



NEW Postings to the CONNECTIONS Intranet

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

- The CONNECTIONS NEWS [for the week of November 21, 2008](http://ocfs.state.nyenet/connect/projupdt/weekly/2008/CONNECTIONS%20Weekly%2011-21-08--News--.pdf)
<http://ocfs.state.nyenet/connect/projupdt/weekly/2008/CONNECTIONS%20Weekly%2011-21-08--News--.pdf>
- "How to View a Schedule of Training in STARS" document
<http://ocfs.state.nyenet/connect/training/Diriections%20-How%20to%20-%20STARS.pdf>
- "FASPs Due Calendar Reports Changes" document
<http://ocfs.state.nyenet/connect/datawarehouse/FASP%20Reports/FASPs%20Due%20Calendar%20reports%20Changes11-08.pdf>



Weekly System Maintenance

Due to regularly scheduled system maintenance, the CONNECTIONS application will not be available on...

- [Wednesday, 12/3/08](#) from 5:00 AM - 7:00 AM
- [Friday, 12/5/08](#) from 5:00 AM - 7:00 AM



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Children & Family
Services
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