



..CONNECTIONS NEWS..

for the week of December 5 - 12, 2008

Developing a more caseworker centric system

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

FEATURED IN THIS EDITION

"Info to Know" for Caseworkers

- [UPDATE Reminder about Permanency Hearing Reports ...pg. 1...more](#)
- [Two NEW CONNECTIONS Tip Sheets - The Family Assessment and Services Plan and the Permanency Hearing Report Procedure ...pg. 2 ...more](#)

General "Info to Know"

- [General Information System Message - 08-014 - Continuous Coverage Save Date for New Individual Category Codes ...pg. 3 ...more](#)
- [CONNECTIONS Records Retention Notification: Program Purge Schedule ...pg. 3 ...more](#)
- [NEW Postings to the CONNECTIONS Intranet ... pg. 4 ...more](#)
- [Weekly System Maintenance ... pg. 4 ...more](#)

"Info to Know" for Caseworker



UPDATE Reminder about Permanency Hearing Reports

The fix that was implemented in Build 18.10.3 limited the chances for **future** corruption in the PHR as a result of 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.

Please note: The fix applies only to PHRs that were started after 11/22/08 (after the implementation of Build 18.10.3). Efforts are currently underway to address issues in PHRs that were 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 please follow the steps below:

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

- Highlight the DRAFT PHR IN CONNECTIONS
- Click on Options; Mail Local Copy; Permanency Report, which will prompt CONNECTIONS to send the DRAFT PHR to you (as the logged on user)
- Delete the original DRAFT PHR within CONNECTIONS (Please make sure not to delete the PHR within CONNECTIONS until after you have had CONNECTIONS send a copy of it to you.)
- Launch a new PHR within CONNECTIONS and use the no-prefill option
- Open the DRAFT PHR in your email and copy and paste the information from the DRAFT PHR to the PHR that you just launched in CONNECTIONS
- Double delete the Draft PHR in your email

If you need further assistance, please contact the Application Help mailbox. The address of 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 add the following piece to the address: `@dfa.state.ny.us` or, `@nysemail.state.ny.us`.)



*Two **NEW** CONNECTIONS Tip Sheets - The Family Assessment and Service Plan and the Permanency Hearing Report Procedure Tip Sheets*

CONNECTIONS Tip Sheet - The Family Assessment and Service Plan

The Family Assessment and Service Plan tip sheet provides an overview of the FASP, and describes the types of FASPs and timeframe, how to modify a FASP component after it has been launched, how to perform the removal update process, how to perform the FASP pre-launch tasks, how to determine who will record what is in the FASP, as well as a description of the FASP submission process. The tip sheet is posted to the CONNECTIONS intranet website and can be accessed by clicking on the following link: http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/FASP%20Tip%20Sheet_v1%200%20WEB.pdf

CONNECTIONS Tip Sheet - Permanency Hearing Report Procedure

The Permanency Hearing Report Procedure tip sheet provides information about how to decide which type of PHR to launch, how to review and verify case information, how to decide whether to pre-fill the report, how to review and update outside participants, how to launch the Permanency Hearing Report and how to finalize the Permanency Hearing Report. The tip sheet is posted to the CONNECTIONS intranet website and can be accessed by clicking on the following link: <http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Permanency%20Hearing%20Report%20Procedure%20Tip%20Sheet%20v1.0%20web.pdf>

General "Info to Know"



General Information System (GIS) Message - 08-014 **Continuous Coverage Save Date for New Individual Category Codes** **(Dated 12/3/08)**

Please note that the following information is pertinent to local districts only.

The suggested distribution of this message is to local district Case Work Supervisors, Adoption Workers and Medicaid Workers.

The effective date of this message is November 17, 2008. The purpose of the GIS is to notify upstate social services districts that WMS will now generate a Continuous Save Date (CSD) for the following Medicaid foster care and adoption Individual Category Codes (ICC):

- 77 - Non-IV-E Foster Care
- 78 - IV-E Foster Care
- 32 - Non-NYS IV-E Foster Care
- 33 - Non-IV-E Adoption/Special Needs
- 34 - Non-NYS IV-E Adoption
- 74 - IV-E Adoption
- 75 - Non-NYS Non-IV-E Adoption Residing in NYS

The CSD is generated from the MA From Date and is set one full year into the future for all new and currently active foster care and adoption Medicaid cases (Case Type 13 and 20).

For systems questions, please contact OCFS-IT Customer Support at 1-800-342-3727.

GIS messages are available in Public Folders at the following path:

*All Public Folders/dfa.state.ny.us/OCFS/TSU/ ***Services Systems Reference Documents/ GIS (system change notices)*



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 December 5, 2008
<http://ocfs.state.nyenet/connect/projupdt/weekly/2008/CONNECTIONS%20Weekly%2011-21-08--News--.pdf>
- CONNECTIONS Tip Sheet - The Family Assessment and Service Plan
http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/FASP%20Tip%20Sheet_v1%200%20WEB.pdf
- CONNECTIONS Tip Sheet - Permanency Hearing Report Procedure
<http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Permanency%20Hearing%20Report%20Procedure%20Tip%20Sheet%20v1.0%20web.pdf>



Weekly System Maintenance

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

- [Wednesday, 12/10/08](#) from 5:00 AM - 7:00 AM
- [Friday, 12/12/08](#) from 5:00 AM - 7:00 AM



Office of
Children & Family
Services

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