



## **..CONNECTIONS NEWS..**

***for the week of December 19 - 26, 2008***

*Developing a more caseworker centric system*

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

### **FEATURED IN THIS EDITION**

#### ***"Info to Know" for Caseworkers***

- **CONNECTIONS Records Retention Notification: Program Purge Began on Monday, December 15th** ...pg. **1... more**
- **CONX Training Database Will Not Be Available from 4:00PM on December 30<sup>th</sup> through December 31<sup>st</sup>** ...pg. **2... more**
- **OCFS Data Warehouse News...Two Report Descriptions Have Been Updated on the OCFS Data Warehouse Page of the CONNECTIONS Intranet** ...pg. **2... more**
- **A NEW INF Has Been Developed - 08-OCFS-INF-15 Changes to the Safety Assessment and Risk Assessment Profile** ...pg. **2... more**
- **Two NEW CONNECTIONS Did You Know Tip Sheets - Did You Know How To Access the CONNECTIONS Intranet From a State PC Even If you Don't Have Internet Permission and Did You Know You Can Access the CONNECTIONS Internet Page If You Use SSL-VPN to Reach CONNECTIONS** ...pg. **3... more**

#### ***General "Info to Know"***

- **A NEW All Time High CONNECTIONS Employee Access Number** ...pg. **3... more**
- **NEW Postings to the CONNECTIONS Intranet** ... pg. **3... more**
- **Weekly System Maintenance** ... pg. **4... more**

### ***"Info to Know" for Caseworker***



***CONNECTIONS Records Retention Notification:  
Purge Program Began on Monday, December 15th***

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

***\*\*This information has been included in the previous three editions of the CONNECTIONS NEWS and was sent as an individual communication to designated local district staff that performs this function.***

The Records Retention Purge Program began on ***Monday evening, December 15, 2008.*** This program will purge cases/stages listed in the **September 15, 2008** "To Be Expunged" report. We will notify those designated as Records Retention report recipients, when the run has been completed.

## ***CONX TRAINING DATABASE***

***The CONNECTIONS Training Database Will Not Be Available...***

from 4:00PM on December 30<sup>th</sup> through December 31<sup>st</sup> in order to update the data.



***OCFS Data Warehouse News...***

***Two Report Descriptions Have Been Updated on the OCFS Data Warehouse Page of the CONNECTIONS Intranet***

The FASPs Due Calendar Report:

[http://ocfs.state.nyenet/connect/datawarehouse/FASP%20Reports/FASPs%20Due%20Calendar%20-%20Data%20Definitions%20\(11-18-08\).doc](http://ocfs.state.nyenet/connect/datawarehouse/FASP%20Reports/FASPs%20Due%20Calendar%20-%20Data%20Definitions%20(11-18-08).doc)

and the Children Served With Missing Clinical Diagnosis Report descriptions:

<http://ocfs.state.nyenet/connect/datawarehouse/Children%20Served%20with%20Missing%20Clinical%20Diagnosis%20-%20Data%20Definitions%20vers%202.doc>

have been updated on the OCFS Data Warehouse page of the CONNECTIONS intranet.

## ***INF A NEW INF Has Been Developed - 08-OCFS-INF-15***

***Changes to the Safety Assessment and Risk Assessment Profile***

The purpose of this informational letter is to provide social services districts and voluntary authorized agencies with information regarding the changes in the Safety Assessment and the Risk Assessment Profile. These changes were made to improve safety and risk assessment practices in order to reduce repeat maltreatment and abuse, and are supported by CONNECTIONS Q3-08. The following link provides direct access to the INF which is posted to the OCFS intranet.

[http://ocfs.state.nyenet/policies/external/OCFS\\_2008/INFs/08-OCFS-INF-15%20Changes%20to%20the%20Safety%20Assessment%20and%20Risk%20Assessment%20Profile.pdf](http://ocfs.state.nyenet/policies/external/OCFS_2008/INFs/08-OCFS-INF-15%20Changes%20to%20the%20Safety%20Assessment%20and%20Risk%20Assessment%20Profile.pdf)



## *Two **NEW** CONNECTIONS Did You Know Tip Sheets*

*- Did You Know Tip Sheet – How to Access the CONNECTIONS Intranet Page From a State PC Even If You Don't Have Internet Permission! - Did You Know You Can Access the CONNECTIONS Intranet Page If You Use SSL-VPN to Reach CONNECTIONS!*

In an effort to provide system users with more information about CONNECTIONS “right at their fingertips”, two **NEW** Did You Know Tip Sheets were developed by a member of our own Implementation Team. The following are the names and links to both tip sheets. Both Did You Know Tip Sheets are posted to the CONNECTIONS intranet and they both provide step-by-step instructions about how to access the CONNECTIONS intranet whether you access the application from a State PC or through SSL-VPN!

**Did You Know Tip Sheet - How to Access the CONNECTIONS Intranet Page From a State PC Even If You Don't Have Internet Permission!**

<http://ocfs.state.nyenet/connect/jobaides/Did%20You%20Know%20-%20Intranet%20Access%20nov%202008.pdf>

**Did You Know You Can Access the CONNECTIONS Intranet Page If You Use SSL-VPN to Reach CONNECTIONS!**

<http://ocfs.state.nyenet/connect/jobaides/Did%20You%20Know%20-%20SSL-VPN%20Intranet%20Access%202.pdf>

## *General “Info to Know”*

**#** *A **NEW** All Time High CONNECTIONS Employee Access Number*

As you are aware, we continually monitor the CONNECTIONS application and, as one of the counts that the system provides is a weekly log of how many individuals access the system. The number for last week hit an all time high of **15,441!!!!**



## ***NEW** Postings to the CONNECTIONS Intranet*

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

- **The CONNECTIONS NEWS**

- <http://ocfs.state.nyenet/connect/>

  - **A New INF - Changes to the Safety Assessment and Risk Assessment Profile**  
[http://ocfs.state.nyenet/policies/external/OCFS\\_2008/INFs/08-OCFS-INF-15%20Changes%20to%20the%20Safety%20Assessment%20and%20Risk%20Assessment%20Profile.pdf](http://ocfs.state.nyenet/policies/external/OCFS_2008/INFs/08-OCFS-INF-15%20Changes%20to%20the%20Safety%20Assessment%20and%20Risk%20Assessment%20Profile.pdf)
  - **Did You Know Tip Sheet – How to Access the CONNECTIONS Intranet Page From a State PC Even If You Don't Have Internet Permission!**  
<http://ocfs.state.nyenet/connect/jobaides/Did%20You%20Know%20-%20Intranet%20Access%20nov%202008.pdf>
  - **Did You Know Tip Sheet – You Can Access the CONNECTIONS Intranet Page If You Use SSL-VPN to Reach CONNECTIONS!**  
<http://ocfs.state.nyenet/connect/jobaides/Did%20You%20Know%20-%20SSL-VPN%20Intranet%20Access%202.pdf>
  - **The FASPs Due Calendar Report:**  
[http://ocfs.state.nyenet/connect/datawarehouse/FASP%20Reports/FASPs%20Due%20Calendar%20-%20Data%20Definitions%20\(11-18-08\).doc](http://ocfs.state.nyenet/connect/datawarehouse/FASP%20Reports/FASPs%20Due%20Calendar%20-%20Data%20Definitions%20(11-18-08).doc)
  - **The Children Served With Missing Clinical Diagnosis Report descriptions:**  
<http://ocfs.state.nyenet/connect/datawarehouse/Children%20Served%20with%20Missing%20Clinical%20Diagnosis%20-%20Data%20Definitions%20vers%202.doc>



***Weekly System Maintenance***

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

- [Wednesday, 12/24/08](#) from 5:00 AM - 7:00 AM
- [Friday, 12/26/08](#) from 5:00 AM - 7:00 AM



Office of  
 Children & Family  
 Services  
 Gladys Carrión, Esq.  
 Commissioner