



..CONNECTIONS NEWS..

for the week of October 16 - 23, 2009

Developing a more caseworker centric system

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

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“Info to Know” for Caseworkers



CONNECTIONS Training Database (TDB) Info...

General Info About the Training Database

What is the TDB?

The Training Database provides a safe environment for workers to learn and practice CONNECTIONS skills using simulated case data. The Professional Development Program acts as the custodian for the Training Database sign-on IDs. These ID

numbers are referred to as Desktop User (DU) numbers and Instructor Led (IL) numbers. Sign-on numbers begin with either DU or IL, and are followed by four digits. With a DU number a local district or voluntary agency staff member can sign on to the Training Database and practice using CONNECTIONS functionality that mirrors the CONNECTIONS Production system.

The Training Database has the look and feel of the CONNECTIONS system currently in production. When you sign on to the Training Database using a DU number, you will see a simulated environment displaying the *Assigned Workload* of a fictitious worker created specifically for training purposes. When you sign on, you have the ability to complete the tasks necessary to maintain and progress each stage of service. Information is deleted when the computer system is refreshed each night; any material that you enter into the system is available to you only until the end of that day.

[How Can I Access the TDB?](#)

Those interested in accessing the Training Database should contact Kelly Farmer, with Professional Development Program. Ms. Farmer can assist with short term Training ID loans, technical assistance as well as specific functionality examples available in the Training Database. Requests can be made either by email at kfarmer@pdp.albany.edu or phone: (518)320-3718.

The NEWEST Training Database Changes

Please note that this info was in the last edition of the NEWS.

After significant collaboration by the Professional Development Program (PDP) and the NYS OCFS Application Development team the training database has been updated with user requested modifications!

Thanks for your input, and thanks to both of the teams for all their work!!!

The *newest additions* to the database are identified below.

- The newest addition to the TDB is the addition of the Sam Gilbert CCR. The FSS/CCR Stage is available on all DU's and IL's

!	Role	Stage Name	County	Zone	Agency	Stage	Type	Start	Assigned	Unit	Stage ID
	CP	Adams,Maggie	031		A31	FSS	CWS	04/24/2009	04/24/2009	H81	24600656
	CP	Collins,Kristy	031		A31	FSS	CWS	04/24/2009	04/24/2009	H81	27201311
	PTL	Collins,Kristy	031			INV	INI	04/24/2009	04/24/2009	H81	27201309
	CP	Gilbert,Martha	031		A31	FSS	CWS	09/10/2009	09/10/2009	H81	27501619
	CP	Gilbert,Sam	031		A31	FSS	CCR	09/10/2009	09/10/2009	H81	27501620
	PR	Gray,April	031			INV	SUB	03/03/2009	03/03/2009	H81	25001207
	PR	Gray,April	031			INV	INI	03/03/2009	03/03/2009	H81	25001205
	PR	Green,Kelly	031			INV	INI	09/22/2009	09/22/2009	H81	27700659
	PR	Hamlin327,Theresa	031			INV	INI	02/18/2004	02/18/2004	H81	23500353
	CP	Harrison,Kathy	031		A31	FSS	CWS	09/30/2004	09/30/2004	H81	26001427
	PR	Hill,Jean	031			INV	SUB	01/30/2009	01/30/2009	H81	25301303
	PR	Hill,Jean	031			INV	INI	01/29/2009	01/30/2009	H81	25301301
	PTL	Holmes,Barbara	031			FAD	REG	02/18/2004	02/18/2004	H81	23700276
	PTL	Hoover,Both	031			INV	INI	09/28/2004	10/02/2004	H81	24900683
	PTL	Jarrel,Angela	031			FAD	REG	02/18/2004	02/18/2004	H81	23800276
	PR	Lachette,Susan	031			INT	DUP	04/07/2004	04/07/2004	H81	23400439
	PR	Lachette,Susan	031			INV	INI	04/07/2004	04/07/2004	H81	23400440
	CP	Murray,Marsha	031		A31	FSS	CWS	10/00/2004	10/00/2004	H81	26200963

- A Stage now has an Unk/Unk so caseworkers could demo AKA Name. The Kelly Green INV/INI was added to the DU's and contains an UNK/UNK

Name	M/S	Sch	DOB	T	Sex	Type	Role	Rel/Int	Person ID	Date
Green,Kelly		V	05/10/1970		F	PRN	NO	Mother	17701934	09/2
Green,Hunter		V	05/16/1969		M	PRN	AS	Biological Father	17701935	09/2
Unk,Unk		V	01/01/1972		M	PRN	UK	Unknown	17701938	09/2
Green,Olive		V	05/08/2000		F	PRN	MA	Child	17701936	09/2
Green,Forrest		V	04/15/2009		M	PRN	NO	Child	17701937	09/2

- A Voluntary Unit has been added to the Training Data Base. This is a Family Preservation Unit, Children Center, Albany NY. HOWEVER: To Use this unit and demonstrate submitting an FSI to a LDSS, the FSI or services has to use a SYRACUSE or Onondaga County Address. Reason: Because Onondaga is the only District in the Training Data Base (NOTE: We will work on entering another District into the TDB.)

Name	Primary Assign	Second Assign	CaseMgr Assign	CasePln Assign	CaseWrk Assign	CPS W/M Assign	Total Cases
Wilson1,Darryl	10			20	1,721		1,759
Wilson319,Darryl	12			6			14
Wilson320,Darryl	12			6			14
Wilson321,Darryl	12			6			14
Wilson322,Darryl	12			6			14
Wilson323,Darryl	12			6			14

- There was a request for Supervisory Units. In the Training Database, there are 5 Supervisors for 5 Case Planners. These Supervisors are the Case Manager as well as the Unit Approver. They are as follows:

1. Unit: A31/3Q1/H79
Supervisor Wilson324
Case Planner Wilson325

Worker Wilson325 will submit work to Supervisor Wilson324

2. Unit: A31/3Q1/H81
Supervisor Wilson326
Case Planner Wilson327

Worker Wilson327 will submit work to Supervisor Wilson326

3.

Unit: A31/3Q1/H83
Supervisor Wilson328
Case Planner Wilson329

Worker Wilson329 will submit work to Supervisor Wilson328

4.

Unit: A31/3Q1/H85
Supervisor Wilson330
Case Planner Wilson331

Worker Wilson331 will submit work to Supervisor Wilson330

5.

Unit: A31/3Q1/H87
Supervisor Wilson332
Case Planner Wilson333

Worker Wilson333 will submit work to Supervisor Wilson332

- FAD Dates have been updated to 12/30/2009 for Emergency and Regular Homes
- Also a FIX To FAD Dates: Ability to Back Date a home is available



***NEW... NEW... NEW... ALERT in CONNECTIONS...
(effective 10/18/09)***

Did you know that there have been rare instances where a To Do was not generated when a worker submitted a FASP for approval? The worker and supervisor may not have noticed this exception until many days had passed.

A resolution is at hand!!! Beginning *Monday, October 18, 2009* CONNECTIONS will detect these instances during a nightly batch job. CONNECTIONS will automatically revert the FASP "In Process" and generate alerts for the Case Planner and Case Manager informing them they need to resubmit the FASP for approval.

What you will see (an example of an ALERT):

"A problem prevented submission of FASP S:26419647 F:2351965, please resubmit."

If you have any questions regarding this issue we ask that you send an email to the Application Help mailbox at: ocfs.sm.conn_app@ocfs.state.ny.us.



CONNECTIONS Information Security Training Reminder...

In July, 2009 the Office of Children and Family Services, in conjunction with the Professional Development Program, announced the *Computer Based Training (CBT): TS: CONNECTIONS Security*.

We are pleased to report that many districts and agencies have already taken advantage of this opportunity to have important training for their users at the user's

convenience. Users can begin the training, and bookmark where they left off, so that they may return to the training to finish when they have time.

The purpose of this course is to provide Security Coordinators, backup Security Coordinators and anyone handling or reviewing CONNECTIONS security functions with the information needed to help them make accurate and informed decisions regarding setting up and maintaining CONNECTIONS security rights for new and existing workers.

The information is presented in a scenario-based format using the most common scenarios that occur in almost every agency. Basic information on security awareness, and extensive references to additional resources, are also included.

Registering for and accessing this course is a three step process:

1. You must be registered for the course through the Statewide Training Automated Registration System (STARS). This is the same process as registering for any other OCFS course and is done by your district or agency's STARS contact person, who is normally the agencies' Staff Development Coordinator or Training Coordinator. The Internet address for the STARS website is: <http://stars.bsc-cdhs.org>.
2. Then you must secure a Directory Services account (LDAP account). LDAP accounts are separate from one's HSEN account. An LDAP account is used to grant secure access to legacy systems such as WMS and CCRS and to Training Space. If the user does not already have an LDAP account, he/she should be able to set up his/her own LDAP account by clicking on the link below and following the instructions: <https://ws04.nyenet.state.ny.us/sreg/SelfReg?APP=nyappotdatv>.
3. Then you can take the course by accessing the website where online courses are posted: www.TrainingSpace.org and signing on to the site using your LDAP account. A link to the course you have been registered for should appear once you sign on to Training Space.

A Note for Local District/Agency LAN Administrators:

Persons wishing to take an online training course from the website TrainingSpace.org, need an LDAP account, but do not need any additional permissions (e.g., access to other applications, such as WMS or CCRS) which are normally granted by LAN Administrators or Local Security Administrators. Therefore, trainees are allowed to establish their own LDAP accounts using the link provided above. Without additional permissions, trainees will be able to sign on to TrainingSpace.org, but will not be able to access other secure OCFS applications with this account. If trainees have questions about LDAP accounts, or are not sure if they already have an LDAP account, they should first consult their agency's LAN Administrator. For voluntary agency staff, if their own LAN administrator is unable to assist, they should contact the local district's LAN administrator.

Additional Information and Resources

- Click on the link below to access the training announcement:
http://ocfs.state.nyenet/connect/training/Security_CBT_Course_Announcement_FINAL_7-06-091.pdf

- Click on the link below to access the Online Training Courses, Training Space and Directory Services (LDAP) Accounts Informational Sheet:
[http://ocfs.state.nyenet/connect/training/LDAP-Trng%20Space%207-09-09%20\(2\).pdf](http://ocfs.state.nyenet/connect/training/LDAP-Trng%20Space%207-09-09%20(2).pdf)



A Reminder About AFCARS

Processing of the 6 month April-September AFCARS data will begin October 27th. It is critical that local district and voluntary agency staff update all AFCARS information by that date.

The data for the AFCARS (April-September 2009) Children with Missing Clinical Diagnosis report has been refreshed. The new 'as of' date is October 14th. There will be a final refresh, with an 'as of' date of October 21st, available Friday October 23rd.

AFCARS information includes the following:

AFCARS information from the Placement Information Tab, the Removal Information Tab and the Diagnosis on the Clinical Appointment window.

For CCR cases:

The AFCARS Adoption Information window accessed from the Adoption Finalization window.

The CONNECTIONS Tip Sheet for Recording AFCARS Data can be found on the CONNECTIONS intranet on the Step-by-Step/Job Aids/Tip Sheets page, or via the following link: <http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Recording%20AFCARS%20Data%20v4.pdf>



A NEW ADM --- 09-OCFS-ADM-18

Live Scan Technology for Fingerprinting Foster and Adoptive Applicants

Please note that this piece was in the last edition of the NEWS.

The purpose of this ADM is to announce the policy modification and changes in procedures concerning the method by which fingerprints will be taken and submitted by social services districts and voluntary authorized agencies, including in-state and out-of-state adoption agencies. Effective October 9, 2009, all foster and adoptive parent applicants and all their other household members over the age of 18 will be directed to a contractor site for the purpose of taking fingerprints using a digitized method called Live Scan. This will replace the traditional ink-and-roll process formerly used.

Please note that until further notice, districts and voluntary authorized agencies are instructed to discontinue the use of the Notice of Fingerprinting Requirements (English/Spanish) generated by CONNECTIONS (FAD Module). At a later time, the form currently available on the CONNECTIONS system will be disabled and the newly revised form, which is attached to the directive, will again become available for system

generation. Until such time as that can be accomplished, the form that is attached to the directive should be used in hard-copy format. The consent form for use by voluntary authorized agencies remains unchanged and continues to be available on CONNECTIONS.

You can access the ADM using the following link: [09-OCFS-ADM-18 Live Scan Technology for Fingerprinting Foster and Adoptive Applicants](#).

The following links are the attachments to this ADM:

- o [Attachment 1 - Notice Regarding Fingerprint Attachments \(English\)](#)
- o [Attachment 1a - Notice Regarding Fingerprint Attachments \(Spanish\)](#)
- o [Attachment 2 - Request for NYS Fingerprinting Services - Information Form \(English\)](#)
- o [Attachment 2a - Request for NYS Fingerprinting Services - Information Form \(Spanish\)](#)

General "Info to Know"



Downtime for the CONNECTIONS Application on Saturday, October 17th

Please note that this piece was in the last edition of the NEWS.

In addition to the scheduled system maintenance downtime the CONNECTIONS application **will not be available on Saturday, October 17th from 6:00 am through 2:00 pm - a total downtime of eight (8) hours.** The downtime will provide the opportunity to prepare the servers for the implementation of new CONNECTIONS functionality that will be visible in 2010!



*****UPDATED DATE** For the Citrix Client Upgrade***

Please note that this piece was in the last edition of the NEWS.

Starting **November 2nd**, a "new" Citrix Xen App Plugin (Formerly known as PN Agent Client) will be deployed to all CONNECTIONS workstations. Users will access CONNECTIONS the same way that it is accessed now, with the only exception being the Xen App Plugin icon.

- **Old Icon on Desktop:**



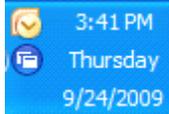
- **Old Icon in System Tray:**



- **New Icon on Desktop:**



- **New Icon in System Tray:**



The upgrade of the Xen App Plugin is part of an ongoing Citrix Infrastructure Upgrade. The CONNECTIONS Application will be unaffected by this icon change.



NEW Postings to the CONNECTIONS Intranet

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



Weekly System Maintenance

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

- **Wednesday, 10/21/09** from 5:00 AM - 7:00 AM
- **Friday, 10/23/09** from 5:00 AM - 7:00 AM

****Please note:** In addition to the scheduled system maintenance downtime the CONNECTIONS application will not be available on **Saturday, October 17th from 6:00 am through 2:00 pm** - a total downtime of eight (8) hours. The downtime will provide the opportunity to prepare the servers for the implementation of new CONNECTIONS functionality.



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