



..CONNECTIONS NEWS..

for the week of July 24 - 31, 2009

Developing a more caseworker centric system

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

FEATURED IN THIS EDITION

"Info to Know" for Caseworkers

- *The CONNECTIONS Training Database ... pg. 1...more*
- *TS: CONNECTIONS Security: Your Role and Responsibilities as a Security Coordinator*
 - *Computer Based Training (CBT) Announcement and Informational Sheet ...pg. 2...more*
- *2 NEW Tip Sheets:*
 - *Creating a Family Services Intake from a CPS Investigation*
 - *Linking a Family Services Intake ...pg. 3...more*

General "Info to Know"

- *NEW Postings to the CONNECTIONS Intranet ...pg. 4...more*
- *Weekly System Maintenance ...pg. 4...more*

"Info to Know" for Caseworkers



The CONNECTIONS Training Database

The CONNECTIONS Training Database will not be available on Monday, July 27th, so that a training update can be uploaded. The database will be available on Tuesday morning.



TS: CONNECTIONS Security: Your Role and Responsibilities as Security Coordinator - Computer Based Training (CBT) - Announcement and Informational Sheet

*****This piece was in the last edition of the CONNECTIONS NEWS.***

A note to Local District and Voluntary Agency LAN Admins: please note information below related to accessing an LDAP Account. Prospective trainees can create their own LDAP accounts to access Training Space (as described below).

▪ The Who, What When and Where - The Course Announcement

The New York State Office of Children and Family Services, in conjunction with the Professional Development Program, is pleased to announce the computer-based training (CBT), *TS: CONNECTIONS Security: Your Role and Responsibilities as a Security Coordinator*. The purpose of this course is to provide Security Coordinators, backup Security Coordinators and anyone handling 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 info on security awareness and extensive references to additional resources are also included. This course is intended for new and existing Security Coordinators. Even experienced Security Coordinators are likely to benefit from the concepts and practices presented in this course. Administrators and others with involvement in local district or agency security are also encouraged to participate in order to stay current with best practices.

▪ About Registering and Accessing the On-line Course

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.*
- 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 you do not already have an LDAP account, he or she can create one as described below.*
- 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 TrainSpace.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 below. 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.

[Link to establish LDAP Accounts:](#)

<https://ws04.nyenet.state.ny.us/sreg/SelfReg?APP=nyappotdatv>

- **[On-line Training Courses, Training Space and Directory Services \(LDAP\) Accounts Informational Sheet](#)**

As we identified previously, taking an online training course on TrainingSpace.org is a three-step process. First you must be registered for the course through STARS. Once registered through STARS, you will need an LDAP account. Then you can access the website, TrainingSpace.org, sign on to the site, click on the link to the course, and begin the course. The [Online Training Courses, Training Space and Directory Services \(LDAP\) Accounts Informational Sheet](#) provides additional information on the process of accessing a course through TrainingSpace.org.

- **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)



2 NEW Tip Sheets -

- ***Creating a Family Services Intake from a CPS Investigation***
- ***Linking a Family Services Intake***

*****This piece was in the last edition of the CONNECTIONS NEWS.***

Two NEW tip sheets have been created!

- **Creating a Family Services Intake from a CPS Investigation**

During the course of a CPS investigation, a family's need for ongoing services may become apparent. A Family Services Stage (FSS) can be opened at any time during a

CPS investigation, not just at determination. The Family Services Intake (FSI) standardizes intake information and is the path by which a Family Service Stage is created. For access to the tip sheet click here:

<http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Creating%20a%20FSI%20from%20a%20CPS%20INV%20final%207-1-09.pdf>.

- **Linking a Family Services Intake**

This tip sheet is a guide on how to link an FSI. For access to the tip sheet click on the following link:

[http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Linking%20an%20FSI%20-%20final%207-14-09%20\(2\).pdf](http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Linking%20an%20FSI%20-%20final%207-14-09%20(2).pdf)

For your reference, both of the **NEW** tip sheets - as well as many others - are available through the CONNECTIONS intranet. They are posted to the Step-by-Step/Job Aids/Tips page.

General "Info to Know"



NEW Postings to the CONNECTIONS Intranet

The following documents were recently posted to the CONNECTIONS intranet website:

- ...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, 7/29/09** from 5:00 AM - 7:00 AM
- **Friday, 7/31/09** from 5:00 AM - 7:00 AM



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Children & Family
Services
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