



..CONNECTIONS NEWS..

for the week of September 18 - 25, 2009

Developing a more caseworker centric system

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

FEATURED IN THIS EDITION

"Info to Know" for Caseworkers

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"Info to Know" for Caseworkers



NEW & REVISED CONNECTIONS Tip Sheets

- **NEW - The District-Agency Profile**
- **REVISED - Recording AFCARS Data**

Another **NEW** tip sheet has been developed! It is:

- **The District -Agency Profile**
<http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/DAP%206-30-09%20Final.pdf>

This tip sheet is designed to help staff access, update, and use the DAP. The District-Agency Profile (DAP) is a directory of local districts, voluntary agencies and preventive agencies that use CONNECTIONS. The NYS Office of Children and Family Services (OCFS) uses DAP information to estimate equipment needs (e.g. laptop allocations), plan sufficient training slots and to create targeted distribution lists for email. The NYS Office for Technology (OFT) uses information listed in the DAP to verify the legitimacy of requests for administrative rights in Webstar [e.g.: granting Local Security Administrator (LSA) rights, verifying the request came from a current Commissioner or Executive Director]. In addition, the DAP provides districts, agencies and OCFS staff with contact information for other districts and agencies. It is important that information in the DAP be kept as up-to-date as possible. The DAP can be a very useful tool for contacting staff in other agencies as well. The tip sheet for the DAP (titled: *The District-Agency Profile*) is posted to the Job Aids/Tip Sheets page of the CONNECTIONS intranet.

The tip sheet: *Recording AFCARS Data* has been [revised](#).

- ***Recording AFCARS Data***
<http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Recording%20AFCARS%20Data%20v4.pdf>

Timeframes for reporting AFCARS data to the federal government are approaching! It is critical that local district and voluntary agency staff make timely updates to the CONNECTIONS AFCARS information screens. The tip sheet for AFCARS (titled: *Recording AFCARS Data*) is posted to the Job Aids/Tip Sheets page of the CONNECTIONS intranet.



Foreign-Language Notices/Documents on the OCFS Intranet for CONNECTIONS Users

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

OCFS recently started to coordinate the translation of selected child protective services (CPS) notices and documents generated in English by CONNECTIONS into Spanish, Chinese, Russian, and Arabic. The CONNECTIONS system does not support generation of the translated versions of these notices and documents, but they are available on the OCFS intranet website as templates that can be completed by a caseworker, printed, and provided to a limited English proficient (LEP) person in the respective available language. An LEP person is an individual who does not speak English as his/her primary language and who has a limited ability to read, write, speak, or understand English.

The translated CPS notices and documents are available on the OCFS intranet via the following link: <http://ocfs.state.nyenet/admin/forms/connections/>. To access this site without a link, CONNECTIONS users should go to the OCFS intranet main page (<http://ocfs.state.nyenet/>), click on "Forms" on the left-side screen menu, and then click on "CONNECTIONS" on the left-side screen menu.

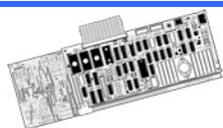
OCFS will be adding foreign-language CPS notices/documents to this site on an ongoing basis. To date, the following notices/documents are available online:

- “Notice of Unfounding” in Spanish, Chinese, Russian, and Arabic
- “Service Plan Review Invitation Letter” in Spanish
- “Safety Plan” in Spanish

When sharing translated notices and documents from this site with LEP persons, case workers must make sure that the LEP persons are also given the corresponding CONNECTIONS-generated English versions, with the exception of the English version of the Notice of Unfounding, which is automatically generated and mailed from the Statewide Central Register.

This is a collaborative effort among the Communications Office / Public Information Office, the Office of Strategic Planning and Policy Development, and the Division of Information Technology. For technical assistance, please send an e-mail to CONNECTIONSCommunications@dfa.state.ny.us; for translation-related questions, contact Mery Rosendorn of the Communications Office (Mery.Rosendorn@ocfs.state.ny.us, 518-474-9514); and for policy inquiries, contact Roberta Upadhyay of the Office of Strategic Planning and Policy Development (Roberta.Upadhyay@ocfs.state.ny.us, 518-486-7010).

General “Info to Know”



Local Commissioners Memorandum (09-LCM-13) - Systems Availability Schedule (Further Info About the Outage the Weekend of 10/2 - 10/4)

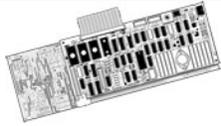
Please note: *The information below applies to both local districts as well as voluntary agencies and involves ALL OCFS computer applications, including CONNECTIONS. During this scheduled outage any type of access to applications (including remote) will not be available.*

The purpose of this Local Commissioners Memorandum (LCM) is to inform local departments of social services (local districts), as well as voluntary agencies, of changes to the normal schedule for systems availability for the weekend of Friday, October 2, 2009 - Sunday, October 4, 2009.

As we have communicated in previous CONNECTIONS NEWS editions, OCFS has been informed by the NYS Office of General Services (OGS), via the Office for Technology (OFT), that a required maintenance of electrical equipment in the building hosting OCFS computer systems will be occurring over the **October 2 - 4, 2009 weekend**. This will require an extended outage (24-32 hours) of **all** OCFS computer applications, **including CONNECTIONS**. The CONNECTIONS application will be “taken-down” at **eight o’clock PM (8:00 PM) on Friday, October 2nd and will not be**

available until the morning of Sunday, October 4th. The CONNECTIONS/WMS/BICS interface will be “taken-down” at three o’clock PM (3:00 PM) on Friday, October 2nd.

A copy of the LCM is posted to the CONNECTIONS intranet website on the Home page (posted under the date of September 18th) and can be accessed via the following link: <http://ocfs.state.nyenet/connect/>.



Notice for OCFS Data Warehouse Users About the Data Center Power Outage - Weekend of October 2nd

Due to a planned Data Center power outage, Cognos will be unavailable from **Oct 2 @ 3pm (Fri) thru Oct 5 @ 8am (Mon)**. The OCFS Data Warehouse cannot run its regularly scheduled data refreshes until the outage is over on Oct 5, so expect delays in the refresh processes during that week.

These reports will be refreshed as soon as possible when we are back online:

- All CCRS child welfare services reports (including the DCCS day care provider reports)
- Reports with data on CPS allegations, investigations, and secondary assignments
- Out of Home Settings reports
- Security reports
- Tracked Child Roster
- FASP reports (except the FASP Status Summary report)
- SPR reports
- PowerPlay cubes (from older Data Warehouse environment)

These reports will be refreshed next:

- AFCARS Children Served with Missing Clinical Diagnosis
- Foster Care Children - No Successful Contacts
- Vacancy Control reports

These reports will be refreshed on Oct 12:

- Consolidated Investigations reports
- Risk Assessment and Safety Assessment reports
- Reports with data on CPS contacts and manager reviews

Note: We expect the FASP Status Summary and Casework Contact reports to refresh per their regular schedule on October 1, prior to the outage.

All reports will remain available while we catch-up the data, but will have an older Data As Of Date until they are refreshed. Please note that if you run a report while the data refresh is processing, the report may be blank or incomplete. As always, be sure to check the banner at the top of the OCFS Data Warehouse tab during the week of Oct 5 for updates on the data refresh processing. Please contact the Data Warehouse team at data.warehouse@ocfs.state.ny.us with any questions.



NEW Postings to the CONNECTIONS Intranet

- ...CONNECTIONS NEWS... <http://ocfs.state.nyenet/connect/>
- CONNECTIONS Tip Sheet - Recording AFCARS Data
<http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Recording%20AFCARS%20Data%20v4.pdf>
- Local Commissioners Memorandum (09-LCM-13) - Systems Availability Schedule (posted under the date of September 18th)
<http://ocfs.state.nyenet/connect/>



Weekly System Maintenance

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

- [Wednesday, 9/23/09](#) from 5:00 AM - 7:00 AM
- [Friday, 9/25/09](#) from 5:00 AM - 7:00 AM



Office of
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Services
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