

..CONNECTIONS NEWS..

for the week of August 12 - 19, 2011

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

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*** Please note the additional CONNECTIONS application downtime on Saturday, 8/13.*

"Info to Know" for Caseworkers



CONNECTIONS Transformation Update!!!!

We are pleased to announce that the Transformed application is being implemented in the upper Spring Valley (excluding Nassau and Suffolk counties) and Syracuse regions on Monday, August 15th!!!! CONNECTIONS Implementation Specialists will be onsite at local districts and voluntary agency locations across these regions throughout the upcoming weeks to provide "elbow-to-elbow" support to the users within their own agencies. The next implementation wave will be in the Rochester and Buffalo regions on August 22nd. For more information about Transformation resources please refer to the following information or, visit the CONNECTIONS Transformation page of the CONNECTIONS intranet and internet.

- Link to internet Transformation page:
<http://www.ocfs.state.ny.us/connect/CONNECTIONSTransformation.asp>
- Link to the intranet Transformation page:
<http://ocfs.state.nyenet/connect/CONNECTIONSTransformation.asp>



CONNECTIONS Transformation Resources --NEW/Revised Tip Sheets--

In continuing to provide resource documents regarding the Transformation, we have created and/or updated 7 tip sheets. All the new tip sheets are posted to the CONNECTIONS intranet on both the Home and Transformation pages. Please note that we are in the process of creating/updating more tip sheets which will be posted to the CONNECTIONS intranet soon! For your reference, the following is a title list and link to each of them.

- Accessing Online Resources
http://ocfs.state.nyenet/connect/jobaiders/Tip%20sheets/Accessing%20Online%20Resources%20FINAL%20v2_0%20rev%2003_17_111.pdf
- Progress Notes: Search, Sort and Print
http://ocfs.state.nyenet/connect/jobaiders/Tip%20sheets/Progress%20Notes-Search%20and%20Sort_rev%20120110.pdf
- Progress Notes: Create and Modify
http://ocfs.state.nyenet/connect/jobaiders/Tip%20sheets/Progress%20Notes-Create%20and%20Modify_rev%20120110.pdf
- Progress Notes: Show Instructions
http://ocfs.state.nyenet/connect/jobaiders/Tip%20sheets/Progress%20Notes%20Show%20Instructions%20FINAL%20v2_0%20_rev%2003_17_11.pdf
- Creating a Family Services Intake (FSI) from a CPS Investigation
<http://ocfs.state.nyenet/connect/jobaiders/Tip%20sheets/Creating%20a%20FSI%20from%20a%20CPS%20INV%20rev%20120610.pdf>
- Creating Contract Headers
http://ocfs.state.nyenet/connect/jobaiders/Tip%20sheets/Contract%20Header%20Tip%20Sheet%20FINAL%20v2_0%20_rev%2003_17_11_.pdf
- CONNECTIONS Transformation Tip Sheet: Implied Role/Cross District Access
http://ocfs.state.nyenet/connect/jobaiders/Tip%20sheets/Implied%20Role%20Tip%20Sheet%20v2_0%20Final_06_11.pdf



CONNECTIONS Transformation Highlights and Resource Documents

The following information provides a broader scope of what the transformed application will look like, as well as how it will function. For any updates to the information below we refer you to the Transformation page of the CONNECTIONS intranet.

The following are the CONNECTIONS Transformation resource documents:

- **The CONNECTIONS Transformation Highlights**
CONNECTIONS Internet:
<http://www.ocfs.state.ny.us/connect/projupdt/CONNECTIONS%20Transformation%20Highlights%20%20final.pdf>
CONNECTIONS Intranet:
<http://ocfs.state.nyenet/connect/projupdt/CONNECTIONS%20Transformation%20Highlights%20%20final.pdf>
- **The CONNECTIONS Transformation Quick Start Guide**
CONNECTIONS Internet:
<http://www.ocfs.state.ny.us/connect/jobaides/Transformation%20Quick%20Start%20Guide%20final.pdf>
CONNECTIONS Intranet:
<http://ocfs.state.nyenet/connect/jobaides/Transformation%20Quick%20Start%20Guide%20final.pdf>
- **The CONNECTIONS Phase 1 Transformation Job Aid**
CONNECTIONS Internet:
<http://www.ocfs.state.ny.us/connect/jobaides/CAMP%20Phase%201%20Job%20Aid%20-%20PDF.pdf>
CONNECTIONS Intranet:
<http://ocfs.state.nyenet/connect/jobaides/CAMP%20Phase%201%20Job%20Aid%20-%20PDF.pdf>

If you have any question related to the Transformation we refer you to your agency's OCFS CONNECTIONS Implementation staff in your local regional office.



CONNECTIONS Transformation Training

Training on the Transformed application is open to staff from both local districts and voluntary agencies - state-wide!!! For further information, please refer to the attachment and links below.

CONNECTIONS Transformation Training Announcement



Transformation
Training Announceme

iLinc and WBT Training Announcements

- ***CONNECTIONS Transformation Training for Supervisors and Resource Users - iLinc Training***
[http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmrn%20iLinc%20Training%20for%20Sup%20and%20RUs%20\(3\).pdf](http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmrn%20iLinc%20Training%20for%20Sup%20and%20RUs%20(3).pdf)

- **TS: CONNECTIONS Transformation for CPS Workers Three-part, Web-based Training**
http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmtn%20for%20CPS%20Workers%20CBT_FINAL.PDF
- **TS: CONNECTIONS Transformation for Child Welfare Workers Two-part, Web-based Training**
http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmtn%20for%20CW%20Workers%20CBT_FINAL.PDF
- **TS: CONNECTIONS Transformation for FAD Workers Three-part, Web-based Training**
http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmtn%20for%20FAD%20Workers%20CBT_FINAL.PDF
- **Accessing CONNECTIONS On-line Training Courses – UPDATED**
<http://ocfs.state.nyenet/connect/training/Accessing%20Online%20Training--Updated%203-25-11.pdf>



CONNECTIONS Transformation Training: Clarification for Web-based Training Courses and Modules

It has come to our attention that there may be a bit of confusion regarding the training courses and modules staff should be completing in preparation for CONNECTIONS Transformation. In this light, we have developed a few guidelines to clarify what is recommended:

- **Only** supervisors and Resource Users should take the iLinc Class titled: **LL: CONNECTIONS Transformation Training for Supervisor/RU (iLinc)**
- Line staff should take **one** of the three web-based trainings (WBT) depending on their primary role:
 - Foster Care, Adoption, Preventive Services and ongoing CPS Services caseworkers should take -- **TS: CONNECTIONS Transformation for Child Welfare Workers: Part 1** (2 modules)
 - CPS Investigation caseworkers should take -- **TS: CONNECTIONS Transformation for CPS Workers: Part 1** (3 modules)
 - FAD caseworkers should take -- **TS: CONNECTIONS Transformation for FAD Workers: Part 1** (3 modules)
- When you register a trainee for a WBT course labeled “Part 1”, the STARS system will **automatically** register the trainee for all of the modules in the course.
- Each WBT is divided into either 2 or 3 modules as noted above. **The first two modules in each course are identical.** One focuses on changes to Common Features and the other focuses on changes to Searching. Where there is a 3rd module, it deals with specialized functionality for CPS or FAD caseworkers.
- If a caseworker has responsibilities that cut across more than one program area, for example, child welfare and CPS, the caseworker should take only the CPS WBT. This WBT includes the same two modules that comprise the Child Welfare WBT and covers the changes to the CPS Investigation functionality in the third module.
- The WBT courses may be taken in more than one sitting.
- Supervisors are welcome to take any of the WBTs in addition to the iLinc class if they wish to gain a more detailed view of the changes.
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CONNECTIONS Transformation Post Implementation Survey - Your Opinion Counts!

Approximately **one month** following the release of the Transformed CONNECTIONS application in each region, a *sample* of staff in that region will be asked to complete a survey. The purpose of the survey is to obtain staff's reaction to the recent CONNECTIONS application changes, as well as their views on the effectiveness of the communication, training and support activities that were designed to prepare them for the Transformation. The results of the survey will be used to help OCFS determine the need for additional application improvements, as well as refine preparation activities for future enhancements. Summary findings will be shared with the field.

The Albany County DCYF and 1200 Waters Place/ACS pilot participants received the survey on June 20th. The randomly selected (sample) staff in the Albany region received it on July 11th. ACS field office sample staff received it July 25th and the ACS home office and Children's Center staff received it on August 8th. The participants will be emailed a link to the web-based, anonymous survey instrument. The survey should take approximately five-ten minutes to complete.

We ask that you please encourage staff in your local district or agency who receive the survey to take the time to thoughtfully complete it. The feedback that has been received so far has been very useful. Thank you!!!!

General "Info to Know"



CONNECTIONS Security Awareness Message for August ***A NEW ADM: 11-OCFS-ADM-08 State-issued OCFS and OTDA*** ***IT Equipment (The OTDA policy number for this policy is*** ***11-OTDA-ADM-08)***

The New York State Office of Children and Family Services (OCFS) has issued a new Administrative Directive (ADM), which you can access on the OCFS intranet website with the link below. This policy has been jointly issued with the New York State Office of Temporary and Disability Assistance (OTDA). The new policy is:

11-OCFS-ADM-08 (The OTDA policy number for this policy is 11-OTDA-ADM-08)
State-issued OCFS and OTDA IT Equipment

The purpose of this ADM is to provide additional procedures for the installation, movement, relocation and de-installation of Information Technology (IT) equipment issued by OCFS and OTDA, and for the proper disposal of equipment and storage media containing confidential, personal, private, and sensitive information (PPSI).

This ADM does not supersede any policies or procedures with which OTDA or OCFS require Agencies to comply. Agencies are still required, in addition, to comply with all federal and state laws, rules and regulations applicable to the use, safeguarding, maintenance and disposal of such equipment and data.

This ADM is provided to address the maintenance, custody, inventory and security requirements of OCFS and OTDA issued IT equipment, and to safeguard PPSI through its useful life, regardless of the storage media used to store PPSI. Compliance with these procedures is mandatory. This ADM reiterates appropriate controls over IT equipment use, safeguarding, maintenance and disposal, to minimize the risk of inadvertently disclosing PPSI through improper disposal, re-use or loss of OCFS and OTDA issued IT equipment or storage media, including but not limited to hard drives and other portable media (e.g., tape, diskettes, USB drives, CDs, DVDs), mobile devices, digital printers/copiers/fax devices and any other devices that digitally store information.

You can access this, and other OCFS policies, on the OCFS intranet website at: <http://ocfs.state.nyenet/policies/external>



Protecting Your Portable Device -- OCFS Laptop and Other Portable Device Security

The following brochure defines and describes OCFS's portable device and data encryption requirements and to update you regarding the following security awareness guidelines: protecting OCFS's data and information and laptop and other portable device security. The brochure is posted to the OCFS intranet Security page. For your convenience, a copy of the brochure is also attached below.



Portable Device
Brochure.pdf



CONNECTIONS Application Registration (APP REG) Functionality Downtime

In order to apply system fixes, the APP REG functionality will not be available on either August 13th or August 14th. The functionality will again be available for use on Monday, August 15th.



CONNECTIONS Training Database Downtime

In order to update the Training Data Base, it will not be available on Monday, August 29th.



NEW Postings to the CONNECTIONS Intranet

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



CONNECTIONS Weekly System Maintenance

**** Please note the additional downtime on Saturday, August 13th, from 6:00 AM until noon; a downtime of six hours.**

- ****Saturday, 8/13/11** from 6:00 AM - noon to perform system fixes.

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

- **Wednesday, 8/17/11** from 5:00 AM - 7:00 AM
- **Friday, 8/19/11** from 5:00 AM - 7:00 AM



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