

# ..CONNECTIONS NEWS..

*for the week of January 21 - 28, 2011*

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

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## *"Info to Know" for Caseworkers*



### *The January 2011 Records Retention Run Begins on Monday, January 24th*

The next records retention run cycle *is scheduled to begin on Monday, January 24th*. The seventh run cycle will purge stages through 6/20/2010; with a "To Be" date of 9/20/2010.

A schedule of the Records Retention run cycle is posted below. As you are aware, the schedule includes the plan to "catch up" with the Records Retention runs, since they had been "on hold" for a number of months. There will be a recurring sequence of 'To Be Expunged Reports', and a subsequent purge every 5 weeks or so until we are "caught up". If you have any further questions on this topic, please contact your regional CONNECTIONS Implementation Specialist.

## *Records Retention Schedule*

Cycle #	Cycle Start Date	Cycle Complete	Purges Stages Thru	To Be Date
1complete	06/28/2010	07/3/2010	12/19/2009	03/20/2009
2complete	08/2/2010	08/8/2010	03/20/2009	06/20/2009
3complete	09/07/2010	9/11/2010	06/20/2009	09/20/2009
4complete	10/12/2010	10/17/2010	09/20/2009	12/20/2009
5complete	11/15/2010	11/20/2010	12/20/2009	03/20/2010
6complete	12/20/2010	12/25/2010	03/20/2010	06/20/2010
7	01/24/2011	01/29/2011	06/20/2010	09/20/2010
8	02/28/2011	03/02/2011	09/20/2010	12/20/2010
9	04/04/2011	04/09/2011	12/20/2010	03/20/2011
10	05/09/2011	05/14/2011	03/20/2011	05/14/2011
11	08/15/2011	08/20/2011	05/14/2011	resumes normal schedule



### *The Training Database Availability*

Please note that the training database will not be available on Thursday, January 27<sup>th</sup> or Friday, January 28<sup>th</sup>. The database will be again available on January 31<sup>st</sup>.



### *CONNECTIONS Transformation News - Executive Newsletter - January 2011*

The January 2011 edition of the CONNECTIONS Transformation Newsletter was sent to local district Commissioners and voluntary agency Executive Directors on Thursday, January 13<sup>th</sup>. This newsletter was designed as a way to keep Commissioners and Executive Directors informed about the fast paced progress of the transformation of the CONNECTIONS application and technical system. For your reference, a copy of the newsletter is posted to the CONNECTIONS intranet website on both the Home and Transformation pages, as well as attached below.



Executive News for  
January 2011.pdf

## ***General “Info to Know”***



### ***Upgrade to Microsoft Office 2007 in Clinton, Essex, Warren, Saratoga, Fulton, Montgomery Counties This Coming Weekend***

OFT and IT will be pushing Microsoft Office 2007 to Clinton, Essex, Warren, Saratoga, Fulton, Montgomery counties this weekend. We will continue to work with OTDA and move forward to the counties who have not yet received the Office 2007 upgrade. If there are locations that either would like to have their sites upgraded sooner rather than later or would like to have some PC's upgraded for testing, please send an email to [ocfs.sm.it.office2007](mailto:ocfs.sm.it.office2007).



### ***January 2011 Security Awareness Message -- SPAM***

All you need to know about SPAM and more!! We have devoted the January 2011 Security Message to the topic of SPAM. The message is attached below and posted to the Security page of the CONNECTIONS intranet.



January 2011  
Security Awareness M



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

- ...CONNECTIONS NEWS... <http://ocfs.state.nyenet/connect/>
- CONNECTIONS Transformation News - Executive News – January 2011  
<http://ocfs.state.nyenet/connect/newslett/Executive%20News%20for%20January%202011.pdf>



## ***CONNECTIONS Weekly System Maintenance***

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

- **\*\*Wednesday, 1/26/11** from 3:00 AM\*\* - 7:00 AM  
\*\* Please note the extended maintenance time.
- **Friday, 1/28/11** from 5:00 AM - 7:00 AM



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