

# ..CONNECTIONS NEWS..

*for the week of July 22 - 29, 2011*

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

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## *"Info to Know" for Caseworkers*



### *CONNECTIONS Resources and Info are NOW Available on the OCFS Internet!!!!!!*

We are proud to announce that the all of the information on the CONNECTIONS intranet is now also located on the OCFS internet!!!! That means that job aids, security info, tip sheets, updates, CONNECTIONS NEWSLETTERS and a WHOLE host of other resources are now available on the OCFS internet - which is a "white-listed" site - meaning that it is available from the internet to both local districts and voluntary agencies!

First access the OCFS internet: <http://www.ocfs.state.ny.us/connect/> and then click the "CONNECTIONS" button, under the sub-heading "Providers & Staff" in the left hand nav.



## ***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. They 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. Thank you!!!!



## ***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/jobaides/Tip%20sheets/Accessing%20Online%20Resources%20FINAL%20v2\\_0%20rev%2003\\_17\\_111.pdf](http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Accessing%20Online%20Resources%20FINAL%20v2_0%20rev%2003_17_111.pdf)

- Progress Notes: Search, Sort and Print

[http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Progress%20Notes-Search%20and%20Sort\\_rev%20120110.pdf](http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Progress%20Notes-Search%20and%20Sort_rev%20120110.pdf)

- Progress Notes: Create and Modify

[http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Progress%20Notes-Create%20and%20Modify\\_rev%20120110.pdf](http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Progress%20Notes-Create%20and%20Modify_rev%20120110.pdf)

- Progress Notes: Show Instructions

[http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Progress%20Notes%20Show%20Instructions%20FINAL%20v2\\_0%20\\_rev%2003\\_17\\_11.pdf](http://ocfs.state.nyenet/connect/jobaides/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/jobaides/Tip%20sheets/Creating%20a%20FSI%20from%20a%20CPS%20INV%20rev%20120610.pdf>

- Creating Contract Headers

[http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Contract%20Header%20Tip%20Sheet%20FINAL%20v2\\_0%20\\_rev%2003\\_17\\_11\\_.pdf](http://ocfs.state.nyenet/connect/jobaides/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/jobaides/Tip%20sheets/Implied%20Role%20Tip%20Sheet%20v2\\_0%20Final\\_06\\_11.pdf](http://ocfs.state.nyenet/connect/jobaides/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  
[http://ocfs.state.nyenet/connect/projupdt/CONNECTIONS%20Transformation%20Highlights%20\\_%20final.pdf](http://ocfs.state.nyenet/connect/projupdt/CONNECTIONS%20Transformation%20Highlights%20_%20final.pdf)
- The CONNECTIONS Transformation Quick Start Guide  
[http://ocfs.state.nyenet/connect/jobaides/Transformation%20Quick%20Start%20Guide%20\\_final.pdf](http://ocfs.state.nyenet/connect/jobaides/Transformation%20Quick%20Start%20Guide%20_final.pdf)
- The CONNECTIONS Phase 1 Transformation Job Aid  
<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%20Tranfmrtn%20iLinc%20Training%20for%20Suprs%20and%20RUs%20\(3\).pdf](http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmrtn%20iLinc%20Training%20for%20Suprs%20and%20RUs%20(3).pdf)
- ***TS: CONNECTIONS Transformation for CPS Workers Three-part, Web-based Training***  
[http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmrtn%20for%20CPS%20Workers%20CBT\\_FINAL.PDF](http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmrtn%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%20Tranfmrtn%20for%20CW%20Workers%20CBT\\_FINAL.PDF](http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmrtn%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%20Tranfmrtn%20for%20FAD%20Workers%20CBT\\_FINAL.PDF](http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmrtn%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 3<sup>rd</sup> 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.



### ***NEW REPORT!!!! - OCFS Data Warehouse JD/PINS Report***

The Data Warehouse team is pleased to announce the publication of a new predefined report, CCRS Legal JD/PINS Indicator Report in the Child Welfare Services Reports folder.

It has become increasingly important to distinguish children that have been found to be Juvenile Delinquents or Persons in Need of Supervision. These children with a PINS or JD status constitute a distinct population that differs substantially from the remainder of the population.

An existing indicator from WMS, JD PINS Indicator in the Child query subject of the Child Welfare Services package, tells us whether a child is currently has either status. But this indicator is not historical (it tells us only about the child’s current state), and it is not always up to date.

Legal codes in the CCRS application, on the other hand, can be used to determine a child’s status at any given date. A new function has been defined in the OCFS Data Warehouse based upon these legal codes that determines the child’s status (JD, PINS or neither) for each month the child is in care. This value has been added as Legal JD PINS Indicator in the In Care Summary Fact query subject of the Child Welfare Services package. The rules used in setting the value of this indicator were developed with advice from the OCFS Legal Division, and we think that they represent a reasonable minimum standard for legal entries to support JD or PINS status for a child.

Our hope is that local districts can use the report both to identify children in their care with these statuses as well as to improve the consistency of entry of legal codes. Those with access to the OCFS Data Warehouse can locate the CCRS Legal JD/PINS Indicator Report in the Child Welfare Services Reports folder of the new Cognos environment. For more information about accessing the OCFS Data Warehouse, review the Quick Reference Guide at <http://ocfs.state.nyenet/connect/datawarehouse/dwstep.asp>.

## *General "Info to Know"*



### *Security Awareness Message - July 2011 Protecting Your Portable Device and OCFS Information*

You are our most valuable resource!

It is your responsibility to protect the physical security of your portable device and OCFS Information at all times. The security and confidentiality of OCFS' Information is governed by various federal and state regulatory and statutory requirements.

Here is a postable security awareness message about how to protect the device and the information on it.



Security Awareness  
Message.pdf



### *NEW Postings to the CONNECTIONS Intranet*

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



### *CONNECTIONS Weekly System Maintenance*

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

- [Wednesday, 7/27/11](#) from 5:00 AM - 7:00 AM
- [Friday, 7/29/11](#) from 5:00 AM - 7:00 AM



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