



..CONNECTIONS NEWS..

for the week of June 18 - 25, 2010

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

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"Info to Know" for Caseworkers

"RR" UPDATED INFO -- Records Retention Report Runs Will Resume on June 28, 2010

** Please note that this piece is for local districts only.

Last April, you were notified that this process had been temporarily suspended because of a need to retain such records due to the pending federal litigation. That issue has been resolved, and the suspension is now lifted. **The purging of unfounded case records will resume on June 28, 2010.** A schedule of the Records Retention runs is posted below. The schedule includes the plan to "catch up" with Records Retention since it has been "on hold" for a number of months. The plan entails the initial run to purge what was

reported on the last 'To Be Expunged' report (from 12/19/2008), as well as the recurring sequence of 'To Be Expunged Reports', and a subsequent purge every 5 weeks or so until we are "caught up". As you know, there are designated Records Retention report recipients in each district and these are the individuals who will receive direct communication related to records retention. Please note that a letter, signed by William Travis, Deputy Commissioner, IT and Laura M. Velez, Deputy Commissioner CWCS, is being sent to local district Commissioners on this topic. The letter and the above information will be communicated to those individuals at the local districts who have been designated to receive these reports.

For your convenience, there is a Records Retention Tip Sheet that is posted to the CONNECTIONS intranet. The following is the path to access the tip sheet: click on the CONNECTIONS intranet link from the OCFS intranet page: <http://ocfs.state.nyenet/connect/>, click on the *Step-by-Step/Job Aids/Tips* link in the left-hand box, click on *Job Aids/Tip Sheets* link in the box in the upper right-hand corner, scroll down to the heading "Tip Sheets For All Workers" - tip sheets are listed alphabetically.

Records Retention Schedule to begin on June 28, 2010

Cycle #	Cycle Start Date	Cycle Complete	Purges Stages Thru	To Be Date
1	06/28/2010	07/3/2010	12/19/2009	03/20/2009
2	08/2/2010	08/7/2010	03/20/2009	06/20/2009
3	09/07/2010	9/11/2010	06/20/2009	09/20/2009
4	10/11/2010	10/16/2010	09/20/2009	12/20/2009
5	11/15/2010	11/20/2010	12/20/2009	03/20/2010
6	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



Revision of a CONNECTIONS Tip Sheet...*Creating a Child Case Record for a Legally Freed Child*

Just a note that this tip sheet has been revised (revision date of June 2010). A revision was made to specifically reference the importance of entering casework contacts before creating a CCR.

Did you know???...that you should make sure **all** progress notes relating to the child have been entered in the Family Services Stage (FSS) - including those needed to record required Casework Contacts. Once the CCR is created and the child is removed from the family case, his or her name will not appear on the Family Participant/Focus list

used to record a new progress note. *No Casework Contacts that involve the child can be added to the FSS after the CCR is created.*

The revised version of the tip sheet is posted to the CONNECTIONS intranet. The path to the tip sheet follows: click on the CONNECTIONS intranet link from the OCFS intranet page: <http://ocfs.state.nyenet/connect/>, click on the *Step-by-Step/Job Aids/Tips* link in the left-hand box, click on *Job Aids/Tip Sheets* link in the box in the upper right-hand corner, scroll down to the heading “Tip Sheets For All Workers” - tip sheets are listed alphabetically. For your convenience, a link to the revised tip sheet is posted below:

<http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Creating%20a%20CCR%20for%20a%20freed%20child.pdf>



An UPDATE About the Updates to the Training Database...

Updates to the training database were completed a couple of weeks ago and an FSI/OTI/FAR stage was added to a few Training IDs for testing. As always, if anyone is interested in working with the stage feel free to contact me @ kfarmer@pdp.albany.edu or call (518)320-3718.



The Multiple Person Report (MPR) Info...

** Please note that this report is for local districts only.

Info About the MPR

The Multiple Person Report has been successfully “rolled out” across the state. **This report is available to either one or two individuals that have been designated by each district to receive the report.** The MPR is generated for each local district and displays all CONNECTIONS persons that appear to be candidates for the Person Merge process. The improved design of the **new** MPR identifies more possible matches than the old MPR Report. For each district, the report displays people having more than one occurrence of the same: Full Name, Sex and Date of Birth. For each person, the report shows the address of the person, the number of cases involving that person; the report indicates if another county is involved with cases that include that person, displays the PID, corresponding WMS CIN (if available), full name, sex, and date of birth of the person, the case status, a case ID and includes the ID of the worker on the case. It should be noted that all people with “UNKNOWN” in the name field have been filtered out of the report, as have people in sensitive cases.

Info About the MPR Job Aid

As a support to the rollout we have developed an MPR job aid that has been distributed to our CONNECTIONS Implementation staff to forward to those “MPR assigned staff” in the districts.



The Open Caseload Inquiry (OCI) Report Web Based Training (WBT) Is Here!!!!

The Professional Development Program of SUNY (in collaboration with OCFS) is happy to announce that the OCI Report Web Based Training (WBT) titled: [TS: Getting Acquainted with CONNECTIONS Updates - The New OCI Report](#), is now available through Training Space!!!

The purpose of this course is to provide Local District and Voluntary Agency casework and supervisory staff with detailed instruction on how to access and use the new version of the Open Caseload Inquiry (OCI) report. Proceeding at their own pace, learners will discover the features of the new report, how to customize it to meet individual needs and details of the information contained on the report. You can read all about the WBT by clicking on the link to the training announcement posted to the CONNECTIONS website: <http://ocfs.state.nyenet/connect/training/NEW%20Course%20Announcement%20-%20Getting%20Acquainted%20with%20CONNECTIONS%20Updates%20The%20New%20OCI.pdf>

General "Info to Know"



General Information System Message -- No Change to Income Eligibility Standards

GIS: 10-#003

Date: 6/15/10

To: Directors of Services, WMS Coordinators

From: Paul Gavry

Suggested Distribution: Casework Supervisors, Caseworkers and Day Care Workers

SUBJECT: No Change to Income Eligibility Standards

This is to advise that, subject to further notification from the U.S. Department of Health and Human Services, income standards currently used in determining eligibility for Services in WMS Services case processing remain in effect.

Those standards, implemented ***June 1, 2009***, are as follows:

Family Size	Income
1	\$10,830
2	\$14,570
3	\$18,310
4	\$22,050
5	\$25,790
6	\$29,530

7	\$33,270
8	\$37,010

Add \$3,740 per person for family size over 8.

- Program questions should be directed to the appropriate regional office.
- Systems questions should be directed to OCFS IT Operations at 1-800-342-3727.
- Details are available at the HHS website: <http://aspe.hhs.gov/poverty/index.shtml>.

GIS messages are available at the OCFS website:

<http://ocfs.state.nyenet/it/GeneralResources/GeneralResourcesDefault.asp>



UPDATED INFO -- *Upgrade to Microsoft Office 2007*

Over the upcoming summer, OCFS Division of Information Technology (IT) will be upgrading all OCFS workstations (PC's and laptops) from Microsoft Office 2003 to Microsoft Office 2007. This will include Microsoft Word, Excel, and Access. All groups within OCFS IT have been working together to ensure a smooth upgrade and have completed extensive testing of all known items that may interact with the newer version of Microsoft Office.

Please note that the schedule that was posted in the previous versions of the CONNECTIONS NEWS is being revised (revised schedule is posted below). Microsoft Office 2007 has successfully been rolled out to both the 40 North Pearl St. and 52 Washington St. sites.

The revised schedule is as follows:

- June 1st 40 N. Pearl St., Albany, NY
- June 12th 52 Washington St., Rensselaer, NY
- **The remainder of the schedule is currently being revised.**
 - TBA remainder of Region 4
 - TBA Region 1, Region 2, Region 3, Region 5, Region 6

Because Office 2007 has many new looks and features, IT has coordinated with the Bureau of Training to have training classes available relevant to the time of deployment. There will also be time after the deployment for further trainings. Bureau of Training has been mailing these schedules to all staff. If OCFS staff have any questions or concerns regarding the upgrade to Microsoft Office 2007 they may send email to: ocfs.sm.it.office2007.



NEW Postings to the CONNECTIONS Intranet

- ...CONNECTIONS NEWS... <http://ocfs.state.nyenet/connect/>
- CONNECTIONS Tip Sheet - *Creating a Child Case Record for a Legally Freed Child*
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CONNECTIONS Weekly System Maintenance

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

- [Wednesday, 6/23/10](#) from 5:00 AM - 7:00 AM
- [Friday, 6/25/10](#) from 5:00 AM - 7:00 AM



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