

..CONNECTIONS NEWS..

for the week of May 6 - 13, 2011

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

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"Info to Know" for Caseworkers



UPDATED -- CONNECTIONS Transformation Training Info

As you may be aware, we have begun to forward communication regarding the training that has been designed for the CONNECTIONS Transformation. The communications have been sent to local district and voluntary agency Staff Development Coordinators, CONNECTIONS Implementation Coordinators as well as Directors of Services for the Albany, New York City and Spring Valley regions. The following are links to the four communications that have been sent.

Albany Region

<http://ocfs.state.nyenet/connect/training/Transformation%20Training%20Announcemnet%20%20Albany%20Region.pdf>

NYC Region

http://ocfs.state.nyenet/connect/training/Transformation%20Train%20Announ_NYC.PDF

Spring Valley Region

<http://ocfs.state.nyenet/connect/training/Spring%20Valley%20Transformation%20training%20Ann.pdf>

Syracuse Region

http://ocfs.state.nyenet/connect/training/CONNECTIONS%20Transformation%20Training%20Announcement_final_3_28_11_Syracuse%20Region.pdf

Attachments to the Training Announcements for all Regions:

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



CONNECTIONS Transformation Resources:

- ***CONNECTIONS Transformation Phase 1 Job Aid***
- ***CONNECTIONS Transformation Quick Start Guide***

CONNECTIONS Transformation Phase 1 Job Aid

The purpose of the job aid is to provide the CONNECTIONS user with a desk aid that describes the transformed applications functionality. The job aid is posted to the CONNECTIONS intranet on the Transformation page and is also attached below.



CAMP Phase 1 Job
Aid - PDF .pdf

CONNECTIONS Transformation Quick Start Guide

The purpose of this quick start guide is to provide experienced CONNECTIONS users with a handy road map for locating windows that are most commonly used in day-to-day work in the transformed CONNECTIONS application. The guide is posted to the CONNECTIONS intranet on the Transformation page and is also attached below.



Transformation Quick
Start Guide _final.pdf

AFCARS *The New Reporting Period*

Thank you for entering updates for AFCARS October 2010 - March 2011. The AFCARS reporting period for April 2011 - September 2011 has begun. The Children Served with Missing Clinical Diagnosis report is available (with an 'as of' date May 4th) and reflects the new reporting period.

OCFS Data Warehouse users can access the Children Served with Missing Clinical Diagnosis report by following these steps:

1. From **Cognos 8**, click on the **OCFS Data Warehouse** tab, if it is not already open. [For help accessing Cognos 8 or the OCFS Data Warehouse tab, view the Quick Reference Guide at <http://ocfs.state.nyenet/connect/datawarehouse/dwstep.asp>.]
2. Click on **AFCARS Reports**.
3. Click on the link for the report that displays. [Regional Office staff can run the report for Local Districts or Voluntary Agencies.]
4. Complete the report prompt, and click on the Finish button to run the report.

Requests for access and other correspondence regarding the OCFS Data Warehouse should be directed to data.warehouse@ocfs.state.ny.us.



The Records Retention Cycle Began on May 9th

**** The following information pertains to local districts only.**

The Records Retention cycle began on May 9th. This cycle will purge stages through 3/20/2011 with a "To Be" date of 5/13/2011. A "reminder" communication was forwarded to local district Records Retention recipients.

General "Info to Know"



CIO/OFT Customer Notification

11-CNS-03; Title: Malware Reported; Date: May 1, 2011

Target Audience: Local District and Voluntary Agency Information Technology Directors, Information Security Officers and LAN Administrators.

Please review that attached bulletin for pertinent information.



CIO_OFT Notification
11_CNS_03 Malware



NEW Postings to the CONNECTIONS Intranet

- ...CONNECTIONS NEWS... <http://ocfs.state.nyenet/connect/>
- Syracuse Region Training Announcement



CONNECTIONS Weekly System Maintenance

***Please note:** In order to perform additional maintenance, the CONNECTIONS application will not be available on:

- [Friday, 5/13/11](#) from 6:00 PM - 9:00 PM

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

- [Wednesday, 5/11/11](#) from 5:00 AM - 7:00 AM
- [Friday, 5/13/11](#) from 5:00 AM - 7:00 AM



Office of Children & Family Services
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