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CONNECTIONS  
INTRANET:

<http://ocfs.state.nyenet/connect>

CONNECTIONS  
INTERNET:

<http://ocfs.ny.gov/connect>

## Citrix Server Statewide Upgrade



Beginning in November, the statewide Citrix Server will be upgraded. Although changes for users will not be major, there will be some alteration to the Citrix Window that will impact users in minor ways. A brief guide illustrating the changes that users will see is posted to the OCFS websites and available at the following links: Citrix Server Upgrade Guide ( [Intranet](#) / [Internet](#) )

A phased implementation will begin on November 12, 2013 and continue through the end of the year. Each implementation will take place early Monday morning (except for week of 11/11 due to a Monday Holiday) Additional detail regarding the way in which Region 6 will be divided will be provided at a later date.

**The implementation schedule is as follows:**

Citrix Phased Implementation	Date
Pilot: Albany, Rensselaer, Saratoga	Monday 11/04/13
Implementation: Regions 1 and 2	Tuesday 11/12/13
Implementation: Regions 3 and 4	Monday 11/18/13
Implementation: Region 5	Monday 12/2/13
Implementation: Region 6 (first half of region)	Monday 12/9/13
Implementation: Region 6 (second half of region)	Monday 12/16/13
Implementation: State Central Register	Monday 1/6/14

# Security Update: Beware of Cloud-Based Storage Devices



The CONNCETIONS Information Security Office is receiving an increasing number of reports from the field regarding the use of cloud-based file storage services such as Google Drive, Yahoo Briefcase and Drop Box.

**It is against OCFS Security policy to store any confidential or protected information on these services.**

The terms of service that you must agree to in order to use these services clearly state that the host (i.e. Google or Yahoo) owns the data you store there.

Although cloud-based services are a convenient means of storing and retrieving information between devices, they are *not* appropriate or permitted for the storage of confidential or protected information to support CONNECTIONS-related job duties.

If you have questions, contact the CONNECTIONS Security office at:

[ocfs.sm.committee.acceptable-use](http://ocfs.sm.committee.acceptable-use)



# CONNECTIONS Fourth Quarter Training



A training calendar is now available that lists CONNECTIONS training opportunities throughout the entire second quarter, from October 1st through December 19th.

The CONNECTIONS Training Calendar begins with a chronological list of available classroom trainings. The final page of the calendar identifies CONNECTIONS web based trainings available at any time through [TrainingSpace.org](http://TrainingSpace.org).

The calendar is available at the following links:

CONNECTIONS Fourth Quarter Training Calendar

( [Intranet](#) / [Internet](#) )

The fourth quarter CONNECTIONS training schedule, although accurate as of press time, is subject to change and should be regularly checked for updates on the Training Page of the CONNECTIONS Website.



## November Computer Training Courses Now Available

New **computer training** courses are available for the month of November in both instructor-led classrooms and via distance-learning options like Training Space and iLinc.

Featured in classroom training in November is the new course: *Word 2010 Level 2: Working with Complex Documents*. In addition, classroom training will feature *Visio 2010: Getting Started—Diagrams, Flowcharts, and Organization Charts*.

Online courses feature *NYS eMail: 90 Day*

*Email Retention* (applicable to HSEN email accounts only) and *Excel 2010: Charts and Graphics*

The full list of courses is available at the following links.

**November Classroom Training**  
([Intranet](#) / [Internet](#) )

**November Distance Learning**  
([Intranet](#) / [Internet](#) )

# CONNECTIONS Clue



## What's the Emergency?

In the FAD Licensing Information window, the term “emergency” has two different meanings!

### Emergency Program Type:

ON the Licensing Information window there are Program Type checkboxes for a variety of home types, including *Regular*, *Special Needs*, *Therapeutic*, and *Emergency*. These refer to the type of service the home provides. A home with an *Emergency* program type will accept emergency placements, such as middle of the night placement.

### Emergency Status:

“Emergency” can also be chosen as a Status on the Licensing Information window. Emergency status is when children are placed in a home before fingerprint and SCR clearances have been received. If no children are in the home during this time, it can be placed in Applicant status while waiting for clearances.

- Emergency status is valid for 90 days, during which a license cannot be generated. Once the home is fully certified and Accepted Active status for a 12 month period, the license will be available for printing.
- A Home Study is completed while the home is in Emergency stats.
- As soon as an Emergency home receives and records fingerprint clearances, SCR clearances, and valid medical exams, it can be changed to Accepted Active status for a 12 month certification period. It is not necessary to wait until the end of the 90 day period before placing the home in Accepted Active Status.
- The home does not need to be kept in Emergency or Applicant status if everything has been received but training has not been completed. The home can be placed in Accepted Active status since no regulation ties training and its completion specifically to the home's certification. (See section 443.2 (e) of the NYS Social Services Regulations).
- **IMPORTANT!** — Foster homes are not Title IV-E reimbursable while in Emergency status. *However, once placed in Accepted Active status, the authorization From Date can be adjusted back to the date that children were placed (aka backdating).*

## Don't Forget Past CONNECTIONS Clues!

Past CONNECTIONS Clues are available on the CONNECTIONS Website at:

[CONNECTIONS Clues](#) (Intranet)

[CONNECTIONS Clues](#) (Internet)

