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CONNECTIONS
INTRANET:

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

CONNECTIONS
INTERNET:

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

FASPs Due Report: Effective Use and Best Practice

The FASPs Due report, made available by the OCFS Data Warehouse, can help supervisors and managers track FASP activity and status by monitoring and assessing the number of outstanding FASPs at a current point-in-time.

Made available to managers and supervisors at Local Districts and Voluntary Agencies, the FASPs Due Report is an often underutilized asset for ensuring that FASPs are completed in a timely and efficient manner. The report allows managers and supervisors to receive notifications when a report is overdue.

The report is designed to be generated by supervisors and managers. Some districts and agencies have taken advantage of the ability to establish automatic, reoccurring FASP due reminders that are sent to district or agency supervisors and managers.

Oswego County DSS, featured in greater detail on [page 2](#), utilized FASP Due report to establish sound business processes for submitting FASPs on time. As a result, they have drastically reduced overdue FASPs in their county.

Article Continued on Page 2



Understanding Report Prompts

Upon opening the FASP Due Report, users are asked to select one or more values from a list of choices for the following report prompts:

- 1. Organize report by Agency or Office/Unit:** Select whether the report should appear on 1 page for the LDSS or each Office/Unit appearing on a separate page.
- 2. LDSS:** Select the name of the Local District for the report. Local Districts are listed alphabetically by name with ACS under “New York City DSS”.
- 3. Site Code/Unit Number(s):** Select the office Unit codes to be reported. Hold down the Ctrl key to select multiple Units or leave the prompt blank to select all. The list is alphabetical by Site ID and Unit Number to uniquely display the office Units for a particular Local District.
- 4. Stage type(s):** Select the Stage types (CCR, CWS) to be included in the report.

Districts and agencies that experience difficulty in utilizing this or other Data Warehouse Reports can call upon their CONNECTIONS Regional Specialist for assistance.

More information on COGNOS reports, including a list of FASP-related reports, is available on the Data Warehouse webpage of the CONNECTIONS Websites at <http://ocfs.state.nyenet/connect/datawarehouse/dwreports.asp> (intranet) and <http://ocfs.ny.gov/connect/datawarehouse/dwreports.asp> (internet).



“It’s not acceptable for a FASP to be late. It’s the plan for a child. How can you go out in the field to work with these children without a solid plan? You can’t.”

-Christine Patrick
Director of
Services, Oswego
County DSS

Best Practice at Oswego County DSS

Oswego County DSS has made great use of the FASP Due Report. In February, 2010, when current director Christine Patrick began targeting the problem, the office had 77 overdue FASPs. By printing the report, highlighting overdue FASPs, and targeting individual supervisory staff on a consistent basis, Oswego County now manages and submits FASPs with a timely and effective routine. To highlight progress, bar graphs that illustrated decreases in overdue FASPs were featured at staff meetings, and eventually, as overdue FASPs plummeted from 77 downward, staff eagerly anticipated seeing their progress visually displayed.

Advice from a successful district: Many case planners delay the completion of their FASPs, assuming that it is a lengthy and draining process that takes hours to adequately complete. To sway this mindset, Christine suggests workers launch the FASP as soon as they can, setting aside a small amount of time each day to consistently work on finishing it. “It’s like a term paper,” Christine suggests, “You shouldn’t procrastinate. Work on it piece meal, do your research, organize note cards, and eventually you’ll have an excellent end-product.”

Celebrating Cyber Security in October



“There’s a lot of ugly things in this world, son. I wish I could keep em’ all away from you. That’s never possible.”
Atticus Finch from Harper Lee’s *To Kill a Mockingbird*

October is National Cyber Security Awareness Month!

This October is the 10th anniversary of National Cyber Security Awareness Month, featuring the theme, “Cyber Security is OUR Shared Responsibility.” This reflects the importance of individual cyber responsibility on personal devices and networks. In fact, national cyber security is ultimately a product of our individual efforts.

In the spirit of cyber security, the following information comes from the CONNECTIONS Security Office concerning cyber attacks and their increasing prevalence in the digital age. It is important to maintain an astute awareness of cyber crimes, especially as we seek to report and track sensitive case information in a digital environment like CONNECTIONS.

Cyber threats can be grouped into **four categories**:

1. Insiders—the smallest proportion of breaches, but often the most severe.
2. For-Profit Criminal Enterprises—surprisingly, many of these criminals commute to work in an office, have regular work hours, and a benefit package that includes health insurance.
3. Nation States and their Proxies
4. Script Kiddies—More and more beginners are starting with easily-downloadable, potentially-devastating computer programs.

There is a strong correlation between the

increased use of mobile devices and the number of breaches being reported. Additionally, social networks are often the first, and most successful, breaching point.

Staff are encouraged to maintain an awareness of cyber security and best practice, both as they work in CONNECTIONS or in other digital applications, and in utilizing personal devices or social networking platforms at home. The following resources can assist in awareness and preparation:

- The Center for Internet Security
www.cisecurity.org
- US Computer Readiness Emergency Team (US-CERT)
www.us-cert.gov/
- National Cyber Security Alliance
www.staysafeonline.org
- OnGuard Online
www.onguardonline.gov
- Privacy Rights Clearinghouse
www.privacyrights.org
- Internet Crime Complaint Center
www.ic3.gov

It is equally as important to maintain an awareness of CONNECTIONS Security procedures. OCFS-approved policies and additional CONNECTIONS Security information can be found on the Security webpage of the CONNECTIONS Website, at the following links:

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

Non Reimbursable FAQ Now Available

A NEW Non Reimbursable (NR) Report FAQ has been posted to the OCFS Intranet website. This FAQ explains what a NR payment is, the different categories of NR Payments, and options for fixing data so that districts can receive reimbursement for foster care expenses.

To access this FAQ, please go to the OCFS Intranet site. On the left navigation pane click on *Information Technology*, then on the left navigation pane in that window click on *Legacy System Reference*. The NR Report FAQ is listed in the main screen on this window.

Additionally, the document can be accessed directly at the following *intranet* link:

[NR Report FAQ Document](#)

For more information on NRs and the NR Remediation project, see the July 26, 2013 issue of News for Users, available the CONNECTIONS websites on both the [intranet](#) and [internet](#).



CONNECTIONS Fourth Quarter Training and Computer 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](#).

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.

Additionally, new **computer training** courses are available for the month of October in both instructor-led and via distance-learning options like Training Space and iLinc.

October training features Microsoft Visio, Excel, and Outlook. The full list of courses is available at the following links.

October Classroom Training
([Intranet](#) / [Internet](#))

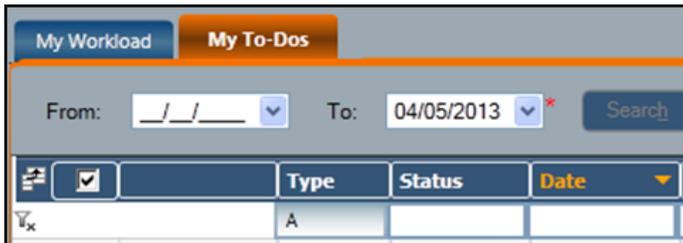
October Distance Training
([Intranet](#) / [Internet](#))

CONNECTIONS Clue

Can't end-date a worker from CONNECTIONS because they still have Task To-Dos assigned to them?

Once a worker leaves employment, their CONNECTIONS account should be end-dated as soon as possible to prevent unauthorized system access. But in order for the Security coordinator to end-date a worker, their workload and To-Do list must first be emptied.

There are three kinds of To-dos: Alert (A), Reminder (R) and Task (T). Alert and Reminder To-Dos may be deleted if no longer needed. Task To-Dos, however, must either be completed, have a completion date entered or be reassigned to another worker.



Only the worker's Unit Approver can reassign Task To-Dos, using the following steps:

1. Use the Unit Summary to navigate to the worker's To-do Tab.
2. Check the checkbox of the To-Do you wish to reassign.
3. Click the *Detail* link in the left navigation pane.
4. In the left navigation pane of the To-Do Detail window, click the *Staff Search* link.
5. Enter your search criteria and click the *Search* button.
6. From the resulting Staff List, select the person to whom the To-Do will be assigned.
7. Click the *OK* button to the lower right of the Staff List.
8. Click the *Save & Close* button on the To-Do Detail window.

Of course the way to save time and trouble for everybody? Be sure the worker's workload and To-Do list are empty before they leave the job!

Don't Forget Past CONNECTIONS Clues!

Past CONNECTIONS Clues are available on the CONNECTIONS Website at:

[CONNECTIONS Clues](#) (Intranet)

[CONNECTIONS Clues](#) (Internet)

