



CONNECTIONS Weekly Technical Bulletin

March 6-12, 2015

Weekly System Maintenance

Due to regularly scheduled maintenance, the CONNECTIONS application will be unavailable on:

- **Friday, 3/06 from 4 a.m. to 7 a.m.**
- **Wednesday, 3/11, from 4 a.m. to 7 a.m.**
- **Friday, 3/13 from 4 a.m. to 7 a.m.**

Keep CONNECTIONS Maintain On Call Information Up to Date

The SCR assigns approximately 4000 reports to 58 counties, 5 boroughs, and 6 regional offices on a weekly basis. In order for each report to be assigned to the correct county/borough designated on call person in CONNECTIONS on a timely basis, it is important that each county/borough keep their CONNECTIONS Maintain On Call information up to date.

Frequently, at the start of a new year, or the beginning of a month, the designated on call person entry expires. There are also times when the on call person or phone number changes. Please regularly check your on call list to ensure the entries are up to date and have the correct person and phone number. If you need assistance please contact your CONNECTIONS Implementation Specialist, listed by region on both the [Intranet](#) and [Internet](#).

New GIS Message: Restriction Exception Subsystem

A new General Information System (GIS) message is now available, **GIS #05-002: Entry of Restriction Exception Code for Bridges to Health (B2H)**.

The purpose of this GIS message is to provide local departments of social services (LDSS) with information regarding changes to how the B2H Waiver Restriction/Exception codes are entered.

To read the full GIS or access past GIS messages, visit the GIS System Change Notices page at ocfs.state.nyenet/it/GeneralResources/GISDefault.asp

Records Retention Scheduled for the Weekend of 3/27

The first quarterly Records Retention cycle is scheduled to take place over the weekend of March 27th.

The records retention quarterly cycle leads to the expungement of Child Protective (CPS) electronic and hard copy case records pursuant to NYS Social Services law, which specifies the precise periods that case material must be retained and when it is required to delete case records.

Each local district has identified individual recipients for receiving case listings in two reports:

1. The *To Be Expunged Report* notifies districts which cases are slated to be expunged so that they may review to be certain the expungement is appropriate.
2. The *Expungement Report* identifies cases that have been removed from CONNECTIONS, signaling that hard copies of CPS records for the case must also be destroyed.

There is a **tip sheet** that outlines the local district tasks in more detail, which is available on both the [Intranet](#) and [Internet](#).

If you have any questions about security tasks in general or the Records Retention process specifically, please send them to acceptable.use@ocfs.ny.gov.

To determine the recipients of the two records retention reports in your district, contact the CONNECTIONS Communications Mailbox, at connections@ocfs.ny.gov.

FSS Phase 1 Modernization to be Implemented in Spring 2015

The next build to the CONNECTIONS application, Family Services Stage (FSS) - Phase 1 modernization, is scheduled for implementation in the spring of 2015. Phase 1 of FSS modernization will replace the Stage Composition window with the Person List window, modernize the Progress Notes window in the FSS as well as the Bridges to Health (B2H) window and several supporting windows. These changes will update the "look and feel" of the affected parts of the application and some navigational paths, but will not change basic functionality.

An updated **Impact Analysis** that summarizes the new features and impacts for district and agency management to consider is now available on the [Intranet](#) and [Internet](#).

The most current CONNECTIONS Build Bulletin, available on the [Intranet](#) and [Internet](#), describes the coming build in more detail.