



CONNECTIONS Weekly Technical Bulletin

Organizational Hierarchy, Agency Access, and Progress Notes Windows: Implementation Tentatively Planned for October 16

The next build to the CONNECTIONS application, which will include the modernization of Organizational Hierarchy and Agency Access windows, as well as the Progress Notes module of the Family Service Stage (FSS), is tentatively planned for implementation on **Friday, October 16th**, in the normal 4 a.m. to 7 a.m. maintenance window.

New documentation is now available, including:

Agency Access and Organizational Hierarchy Tip Sheet
([Intranet](#) / [Internet](#))

Progress Notes Quick Start Guide
([Intranet](#) / [Internet](#))

A **Build Bulletin** with more detail was distributed on Monday, 9/28, and is available on the [Intranet](#) and [Internet](#).

New GIS Message: CCRS Service Plan Inquiry

A new General Information System (GIS) message is now available, GIS # 15-009, CCRS Service Plan Inquiry.

The purpose of this GIS message is to notify local departments of social services (LDSS) that the Service Plan Inquiry (Function G) on the Child Case Review Services (CCRS) WMS Menu (Function 19) has been re-enabled effective 10/5/15. This will allow LDSS to view historical Assessment and Service Plans that were entered directly in CCRS.

The full GIS message, as well as previous messages, is available on the [GIS System Change Notices](#) page.

Records Retention Scheduled for the Weekend of October 16

The next quarterly Records Retention cycle is scheduled to take place over the weekend of October 16.

The records retention quarterly cycle leads to the expungement of Child Protective 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, available on 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.

October 9-15, 2015

Weekly System Maintenance

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

- **Friday, October 9, from 4 a.m. to 7 a.m.**
- **Wednesday, October 14, from 4 a.m. to 7 a.m.**
- **Friday, October 16, from 4 a.m. to 7 a.m.**