



..CONNECTIONS NEWS..

for the week of April 9 - 16, 2010

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

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"Info to Know" for Caseworkers



AFCARS Update

Timeframes for reporting AFCARS data to the federal government are coming due! Districts and voluntary agencies have until **April 28th** to complete entry of October 2009 - March 2010 AFCARS information.

- AFCARS information includes CONNECTIONS and CCRS data:
CONNECTIONS Placement Information Tab,
CONNECTIONS Removal Information Tab and
CONNECTIONS Diagnosis on the Clinical Appointment window

and, CCRS Placement and Discharge data. Timely data entry of CCRS Placement and Discharge activities is essential for AFCARS compliance, as well as continuity between CCRS and CONNECTIONS data.

For CCR cases:

The AFCARS Adoption Information window is accessed from the Adoption Finalization window.

The CONNECTIONS Tip Sheet for Recording AFCARS Data can be found on the CONNECTIONS intranet on the Step-by-Step/Job Aids/Tip Sheets page, or via the following link:

<http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Recording%20AFCARS%20Data%20v4.pdf>



INFORMATION SECURITY MESSAGE

Everyone acknowledges that rapid changes in technologies are making casework in the field easier. Confidentiality of information must remain a first priority regardless of the technology used.

NO OCFS confidential information should be kept on Flash or Thumb drives. If it is absolutely necessary for data to be kept on flash drives or any other mobile device, they are to be encrypted.

It is each employee's responsibility to maintain the confidentiality of the information they are responsible for and to adhere to OCFS policy regarding safeguarding that information.

Your assistance is appreciated. Any questions or concerns can be directed to the OCFS acceptable use mailbox at: **ocfs.sm.committee.acceptable-use**.



Further Schedule Information...The Open Caseload Inquiry (OCI) Report - SharePoint Reporting Services

We are pleased to announce that the rollout of The Open Caseload Inquiry (OCI) Report - SharePoint Reporting Services resumed on Monday, March 29th with implementation that began in the Albany region - Region IV. The Syracuse region and associated voluntaries, and New York City and associated voluntaries, received the rollout on Wednesday, April 7th.

The Implementation Schedule

- Albany region and associated voluntaries: **3/29/10 -- completed**
- Syracuse region and associated voluntaries: **4/7/10 -- completed**
- New York City and associated voluntaries **4/7/10 -- completed**

- Spring Valley region and associated voluntaries: 4/14/10
- Buffalo region and associated voluntaries: 4/14/10
- Rochester region and associated voluntaries: 4/14/10

Please note that the rollout of the OCI will be during the maintenance window of 5 - 7AM on Wednesday morning.

A Bit of Information About the OCI...

The Open Caseload Inquiry, or OCI as it is known, is a caseworker specific report that gives prompts to let you know when work is coming due or is overdue. This report is available to both district and voluntary agency caseworkers with a role in a stage. The OCI report helps a caseworker manage their workload in order to meet regulatory and policy requirements. It should be noted that the OCI report is available to caseworkers now, but with a smaller cue set and through a different method of access.

A Bit of Information About SharePoint Reporting Services...

This quarterly release is the *first* to use new architecture to add enhanced reporting capabilities and new technology for distribution and control. SharePoint is a product offered by Microsoft to provide a mechanism to standardize the development of Websites, portals, and reports. SharePoint will allow new reports to be developed and deployed to the user community much faster than the current technology allows.

"Highlights"

More details about this exciting initiative can be found in the "Highlights" document titled: *A CONNECTIONS Quarterly Improvement - Q4-09 - SharePoint Reporting Services - The Open Caseload Inquiry (OCI) Report "Highlights"* which is attached below. The "Highlights" document is also be posted to the CONNECTIONS intranet and can be accessed via the following link:

[http://ocfs.state.nyenet/connect/projupdt/A%20CONNECTIONS%20Quarterly%20Improvement%20-%20Q4%20-%202009%20Version%203%20\(2\).pdf](http://ocfs.state.nyenet/connect/projupdt/A%20CONNECTIONS%20Quarterly%20Improvement%20-%20Q4%20-%202009%20Version%203%20(2).pdf)

Job Aid

Further detail about how to access the OCI report, descriptions of the various windows that the report involves more in-depth summaries of the various cues - both static and new, and information about the Report Summary section and the report cues by stage, can be found in the job aid titled: *CONNECTIONS Job Aid SharePoint Open Caseload Inquiry (OCI) Worker Report*. The job aid is posted to the CONNECTIONS intranet and can be accessed via the following link:

<http://ocfs.state.nyenet/connect/jobaides/OCI%20Job%20Aid%202%2017%2010.pdf>

General "Info to Know"



PLEASE NOTE: REVISED DATE
ENERGY STAR POWER CONSERVATION POLICY FOR GREEN IT

****Please note: the following information pertains to voluntary agencies...**

*****Please note the revised date:***

The implementation date will be the evening of Monday, April 12th - so you will see the changes on Tuesday, April 13th.

The Office for Technology (OFT) has issued a bulletin Number 10-CNS-01 explaining CIO/OFTs Energy Star Conservation Policy for **Green IT**-HSEN Domain. It should be noted that prior to your agency being implemented, notification will be sent to agency LAN Administrators at least 1 week ahead of time to ensure proper notification of staff regarding what to expect when their PCs are in hibernation mode. For the text of the bulletin please refer to the 3/26/10 edition of the *CONNECTIONS NEWS*.

Questions???

If you have any questions related to the hibernation initiative you may send them to the following mailbox: ocfs.dl.it.lm.



Office 2007 Upgrade Info

Over the upcoming summer, the OCFS Division of Information Technology (IT) will be upgrading all OCFS workstations (PC's and laptops) from Microsoft Office 2003, to Microsoft Office 2007. This will include Microsoft Word, Excel, and Access.

All groups within OCFS IT have been working together to ensure a smooth upgrade. We have compiled an inventory of all OCFS IT Applications, Access Databases, and Excel Spreadsheets that are managed or supported by IT and will be affected by the upgrade. We have completed extensive testing of all known items that may interact with the newer version of Microsoft Office.

Because Office 2007 has many new looks and features, IT has coordinated with the Bureau of Training to have training classes begin around the times of deployment. There will also be time after the deployment for further trainings. Please look for these notices. If you have any questions or concerns regarding the upgrade to Microsoft Office 2007, please send an email to: ocfs.sm.it.office2007

Upgrade Schedule:

The time frames for the upgrade are as follows:

Pilot A - 40 N. Pearl St., Albany – the evening of June 1, 2010.

Pilot B - 52 Washington St., Rensselaer – the evening of June 12, 2010.

And then....all users within **Region 4, which is located between Delaware, Otsego, Green, Columbia, Rensselaer, Washington, Essex, Clinton, Franklin, Hamilton, Fulton, Montgomery counties**, will receive the upgrade on June 23, 2010. The upgrade should occur automatically, after normal business hours.

All laptops should be brought into the office and left on overnight during your time schedules. If this can not be done, the laptop should pick up the new install the next time the device is connected to the network. If this is done at a later date, the install may take quite a while and will tie up the device, so please be prepared. If any device has not received the upgrade within a few weeks of your scheduled dates, please send an email to the mailbox listed below, with a contact number and the serial number of the device, and IT will contact you.

Further communications will be sent as we get closer to rolling out to other regions.

Questions?...

If you have any questions or concerns regarding the upgrade to Microsoft Office 2007, please <mailto:ocfs.sm.it.office2007>.



NEW Postings to the CONNECTIONS Intranet

- ...CONNECTIONS NEWS... <http://ocfs.state.nyenet/connect/>



Weekly System Maintenance

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

- [Wednesday, 4/14/10](#) from 5:00 AM - 7:00 AM
- [Friday, 4/16/10](#) from 5:00 AM - 7:00 AM



Office of
Children & Family
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