



CONNECTIONS Weekly Technical Bulletin

Records Retention Scheduled for the Weekend of February 12

The next quarterly Records Retention cycle is scheduled to take place over the weekend of February 12, 2016.

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 Application Help mailbox at ocfs.sm.conn_app@ocfs.ny.gov.

State Education Data Window and Updates to Progress Notes : Implemented January 22

The new State Education Data window and updates to Progress Notes were implemented on Friday, January 22 during the normal morning maintenance windows and are now available to users.

The new **State Education Data** window provides a transfer of past educational information from the New York State Education Department (NYSED) to CONNECTIONS for children who are currently in foster care. The window is accessible from the Education window of a Family Services Stage (FSS) for children who have a Program Choice of "Placement."

A Quick Start Guide on the State Education Data window is available on the [Intranet](#) and [Internet](#).

Updates to Progress Notes have accelerated the creation of Print Reports in CONNECTIONS. Additionally, print reports are now displayed in Microsoft Word, as opposed to PDF, which enables users to easily copy progress notes from CONNECTIONS and paste into other stages or documents.

February 5-11, 2016

Weekly System Maintenance

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

- **Friday, February 5, from 4 a.m. to 7 a.m.**
- **Wednesday, February 10, from 4 a.m. to 7 a.m.**
- **Friday, February 12, from 4 a.m. to 7 a.m.**