



CONNECTIONS Weekly Technical Bulletin

May 20-26, 2016

Weekly System Maintenance

Records Retention Scheduled for the Weekend of May 20

The next quarterly Records Retention cycle is scheduled to take place over the weekend of May 20, 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.

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

- **Friday, May 20, from 4 a.m. to 7 a.m.**
- **Wednesday, May 25, from 4 a.m. to 7 a.m.**
- **Friday, May 27, from 4 a.m. to 7 a.m.**

New GIS Message: Respite Care and Services

A new General Information System (GIS) message is now available: **GIS #16-004: Respite care and Services**.

This purpose of this GIS message is to provide guidance to local departments of social services (LDSS) regarding the payment and reimbursement of respite care and services provided for foster children pursuant to 18 NYCRR Part 435.

For more detailed information, please see the GIS message in full, as well as past GIS messages, at the below website:

<http://ocfs.state.nyenet/it/GeneralResources/GeneralResourcesDefault.asp>

Upcoming CONNECTIONS Build: Family Services Stage—Phase 4

The next build to the CONNECTIONS application is tentatively scheduled for implementation in early June and will include the modernization of the Family Assessment and Service Plan (FASP) and the Service Plan Review (SPR), as well as new functionality to support The Preventing Sex Trafficking and Strengthening Families Act.

The FASP and SPR of the Family Services Stage (FSS) will be updated to a modernized user interface, consistent with other modernized CONNECTIONS modules such as Child Protective Services Investigation (INV) and Family Services Intake (FSI). Overall functionality, as well as security access rules, will remain essentially the same.

Additionally, new edits and windows will be introduced to further support The Preventing Sex Trafficking and Strengthening Families Act.

A **Job Aid**, which provides an overview of the modernized and new windows in CONNECTIONS, as well as step-by-step instructions for certain tasks, is available on both the [Intranet](#) and [Internet](#).

Additionally, an **Impact Analysis** is available on the [Intranet](#) and [Internet](#).

Webinar Training, which began on April 11th, has concluded. If you are interested in training and your district or agency was unable to attend the previously offered course, please contact your Regional Implementation Specialist.

The most recent edition of the CONNECTIONS Build Bulletin, available on both the [Intranet](#) and [Internet](#), provides more detailed information.