

CONNECTIONS WEEKLY SYSTEM UPDATE

To: CONNECTIONS Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators/Security Coordinators, Keyusers,
OCFS~Directors of Services, CONNECTIONS Project
Team
Date: November 4, 2004
Re: Activities for the week of 11/5/04-11/12/04

1. Records Retention Notification

This notice is to inform you that the Records Retention Purge Program is scheduled to begin **Monday evening, November 8, 2004**. This program will purge cases/stages listed in the 8/17/04 "To Be Expunged Report." Due to the implementation schedule for Build 18, the timeframe for this round of records retention has been shortened from the usual 90 days to 83 days. By slightly reducing the number of days between production of the "To Be Expunged Report" and the running of the corresponding Records Retention Purge Program for this run and again for the January run, we will be able to complete two records retention purge cycles in advance of the implementation of Build 18. This schedule has the following advantages:

- Deleting of +/- 30000 stages/cases and related individuals will make conversion and implementation of Build 18 more efficient.
- The 2 cycles will be run on the current infrastructure which has had multiple, successful cycles to date.
- We will be current with records retention at the start of Build 18 implementation.

Designated Records Retention Report recipients in each local district will be able to access the "Expunged Report" beginning Tuesday morning, November 9th. The "Expunged Report" is accessed via the Report Icon on the CONNECTIONS Toolbar. Please note that the "Expunged Report" has a retention period of **120** days.

Local districts are required to locate and destroy all records related to these cases and stages. Cases and stages listed on the "Expunged Report" will be electronically erased from the CONNECTIONS system. Once the purge process is completed, there is no way to recover the case/stage or person information.

As we have previously informed you, modifications/enhancements to the CONNECTIONS Application have been implemented that make it easier for the user to perform data corrections. With the implementation of Build 15.1, which included the introduction of Local Data Maintenance functions, staff with the appropriate business functions are now able to make data corrections in cases that impact the retention period of cases/stages. If there are any cases/stages contained in the 8/17/04 "To Be Expunged" Report that require data corrections, staff will need to complete the corrections prior to November 8th, 2004. .

If you have questions about the Records Retention Program or CPS Local Data Maintenance, please refer to the CONNECTIONS System Build 15/15.1 CPS Local Data Maintenance Job Aid. The Job Aid is posted on the CONNECTIONS Intranet Website on the Desk & Job Aid page.

2. Fail-over Test for the CONNECTIONS Production Application/Database

In conjunction with OFT, OCFS Technical Support has scheduled a Fail-over test of the CONNECTIONS Production application/database servers for *November 20th beginning at 11:00 PM, completing by 7:00 AM, November 21st*. The total downtime for the CONNECTIONS Application will be a maximum of eight (8) hours. The purpose of this test is to ensure that in the event of a hardware failure, the CONNECTIONS Production and Training Applications will still be able to function utilizing the designated backup database/application server.

3. Training for Voluntary Agencies On the STARS System

The following information was imparted via a communication that was forwarded to voluntary agency Implementation Coordinators earlier this week related to registration for training on the STARS system.

The Office of Children and Family Services, in conjunction with the Center of the Development of Human Services (CDHS), is introducing an important enhancement to greatly ease registration for Build 18, and all other Department sponsored trainings for voluntary agencies. Currently, local districts register for training online through the STARS system. However, voluntary agencies are currently required to call or fax each training provider separately in order to register. Beginning in mid-November, voluntary agencies will be able to access STARS and register for training online. In addition, a special Build 18 module has been created within the STARS system to ease registration for this training for both local districts and voluntary agencies.

Initially, four orientation sessions to acquaint agencies with the use of the STARS system, have been scheduled; one for each of the upstate regions

from Albany to Buffalo. The dates and cities of these sessions are as follows:

- *November 9--Buffalo*
- *November 18--Syracuse*
- *November 22--Rochester*
- *December 1--Albany/Rensselaer*

A two hour morning and a two hour afternoon session has been scheduled for each day. Orientation sessions for Regions 5 and 6 will be scheduled for January and February 2005. The attached document includes the exact times, addresses, contact person for registration, and other details of the sessions in Regions 1-4. If you cannot attend, please contact CDHS at the number provided in the document below to make alternative arrangements to receive the necessary information to enable your agency to access this new training registration tool.



STARS Orientation
Announcement...

4. Progress Notes Event Date Data Fix

When a progress note is initially entered, an edit prevents recording a future Event Date – the event date may not be greater than the entry date. However, when a draft note is updated, the user is able to modify the event date making it greater than the original entry date. This effectively allows for the entry of contacts/progress notes in the future. A SIR has been entered which will be implemented with Build 18 on February 7, 2005. Until that time, users are cautioned to avoid changing the event date to be greater than the entry date when modifying a draft progress note. A data fix will be run periodically to correct these date errors until the correction is implemented. The data fix will identify records where the event date is greater than the entry date, and adjust the event date to be equal to the entry date.

5. OCFS Data Warehouse Announces the Child and Family Services Review (CFSR) PIP 2003 Reports Availability

The OCFS Data Warehouse is pleased to announce that year 2003 data has been added to the CFSR PIP reports in the OCFS Data Warehouse, including the Six National Indicators reports with detail listings previously available for years 1999 through 2002. For the first time, both safety and permanency data correspond to the 2003 Federal Fiscal Year (Oct. 1, 2002 thru Sept. 30, 2003).

As part of the Child and Family Services Review (CFSR) process, the federal government established six data indicators for which there are national standards. In a continuing effort to support districts in the

implementation of the State's CFSR PIP, the OCFS Data Warehouse maintains a series of reports that replicate the six data indicators:

- Six National Indicators (includes rates for all six indicators)
- Recurrence by District
- Maltreatment in Foster Care Summary
- Discharge to Adoption Summary
- Reunify with Parent or Caretaker Summary
- Re-entry to Foster Care Summary
- Two or Fewer Placement Settings Summary

For each indicator, data is provided on the national standard, New York's rate and a rate for each county. Drill-through reports provide child-level data with key pieces of information to permit reviewing other dynamics of the indicator on a case-by-case basis.

Access to these reports is through the OCFS Data Warehouse:

1. Login to Citrix.
2. From the Welcome screen open the **CFSR PIP** folder.
3. Double-click on the **Pre-Defined User Reports** folder to open it.
4. Double-click on the **2003** folder to open it.
5. Double-click on any report ending in **.imr** to open it.
6. Click on the **OK** button to the message: "This report is locked by another user or is read only. A copy will be made."
7. If the **Cognos Common Logon** dialog box displays, enter your **User ID** and **Cognos Password** and click the **Log On** button.

6. HSEN NYSeMail Update for Voluntary Agencies

As you may be aware, the NYS Office for Technology has been engaged in the process of upgrading the Human Services Network E-mail system of local districts to a new and improved E-mail platform known as NYSeMail.

The two attachments below were drafted to describe and define this new initiative. The first attachment is an introductory letter the second attachment outlines the major benefits and features of NYSeMail through the forum of frequently asked questions.



Welcome Letter
/A NYSeMail.d..



EMail FAQ
HSEN.doc

7. HSEN NYSeMail Schedule

The schedule below identifies the migration activities of the Human Services Enterprise Network (HSEN) NYSeMail for local districts.

Site Name	5.x-5.5 Move	Client Upgrade	Migration	Day 1 Support
ACS - Group 1	11/5-6-7/04	9/13/2004	11/5-6-7/04	11/8-9-10/04

8. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

- Friday, 11/5/04 from 5:00 AM - 7:00 AM*
- Wednesday, 11/10/04 5:00 AM - 7:00AM*
- Friday, 11/12/04 from 5:00 AM - 7:00 AM*

9. Microsoft Exchange Mail Servers

Due to regularly scheduled maintenance on MS Exchange E-mail 5.0 servers, all Exchange E-mail 5.0 servers will be unavailable on:

- Sunday, 11/7/04 from 1:00 AM - 6:00 AM*
- Sunday, 11/14/04 from 1:00 AM - 6:00 AM*