

# CONNECTIONS WEEKLY SYSTEM UPDATE



**To:** CONNECTIONS Implementation Coordinators  
**From:** CONNECTIONS Communications  
**CC:** LAN Administrators, Security Coordinators, Keyusers,  
Directors of Services, CONNECTIONS Project  
Team  
**Date:** December 10, 2004  
**Re:** Activities for the week of 12/10/04-12/17/04

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**1. Updated Information Regarding the Field Test and Preview for CONNECTIONS Case Management (Build 18) ~ *the Field Test Will Begin on Tuesday, December 14, 2004***

As previously communicated in the Weekly, the CONNECTIONS Project is conducting a Field Test in order to examine and apply the functionality that will be implemented in CONNECTIONS Case Management (Build 18). The Field Test will begin on schedule on Tuesday, December 14, 2004, and will include the collaborative efforts of both the Oswego County Department of Social Services, as well as three associated key voluntary agencies that work in conjunction with the local district. The voluntary agencies that will be participating in the field test are: Liberty Resources, Inc., Oswego County Opportunities, Inc. and Catholic Charities of Syracuse/Oswego.

It should be noted that the attached memo has been revised from the original Memo that was communicated on December 2, 2004. The revised Memo (dated December 10, 2004) is attached below, and details the activities of the Field Test, as well as revised information related to Preview. The revised memo will be forwarded in a separate communication to CONNECTIONS Implementation Coordinators, CONNECTIONS Security Coordinators/Back-up Security Coordinators, Directors of Services, Executive Directors and LAN Administrators. The revised Memo is also posted on the CONNECTIONS website on the Implementation page, under the sub-heading CONNECTIONS Build 18 Information.



Field Test  
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## 2. Revised Document ~ NYS OFT HSEN Network Integration Services (NIS)

This notification is to inform you that the document describing and detailing the New York State Office for Technology/Office for Children and Family Services initiative, Network Integration Services (NIS), has been updated. A copy of the document is attached below and is also posted on the Office for Technology Customer Relations website. The URL address directly to the document is: [http://sdssnet5/crcc/nis/nis\\_voluntary\\_menu.doc](http://sdssnet5/crcc/nis/nis_voluntary_menu.doc).



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## 3. Updated URL Address for the NYS OCFS Virtual Private Network (VPN) for CIABs Documents

The information regarding VPN access request for state CONNECTIONS In A Box (CIABs) notification, that was included in the CONNECTIONS Weekly Update dated December 3, 2004, has been updated. Since that time, the URL address has been changed to provide easier user access directly to the VPN document. The direct path to the document is via a VPN webpage at the following address: <http://www.ocfs.state.ny.us/main/VPN>. It should be noted that the document name on the website is **VPN Procedures and Application Process** and the form name is **VPN Access Request Form OCFS-4735**.

The prime objective of this initiative is to allow voluntary agency staff access to the CONNECTIONS Application, through state CIAB computers, via the use of the VPN solution. A virtual private network supplies connectivity over a long physical distance. The key feature of a VPN is its' ability to use public networks, like the Internet, rather than rely on private leased lines. VPN technologies implement restricted-access networks that utilize the same cabling and routers as a public network without sacrificing features or basic security. It should be noted that connectivity provided by an Internet Service Provider (ISP) must be in place before submitting the request for the CIAB VPN solution.

## 4. Code-1 Software Update Migration

As part of a software update, the Code-1 software migration was completed on Wednesday, December 8th. It should be noted that the PO Box will now be found on the first line of the address upon validation.

## 5. CONNECTIONS SUNY TSG Training Schedule

This notification is to inform you that the CONNECTIONS training schedule, for the timeframe, January 1<sup>st</sup> through March 31, 2005, is

available on the CONNECTIONS Intranet site, on the Training Info & Schedule page.

**6. CONNECTIONS Laptop Replacement Project & Enhancing Staff Equipment Project**

This is to notify you that a letter was mailed to Commissioners and Executive Directors on November 11, 2004, outlining the two initiatives related to the procurement or replacement of equipment. Please note that the return date for requests was November 30, 2004.

**7. Assign Units for Family Services Intake**

A communication was forwarded to CONNECTIONS Implementation Coordinators, Security Coordinators, Directors of Services and Executive Directors announcing a pre-Build 18 (Case Management) implementation activity that will occur by December 3, 2004.

Each ***District/Borough and Agency*** production CONNECTIONS Application will be populated with the units for Family Services Intake. It should be noted that the acceptance unit for local districts will be "FSI" and the assign unit for voluntary agencies will be "FSS". Each of these units will be initially populated with the district or agencies Security Coordinator as the unit approver for the newly created unit. After these units are established, the district or agency Security Coordinator can assign staff to this unit as determined by business functions performed.

The attachment below further describes this functionality. This document is also posted on the CONNECTIONS intranet site on the Implementation page under the sub-heading CONNECTIONS Build 18 Information.



Intake Units  
Memo\_revised.doc ...

**8. Update ~ CONNECTIONS Training Information for Case Management Build 18 for the Field Test and Waves 1 through 4**

Individual communications have been forwarded to Implementation, Security and Backup Security Coordinators, as well as Staff Development Coordinators from both voluntary agencies and local districts, and Directors of Services and Executive Directors, related to the training schedule for the Build 18 Field Test and Waves 1 through 4. This information is also posted on the CONNECTIONS intranet website on both the Implementation and Training pages under the subheading of Build 18. We would encourage those involved in the Field Test, as well as those districts and voluntary agencies involved in Waves 1 through 4, to register for training at this time.

## 9. Addition of Build 18 Business Functions

The CONNECTIONS team will be adding the new Build 18 Business Functions of:

- **CREATE FSI** (Create Family Services Intake)
- **ACC SEALED ADOPT** (Access Sealed Adoption)
- **ACC SERPLAN REV** (Access Service Plan Review)

These business functions will be added to the current production system this week. Security Coordinators for agencies and districts can then assign these Business Functions to those staff needing them for Build 18. Although the new Business Functions are being added to Production, and can be assigned, they will not allow any additional access or functionality until Build 18 is implemented in your district or agency.

In addition, **PERSON SEARCH** and **ENTER PROG NOTE** will be added for the voluntary agencies. Both of these Business Functions are in Production now for other Office types, such as Local districts. **PERSON SEARCH** will allow person searches via the tool bar as soon as it is assigned to a Voluntary Agency staff person, so it should be assigned only after careful consideration and a determination that it is needed. However, although **ENTER PROG NOTE** is being added for Voluntary Agencies, it will not allow the entering of any Progress Notes for Voluntary Agencies until Build 18 when there are stages in which the voluntary agency has a role.

A separate communication will be sent to Implementation Coordinators, Security Coordinators, and Directors of Services with Business Function Guidelines that will include a description of each of the Business Functions, both new for Build 18 and new for Voluntary Agencies, with recommendations on who should be assigned each one and comments about each Business Function.

Business Function Guidelines for the Business Functions currently in Production can be found on the CONNECTIONS Website on the Security page.

Please note that Security will be discussed comprehensively as part to the Build 18 Implementation Plan developed with each district and agency.

## 10. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

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

***Wednesday, 12/15/04 5:00 AM - 7:00 AM***

***Friday, 12/17/04 from 5:00 AM - 7:00 AM***

## **11. 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, 12/12/04 from 1:00 AM - 6:00 AM***