

# CONNECTIONS WEEKLY UPDATE

## Activities for the Week of March 4-11, 2005



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### 1. **CONNECTIONS Case Management (Build 18) Update**

The NYS OCFS CONNECTIONS Project is pleased to announce the successful production release of CONNECTIONS Case Management (Build 18). The Case Management (Build 18) functionality is currently being used by the Oswego County Department of Social Services, Liberty Resources, Inc., Oswego County Opportunities, Inc. and Catholic Charities of Syracuse/Oswego. In addition, Case Management (Build 18) modifications to the functionality that supports CPS investigations and common functions are currently available to *all* CONNECTIONS users.

### 2. **Build 18 Security Issue**

Recently, a number of tickets have been logged regarding CPS workers who no longer can complete tasks that they were able to complete prior to the implementation of Build 18. We have researched this and found that the individuals experiencing this issue have minimal security - only one Business Function, Standard Access. Prior to the implementation of Build 18, having *only* this security did not prevent CPS workers from working on stages/cases where they were the primary worker. However, since Build 18 has enhanced security to restrict access to confidential CPS information, these workers can no longer access CPS narrative windows for in process investigations. This includes the Investigation Conclusion narrative, district specific local protocols and progress notes. In order for CPS workers and supervisors to access all CPS functionality for in process investigations, they must have either the **View Under Investigation** business function, or the bundled **CPS Worker** or **CPS Supervisor** business function. For further information regarding Business Functions you may refer to the [LDSS Business Function Guidelines](#), on the Security page of the CONNECTIONS website.

### 3. **CONNECTIONS Case Management (Build 18) Informational Communication**

A communication was forwarded to local districts and agencies, on Wednesday, March 2, 2005 regarding the implementation of

CONNECTIONS Case Management (Build 18). The following documents were forwarded within the communication ~ CONNECTIONS Case Management Preview Information, CONNECTIONS Case Management (Build 18) Highlights, Preparation Activities Pre Day 1 of Build 18, CONNECTIONS Data Clean Up Information and Requirements for Build 18 and CONNECTIONS Roles and Responsibilities. We ask that you review this information and forward to the appropriate staff within your agency. This information is also posted on the CONNECTIONS website on the Implementation page.

**4. CONNECTIONS Case Management (Build 18) Production Release and Statewide Users Day 1 Impacts Document**

The CONNECTIONS Case Management (Build 18) Production Release and the Statewide Users Day 1 Impacts document was forwarded to CONNECTIONS Implementation Coordinators, Directors of Services, CONNECTIONS Security and Back-up Security Coordinators and LAN Administrators on Thursday, February 24<sup>th</sup>. This document identifies information related to the specific impacts of the Case Management (Build 18) functionality on all users of the system. The document is attached below and also posted on the CONNECTIONS intranet website on the Implementation page.



Build 18 Day 1  
Document.doc (2...

**5. CONNECTIONS Case Management (Build 18) Preview and Implementation Schedule**

This notification is to inform you that the Preview application will be unavailable from Friday, March 4<sup>th</sup> through Monday, March 7<sup>th</sup>. The expectation is that the Preview application will be available for use by Waves 1 through 4 on Tuesday, March 8<sup>th</sup>. Please note that the Preview schedule for the rest of the Waves will be forthcoming.

The following schedule identifies dates for both the implementation of Preview as well as the implementation of Build 18.

- 2/28/05 - Day 1 implementation of Build 18 for the Oswego County Department of Social Services and Liberty Resources, Inc., Oswego County Opportunities, Inc. and Catholic Charities of Syracuse/Oswego. It should also be noted that modifications to the functionality that supports CPS investigations and common functions will be available to *all* CONNECTIONS users.
- 3/8/05 - The Preview environment will be available to Waves 1 through 4.
- 3/21/05 - Day 1 implementation of Build 18 for Waves 1 and 2
- 3/28/05 - Start of NYC Field Test

- 4/11/05 - Day 1 implementation of Build 18 for Waves 3 and 4
- 4/25/05 – Day 1 implementation of Build 18 for Waves 5 and 6 West
- 5/16/05 – Day 1 implementation of Build 18 for Waves 6 East and 7
- 6/6/05 – Day 1 implementation for Waves 8 and 9
- 7/18/05 – Day 1 implementation for Wave 10
- 8/8/05 – Day 1 implementation for Wave 11
- 9/26/05 – Day 1 implementation for Wave 12
- 10/24/05 – Day 1 implementation for Wave 13
- 11/21/05 – Day 1 implementation for Wave 14

## **6. CONNECTIONS Operational Data Store (ODS) Informational Meeting**

The NYS OCFS Information Technology will hold two informational sessions concerning the CONNECTIONS Operational Data Store (ODS). The CONNECTIONS ODS is the primary source for sharing detailed CONNECTIONS data with local districts and voluntary agencies. The ODS contains a daily snapshot of CONNECTIONS data. This data is secured at the local district and voluntary agency level and, once initialized, provided incrementally (“drawn down”) on a regular basis. Districts and agencies may use this data for local reports or other functional purposes. The attached document identifies further information regarding the dates and locations and agenda of the scheduled meetings.



ODS Session  
Invitation Notes (.doc)

## **7. SPAM**

SPAM (unsolicited unwanted emails) has become an increasing problem for OCFS staff. During 2004, there were 1,868,861 viruses deleted, 2,018,092 spam emails tagged and 3,319,378 spam emails refused. The attached document identifies steps that have been taken over the past year to reduce the amount of spam received, and to provide assistance if spam gets through, or emails are identified as spam that are legitimate email. We ask that you share this document with staff. This information is also posted on the CONNECTIONS website on the Security page.



SPAM Security  
Message 3 05.doc...

## **8. Foster Home Transfer Procedures**

As we move forward with the implementation of SSPS, there is an issue concerning which agency will be historically linked to a Vendor ID when a home transfers between voluntary agencies. Please note that these procedures *do not* apply to transfers between local districts, or when a

local district is re-opening a closed home. We have looked at various ways to address this issue and believe that the attached procedure is the identified resolution, as it only slightly changes the current method for transferring homes. This document is also posted on the CONNECTIONS website on the Implementation page.



Interagency FBH  
Transfer Proce...

## **9. CONNECTIONS Case and Financial Management Confidentiality Teleconference**

There will be a teleconference on March 31, 2005 provided by the NYSOCFS, NYS OCFS/Bureau of Training and SUNY Training Strategies Group, on the topic of CONNECTIONS Case and Financial Management Confidentiality. The goal of the teleconference is to help both local district and voluntary agency staff gain a better understanding of the current standards of confidentiality, as they will apply to electronic financial and case management when Build 18 is implemented. The teleconference will provide helpful information regarding access to, and sharing of, information, external communication vs. electronic case records, progress notes, the caseworker's role in CPS investigations, and how computer security systems support confidentiality. A copy of the announcement is attached below.



Web announcement  
Final approved.doc

## **10. Webstar Update**

This notification is to inform you that next week (the week of March 7, 2005), Webstar will no longer be available on the hsintranet1 server. This means that users who have Webstar saved in their Favorites, or who type in the URL may get an error when trying to access Webstar. All users should therefore, be directed to the SDSSNET5 intranet page where they will automatically be sent to the new website on the htphsen0a1ae server.

For users that access Webstar through an NIS, the following information is needed:

NYSEWebstar is now being load balanced - the new server addresses are:

webstar		A	172.16.96.114
webstar1	A		172.16.96.151
webstar2	A		172.16.96.150

These servers have a new domain suffix: oft.state.nyenet.

The address is: webstar.oft.state.nyenet.

Please note that NIS sites that do not download zones from 10.48.0.6, aren't able to resolve the new address.

**11. *Proposed Regulatory Amendments for Standards for Uniform Case Records (UCR) (18 NYCRR Part 428, et.al.)***

This notification is to inform you that a notice of Proposed Rule making has been filed on the aforementioned regulation. The notice appears in the March 2nd, 2005 State Register. The public comment period began on that date and ends on April 18, 2005. The complete text of the regulation is posted on the OCFS Internet/Intranet site for forty-five consecutive days. The following links will connect you to the site where the regulation is posted.

<http://sdssnet5/ocfs/> (look under "What's New")

<http://www.ocfs.state.ny.us/main/> (look under "What's New")

**12. *Administrative Directive (ADM) ~ Case Management Changes Associated with CONNECTIONS Build 18 ~ DRAFT Version***

This notification is to inform you that there was a DRAFT version of the Case Management Changes Associated with CONNECTIONS Build 18 ADM released for comment. This ADM provides general information and guidance on specific New York State Child Welfare practice changes, effective with the implementation of CONNECTIONS Case Management (Build 18). Comments were to be returned by March 3, 2005 and to Lori Keegan-Brady (Lori.Keegan-Brady@dfa.state.ny.us or, (518) 474-4918).



ADM NEW Case  
Mgt Change with ...

**13. *CONNECTIONS System Down Time***

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

***Friday, 3/4/05 from 5:00 AM - 7:00 AM***

***Wednesday, 3/9/05 from 5:00AM – 7:00 AM***

***Friday, 3/11/05 from 5:00 AM - 7:00 AM***

**14. *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, 3/6/05 from 1:00 AM - 6:00 AM***