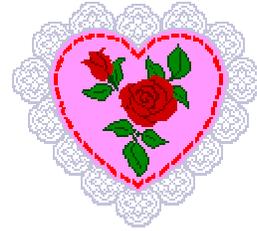


CONNECTIONS WEEKLY SYSTEM UPDATE



To: CONNECTIONS Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators/Security Coordinators, Keyusers,
OCFS~Directors of Services, CONNECTIONS Project
Team
Date: February 12, 2004
Re: Activities for the week of 2/13/04 – 2/20/04

1. **CONNECTIONS Build 16.3 Schedule and Release Notes**

Build 16.3 is scheduled for release Friday, February 13, 2004. The CONNECTIONS Application will be brought down on Friday evening February 13th beginning at 7:00 PM. In advance of the Build, we recommend that all CONNECTIONS users be logged off the CONNECTIONS Application by 6:45 PM on Friday evening (February 13th). Local staff will **not** be able to access the CONNECTIONS Application between 7:00 PM (February 13, 2004) and 11:00 PM (February 13, 2004). We anticipate the CONNECTIONS Build 16.3 Application being available at approximately 11:00 PM, Friday, February 13, 2004.

The Build 16.3 Schedule Memo and Release Notes were forwarded to CONNECTIONS Implementation Coordinators and LAN Administrators on Wednesday, February 11th. These documents are also posted on the CONNECTIONS Intranet Website on the Implementation Page under the heading Build 16 Information.

2. **Risk Assessment Profile and the WEBRAP Icon Information**

Effective with the implementation of Build 16 the weekend of December 12, 2003, the new Risk Assessment Profile (RAP) was integrated into the Child Protective Record Summary. For all CPS investigations with an Intake date after the implementation of Build 16, the new RAP is required to be completed in the CONNECTIONS Application.

For all investigations with an Intake date prior to the implementation of Build 16, the completion of the RAP has been supported in the Web-based Application since March 2003. In response to requests from local department of social services to provide additional time for all Web-based Risk Assessment Profiles to be completed, ***we have extended local***

district access to the Web-based Application through the WEBRAP icon through Thursday, April 15, 2004.

Therefore, as of April 16, 2004, the WEBRAP icon will be removed from the web server and will no longer be visible to local district staff on their computers. All copies of WEBRAP that you wish to retain should be printed and placed in the case folder.

This provides for the 60-day requirement to complete the investigation determination for any report received by December 15, 2003, plus an additional 60 days, beyond the due date for the determination, for staff to complete a Risk Assessment Profile.

3. CONNECTIONS Build 19 Workgroup Participation

The CONNECTIONS project is currently involved in the logical design process for Build 19. As a result of user participation in this process, a number of sub-groups have formed. The attachment below identifies the various workgroups. We are currently requesting additional participation within these groups. If you wish to participate in any of these workgroups please contact Dennis Lassi. Dennis can be reached at (518) 474-1382 or via email: dennis.lassi@dfa.state.ny.us.



Build 19 Design
Workgroups.doc

4. Update - CONNECTIONS Case and Financial Management-District/Agency Profile

As many districts and agencies are accessing the Profile it has come to our attention that some users have been experiencing a few initial issues. As we attempted to present the most current information that the project has, related to contact persons, some individual positions within the agencies have changed. If any district or agency is unable to either access the Profile or, are having difficulties within the Profile please contact your CONNECTIONS Regional Implementation Field Support staff person. We are addressing these issues as they arise and we thank you for your participation in this effort. The information that we will gather, with your help, will be critical as we move forward so we ask that you please update/complete the Profile as soon as possible.

As a reminder, the Profile can be found on the CONNECTIONS Intranet on the Implementation page.

5. CONNECTIONS Case and Financial Management Implementation Informational Letter (INF)

The purpose of this Informational Letter is to provide an update of the progress that OCFS has made toward the full implementation of the CONNECTIONS system, as well as provide information on related planning and preparation activities that will take place over the next three years. During this period, CONNECTIONS will be expanded to include

case and financial management, and data reporting functions in a manner that promotes the effective integration of the system with casework practice and business functions.

The Informational Letter can be accessed via the address below:

http://sdssnet5/ocfs/policies/external/OCFS_2004/.

6. **Addendum to Build 16 Job Aid: Changes to CPS Functions**

With the implementation of Build 16, some changes were also made in CPS stages in which the intake date precedes the implementation of Build 16. The original Build job aids did not cover these changes in detail. As a result we have issued a job aid addendum entitled, Addendum to Build 16 Job Aid: Changes to CPS Functions, that more fully explains What these changes are and how they work. The addendum can be found on the CONNECTIONS Intranet on the Desk/Job Aids page.

For your convenience, the document is also attached below.



Addendum - Build 16
CPS Functions JA - Fi

7. **Progress Notes Reminder**

Please note that if users compose their progress notes in a WORD document they should compose them without table or template formatting, save that document, and then copy and paste that narrative into the CONNECTIONS Progress Notes window. If any of the Progress Notes contain a table, and the user attempts to print all progress notes the system will not print any of the notes.

8. **UCR Template Features**

The new 2000 UCR's, that were distributed last month via the network, and also those that can be downloaded from the sharepoint, support the Add Plan and Spell Check features. However, if one of these templates is saved down to another version of Word, these features are then lost. It should be noted that 3.51 machines can only use the UCR 95 templates for full functionality.

9. **CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 2/13/04 from 4:00 AM - 7:00 AM*

**** Note: One additional hour of down time.***

Wednesday, 2/18/04 from 5:45 AM - 6:30 AM

Friday, 2/20/04 from 5:00 AM - 7:00 AM

10. **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, 2/15/04 from 1:00 AM - 6:00 AM
Sunday, 2/22/04 from 1:00 AM - 6:00 AM