

# CONNECTIONS WEEKLY SYSTEM UPDATE



## Memo

To: Implementation Coordinators  
From: CONNECTIONS Communications  
CC: LAN Administrators, Keyusers, OCFS -Directors of Services,  
CONNECTIONS Project Team  
Date: May 16, 2002  
Re: Weekly System Update--05/17/2002 Week's Activities

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## 1. CONNECTIONS Build 15

**A). Schedule** - CONNECTIONS Build 15 is scheduled for release over the weekend of May 17-18-19 and will be "live" on Sunday, May 19th, 2002. CONNECTIONS will be brought down for an extended time-frame beginning Friday evening May 17th, 2002 at 6PM. Staff will not be able to access the CONNECTIONS Application during this time. CONNECTIONS Downtime Procedures will be implemented for the transmission of CPS Reports between the SCR, Local Districts and ECS during this timeframe. Network Exchange/Outlook Email will be available during this time period.

Communication regarding the final schedule and instructions for accessing Build 15 were sent to CONNECTIONS Implementation Coordinators and Lan Administrators on Monday May 13<sup>th</sup>, 2002. Please take some time to review the above referenced communication. The memo contains important information regarding "how to access" CONNECTIONS Build 15.

It is anticipated that the CONNECTIONS Application will be available on Sunday, May 19th, 2002 beginning at 2AM.

**B). Release Notes** - Build 15 Release Notes were sent to CONNECTIONS Implementation Coordinators, Staff Development Coordinators and Lan Administrators on Monday May 13<sup>th</sup>, 2002. The Release Notes have also been posted on the CONNECTIONS Intranet Website and in the Public Folders>Statewide>CONNECTIONS>Build 15 Implementation>Schedule and Release Notes.

**C). Community District for NYC Addresses** – As referenced in the Release Notes for Build 15, Address Community District (CD) Information will now be maintained for each individual with a NYC address. This note is to clarify that with Build 15 implementation, the system will attempt to post a CD to every address recorded with a NYC County Code regardless of the primary assignment for the case. Non-NYC workers will see CD's for existing NYC addresses. Also, when Non-NYC workers maintain NYC addresses on the Address List Detail Window or the new Multiple Address & Phone Window they will see the CD field populated if a Community District is retrieved by the system. If CD cannot be retrieved, a message will be displayed on the Address/List Detail window or the new Multiple Address and Phone window. The message will display "Community District could not be populated". Workers will be able to save the address without CD.

**D). Business Function Profiles** – New business function profiles are being added to support some of the processes in Build 15. The guidelines for the assignment of these new and modified CONNECTIONS Build 15 Business Functions were issued and sent to CONNECTIONS Implementation Coordinators, Lan Administrators and Directors of Services on Wednesday, May 15th.

Assignment of the new Build 15 Business Functions can be done locally anytime after distribution of the Build. If you have any questions regarding the descriptions or recommendations contained in these guidelines, please contact your CONNECTIONS Regional Implementation staff.

**E). CONNECTIONS Training** - The Build 15 enhanced training database was enabled for Build 15 training activities on Tuesday, April 30th. The schedule for lab-based classes is available in the Public Folders: Statewide>CONNECTIONS>Build 15 Implementation>Schedule, and on the CONNECTIONS Intranet Website (<http://sdssnet5/ocfs/connect>) on the Training Information and Schedule page. Registration is required for all training. NYC ACS staff registration will be handled centrally through Fred Rosenberg's office in the Office of Direct Foster Care at (212) 676-6917. All other districts and voluntary agencies should contact the SUNY Training Strategies Group at (877) 451-4835.

**\*\*Instructor-Led Training in Computer Labs for FAD Workers\*\*:**  
Full-day training sessions are being offered in the CONNECTIONS computer labs through Wednesday, May 22<sup>nd</sup> from 9 am to 4 pm. Due to the volume and significance of FAD changes, training classes will be for FAD workers only.

**CPS Training:** Training is planned for CPS workers prior to CONNECTIONS Build 15.1 scheduled for implementation in July 02. It will include new functionality related to data maintenance, some of which is being introduced in Build 15 and some in Build 15.1. This training will be primarily for the staff who perform merges, splits, and other specialized data maintenance functions that will be introduced in these Builds. All of the data maintenance items that are part of Build 15 and 15.1 are covered in the Build 15 Job Aid for CPS workers.

**Build 15 Job Aids:** The Build 15 Job Aids are currently posted on the CONNECTIONS Intranet Website (<http://sdssnet5/ocfs/connect>) on the Desk/Job Aids page and in the Public Folders > All Public Folders > Statewide > CONNECTIONS > Build 15 Implementation > Job Aids. Three Job Aids have been developed, each focusing on a different aspect of the Build's features:

- System Build 15 FAD: The Foster and Adoptive Home Record Summary (FRS)
- System Build 15 FAD: Changes Affecting FAD and Related Common Functions
- System Build 15 CPS: Changes Affecting CPS and Related Common Functions

F). **Preview Application** - The Preview Application will not be available after Build 15 is implemented this upcoming weekend.

## 2. **Data Warehouse**

Due to the rollout of Build 15, there will be no Data Warehouse refresh the weekend of 5/25. The data that users will see on 5/28 will be the same data that became available on 5/20. New data will be available on 6/3 as the normal refresh occurs over the weekend of 6/1.

## 3. **CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 05/17/2002 from 5:00 am - 7:00 am

**Please Note** the additional downtime (referenced above in Item 1A) scheduled for weekend of 5/17-5/19 for Build 15 Implementation.

Friday, 05/24/2002 from 6:00 am - 7:00 am

Friday, 05/31/2002 from 6:00 am - 7:00 am

#### **4. Microsoft Exchange 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, 05/19/2002 from 1:00 am - 6:00 am

Sunday, 05/26/2002 from 1:00 am - 6:00 am

Sunday, 06/02/2002 from 1:00 am - 6:00 am