

# 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 6, 2004  
**Re:** Activities for the week of 2/6/04 – 2/12/04

---

## 1. CONNECTIONS Build 16.3 Update

Build 16.3 is tentatively scheduled to go into production the evening of Friday, February 13, 2004. The final schedule of CONNECTIONS downtime will be communicated next week.

## 2. 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](mailto:dennis.lassi@dfa.state.ny.us).



Build 19 Design  
Workgroups.doc

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

As many districts 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 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.

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

#### **4. 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/polices/external/OCFS\\_2004](http://sdssnet5/ocfs/polices/external/OCFS_2004).

#### **5. 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

#### **6. Open Caseload Inquiry (OCI) Reports**

As noted previously, a problem had been identified with the Open Caseload Inquiry Reports. Our technical team continues to examine solutions to this issue. We will notify you when a resolution becomes available.

#### **7. Progress Notes Reminder**

Please note that if users compose their progress notes in a WORD document they should compose them without table 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. CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

***Friday, 2/6/04 from 5:00 AM - 7:00 AM***

***Wednesday, 2/11/04 from 5:45 AM - 6:30 AM***

***Friday, 2/13/04 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, 2/8/04 from 1:00 AM - 6:00 AM***

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