

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: March 18, 2004
Re: Activities for the week of 3/19/04-3/26/04

1. CONNECTIONS Build 17 Information

Schedule Information

CONNECTIONS Build 17 is scheduled for release the evening of Friday, March 19, 2004. The CONNECTIONS Application will be brought down on Friday evening, March 19th beginning at 8:00 PM. In advance of the Build, we recommend that all CONNECTIONS users be logged off the CONNECTIONS Application by 7:45 PM on Friday evening (March 19th). Local staff will **not** be able to access the CONNECTIONS Application between 8:00 PM (March 19th) and 12:00 AM (March 20th). During this time frame, CONNECTIONS downtime procedures will be implemented for the transmission of CPS Reports between the SCR, ECS and local districts. Network Exchange/Outlook e-mail will be available during this time period. We anticipate the CONNECTIONS Build 17 Application will be available at approximately 12:00 AM, Saturday, March 20, 2004.

Build 17 Highlights and Training Support Information

The Build 17 Highlights and Training Support information was forwarded on Wednesday, March 10, 2004. The communication included information related to the modifications and enhancements that will be implemented in Build 17, the training and implementation tools that are available to support the implementation of this Build, including a job aid, reference guide, Impact Analysis documents and lab-based instructor led training, as well as training and registration information. All of the aforementioned information is posted on the CONNECTIONS website on the Implementation page under the heading Build Information, Build 17 Information, as well as in the Public Folders > All Public Folders > Statewide > CONNECTIONS > Build 17 Implementation Information.

Build 17 Release Notes and Schedule Memo

The Release Notes and Schedule Memo were mailed on Monday, March 15, 2004. These two documents are posted on the CONNECTIONS website on the Implementation page under the heading Build Information, Build 17 Information, as well as in the Public Folders > All Public Folders > Statewide > CONNECTIONS > Build 17 Implementation Information.

2. **CONNECTIONS Build 17 Training Information and Update**

The Build 17 training schedule and registration forms for the upstate regions and New York City are posted on the CONNECTIONS Intranet website (on the Home, Implementation and Training Info and Schedule pages). Training for the Build is scheduled to begin on April 6, 2004 and will be delivered through April 22, 2004. This training is designed for Security Coordinators who are familiar with CONNECTIONS Security. Future training will be available for new Security Coordinators, or, those who are not familiar with CONNECTIONS security functionality. Please refer to the training schedule for further information. The schedule can be found on the CONNECTIONS website on the Training page.

CONNECTIONS Training Database Update

Please Note: Due to maintenance to upgrade for Build 17, the CONNECTIONS Training database will be unavailable the week of March 29th. Those staff with training user ID's will be able to access the database by April 2, 2004.

3. **CONNECTIONS Proposed Regulations**

As a reminder, the CONNECTIONS proposed regulations are posted on the CONNECTIONS Intranet website on both the *Home Page* under the *What's New* section, as well as the on the *Implementation Page* under the heading *CONNECTIONS Proposed Regulation Information*. The proposed regulations amend 18 NYCRR 428, 441 and add a new section 466. Accompanying explanatory documents are also posted on the CONNECTIONS Intranet website in the same locations cited above. The proposed regulations principally address implementing CONNECTIONS, documenting child welfare related actions and activities in CONNECTIONS, internal and external confidentiality standards and record retention requirements. The proposed regulations will appear in the State Register on March 3, 2004. The comment period begins on that date and will end on April 19, 2004.

4. **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.

5. Update on the CONNECTIONS Case and Financial Management-District/Agency Profile

We believe that we have resolved the initial issues that districts and agencies experienced accessing the Profile. We would ask that if any district or agency is currently having difficulties accessing the Profile, or are experiencing any difficulties navigating within the Profile, that they contact their CONNECTIONS Regional Field Support staff person. We will continue to address each issue as it is presented and we thank you for your participation in this effort.

As a reminder, any changes made to any page in the District/Agency Profile will not be saved until either the "Submit Updates" or the "Insert New or Submit Updates" button is pressed. The "Submit Updates" button appears at the bottom of each page, except the Contract Relationships and Program Sites pages, where the "Insert New or Submit Updates" button is located at the bottom of the page. Each time any page of the Profile is modified the user must press one of these buttons in order to activate the modifications that were made to the pages.

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. The Profile can be found on the CONNECTIONS Intranet on the Implementation page.

6. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 3/19/04 from 5:00 AM - 7:00 AM*

Wednesday, 3/24/04 from 5:45 AM - 6:30 AM

Friday, 3/26/04 from 5:00 AM - 7:00 AM

****Note the additional downtime: 8:00 PM Friday, March 19th through 12:00 AM Saturday, March 20th.***

7. 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, 3/21/04 from 1:00 AM - 6:00 AM

Sunday, 3/28/04 from 1:00 AM - 6:00 AM