

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 4, 2004
Re: Activities for the week of 3/5/04-3/12/04

1. CONNECTIONS Build 17

CONNECTIONS Build 17 is scheduled for release the evening of Friday, March 19, 2004. The Overview document, the Release Notes and Schedule Memo and other supporting documentation will be available within the next two weeks. Build 17 training will begin to be delivered in early April 2004, post-Build implementation.

2. 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.

3. Records Retention Program Update (Local Districts Only)

This notice is to identify that correspondence was forwarded to local districts on Thursday, March 4th regarding the resumption of the Records Retention Program. The Program began the weekend of February 29, 2004, with the running of the "Expunged Report", and followed up on Wednesday, March 3rd with the running of the "To Be Expunged Report". The "Expunged Report" was distributed to local districts beginning Sunday evening, February 29th and access to the "Expunged Report" was available to designated Records Retention Report recipients in each local

district beginning Monday morning, March 1st. The “To Be Expunged Report” ran successfully on Wednesday, March 3rd and became available beginning Thursday morning, March 4th.

4. Open Caseload Inquiry Report (OCI)

This notice is to inform you that the OCI Report that was scheduled to be run this weekend has been cancelled. We will notify you when this report will be available.

5. Build 16 Post Implementation Survey

As you are aware, a copy of the CONNECTIONS Build 16 Post Implementation Survey was forwarded to local district Implementation Coordinators and Directors of Services. As in previous Builds, this survey was developed to give each district an opportunity to provide feedback regarding the communication, training and implementation strategies that were followed to support Build 16. The information that is provided will be used to shape the strategy that the CONNECTIONS Project will use to implement future Builds. We ask that you complete one survey form for each local district and submit the survey to Gerry Magnes, from the CONNECTIONS Training Team.

6. HSEN Password As It Relates To FAD/CPS Approvals

It should be noted that users who have been migrated to the HSEN environment might be having difficulties completing approvals. In order to validate the approval, users must create a password that includes characters that are alpha-numeric only. ***Do not include punctuation marks or other characters.***

7. 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.

8. 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.

9. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

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

Wednesday, 3/10/04 from 5:45 AM - 6:30 AM

Friday, 3/12/04 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, 3/7/04 from 1:00 AM - 6:00 AM

Sunday, 3/14/04 from 1:00 AM - 6:00 AM