

CONNECTIONS WEEKLY UPDATE

Activities for the Week of April 1-8, 2005



1. CONNECTIONS Build 18.1

- **Build 18.1**

The CONNECTIONS Application will be brought down on Friday evening, April 1st beginning at 6:00 PM. In advance of the Build, we recommend that all CONNECTIONS users be logged off the CONNECTIONS Application by 5:45 PM on Friday evening (April 1st). Local staff will **not** be able to access the CONNECTIONS Application between 6:00 PM (April 1st) and 10:00 PM (April 1st). 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 Application will be available at approximately 10:00 PM, Friday, April 1st.

It should be noted that the descriptive content of the changes, fixes and enhancements to application functionality were communicated under separate cover on Thursday, March 31st. This document is also posted in this Weekly, in the following bulleted item titled, Build 18.1 Planned Changes, Enhancements and Fixes.

- **Build 18.1 Planned Changes, Enhancements and Fixes**

The attachment below defines the changes, enhancements and fixes to the application functionality that will be implemented in Build 18.1.



Planned or Implemented Changes3_3...

2. **CONNECTIONS Case Management (Build 18) Update**

- **Build 18 Conversion Downtime Scheduled for April 9, 2005**

The CONNECTIONS Application will be brought down on Saturday morning (April 9th) beginning at midnight. In advance of the Build, we recommend that all CONNECTIONS users be logged off the CONNECTIONS Application by 11:45 PM on Friday evening (April 8th). Local staff will **not** be able to access the CONNECTIONS Application between midnight (April 9th) and 12:00 PM (April 9th). The Application will be available by 12:00 PM, April 9th. 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.

- **Previous Communications Related to Changes, Fixes and Enhancements to the System**

As you are aware, communication has been forwarded related to planned and implemented changes, fixes and enhancements to application functionality. The communications that were forwarded are identified and attached below. They are also posted on the CONNECTIONS intranet site on the Implementation page.

- *Planned and Implemented Changes, Enhancements & Fixes in Build 18.05 ~ dated 3/17/05*



- *Planned and Implemented Changes, Enhancements & Fixes in Build 18.05 and WMS Migration ~ dated 3/21/05*



- *Implemented WMS Migration ~ dated 3/25/05*



- **CONNECTIONS Case Management (Build 18) Implementation Schedule and Preview Update**

*****Please note the addition to the schedule of the refresh date for the NYC Field Test as 4/25/05.***

The following schedule identifies the current dates for the implementation of Preview as well as the implementation (production) of Build 18.

- **4/11/05** - Day 1 implementation (production) of Build 18 for Waves 1 and 2 and the Tioga Department of Social Services
- **4/25/05** – The Preview environment is available for use by Waves 6E and 7. The Preview environment will be refreshed for Waves 3 through 6W and the NYC Field Test.
- **5/2/05** - Day 1 implementation (production) of Build 18 for Waves 3 and 4.
- **5/16/05** – Day 1 implementation (production) of Build 18 for Waves 5 and 6W.
- **5/23/05** - The Preview environment is available for use by Waves 8, 9 and 10. The Preview environment will be refreshed for Waves 6E and 7.
- **6/6/05** – Day 1 implementation (production) of Build 18 for Waves 6E and 7.
- **7/11/05** – The Preview environment will be available for use by Waves 11 and 12. The Preview environment will be refreshed for Waves 8, 9 and 10.
- **7/18/05** – Day 1 implementation (production) of Build 18 for Waves 8 and 9.
- **8/8/05*** – Day 1 implementation (production) of Build 18 for Wave 11.
- **8/15/05** – Day 1 implementation (production) of Build 18 for Wave 10.
- **8/22/05** - The Preview environment is available for use by Wave 13. The Preview environment will be refreshed for Waves 11 and 12.
- **9/19/05** – The Preview environment is available for use by Wave 14. The Preview environment will be refreshed for Waves 12 and 13.
- **9/26/05** – Day 1 implementation (production) of Build 18 for Wave 12.
- **10/17/05** – The Preview environment will be refreshed for Wave 14.
- **10/24/05** – Day 1 implementation (production) of Build 18 for Wave 13.
- **11/21/05*** – Day 1 implementation (production) of Build 18 for Wave 14.
- **Please note:** *The production and Preview dates for Waves 11 and 14 are under currently under review.*

- ***Preparation Activities Pre-Day 1 Document Update***

The document attached below is a revised version of the Preparation Activities Pre-Day 1 document. The two changes to the document are:

- In the Security Section, seventh bullet point, as described below:

“The FSI Intake Unit (Districts) and the FSS Assign Unit (Agencies) have the correct staff assigned to them. DO NOT RENAME these units. The system looks for the naming convention of FSI or FSS.”

- in the WMS Preparation section; second bullet point, as described below.

“All cases in “Application” or “Error” status will fail to convert. Cases must be in “Open” status at the time the extract for WMS case conversion is done. Be aware that “Pending” transactions may fail to convert if they result in an “Error” status.”



PreparationActivitie
sPreDay1.d...

- ***Preview Release Notes***

It should be noted that the Release Notes for CONNECTIONS Case Management (Build 18) Preview, which identify the remaining SIRS and suggested workarounds, was forwarded under a separate cover. The Preview Release Notes are posted on the CONNECTIONS intranet website.

- ***Wave 10 Training Information***

The attached document, regarding Wave 10 training, was forwarded to Implementation Coordinators, Directors of Services, Executive Directors and Staff Development Coordinators and is posted on the CONNECTIONS intranet website.



Build 18 Training
Wave 10 training 3-2

- ***Wave 11 Training Information***

The CONNECTIONS Build 18 Case Management Model class schedule has been posted in STARS for Wave 11 agencies and designated ACS staff and units. This training is the first class in the sequence of Build 18 trainings. It is offered by the Center for the Development in Human Services (CDHS), and is presented in a classroom setting. All casework staff affected by Build 18 should attend.

This class introduces workers to the CONNECTIONS system and the way in which the Case Management Model is integrated into the system design. The Case Management Model structures and

guides casework by providing new assessment and service planning protocols and updated policies that establish standards for critical casework activities and events. The system navigational classes will begin in late June 2005 and the schedule for them will be issued within the next two weeks.

Attached are two documents. The first is a listing of all agencies and ACS units and offices that are part of Wave 11.



The second document is a daily schedule of training classes for the Wave 11 Program Training.



Voluntary agency and ACS staff can register by having the designated training contacts access the STARS system. If your agency has not yet designated a contact and received a STARS sign on and password or, if you are having problems using the STARS system, please contact Lisa Zdon at the Center for the Development of Human Services (CDHS) at 1-800-413-3210 Ext. 225.

3. *New CONNECTIONS Intranet Web Address*

Please note that there is a new web address for the CONNECTIONS Intranet. The new address is: <http://ocfs.state.nyenet/connect/>.

4. *CONNECTIONS Build 18 Job Aid: Interfaces and Conversion Issues ~ Revised Version*

The job aid attached below provides information about the processes of interfacing and conversion between CONNECTIONS and the legacy systems that are being introduced with Build 18.

The job aid is posted on the CONNECTIONS website on the Desk/Job Aid page and in Public Folders (All Public Folders > dfa.state.ny.us > CONNECTIONS > Build 18 Implementation Information.

Please note that the version attached below is a revised version dated, February 28, 2005, and contains some changes and additions that were not included in the November 8, 2004 version that was previously distributed in hard copy to staff attending CONNECTIONS training.



Interfaces &
Conversion Issues Jo

5. ***Changes to Investigation Conclusion Closure Reasons***

The attached document details the *new* Investigation Conclusion Closure Reasons that were introduced with the implementation of Build 18 on February 28, 2005. This document includes expanded definitions of the Conclusion Closure Reasons.



Changes to
Investigation Concl..

6. ***Proposed Regulatory Amendments for Standards for Uniform Case Records (UCR) (18 NYCRR Part 428, et.al.)***

This notification is to inform you that a notice of Proposed Rule making has been filed on the aforementioned regulation. The notice appeared in the March 2nd, 2005 State Register. The public comment period began on that date and ends on April 18, 2005. The complete text of the regulation is posted on the OCFS Internet/Intranet site for forty-five consecutive days. The following links will connect you to the site where the regulation is posted.

<http://sdssnet5/ocfs/> (look under "What's New")

<http://www.ocfs.state.ny.us/main/> (look under "What's New")

7. ***Office for Technology (OFT) Event Calendar***

The Event Calendar is an online calendar of technology related events and activities across New York State available to both state and local staff. The calendar can be accessed from the Office for Technology Customer Relations website at the following URL: <http://sdssnet5/crcc/> and then clicking on the ICON for the Event Calendar. CONNECTIONS related activities are also included on the calendar.

8. ***NYS OFT Customer Relations Communication ~ E mail Scam Targeting Key Bank Customers***

It has been reported that recently staff had received e-mail messages, such as the one highlighted above. The attached document identifies a consumer alert and instructions related to this E mail scam. A contact number for questions is contained within the document.



CRC-052 email scam
targeting Key Bank c

9. ***CONNECTIONS System Down Time***

- ***Friday, 4/1/05 from 5:00 AM - 7:00 AM***
- ***Friday, 4/1/05 from 6:00 PM – 10:00 PM ~ additional downtime for the implementation of Build 18.1***
- ***Wednesday, 4/6/05 from 5:00 AM – 7:00 AM***
- ***Friday, 4/8/05 from 5:00 AM – 7:00 AM***

- **Saturday, 4/9/05 from midnight through 12:00 PM ~ additional downtime for the implementation/conversion of Build 18 for Waves 1 and 2 and Tioga County**