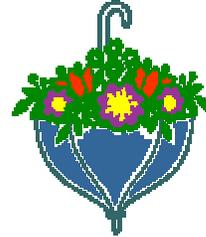
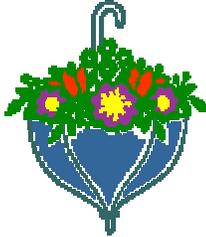


# CONNECTIONS WEEKLY UPDATE

## Activities for the Week of April 8-15, 2005



### 1. **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 9<sup>th</sup>) 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 8<sup>th</sup>). Local staff will **not** be able to access the CONNECTIONS Application between midnight (April 9<sup>th</sup>) and noon (April 9<sup>th</sup>). The Application will be available by noon on April 9<sup>th</sup>. 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.

- **Preview Access Using the PN Agent**

In order to increase both productivity and response time in the Preview application maintenance work was performed, on Wednesday evening, April 6<sup>th</sup>, involving both the Preview Application and the Training database. As a result of this maintenance, the Preview Application and the Training database have been separated.

Please note that in order to access the Preview application users will need to go through the Program Neighborhood (PN) Agent. Instructions related to the use of the PN Agent were included in the CONNECTIONS Weekly Update dated March 18 - 25, 2005, and are also attached to this communication.

If users are experiencing any problems accessing Preview through the PN Agent they should phone the NYS OFT Enterprise Help Desk at 1-800-697-1323.

As always, districts and agencies may contact their respective Field Support Team leads for assistance with CONNECTIONS, including help with using the Preview environment to prepare for Build 18.



- ***Planned and Implemented 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*



- *Changes, Enhancements and Fixes to Application functionality that were implemented in Build 18.1 ~ dated March 31, 2005.*



- *WMS Changes, Enhancements and Fixes and Workarounds ~ dated April 1, 2005*



- ***An Explanation of Post-Build 18 WMS Functionality for Implemented Districts***

The attached document explains post-Build 18 WMS functionality for implemented (converted) districts. It defines the process, post-Build 18 implementation, of data entry between CONNECTIONS and the legacy system.



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

***\*\*Please note the NYC implementation dates for Waves 11 and 14 have been changed.***

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.
- **8/15/05** – Day 1 implementation (production) of Build 18 for Wave 10.
- **8/29/05** – Day 1 implementation (production) of Build 18 for Wave 11.
- **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.
- **11/14/05** – Day 1 implementation (production) of Build 18 for Wave 14.

- ***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.”*



PreparationActivitiesPreDay1.d...

- ***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.

- ***CONNECTIONS Training Schedule (April 1 – June 31, 2005) and Letter from SUNY TSG***

The training schedule and letter attached below identify CONNECTIONS training offered through SUNY Training Strategies Group.



2nd Quarter Operational Schedule

**2. CONNECTIONS Build 18.1**

- ***Build 18.1***

CONNECTIONS Build 18.1 was successfully implemented on April 1<sup>st</sup>.

**3. New Intranet Web Addresses for the OCFS and the CONNECTIONS Intranets**

Please note that there are new web addresses for the OCFS Intranet <http://ocfs.state.nyenet> and the CONNECTIONS Intranet. <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. *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.

**7. *CONNECTIONS System Down Time***

- ***Friday, 4/8/05 from 5:00 AM - 7:00 AM***
- ***Saturday, 4/9/05 from midnight through noon ~ additional downtime for the implementation/conversion of Build 18 for Waves 1 and 2 and Tioga County***
  
- ***Wednesday, 4/13/05 from 5:00 AM – 7:00 AM***
- ***Friday, 4/15/05 from 5:00 AM – 7:00 AM***