

# CONNECTIONS WEEKLY SYSTEM UPDATE



## Lincoln's Birthday

### Memo

To: CONNECTIONS Implementation Coordinators

From: CONNECTIONS Communications

CC: LAN Administrators/Security Coordinators, Keyusers, OCFS -Directors of Services, CONNECTIONS Project Team

Date: February 06, 2003

Re: Activities for the week of 02/07/03 – 02/14/03

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### 1. Security

CONNECTIONS Security is planning on removing the data from the Supervisory Unit field that is displayed on the CONNECTIONS Unit List window and input on the Unit Detail window. The Supervisory Unit is currently only a text field and has no functionality. The data needs to be removed and the field in the Unit Detail window protected because, as it is filled in now, the following conditions often exist:

- ❑ There are Supervisory Units that don't exist in the agency or district.
- ❑ There are instances where a unit has itself as a Supervisory Unit.
- ❑ There are Supervisory Units that constitute a circular reference (i.e. Unit 100 has 201 as a Supervisory Unit and Unit 201 has Unit 100 as a Supervisory Unit).

In the future, however, the Supervisory Unit will be used in the Case and Financial Management New Development to allow access to cases through an Organizational Hierarchy, and this functionality will require that there be no Supervisory Units that meet any of those three conditions listed above. After Build 17, Supervisory Units will be selected from a list of existing units for the district or agency through a new window. The new functionality will only allow existing units to be selected and will prevent

units from having themselves as a Supervisory Unit and will prevent circular references.

**Please Note: No units will be deleted from CONNECTIONS with the removal of the data in the Supervisory Unit field.** The only data that will be deleted will be the text field that is manually filled in the Unit Detail window, and is displayed in the Unit List window. The Supervisory Unit field has no link to any unit or to anything else in CONNECTIONS. It is a field that can be filled in with any three alphanumeric characters, but is neither required nor does it currently serve any purpose.

The plan is to remove the data from the Supervisory Unit field on the weekend of Build 17, currently scheduled for February 2004. Before removing the existing data from the Supervisory Unit field that is currently in CONNECTIONS, we want to be sure that districts or agencies don't have a reason for wanting to keep it.

If there are any concerns about removing the Supervisory Unit, please contact Jo Shrader of CONNECTIONS Security by e-mail or phone 518-473-9254 by February 21<sup>st</sup>.

An e-mail regarding this issue was sent on February 3<sup>rd</sup> to the staff that the CONNECTIONS Project has listed as the Security Coordinator and Backup Security Coordinator for each District or Agency. If you are the Security or Backup Security Coordinator, and did not receive the February 3<sup>rd</sup> e-mail, please contact Patrick Jones of the CONNECTIONS Communication Unit to correct the distribution list.

## **2. CONNECTIONS Supplementals INF**

On Tuesday, January 28<sup>th</sup>, 2003 the CONNECTIONS Supplemental INF was distributed by OCFS to CONNECTIONS Implementation Coordinators, Administrative Directors, Fiscal Staff and others. The CONNECTIONS Supplemental INF is posted on the CONNECTIONS Intranet Website on the "What's New" page and on the "System Network" page. It is also posted in the Public Folders > Statewide > CONNECTIONS > Command Center > 2002 Supplemental INF.

Please Note: In the CONNECTIONS Supplementals INF that was sent on January 28<sup>th</sup>, the phone number listed for Customer Support Services was incorrect. The correct phone number is 1-877-229-2722.

## **3. NYS OCFS WEB-RAP (Risk Assessment Profile) Pilot**

In case you missed it, beginning Wednesday, February 5<sup>th</sup>, 2003, CONNECTIONS users saw a new ICON (see graphic below) on the Citrix Production Desktop. This new ICON is being used to support the NYS

OCFS WEB-RAP Pilot. The RAP has been piloted in Monroe County and at an ACS field office. NYS OCFS will be expanding the pilot of the RAP beginning February 5th. The RAP is a new research-based method of classifying risk of future abuse and maltreatment and supporting caseworker decisions regarding the need to provide services to families with a high risk for subsequent abuse and neglect. The RAP is a web-based Application available for designated pilot sites, including Monroe, Genesee, Tompkins, Rensselaer, and Putnam counties. Training is being conducted for the pilot sites in February and March.

After RAP is implemented in the pilot counties, statewide training and support for all counties to have access to the new web-based Application will be available. A schedule for statewide implementation and training on the new RAP will be provided shortly.

Non-pilot counties will not have access to RAP during this pilot. Pilot counties will have access, but only CPS workers will have any cases in the RAP Application. Non-pilot districts will receive the following message if they attempt to access Web-Rap, **“This is a Pilot Project. The Icon is available for Monroe, Genesee, Tompkins, Rensselaer, and Putnam counties”**.

Later this year in CONNECTIONS Build 16, RAP will no longer be completed in the WEB format. Instead, Child Protective workers will be completing the RAP within the CONNECTIONS Application.

**Please Note: If authorized users in the 5 Pilot sites experience any problems using Web-Rap, please send an e-mail to the following global address: RAP-TA.** Staff from the OCFS Bureau of Services Planning (Dianne Ewashko, Joann Ruppel, and Cathy Grose) will provide ongoing monitoring of this mailbox to address problems. Please do not contact the NYS OFT Enterprise Help Desk for questions related to the WEB-RAP pilot.

The WEB-RAP Icon graphic appears on the Citrix Production Desktop as follows:



#### **4. OCFS Data Warehouse**

On January 27, 2003 Data Warehouse users were introduced to a new icon on the Data Warehouse desktop. The icon is shown below. The icon is labeled “What’s New in the Data Warehouse”. Clicking on this icon will allow users to access the most recent changes and enhancements within

the Data Warehouse. This icon will provide an additional resource, other than the *Data Warehouse page* on the CONNECTIONS website, to users so that they may stay current with Data Warehouse information.



## 5. Desktop PC Replacement Project (the remaining 25%)

### PC Replacement Schedule

- Region 5 (Yonkers) – **(In Process)**
- Region 6 (NYC) – PC Replacement is scheduled for **February 24, 2003**

All completed reconciliation spreadsheets must be in Excel format and must be submitted no later than February 5<sup>th</sup>, 2003. All reconciliation spreadsheets must be submitted electronically to David Kislowski at [David.Kislowski@dfa.state.ny.us](mailto:David.Kislowski@dfa.state.ny.us). When completing district/agency spreadsheets, please do not send the entire regional spreadsheet. Please copy and paste your district/agency information into a new Excel spreadsheet. Reconciliation spreadsheets in any other format will not be accepted. **Note: If completed reconciliation spreadsheets are not submitted, your district/agency will not be scheduled for PC replacement.**

**\*\*Reminder to LAN Admins\*\*** To prepare for the delivery of the new PC's, we would like to remind LAN Administrators that there are several tasks and best practice guidelines that local district and voluntary agency LAN Administrators and Information Technology Staff should follow to facilitate the desktop PC replacement process. These tasks and best practices are outlined in the Desktop PC Replacement Preparation Materials located on the CONNECTIONS Intranet Website on the Implementation Page and in the Public Folders: All Public Folders>Statewide>CONNECTIONS>Desktop PC Replacement Project.

In addition to the "Best Practices" and "Desktop PC Replacement" materials, there are several companion reference documents, which provide either, helpful information and recommended time frames for preparing to migrate to your new CONNECTIONS workstation, or specific procedures for copying data from your current CONNECTIONS

workstations to your new CONNECTIONS workstations. These procedures have been developed to assist a variety of staff with different skill sets, however, depending on local practice, they may be used primarily by LAN Administrators or IT Staff.

If you need to take action on any of these preparatory activities, we urge you to do so as soon as possible. Old computers will be removed and the files purged on the day of installation.

The Command Center will contact Districts/Agencies involved in the Desktop PC rollout approximately two weeks prior to your scheduled implementation date. At that time, the Command Center will send a follow-up letter to site contacts. This letter will contain instructions and stickers that will need to be placed on the computers that have been targeted for replacement. The stickers should be placed on the upper left hand corner of the monitor connected to the device being replaced.

**Please Note: The above referenced Desktop PC Replacement Project does not include supplemental equipment, CIABs, laptops, printers or servers.**

## **5. NYPWA Conference Materials**

As referenced over the last two weeks, the CONNECTIONS Project participated in the New York Public Welfare Association Winter Conference held in Albany, New York the week of January 28 – 31, 2003. The materials that were developed and made available for the NYPWA Conference are now available on the CONNECTIONS Intranet Website. If you are interested in reviewing these materials, please visit the CONNECTIONS Website at <http://sdssnet5/ocfs/connect/>.

## **6. CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 02/07/2003 from 5:00 am - 7:00 am

Friday, 02/14/2003 from 5:00 am - 7:00 am

## **7. Microsoft Exchange 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, 02/09/2003 from 1:00 am - 6:00 am

Sunday, 02/16/2003 from 1:00 am - 6:00 am