

# CONNECTIONS

NYS Office of Children and Family Services

## **BUSINESS FUNCTION GUIDELINES FOR VOLUNTARY AGENCY: *To be assigned at the discretion of the agency.***

To eliminate confusion, the definition of hierarchy is included in this Business Functions Guideline.

**Role in Unit/Unit Hierarchy:** Staff are categorized within a unit into a hierarchy of Workers, Supervisors, Maintainers, and Managers; each unit also contains one Unit Approver. Unit members other than the Unit Approver may need to access workloads of other unit members in order to assign stages or record case information such as fingerprint results. Having a role in the unit hierarchy as (or above that of) the unit approver, combined with certain Business Functions, will grant that access. For example, if a worker is the Unit Approver (in addition to having the Unit Summary Access Business Function), the worker will have access to the workloads of all workers of all workers in the unit and, therefore, can access all stages in the unit. This role will also allow workers to perform certain functions above and beyond the security rights provided by their own role in a stage or the assigned Business Functions (other than Unit Summary Access).

Business Function (BUSINESS FUNCTION)	Security Attributes	Description	Recommendations	Comments
ACCESS ALL AGY	<ul style="list-style-type: none"> <li>Case Search</li> <li>Access All in District</li> </ul>	<ul style="list-style-type: none"> <li>Allows view access to all case details for all cases in the user's agency. Additional Business Functions are still needed to view details such as Home History which is controlled by the Business Function MAINT FAD HIST. Access is applied to both open and closed cases, including converted cases.</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that a staff person who has responsibility for the entire agency be given this Business Function.</li> </ul>	<ul style="list-style-type: none"> <li>This was changed in name only in Build 15 from VIEW ALL/AGY.</li> <li>The agency of the case includes the primary worker on each stage and secondary worker(s) on each stage.</li> <li>The historical agency of the case includes the agency of the primary worker and secondary worker(s) on a stage at the time of closing.</li> </ul>
ACC SEALED ADOP	<ul style="list-style-type: none"> <li>Access Sealed Adoption</li> </ul>	<ul style="list-style-type: none"> <li>The assignment of the Business Function ACC SEALED ADOP will allow a user to access a Child Case Record that has been sealed due to the finalization of adoption.</li> <li>A Child Case Record (CCR) is created when the child is completely legally freed and the Case Manager checks the Completely Freed for Adoption (Create Child Case Record) checkbox on the Tracked Child Detail, Placement Information</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that only staff who are Adoption supervisors or those with a specific need to see sealed Adoptions be given this Business Function. The Security Coordinator needs to give careful consideration when assigning this Business Function, as there are strict confidentiality laws and regulations regarding sealed</li> </ul>	<ul style="list-style-type: none"> <li>If there is an Open or Closed CCR stage for which the Finalized Adoption window has not been completed (the worker does not yet have all of the information to complete the finalization, the child's goal changed or the adoption was never completed) and saved, then the stage is not sealed, so the Business Function ACCESS SEALED</li> </ul>

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		<p>window</p> <ul style="list-style-type: none"> <li>The Adoption is sealed once the Finalize Adoption window is completed and saved; however, the CCR stage can then remain open or be closed.</li> </ul> <p><u>CCR Stage Remains Open: The Adoption Finalization window has been completed and saved, and Stage is still Open</u></p> <ul style="list-style-type: none"> <li>The Case Manager (always a local district worker) assigned to the stage is: <ul style="list-style-type: none"> <li>the only person who does not need the Business Function to access the Finalize Adoption window,</li> <li>the only one who can modify the window.</li> </ul> </li> <li>A worker with the Business Function and access to the stage: <ul style="list-style-type: none"> <li>can access the Finalize Adoption window</li> <li>can only access the window in browse mode.</li> </ul> </li> <li>A worker who could otherwise access the stage, but without the Business Function cannot access the Finalize Adoption window.</li> </ul> <p><u>CCR Stage is Closed: The Adoption Finalization window has been completed and saved, and the CCR stage has been closed.</u></p>	<p>adoptions.</p> <ul style="list-style-type: none"> <li>There should be a regular review of the staff who have this Business Function to be sure that no one has it who does not need it.</li> <li>Please note that the process to finalize an adoption can be completed without the ACC SEALED ADOPTION Business Function.</li> <li>It is STRONGLY recommended that the CCR stage be closed when the Finalize Adoption window is completed and saved.</li> </ul>	<p>ADOPTION does not apply. These cases are treated like all other foster care cases.</p>

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		<ul style="list-style-type: none"> <li>Users MUST have access to the stage (through View all in District, Historical access or Agency Access) and the Business Function to access a Sealed Adoption stage. Workers who were assigned to the stage at one time, and unassigned prior to stage closure, will be able to view the window if they have the Business Function.</li> </ul>		
ACC SERPLAN REV	<ul style="list-style-type: none"> <li>Access Service Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>The assignment of the Business Function ACC SERPLAN REV will permit staff the ability to create and/or modify Service Plan Review information. The new Business Function allows a clerical or any other worker access to <u>only</u> the Service Plan Review functionality.</li> <li>The worker with the Business Function and no role in the case gains access to the Service Plan Review from Case Search, but will not have access to other information within the Family Services Stage.</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that this Business Function be assigned to clerical or other workers who are responsible for Service Plan Reviews.</li> </ul>	<p>Please note that the following workers will have the ability to create and modify Service Plan Reviews without the Business Function ACC SERPLAN REV:</p> <ul style="list-style-type: none"> <li>Assigned workers having a role in the stage,</li> <li>Any worker who is in the assigned worker's unit hierarchy or</li> <li>Any worker who has access to the workload of a worker with a role in the case as a result of access granted through the Agency Access window.</li> </ul>
CASE SEARCH	<ul style="list-style-type: none"> <li>Case Search</li> </ul>	<ul style="list-style-type: none"> <li>Allows users to perform statewide case searches from the toolbar. (Statewide Inquiry)</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that this Business Function be assigned to individuals who need to perform searches outside of working in a case.</li> </ul>	<ul style="list-style-type: none"> <li>Any case search will return 'basic information':                             <ul style="list-style-type: none"> <li>Name</li> <li>Sex</li> <li>DOB</li> <li>Case Stage</li> <li>Stage Status</li> <li>Assigned Worker</li> <li>Worker's Office</li> </ul> </li> </ul>

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				<ul style="list-style-type: none"> <li>Worker's Phone #</li> <li>Allows user to view Case Composition as result of the search</li> </ul>
CREATE FSI	<ul style="list-style-type: none"> <li>Create Family Services Intake</li> </ul>	<ul style="list-style-type: none"> <li>Allows a user to create a Family Services Intake from the Connections Toolbar.</li> <li>Please note that a voluntary agency worker who creates an FSI must submit it to an LDSS worker to accept.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended for all users who are responsible for the processing and creation of Family Services intakes within CONNECTIONS.</li> </ul>	<ul style="list-style-type: none"> <li>Any worker with a role in the stage, or anyone who has access to the workload of a worker with a role in the stage, may modify an FSI.</li> <li>A worker can always access any case on his or her workload whether it is marked sensitive or not, but please note that the marking and unmarking of cases as Sensitive works differently for FSI than it does for current CONNECTIONS stages.</li> </ul>
ENTER PROG NOTE	<ul style="list-style-type: none"> <li>Enter Progress Notes</li> </ul>	<p>A worker who is assigned the "ENTER PROG NOTE" Business Function, and has no other access to a case, will have the ability to access, view and maintain Progress Notes, however the access will only be to the Progress Notes tab.</p>	<p>There are three distinct security rights that workers need in order to work with Progress Notes. The worker's role in the stage and his/her need to complete certain tasks dictates the rights that are assigned to that worker. In order to <i>create</i> notes, a worker must be:</p> <ul style="list-style-type: none"> <li>Assigned a role in the stage;</li> <li>Assigned the "ENTER PROG NOTE" Business Function, or</li> <li>Assigned a Progress Notes Task To-Do.</li> </ul> <p>In order to modify notes, a worker must be:</p> <ul style="list-style-type: none"> <li>The Progress Note's Author;</li> </ul>	<ul style="list-style-type: none"> <li>Please see the Build 16 Job Aid for more information on Progress Notes.</li> </ul>

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			<ul style="list-style-type: none"> <li>or</li> <li>The Progress Note's Entered By person</li> </ul>	
MAINT AGY ACC	<ul style="list-style-type: none"> <li>Maintain Agency Access</li> </ul>	<ul style="list-style-type: none"> <li>In the Agency Access window, security access is maintained for each Agency. Agency staff may be granted View privileges, Maintain privileges or no privileges for each staff grouping (Case Assignable Staff, Unit Supervisor, Direct Supervisory Line.)</li> </ul> <p>This new functionality will only apply to the new Case and Financial Management (FSI/ FSS) stages.</p>	<ul style="list-style-type: none"> <li>Only State CONNECTIONS staff with the ASSIGN ACC/ HIER Business Function can assign this Business Function.</li> <li>Locally designated users in each Agency, with this Business Function, will be the only users able to maintain the Agency Access window for their Agency.</li> <li>This is a very powerful Business Function that can allow a great deal of access to a large number of users. It is very important that an Agency designate someone to perform this function who understands current and B17 Security.</li> <li>It is recommended that this Business Function only be given to two or three staff in an Agency.</li> </ul>	<ul style="list-style-type: none"> <li>Security functionality in place prior to B17 will not change. All of the needed functionality that will grant access through the organization hierarchy process will not apply to CPS/ FAD stages that are within the application prior to B17 implementation.</li> <li>Visible on the Staff Security window only if Business Function assigned to user.</li> </ul>
MAINT CLSD PERS	<ul style="list-style-type: none"> <li>Maintain Closed Person Demographics</li> </ul>	<ul style="list-style-type: none"> <li>This Business Function will provide the worker with access to the Local Data Maintenance window (only Person Demographics tab) via the Case Summary window in Modify mode.</li> </ul>	<ul style="list-style-type: none"> <li>Only designated FAD staff should be given this function. Because of the potential for an effect on other cases, it should only be assigned to staff who are knowledgeable about the process.</li> </ul>	<ul style="list-style-type: none"> <li>Only the Person Demographics Tab is enabled with this Business Function, and only if the worker meets the following access requirements:</li> <li>The staff person must have the Business Function MAINT CLSD PERS, AND</li> <li>Worker must be from the</li> </ul>

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				same agency as the primary worker when the stage was closed.
MAINT DESIGNEES	<ul style="list-style-type: none"> <li>Maintain Designees</li> </ul>	<ul style="list-style-type: none"> <li>Allows users to temporarily assign <i>their own</i> Business Functions to another individual in their agency.</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that Agencies assign this Business Function to all supervisory staff.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors may use this Business Function to grant their Business Functions to another worker in their absence.</li> <li>Staff with the MAINT SECURITY Business Function also can assign the Business Functions of one individual in their agency to another individual in their agency. (see MAINT SECURITY)</li> </ul>
MAINT EDUCATION	<ul style="list-style-type: none"> <li>Enter Education</li> </ul>	<ul style="list-style-type: none"> <li>MAINT Education BF works in conjunction with the Case Search (if Voluntary Agency) <u>or</u> the Case/ Pers Srch BF (if LDSS), i.e. the user must have both to access Education (without a role).</li> <li>Path: Case Search &gt; Case Summary-&gt;Options menu -&gt; Stage Maint menu -&gt; Maintain Education menu item (opens in Modify mode unless stage is pending closure).</li> <li>The Maintain Education menu item on the Case Summary window will be enabled when:               <ol style="list-style-type: none"> <li>Worker has the Business Function "MAINT EDUCATION"</li> <li>Worker has selected an open FSS stage with stage type of CWS or CCR or ADVPO.</li> </ol> </li> </ul>	It is recommended that a staff person who has responsibility for the entry of education information, but no other responsibility for the stage, should be given this Business Function.	<ul style="list-style-type: none"> <li>The <i>district</i> of the case includes the district or agency of a worker with a role (CM, CP, CW).</li> <li>Office Types: District / Voluntary Agency/ RO/ DJJOY (DFY) / CQC / OMH/ OMRDD</li> <li>MAINT EDUCATION BF is not needed if the worker has a role in the stage.</li> <li>There is no maintenance permitted of Education information once a stage is pending closure or closed.</li> <li>AGENCY ACCESS CONSIDERATIONS When the district or agency uses</li> </ul>

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		<p><b>3.</b> Worker is from the same district/local agency as one of the workers assigned to the stage (CM, CP, CW).</p> <ul style="list-style-type: none"> <li>For stages pending closure, the worker with the MAINT EDUCATION BF will enter in browse mode only.</li> <li>There is no access to closed stages with the MAINT EDUCATION BF.</li> </ul>		<p>the Agency Access Window settings, in order to prevent someone with the MAINT EDUCATION BF who is only intended to access Education Dialog from this path, from accessing events on the Case List window, the district or agency will need to take action make sure that all of these apply to the user. The user is: 1. Not Case Assignable and 2. Not a Unit Approver and 3. Not in a Supervisory Unit in the Organizational Hierarchy and 4. Does not have a Job Type</p> <p>If this is done, and your Agency Access settings change the user will still not be able to access events.</p> <p>Refer to the <a href="#">Guide to Using the Maintain Agency and Organizational Hierarchy Functions in CONNECTIONS</a> and the <a href="#">CONNECTIONS Step-by-Step Guide: Security</a> for more information</p>
MAINT FAD	<ul style="list-style-type: none"> <li>Maintain Home</li> </ul>	<ul style="list-style-type: none"> <li>Allows access to the FAD dialog from the CONNECTIONS toolbar (Options-F/A Home-F/A Home Search) to develop a home.</li> <li>Allows users to perform statewide searches and/or add a home.</li> </ul>	<ul style="list-style-type: none"> <li>This Business Function should be assigned to local agency staff, including homefinders and others who will be developing homes.</li> </ul>	<ul style="list-style-type: none"> <li>Staff who <i>do not</i> have a role in a FAD home/case will only be able to view basic home information.</li> </ul>
MAINT FAD HIST	<ul style="list-style-type: none"> <li>Maintain Home History</li> </ul>	<ul style="list-style-type: none"> <li>Allows users to change authorizing dates on the FAD Home History Detail window.</li> </ul>	<ul style="list-style-type: none"> <li>This Business Function should be assigned to local agency staff who have "MAINT FAD",</li> </ul>	<ul style="list-style-type: none"> <li>The Home History Detail window is accessed through the workload only; therefore a</li> </ul>

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		<ul style="list-style-type: none"> <li>Access Path: Workload/Case/Task List/ View Home History/ History Detail</li> </ul>	but perhaps to a smaller number of users to ensure changes to history are carefully controlled.	staff person needs both this Business Function and a role in the case or unit hierarchy.
MAINT HEALTH	Maintain Health	<ul style="list-style-type: none"> <li>Users with this BF may update/view Health information for all children for which his/her agency has been designated as having health care responsibility. Must be assigned the Case/ Pers Srch BF. BF allows access to the Health dialog via the Case Search path. No other dialogs are enabled.</li> </ul>	<ul style="list-style-type: none"> <li>Persons, who do not have a role in the stage and who are responsible for documenting/ updating health information and maintaining the medical history for all children in a district or agency; such as a Nurse, other health care professional, or care coordinator. Refer to the Health Services Job Aid for further detail. Not needed with role to access a child on their workload. It is needed without Role see description at left for Assignment.</li> </ul>	<ul style="list-style-type: none"> <li>LDSS, VA, DRS</li> </ul>
MAINT ORG HIER	<ul style="list-style-type: none"> <li>Maintain Organizational Hierarchy</li> </ul>	<ul style="list-style-type: none"> <li>This Business Function allows the user to maintain the organizational hierarchy that is displayed for the user's Agency.</li> <li>Organizational Hierarchy works in conjunction with the Agency Access window.</li> <li>Changing a unit's position within the organizational hierarchy of the Agency offers the ability to implicitly grant security access rights to individuals at higher management levels. Anyone in an organization in a direct supervisory line above a worker with a role in a case can have access to that case, if that</li> </ul>	<ul style="list-style-type: none"> <li>Only State CONNECTIONS staff with the ASSIGN ACC/ HIER Business Function can assign this Business Function.</li> <li>Locally designated users in each Agency with this Business Function will be able to maintain the Organizational Hierarchy window for their Agency.</li> </ul>	<ul style="list-style-type: none"> <li>Security functionality in place prior to B17 will not change. All of the needed functionality that will grant access through the organization hierarchy process will not apply to CPS/ FAD stages that are within the application prior to B17 implementation.</li> <li>Visible on the Staff Security window only if this Business Function assigned to user.</li> </ul>

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		<p>option is chosen on the Agency Access window.</p> <ul style="list-style-type: none"> <li>This new functionality will only apply to new Case and Financial Management (FSI/ FSS stages) but all units will be displayed and can be moved.</li> <li>A Unit's position is changed by right clicking on the unit and dragging and dropping it to the subordinate or supervisory position.</li> <li>The supervisory unit field on the Unit List window will be blank until these supervisory changes are made in the Organization Hierarchy window, then the Supervisory Unit will display after B17.</li> </ul>		
MAINT SECURITY	<ul style="list-style-type: none"> <li>Maintain Security</li> <li>View Business Functions</li> </ul>	<ul style="list-style-type: none"> <li>Allows users to view the Voluntary Agency Business Functions.</li> <li>Allows users to assign Voluntary Agency Business Functions to staff in their agency.</li> <li>Allows users to assign one individual's Business Function Profile to another individual in their agency through the Assignee process.</li> </ul>	<ul style="list-style-type: none"> <li>Agencies should assign this Business Function to the Security Coordinator and the Backup Security Coordinator for their agency.</li> <li>Agencies with multiple sites should consider assigning this Business Function to at least two individuals at each site.</li> </ul>	<ul style="list-style-type: none"> <li>The Security Coordinator, or other user with this Business Function, can assign MAINT SECURITY to other staff within their agency.</li> <li>Please note that users with MAINT SECURITY will be able to modify information for <u>all</u> staff in their agency.</li> </ul>
MAINTAIN OFFICE	<ul style="list-style-type: none"> <li>Maintain Office</li> </ul>	<ul style="list-style-type: none"> <li>Allows users to access the Office Dialog with the ability to add, modify and delete office information for their own agency.</li> </ul>	<ul style="list-style-type: none"> <li>Agencies may want to assign this Business Function to a select few individuals at their agency or office sites.</li> </ul>	<ul style="list-style-type: none"> <li>Please note that individuals having this Business Function, will be able to modify information for <u>all</u> offices in their agency.</li> </ul>
MAINTAIN STAFF	<ul style="list-style-type: none"> <li>Maintain Staff</li> </ul>	<ul style="list-style-type: none"> <li>Allows users to access the Staff Dialog with the ability to add, modify and delete staff information for their</li> </ul>	<ul style="list-style-type: none"> <li>Agencies may want to assign this Business Function to an individual in each unit, such as</li> </ul>	<ul style="list-style-type: none"> <li>Please note that users with MAINTAIN STAFF will be able to modify information for <u>all</u></li> </ul>

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		<p>own agency.</p> <ul style="list-style-type: none"> <li>This Business Function is used by supervisors or Security Coordinators to enddate staff who have left the agency.</li> </ul>	<p>the unit supervisor or unit maintainer.</p>	<p>staff in their agency, including case assignable.</p>
MAINTAIN UNIT	<ul style="list-style-type: none"> <li>Maintain Unit</li> </ul>	<ul style="list-style-type: none"> <li>Allows users to access the Unit Dialog with the ability to add, modify and delete unit information for all units in their agency.</li> <li>The Unit Dialog is used to move staff from Conversion Units and delete those Conversion Units (units starting with N) that are created when staff are added to CONNECTIONS.</li> </ul>	<ul style="list-style-type: none"> <li>Agencies may want to assign this Business Function to an individual in each unit, such as the unit supervisor or unit maintainer.</li> </ul>	<ul style="list-style-type: none"> <li>Users with MAINTAIN UNIT will be able to modify information for <u>all</u> units in their agency.</li> <li>See the Security Step-by-Step guide for more information on moving staff into the correct unit and deleting Conversion units.</li> </ul>
PERSON UNRELATE	<ul style="list-style-type: none"> <li>Person Unrelate</li> </ul>	<ul style="list-style-type: none"> <li>Allows a user to unrelate persons who were incorrectly related during the CPS Intake or FSI.</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that this Business Function be assigned to workers who are responsible for person maintenance in a CPS Investigation stage or in Family Services Stages. Because of the potential for an effect on other cases, it should only be assigned to staff who are knowledgeable about the process and impacts of the Person Unrelate functionality.</li> </ul>	<ul style="list-style-type: none"> <li>When the Person Unrelate functionality is used, a number of system edits and internal processes take place. Refer to the Build 15 CPS Job Aid and the Build 18 Case Management Step-By-Step Guide for a comprehensive description of the process.</li> </ul>
PERSON SEARCH	<ul style="list-style-type: none"> <li>Person Search</li> </ul>	<ul style="list-style-type: none"> <li>Allows users to perform statewide searches from the toolbar. (Statewide Inquiry)</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that this Business Function be assigned to individuals who may need to perform searches outside of working in a case.</li> </ul>	<ul style="list-style-type: none"> <li>Any worker in the process of opening a case, or adding a new person to an existing case, will have the capability to perform a person search without this Business Function.</li> </ul>

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				<ul style="list-style-type: none"> <li>• Any person search action will return basic information:               <ul style="list-style-type: none"> <li>• Name</li> <li>• Sex</li> <li>• DOB</li> <li>• Case Stage</li> <li>• Stage Status</li> <li>• Assigned Worker</li> <li>• Worker's Office</li> <li>• Worker's Phone #</li> </ul> </li> </ul>
REM PER ADD ERR (Remove Person Added in Error)	<ul style="list-style-type: none"> <li>• Remove Person – Added in Error</li> </ul>	<ul style="list-style-type: none"> <li>• Allows a user to remove persons from stages who were incorrectly added (either new or related) in stages other than the Intake stage on the Person Detail window.</li> </ul>	<ul style="list-style-type: none"> <li>• It is recommended that this Business Function be given to Child Protective Staff and FAD staff who have responsibility for person maintenance in a stage.</li> <li>• It should only be assigned to staff who are knowledgeable about the process and impacts of the Remove Person Added in Error functionality</li> </ul>	<ul style="list-style-type: none"> <li>• For a person who is misrelated or added outside an Intake Stage (INV, ARI, or FAD), the Remove Person – Added in Error menu item will be available in the Person List Options menu to users with the appropriate security. When this function is invoked, the misrelated individual will be removed from the stage.</li> </ul>
STANDARD ACCESS		<ul style="list-style-type: none"> <li>• At least one Business Function needs to be associated with each user to gain access to the CONNECTIONS toolbar search functions for staff and office.</li> </ul>	<ul style="list-style-type: none"> <li>• This is automatically given to users when first added to CONNECTIONS.</li> <li>• STANDARD ACCESS enables the TO DO, Workload, Resource, Staff and Reports icons.</li> <li>• Accessing a resource through the Resource icon allows view only of basic information.</li> </ul>	<ul style="list-style-type: none"> <li>• Only necessary for users <b>without</b> another Business Function attached to their logon ID.</li> </ul>

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UNIT SUM ACCESS	<ul style="list-style-type: none"> <li>Unit Summary Access</li> </ul>	<p>In combination with being the Unit Approver or having a role above the Unit Approver in the unit:</p> <ul style="list-style-type: none"> <li>Allows users to have maintain access to <i>stages</i> in the Assigned Workloads of staff in their unit(s).</li> <li>Allows users to have view access (subject to assigned Business Functions) to <i>cases</i> associated to the Assigned Workloads of staff in their unit(s).</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that Agencies assign this Business Function to individuals in each unit with a role of supervisor (designated as a unit approver), manager or maintainer who need to gain access to cases in the Assigned Workloads of staff in that unit.</li> </ul>	<ul style="list-style-type: none"> <li>This will give the same maintain access to information as the assigned worker. View access will be subject to assigned Business Functions.</li> </ul>
VACANCY MAINT	<ul style="list-style-type: none"> <li>Bed Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>This Business Function will provide the worker with the ability to access the Vacancy Control Bed Maintenance window in modify mode.</li> <li>(Please note that facilities in Applicant status will not be returned using Vacancy Control Search.)</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that staff responsible for maintaining resources be given this function.</li> </ul>	<ul style="list-style-type: none"> <li>For bed information to be maintained, the facility must be in either Accepted – Active or Applicant status</li> <li>In order to perform modifications to a bed using the Vacancy Control Bed Maintenance window, a user must have the VACANCY MAINT Business Function AND one of the following:                             <ul style="list-style-type: none"> <li>The worker must be from the same agency that owns the facility;</li> <li>OR</li> <li>The facility must be on the worker's Assigned Workload.</li> </ul> </li> </ul>
VACANCY SEARCH	<ul style="list-style-type: none"> <li>Vacancy Control Search</li> </ul>	<ul style="list-style-type: none"> <li>Search for beds using the Vacancy Control Search window</li> <li>Modify the Bed Status Child Info and Date Bed Expected Vacant fields in the Vacancy Control Bed Detail window</li> <li>View the Vacancy Control Closed to</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that staff responsible for placements be given this function.</li> </ul>	<ul style="list-style-type: none"> <li>Only beds owned by the agency will be returned in a search.</li> <li>Please refer to the Build 15.1 Vacancy Control Job Aid or the FAD Step by Step Guide for more information.</li> </ul>

# CONNECTIONS

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Business Function (BUSINESS FUNCTION)	Security Attributes	Description	Recommendations	Comments
		<p>Intake window in inquiry mode.</p> <ul style="list-style-type: none"> <li>View the Vacancy Control CD/Borough Award window in inquiry mode.</li> <li>View the Vacancy Control Bed Maintenance window in inquiry mode, when the Vacancy Control Bed Maintenance task displays on the worker's Task List.</li> </ul>		
VIEW AGY ACC	<ul style="list-style-type: none"> <li>View Agency Access</li> </ul>	<ul style="list-style-type: none"> <li>Users in an Agency with the proper security will be given access to view the Agency Access window for their Agency.</li> <li>This new functionality will only apply to the new Case and Financial Management (FSI/ FSS) stages.</li> </ul>	<ul style="list-style-type: none"> <li>Locally designated users in each Agency, with this Business Function, will be able to view the Agency Access window for their own Agency.</li> </ul>	<ul style="list-style-type: none"> <li>Security functionality in place prior to B17 will not change. All of the needed functionality that will grant access through the organization hierarchy process will not apply to CPS/ FAD stages that are within the application prior to B17 implementation.</li> </ul>
VIEW HEALTH	<ul style="list-style-type: none"> <li>View Health</li> </ul>	<ul style="list-style-type: none"> <li>Users with this BF who also have the access all in district or agency BF may view health information for any child in a case where that district or agency has a role in the stage (or had a historical role in the case) and has or had been designated as responsible for updating the health information. For Implied Role: When accessing other FSS stages via Implied Role, the Health tab will only be enabled when the person in common is in any open INT, INV or ARI stage on the user's workload.</li> </ul>	<ul style="list-style-type: none"> <li>Persons who need to access health information on a district or agency wide basis, such as an Administrator or Service Director who do not have a role in the stage, or access via unit summary. The BF must be assigned with the access all in district or agency BF to first gain access to the stage. The View Health BF allows them further access to Health information. Refer to the Health Services Job Aid for further detail. Not needed with Role to access a child on their workload. It is needed without Role. See Description at left.</li> </ul>	<ul style="list-style-type: none"> <li>Office Type- LDSS, VA, DRS, RO, State</li> </ul>

# CONNECTIONS

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Business Function (BUSINESS FUNCTION)	Security Attributes	Description	Recommendations	Comments
VIEW ORG HIER	<ul style="list-style-type: none"> <li>View Organizational Hierarchy</li> </ul>	<ul style="list-style-type: none"> <li>The organizational hierarchy is displayed for the user's Agency with all the units for their own Agency.</li> <li>Organizational Hierarchy works in conjunction with the Agency Access window.</li> <li>This new functionality will only apply to the new Case and Financial Management (FSI/ FSS) stages but all units will be displayed.</li> <li>The supervisory unit field on the Unit List window will be blank until these supervisory changes are made in the Organization Hierarchy window, then the Supervisory Unit will display after B17.</li> </ul>	<ul style="list-style-type: none"> <li>Locally designated users in each Agency with this Business Function will be able to view the Organizational Hierarchy window for their Agency.</li> </ul>	<ul style="list-style-type: none"> <li>Security functionality in place prior to B17 will not change. All of the needed functionality that will grant access through the organization hierarchy process will not apply to CPS/ FAD stages that are within the application prior to B17 implementation.</li> </ul>
VIEW SECURITY	<ul style="list-style-type: none"> <li>View Security</li> </ul>	<ul style="list-style-type: none"> <li>Allows users to view the Business Functions that are assigned to all workers in their agency.</li> </ul>	<ul style="list-style-type: none"> <li>Agencies may want to assign this Business Function to supervisors and security coordinators.</li> </ul>	<ul style="list-style-type: none"> <li>Individuals having this Business Function will be able to trouble shoot when staff are having trouble accessing information.</li> </ul>