

Change to CONNECTIONS Reports

The path to access certain reports, including the Open Caseload Inquiry (OCI) report and the Multiple Person Report (MPR), will change. **These changes are planned for implementation via a software migration from 10 PM, Friday evening, April 25 to 2 AM, Saturday morning, April 26. During this period users will not have access to CONNECTIONS.** In addition, there are some formatting issues with certain reports and documents, described in the concluding section of this below, that users may see with this change.

Currently, all CONNECTIONS users have access to certain reports via the “CONNECTIONS Report” icon on the Citrix desktop. CPS and Family Services Workers with Stages on their caseloads also have access to a version of the OCI report from the left Navigation Panel within each user’s Workload & To-Dos tab.

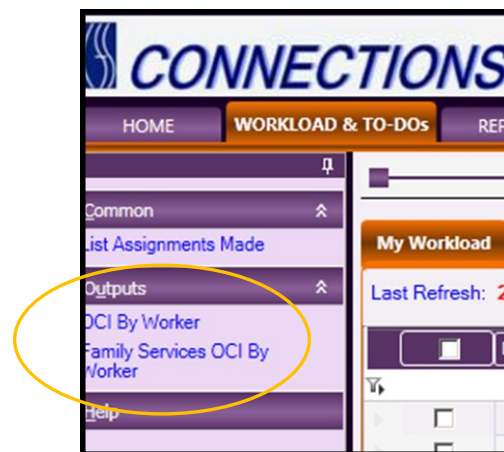
Following the software migration, the “CONNECTIONS Report” icon will be removed from the Citrix Desktop, and users will no longer have the ability to generate any report from this icon. Instead, the OCI report will only be available by going into a CONNECTIONS user’s workload on the Workload & To-Dos tab and clicking on “OCI By Worker” on the left navigation pane beneath “Outputs”, which will generate a pop-up window: the Open Caseload Inquiry Report Options window. Users will be able to run the OCI report from this window and display it in the “Reports” tab of CONNECTIONS. **In addition, supervisors will now be able to generate the OCI reports of their supervisees via unit summary access and their staff’s workloads.**

The MPR Report, which some users also currently access via the Reports icon, will be available via the left navigation pane in a similar fashion to the OCI, but will be accessed from the Reports tab rather than via Workload & To-Dos tab.

Prior Access Option for Reports (No longer available after FAR build)



Ongoing Report Access (for OCI Report specifically)



The reports and documents listed below will continue to be accessed as they have been in the past but their formatting will be affected as indicated below:

- All six letters generated from within the FAD module and the Family Services Face Sheet will display with a very small font when the letter or Face Sheet has been generated prior to the software migration on Friday, 3/21, and opened for the first time after the migration has occurred. This issue can be rectified by regenerating the letter or Face Sheet after the migration has occurred.