

CONNECTIONS

NYS Office of Children and Family Services

Build 17.5 Release Notes Updates to R1-R3 Functionality

**Software Version: Release 3.0 Build 17.5
Planned Distribution Date: October 23, 2004**

CONNECTIONS

NYS Office of Children and Family Services

Table of Contents

<i>Introduction</i>	<u>3</u>
<i>Changes, Enhancements & Fixes in the Build</i>	<u>4</u>

CONNECTIONS

NYS Office of Children and Family Services

Introduction

This document describes the updates associated with Build 17.5 of Release 3.0, which will be implemented on October 23, 2004.

The *Changes, Enhancements and Fixes in the Build* section provides a list, by functional area and SIR or Change Item number of the changes, fixes and/or enhancements included in Build 17.5 of the software.

It should be noted that this Build features user requested enhancements and modifications to Application functionality. Highlighted below are a few of the most requested enhancements. Others are denoted within the text of the Release Notes.

SIR 25637 Enhancements made to the Progress Notes Detail window and the CPRS Reports print preview functionality.

SIR 25888 An enhancement to Progress Notes so that the data fields that have not been entered will not display on the Progress Notes Report. In addition, the order of the data fields has been revised to accommodate this change.

SIR 25877 An enhancement was made to support Delete Draft Note from the Progress Notes Detail window options menu.

In addition to the aforementioned user requested enhancements, Progress Notes Narrative Help has been modified to display Progress Notes Guidelines. The Guidelines reflect the Office of Children and Family policy and regulations. Local districts, especially those that have not submitted Progress Notes instructions, should review the Guidelines (refer to the CONNECTIONS System Build 17.5 Job Aid-Appendix A).

Please note: All local district case workers who record or review the Investigation stage Progress Notes, must review the Revised Appendix A: Progress Notes Guidelines about what should be included in a contact or progress note. An important confidentiality impact should be noted: The name or other information identifying the reporter and/or the source of a report of suspected child abuse or maltreatment, as well as the agency, institution, organization, and/or program with which such persons are associated, **must only be recorded or documented in Investigation Stage Progress Notes** and any such note must be identified by recording the “reporter/source” as Other Participant.

This information should **not** be included elsewhere in the record (that is it should **not** be included in other narrative areas of the Investigation Stage – such as: safety assessment, risk assessment, investigative actions, investigation conclusion; nor any Initial, Comprehensive, Reassessment, or Plan Amendment UCR, nor any Progress Notes not maintained by the Child Protective Service).

General Points

CONNECTIONS

NYS Office of Children and Family Services

There are no special instructions for users to follow when Build 17.5 becomes “live” on October 23, 2004. Users should follow regular log-on procedures. If however, you try to access the CONNECTIONS Application and you receive a “**version mismatch**” error, or “**no server found to match request**” error, you will need to contact the NYS OFT Enterprise Help Desk immediately 1-800-NYS-1323. Once in the CONNECTIONS system, if you wish to check the version number, you can do so by performing the following steps: from the Toolbar, select the Help menu, choose the About CONNECTIONS option, the window that opens will exhibit the following text: CONNECTIONS Ver 3.0, Build 17.5. This indicates that you have the proper version.

Reminder:

If you have questions about local practice, policy or procedures, please talk to your supervisor.

Questions about Intake reports, cross-reference and assignments should continue to be called in to the On-Call CPS Supervisor at the SCR.

Questions about Clearance, RFI, Administrative Review and Fair Hearings should be e-mailed to Mike Quinn at the SCR.

For all other CONNECTIONS related questions please contact the NYS OFT Enterprise Help Desk 1-800-NYS(693)-1323.

Changes, Enhancements & Fixes in the Build

Functional Changes to the CONNECTIONS Application.

Please Note: *CONNECTIONS Help is being updated to reflect the following SIRS.*

SIR or Change Item	Functional Description of Modification	Functional Area
25637	At the users request, enhancements made to Progress Note Detail window and the CPRS Reports print preview functionality to allow the user to utilize the scroll bars to navigate between the pages.	Progress Notes
25707	Modifications made to the Progress Notes Detail window so that the Type field does not turn yellow if there is data already entered in that field, thus disabling the Type field.	Progress Notes
25800	Modifications were made to the Progress Notes Detail window so that when a note containing multiple types that was saved as draft is retrieved for editing, all of the appropriate instructions are able to be viewed when the Show Instructions pushbutton is selected.	Progress Notes
25833	This SIR updated the source code and eliminates the Error Code Number 7 (text message: “Save Progress Notes failed. Error Number 7. Out of memory.”) that	Progress Notes

CONNECTIONS

NYS Office of Children and Family Services

SIR or Change Item	Functional Description of Modification	Functional Area
	users received when attempting to save Progress Notes.	
25877	At the users request, an enhancement was made to support Delete Draft Note from Progress Notes Detail window Options Menu, not from the Progress Notes tab (List window).	Progress Notes
25880	At the users request, this SIR realigned the Progress Notes tab (List window) to be presented first when the Progress Notes tab is selected in modify mode.	Progress Notes
25881	At the users request, when the Family/Focus is a required field the columns will display as yellowed out. With this change the system message “You must select at least one participant or other participant for the type of contact” will no longer be displayed.	Progress Notes
25884	Spell check changes made to Draft Note and then subsequently saved as a Draft will now be saved to the database.	Progress Notes
25885	At the users request, a modification to add an “All” feature to the Family Participant Contact list. If one person did not participate the user will have the ability to deselect that person.	Progress Notes
25888	An enhancement to Progress Notes so that the data fields that have not been entered will not display on the Progress Notes Report. In addition, the order of the data fields has been revised to accommodate this change.	Progress Notes
25890	An enhancement to enable the entry of Event Date for Summary Type of Note.	Progress Notes
25893	A fix to the text tool now allows users to highlight and copy the text of a note, into another note, using the copy and paste pushbuttons.	Progress Notes
25638	Modification made to the Spell check feature of the Risk Assessment Profile (RAP) that will allow corrections to be carried forward from the Initial RAP to the SUB RAP.	CPS
25652	At the users request, an enhancement was made to the vertical slider in the Family Participant/Focus area so that it does not reset to the beginning of the list after the user marks a check in the checkbox.	CPS
25974	A numerically scored positive RAP response cannot be stored without a comment, thus the cursor moves to the comment field immediately. Modifications are being made that will allow the user to either tab, or arrow back to the question to change the response, rather than	Investigation

CONNECTIONS

NYS Office of Children and Family Services

SIR or Change Item	Functional Description of Modification	Functional Area
	requiring a space in the narrative. Users may also use the mouse to change the response.	
25825	At the users request, an enhancement was made to the Injury List detail window to allow the completion of this window to be optional (not required).	Investigation
25840	This SIR will disable the MIN/MAX pushbuttons on the Intake Narrative window to prevent loss of data.	Intake
25841	This SIR modifies the Unit Detail window so that when the Unit Number of a unit is changed, any unit that has that unit as a supervisory unit, will have the supervisory unit number appropriately displayed.	Security
25556	This SIR corrects various Spell Check issues that were identified such as, number bullets operating incorrectly, failing to locate misspelled words, and word formatting being lost on misspelled words following a spell check.	Common
25878	An enhancement was made to the Approval To Do for the Safety Assessment to enable all CPRS tabs to be viewed.	Common
25891	Because of an internal buffer overflow issue, users were unable to approve certain home studies. This SIR is to correct this problem.	FAD
25936	This SIR will now allow the appropriate help topics to be displayed for the Progress Notes Instructions. The appropriate help topic will also be displayed for the Show/Hide Instruction pushbutton.	HELP

For further information on these SIRS please refer to the CONNECTIONS System Build 17.5 Job Aid.

If you have any questions about this release of the CONNECTIONS Application functionality, please contact the NYS OFT Enterprise Help Desk at 1-800-NYS-1323.