

Dated February 25, 2005

## Creation of Build 18 Conversion Workers

*This communication is being forwarded for Suzanne Frizzell, CONNECTIONS Implementation Team.*

By Tuesday, February 22, 2005 four conversion workers will be created in production for every District, Voluntary Agency and Borough. These workers will be created in the Conversion Unit, as any worker entered through WEBSTAR would be created. These four workers are critical to the Conversion of WMS Services cases for CONNECTIONS Build 18. Please move them out of the conversion unit to a unit(s) of your choice. DO NOT change the names of these workers; the conversion program will look for these specific workers when a case cannot be assigned to an existing worker. Changing these worker names will interfere with the conversion program.

Four Conversion Workers will be created using the following naming convention:

First Name = B18 CONV

Last Name = Worker (A99) \_ - \_

A99 is the WMS District value (A01 through A66 and A70 through A74), or Voluntary Agency Code (B06, N03, etc.)

\_ - \_ is the letters of the alphabet of the first letter of the WMS Case name.

Thus, for Oswego County the four workers are: B18 CONV Worker (A35) A-F, B18 CONV Worker (A35) G-L, B18 CONV Worker (A35) M-R, and B18 CONV Worker (A35) S-Z

If a single, active, case assignable CONNECTIONS employee matches the agency/unit/worker value either in WMS (for Case Managers) or CCRS (Case Planners and other Case Workers), then the conversion program will assign the case to that individual employee. Otherwise, if no match with a CONNECTIONS employee, the case will be assigned with the relevant role to the Conversion Worker by the WMS Case Name first letter.

NOTE: if there is a "special character" instead of a letter in the first letter of the WMS case name, the case will be assigned to B18 CONV Worker (A99) S-Z.

Other than keeping the names of these workers the same, please assign them to the unit(s) of your choice employing all regular security instructions. Remember that on your implementation date, someone in your district or agency will need to move cases out of this workload to the correct employee. Please contact your CONNECTIONS Regional Office Support person if you have further questions.