Data clean up plan- [XXXXX County or Voluntary]:

There are several tasks that need to be done prior to the implementation of CONNECTIONS Build 18 to clean up data in CONNECTIONS, WMS and CCRS.

First, there are currently about NNN lines on the Multiple Person Report. This number represents people in [XXXXX} County's CONNECTIONS cases that have exactly the same name, date of birth and sex. (District Only task to clean up)

Second, there are approximately NNN open services cases in WMS for [XXXXX} County. These cases need to be matched with CONNECTIONS cases, if applicable, and the people in those cases need to be matched with CONNECTIONS people, if applicable. (Initially, District only task to clean up)

Third, the Office/Unit hierarchy should be developed and loaded to CONNECTIONS. This step sets up the supervisory chain and the reports structure (person to unit). (Both District and Agency need to set up). Each person needs an NT ID first. Be sure that you don't request these IDS too early; staff must use the NT ID for a consecutive 15 minutes each 60 days for the ID to remain active. They can do this by accessing email, the intranet site or the CONNECTIONS system.

Fourth, the workers in WMS/CCRS need to be loaded, if not already present, in CONNECTIONS. On the Staff Detail window, each staff member must have a cross-referenced WMS office/unit/worker ID (for LDSS case manager only) or a cross-referenced CCRS office/unit/worker ID (if an LDSS planner/worker or Agency planner/worker). Voluntary Agencies should write the worker ID and role information on the paper UCR's so that the data can be loaded to CCRS as the UCR's come due. (See Attachment A) The Office codes are set, unit codes can be defined by the District/Voluntary, worker codes can be defined by the District/Voluntary and assigned to either a position or to a person—the key here is to ensure that as workers move in the organization, their CONNECTIONS Staff Detail record is kept updated.

Finally, a report can be produced which shows what would be converted at that point in time. This includes all information on matching cases, people, and workers and lists the program choice, permanency planning goal, and CID for each tracked child. The workers should review this so they can verify that the information is correct prior to conversion. (Districts and Agencies pre-conversion)

The CONNECTIONS data clean up team have analyzed/estimated what this clean up takes per unit or task and I have included that here. The CONNECTIONS project does have staff that can help you with the analysis steps, if you like. Once you check their analysis, you can either elect to perform the changes (person merges, Local Data Maintenance to add WMS case number, etc.) or you can, in a letter, approve the data clean up staff to perform the updates.

Current Process Estimates (Overall Level of confidence =75%)

Task	Number of items	Additional per month, if applicable	Average time to analyze/correct
Merge Duplicate People	NNN current lines on report	About 10 per month	4 per hour – Average (Attachment B)
Match WMS cases; match WMS persons	NNN current cases	Unknown	6 per hour – Average (Attachment C)
Match WMS persons to CONNX when there are multiple persons needing to be merged.	Estimate 50% = NN cases		4.5 per hour
Load Units to CONNX	Not yet Defined	N/A	6 per hour
Load CONNX staff and unit Rosters with BFPs	Not known how many units will be defined for District and the Voluntaries	N/A	10 per hour
Establish Conversion Unit and Workloads	Not yet defined.	N/A	5 per hour
Update CCRS (Function P) with unit/worker IDS	Unknown: all unit/workers for Voluntary Agencies	Unknown	30 per hour
Update Staff Detail with WMS/CCRS office/unit/worker codes (conversion assignment)	Unknown: all unit/workers for Voluntary Agencies	Unknown	12 per hour

Attachment A:
Adding Office/Unit/Worker to CCRS through the UCR Template

Template Title	Field for Unit/Worker #	Comments
CPS UCR Initial Risk Assessment and Service Plan (OCFS-4800-1)	Yes	
CPS UCR Comprehensive Risk Assessment and Service Plan (OCFS-4801-1)	Yes	
CPS UCR Risk Reassessment and Service Plan (OCFS 4802-1)	Yes	
CPS UCR Plan Amendment Risk Assessment Protocol (OCFS 4803-1)	Yes	
Risk Assessment Summary (OCFS 4338-1)	No	Write Unit/Worker # in upper right hand corner under Local Case #
UCR Initial Risk Assessment and Service Plan (OCFS-4340-1)	Yes	
UCR Comprehensive Risk Assessment and Service Plan (OCFS-4341-1)	Yes	
UCR Risk Reassessment and Service Plan (OCFS-4342-1)	Yes	
UCR Plan Amendment Risk Assessment Protocol (OCFS-4344-1)	Yes	
UCR Initial Assessment and Service Plan 30 day (OCFS-3625-1)	Yes	
UCR Comprehensive Assessment and Service Plan 90 day (OCFS-3626-1)	Yes	
UCR Reassessment and Service Plan Review 6 month (OCFS-3627-1)	Yes	
UCR Plan Amendment (OCFS-4343-1)	Yes	
Progress Notes – upstate	No	Write Unit/Worker Number

Template Title	Field for Unit/Worker #	Comments
(OCFS-3306-1)		in upper right hand corner labeled: LOCAL DISTRICT/AGENCY USE
Progress Notes – NYC	No	Write Unit/Worker Number in upper right hand corner above field labeled: Case Number
Life Skills Assessment	No	Write Unit/Worker Number in upper right hand corner above field labeled: Case Number
Discharge from Foster Care (OCFS-4345-1)	No	Write Unit/Worker Number in upper right hand corner above field labeled: Case Number
Family/Child Visiting Plan	No	Write Unit/Worker Number in upper right hand corner above field labeled: Case Number
Family/Child Visiting Plan Review	No	Write Unit/Worker Number in upper right hand corner above field labeled: Case Number

Attachment B:
MULTIPLE PERSON REPORT - ANALYSIS OUTLINE

1. Obtain the Last Name (LN), First Name (FN), Sex & Date of Birth (DOB) for one of the Multiples from
the Multiple Person Report (MPR).   Approx. Time: 30 seconds.
2. Search for the person in WMS by entering this information in the appropriate fields under the **INDIVIDUAL NAME INQUIRY**. Approx Time: 15 seconds (Steps 2 & 3).
3. **Enter desired no.** for the correct match on the **INDIVIDUAL LIST RESPONSE** Screen. If either a correct match cannot be found or no match is found, then go to Step 11. Otherwise, proceed to Step 4.
4. From the **CASE INVOLVEMENT** Screen, examine the listed cases (choose a Services Case if one is listed) by entering the number to the left of the case number in the line: **FOR CASE INQUIRY: (Choose 1, 2 or 3)**. Note the individuals listed on the resulting **CASE MAKE-UP** screen.   Approx. Time: 15 seconds.
5. Examine the MPR and verify that the address for all the PIDs associated with the one person are the
same. If this is the case, then proceed to Step 6. If not, proceed to Step 10. Approx. Time: 15 seconds.
6. Open the **Person Search** window in CONNECTIONS (**CONX**) and search for this individual
using the same LN, FN, Sex & DOB obtained from the MPR.   Approx. Time: 30 seconds.
7. Find the matching name from the resulting **Person Search List**, click on this name, then click on the
Case List button.   Approx. Time: 15 seconds (Steps 7 & 8).
8. From the **Case List** window, click on one of the recent cases, then click on the **Comp** button.
9. Compare the composition of the WMS case to the CONX case, and if at least 1 other person with the
exact LN, FN, Sex and DOB are seen in CONX composition and WMS Case Make up, obtain the CIN
for this individual from WMS and enter the number in the corresponding column in the MPR.
Approx. Time: 1 minute 30 seconds.
10. If the addresses are different for each CONX PID, then compare a case from each of the CONX PIDs
with the WMS case, following Steps 6 to 9 for each case. NOTE: If the CONX PIDs are in the same
case, then it may be possible to compare the Composition from that case only.
Approx. Time: 3 minutes 30 seconds.
11. Proceed with Steps 6 to 8, then note the LN, FN, Sex & DOB for other members of this CONX case, especially the parents. Approx. Time: 1 minute.

12. Perform Steps 2 to 4 for these related individuals, starting first with the parents. Especially note any person with the same FN and/or DOB for the "Multiple". If a possible match is found, note this result in the MPR. Approx. Time: 2 minutes 30 seconds.
13. Any difference between the info found in CONX and that found in WMS must be noted in the MPR in
another contrasting color.

Attachment C:
CONVERSION PLANNING REPORT: METHOD OF ANALYSIS

1. Search WMS using the WMS Case Number from the Conversion Planning Report (CPR), choosing
B - Case Make-Up/Indivs. Approx Time: 30 seconds
2. Compare the results with the list of Individuals contained in the CPR. These results should be identical to those found in the CPR. If not, then note the differences on the "soft copy" of the CPR.
Approx Time: 30 seconds
3. Search the CONNECTIONS (CONNX) database using the WMS Case Name and corresponding Date of Birth (DOB), obtained from the previous WMS search results. If this search does NOT return any matching results, then try another search using a different name, if available. If successive searches still return NO matching results, then keep searching until all of the individual names have been used. Enter "**Not Found**" in the **CONX_ID** column for the corresponding individual on the "soft copy" of the CPR. NOTE: A match is considered exact if the Last Name (LN), First Name (FN), DOB & Sex are identical to those found in WMS. If a match is also found in another county, the cases are examined to see if this may be the same person. If it appears to be, then the PIDs are entered in the "soft copy" of the CPR.
Approx Time: 1 min 30 seconds
4. If the search returns an exact match, then enter the PID in the CPR and examine the list of Cases to determine which one is the best match for the WMS Case.
NOTE: Along with the Case Composition, the Start Date/End Date for the different Stages in the CONNX Cases is compared to the **APP-DATE** (AD) and **AUTH-PERIOD** (AP) for the WMS Case. A CONNX case is considered to be a "good" match if the End Date for the most recent Stage of the CONNX Case occurs after the AD of the WMS Case. Ideally, the Start Date for the Initial Intake Stage of the CONNX Case would be close to the AD for the WMS Case.
Approx Time: 1 min 15 seconds
5. Once the closest matching CONNX Case(s) has been found, the Case ID Number is entered in the WMS_Case row for the **CONX_ID** column. Approx Time: 15 seconds
6. If any other individuals are listed for this WMS Case, their PIDs are noted from the best match CONNX Case/Person List (for the INV Stage) and entered in the corresponding row for the **CONX_ID** column.
 Approx Time: 2 min 30 seconds

A person search is also performed in the CONNX database for each of these individuals using the LN, FN & DOB found in WMS. If any other PIDs are found, then these PIDs are entered in the corresponding row in the CPR. Approx Time: 3 min 30 seconds