



CONNECTIONS Activities Window: New Resources Now Available

The next CONNECTIONS initiative, which is tentatively scheduled for implementation in early October, will feature the transfer of Child Care Review Services (CCRS) functions into CONNECTIONS. Staff who enter or view data in CCRS will be presented with a “windows-style” interface that will use more intuitive tools such as dropdown menus and language-based choices to supplement codes as they appear in the current CCRS system. This new window, referred to as the Activities Window, will be accessible to CONNECTIONS users with the appropriate security profiles and case roles from within the CONNECTIONS application and will be referred to as the Activities Window. A particular challenge for the effective implementation of this build may be the adjustment required of many staff who will be dealing more extensively with CONNECTIONS with a user interface that is new to them.

The following resources have been posted to the CONNECTIONS Implementation page at the corresponding links and are now available for staff to use in familiarizing themselves to the new Activities Window prior to implementation.

- **New Activities Window Impact Analysis** ([Intranet](#) / [Internet](#))

The Impact Analysis provides an overview of the key impacts on local operations and guidance for any preparations and issues that you may need to consider in implementing the changes.

- **Activities Window (CCRS) Readiness Checklist** ([Intranet](#) / [Internet](#))

The Readiness Checklist outlines key tasks and activities that local districts and voluntary agencies will need to complete in order to prepare for implementation.

Instructor-led training delivered via full day sessions in computer labs, is now available. The training will cover the new navigation within CONNECTIONS and will review key points in the logic underlying CCRS coding. The training will begin the week of September 8th and will continue until several weeks after the build’s implementation. The classes posted in the HSLC system and Staff Development and Training Coordinators should already have begun receiving notice of the new classes. A course announcement and full training schedule are available on the CONNECTIONS Implementation and Training pages, and at the below links.

- **Activities Build Classroom Training—Course Announcement** ([Intranet](#) / [Internet](#))
- **Activities Build Classroom Training—Training Calendar** ([Intranet](#) / [Internet](#))
(Please note that this schedule is subject to change. Check the STARS/HSLC system for the most current training schedule)

In addition, every local district and each voluntary agency that currently contracts with ACS to provide foster care services must apply to NYS to receive the Assign Maintain Activities Business Function. Districts and involved agencies will need this business function to be able to assign the Maintain Activities Business Function to staff to enter or update data in the Activities Window. An application for this business function was sent to all local districts and affected voluntary agencies on September 2nd.

The form must be completed by a Commissioner, Director of Services, Executive Director, or Program Director. A copy of the email with more detailed information, as well as the form itself, is available at the links below

** Please note, this form has been updated since the initial mailing. If you have not submitted the form you were mailed, please instead use the updated copy posted below**

Application for Activities Security Business Function (*Updated*)
([Intranet](#) / [Internet](#))

Copy of 9/2 Email—Instructions/Background
([Intranet](#) / [Internet](#))

For questions, please contact the CONNECTIONS Regional Specialist in your area ([Intranet/Internet](#)) or email the communications mailbox (connections@ocfs.ny.gov)