Activities Window Build Schedule

The Activities window is tentatively scheduled for implementation in early November. More precise schedule information should be available soon.

Activities Window Job Aid and Activities Security Tip Sheet Now Available

Two new pieces of helpful documentation are now available to assist users in learning to use the Activities Window.

Getting to Know the CONNECTIONS Activities Window
Build Job Aid
(Intranet / Internet)
This Job Aid provides a detailed overview of the CONNECTIONS system changes being introduced with the Activities Build, focusing on navigation, when to use specific Movement and Legal codes, and how you will enter these codes. It is intended for all CONNECTIONS workers who will be responsible for viewing or recording activities in CONNECTIONS.

Activities Window Security
CONNECTIONS Build Tip Sheet
(Intranet / Internet)
The Child Care Review Services (CCRS) system is the current system of record for tracking all children in care. When the Activities window is implemented in CONNECTIONS, it will change where workers view, track, and record information regarding children in receipt of pre-adoptive services, foster care services, and—for those districts that choose to do so—preventive services. In order to protect the confidentiality and integrity of case data, access to information in CONNECTIONS is carefully controlled. The Security Tip Sheet provides a basica overview of how security will work for the new Activities window.

Activities Window Security Business Function: Application Due

The new Activities window will be accessible to CONNECTIONS users with the appropriate security profiles and case roles from within the CONNECTIONS application. As such, four new business functions have been created to manage security for the Activities Window.

Every local district and each voluntary agency that currently contracts with ACS to provide foster care services must apply to New York State 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 who 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.

Please note: Districts and affected voluntary agencies who do *not* submit a Security Business Function Application will not be able to enter data into the Activities window upon implementation.

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 below links.

Application for Activities Security Business Function
(Intranet / Internet)

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

Activities Window Training Application Guide: Now Available

A Training Application Guide is now available for individuals using the CONNECTIONS Training Database to practice completing tasks on the *Activities* window. It provides information and direction on the appropriate stages to use for practice.

Many districts and voluntary agencies were assigned training IDs used to access the training database several years ago. If you are unsure what your IDs are, you can contact your regional CONNECTIONS representative or the communications mailbox at connectionsi@ocfs.ny.gov.

The Training Application Guide is posted on both the CONNECTIONS Intranet and Internet websites at the following links:

Practicing Activities Tasks in the CONNECTIONS Training Database
(Intranet / Internet)

Other Activities Window Implementation Resources

In addition to the above pieces of helpful documentation, the following resources are also available on the CONNECTIONS Implementation page, and at the links below:

⇒ Activities Window Readiness Checklist   (Intranet / Internet)

⇒ Activities Window Impact Analysis   (Intranet / Internet)

⇒ Activities Build Classroom Training Announcement   (Intranet / Internet)

⇒ Activities Build Classroom Training Calendar   (Intranet / Internet)