



## Activities Window Build Scheduled

Implementation of the new Activities Window is scheduled for the weekend of **October 31st**. This build will take place differently than most CONNECTIONS builds, and is tentatively planned to adhere to the following schedule:

### Friday, October 31st

1. 6PM—CCRS Legacy System is powered down and those functions transferred to the new Activities Window will no longer be available via legacy access. All CCRS functions are being transferred to the new Activities Window within CONNECTIONS with the exception of J-facilities inquiry, R-WMS case print, and W-WMS Purchase of Services listings. These functions will remain on the CCRS system.
2. 10 PM to 2 AM (Saturday, November 1st)— CONNECTIONS Outage

### Saturday, November 1st

3. Activities Window will *not yet* be live in CONNECTIONS.
4. Data entered into Windows/data elements (e.g. Track Child Detail, Appropriateness of Placement/Child's Location) within the FASP in CONNECTIONS that interfaces with CCRS will be unavailable and trigger error messages between 2 AM and approximately 2 PM Saturday.
5. The new Business Function, "Assign Maintain Activities" will be granted by ITS staff based on submissions by Local Districts and voluntary agencies with NYC foster care contracts.

### Sunday, November 2nd

6. If initial testing goes smoothly on Saturday, it is expected that local users granted the "Assign Maintain Activities" business function may assign "Maintain Activities" to district and agency staff who will need to update information in the Activities Window as of Monday morning.
7. Security coordinators will also be able to grant the new Business Functions (i.e. View Activities, Maintain CID [districts only]) to staff needing to preform these operations.

### Monday, November 3rd

8. 8 AM — Activities Window will be available in CONNECTIONS. LDSS and VA workers granted the "Assign Maintain Activities" BF who have not already done so will need to assign "Maintain Activities" to staff needing to enter or update data in the new Activities window. In addition, those staff needing the View Activities or Maintain CID Business Functions must be granted these security rights.
9. Data entered into Windows/data elements (e.g. Track Child Detail, Appropriateness of Placement/Child's Location) within the FASP in CONNECTIONS that interfaces with CCRS will be available.

## Activities Window Implementation: All Resources Now Available

Extensive resources, including a Job Aid, Tip Sheet, and other useful documentation tools, are now available in preparation for the implementation of the Activities Window. All resources are listed and linked to below.

- ⇒ Activities Window Readiness Checklist ([Intranet](#) / [Internet](#))
- ⇒ Activities Window Impact Analysis ([Intranet](#) / [Internet](#))
- ⇒ Getting to Know the CONNECTIONS Activities Window Build Job Aid ([Intranet](#) / [Internet](#))
- ⇒ Activities Window Security CONNECTIONS Build Tip Sheet ([Intranet](#) / [Internet](#))
- ⇒ Activities Build Classroom Training Announcement ([Intranet](#) / [Internet](#))
- ⇒ Activities Build Classroom Training Calendar ([Intranet](#) / [Internet](#))
- ⇒ CONNECTIONS Training Database Application Guide Practicing Activities Tasks in the Training Database ([Intranet](#) / [Internet](#))