



CONNECTIONS Build Bulletin

New Build Announcement CONNECTIONS will now send Mandated Reporter Letters via Email

RELEASE DATE: AUGUST 23, 2019



Starting with State Central Register (SCR) reports called in beginning 8/23/19, OCFS will assume the responsibility from the local districts for providing the Summary of Findings letters to mandated reporters. On 8/23/19, at the time of intake, SCR staff will begin asking all mandated reporters to provide an email address and if they would like a summary of the findings, which will be recorded into CONNECTIONS. After the resulting INV or FAR stage is approved and closed, an email will be sent to the mandated reporter, attached with the Summary of Findings letter corresponding to that specific INV or FAR stage.

If a mandated reporter requests a summary of findings but does not wish to leave an email address at intake, the SCR will inform the mandated reporter to request their local DSS to mail them the findings letter. The ability to generate and manually print these letters from CONNECTIONS as needed will not change.

Collecting the mandated reporters' email addresses in CONNECTIONS will also provide local CPS staff an additional method of contact with mandated reporters, which should be beneficial as information is needed.

There are several ways to view these email addresses in CONNECTIONS:

- * From your workload, by clicking *Review Intake* from the left navigation pane, then clicking the *Call Entry* tab.
- * By generating a *Stage Summary* report, where *Allegation* is checked.
- * By launching an Intake or Intake/IRI report. The information can be found in the *Reporter Information* section.

Please be aware that, like all information pertaining to the reporter/source of an investigation, access to the mandated reporter's email address is prohibited if you do not possess certain business functions in CONNECTIONS. Please see your local Security Coordinator if you need this information and are not able to access it.

REPORTER INFORMATION

NAME : John Smith	RELATIONSHIP : School Personnel	AGENCY : PS 123	EMAIL ADDRESS : john.smith@PS123.edu
ADDR : 123 MAIN ST	BUFFALO	NY 14203-3042	ERIE BS
PHONE: (716) 555-1234	Ext.	BS	

The CONNECTIONS Team is Here to Help!

Resources

- As always, **CONNECTIONS Implementation Staff** will be available to offer on-site support as necessary. A Contact List of each district and agency's assigned implementation specialist can be found on the CONNECTIONS [Intranet](#) and [Internet](#) pages.
- CONNECTIONS Triage Team: ocfs.sm.conn_app@ocfs.ny.gov
- Comments, Questions or Feedback: connections@ocfs.ny.gov



Intranet: <http://ocfs.state.nyenet/connect/>
Internet: <http://ocfs.ny.gov/connect>