

CONNECTIONS Build Bulletin

Data Exchange

Scheduled Implementation: September 29, 2023

OCFS is excited to be on the verge of releasing bidirectional data exchanges for Foster and Adoptive (FAD) data! These exchanges will allow districts and agencies using third party systems for this data to exchange data between those systems and CONNECTIONS.

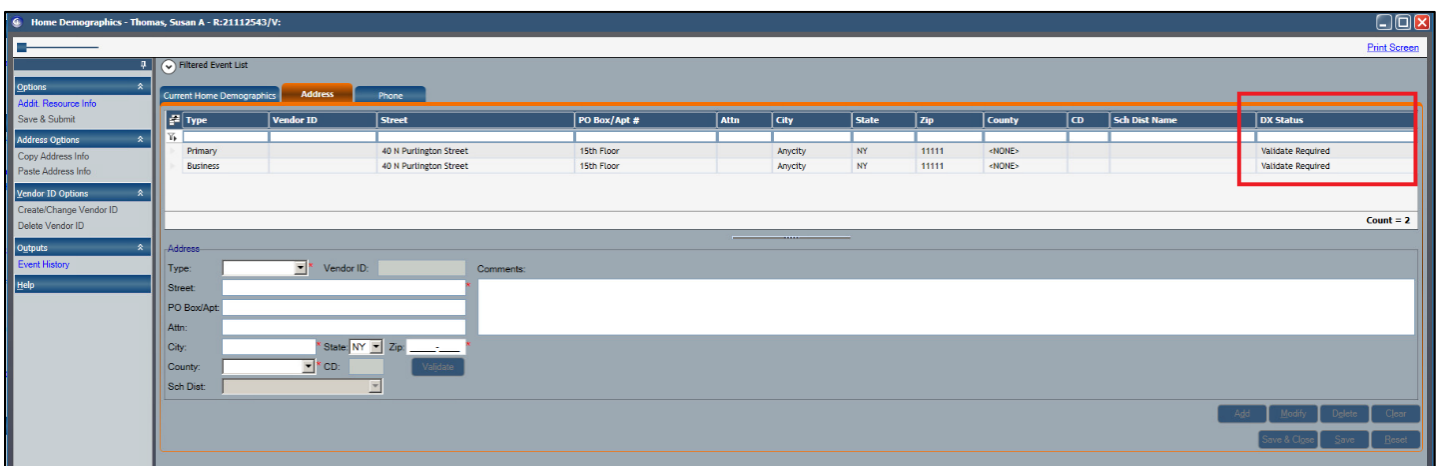
With this, there are some minor changes to CONNECTIONS which will be deployed on September 29, 2023. These changes will not impact the everyday use of CONNECTIONS you are now familiar with, however, you may notice some new details. New columns will indicate to workers whether data has been populated via the data exchange (DX) or entered directly into CONNECTIONS. Data imported via the DX will require verification in CONNECTIONS, the system of record.

Details will be forthcoming about the onboarding process to participate in these data exchanges.

Address Validation:

A new field, DX Status, will be added to the Resource Address tab and the Person List Address tab. This column will be used to indicate addresses added from the data exchange which require validation. This field will be blank for addresses validated in Connections, or populated with "Validation Required" for unvalidated addresses that originated from an outside data source.

Home Demographics Address tab



Type	Vendor ID	Street	PO Box/Apt #	Attn	City	State	Zip	County	CD	Sch Dist Name	DX Status
Primary		40 N Purlington Street	15th Floor		Anycity	NY	11111	<NONE>			Validate Required
Business		40 N Purlington Street	15th Floor		Anycity	NY	11111	<NONE>			Validate Required

Count = 2

Address Form Fields:

- Type: [Dropdown]
- Vendor ID: [Text]
- Comments: [Text Area]
- Street: [Text]
- PO Box/Apt: [Text]
- Attn: [Text]
- City: [Text]
- State: [Dropdown (NY)]
- Zip: [Text]
- County: [Dropdown]
- CD: [Text]
- Sch Dist: [Dropdown]
- Validate: [Button]

Buttons: Add, Modify, Delete, Clear, Save & Close, Save, Discard

Person Address tab

Photos/Docs	Name	M/S	Sch	DOB	Approx	Sex	Type	Role	Rel/Int	Person ID	Date Added	DX Status
<input checked="" type="checkbox"/>	Smith, Tina B			02/15/2010		M	PRN	NO	Other	51330472	09/21/2023	Search Required
<input type="checkbox"/>	Aaron, Nancy J			01/01/2018	A	M	PRN	NO	Other	51330473	09/21/2023	Search Required

Person Info	Person Merge/Split	FA Home Person Detail	Out of State SCR Check	Home Member Training	Case List								
Detail	Address	Phone	AKA Names	Identifiers	Characteristics	Special Restrictions	Person Events	Addtl Detail	Placement Eval.				DX Status

P	INV	Type	Street	City	State	Start	End	CD	DX Status
Y		Residence	#1 Cent-ral, Ave.	Colonie	NY	09/21/2023			Validate Required

All addresses must be validated prior to placing the home in Pending Acceptance or Pending Emergency status and submitting for approval. When outstanding address validations exist, the user will receive a message instructing them to complete all address validations prior to submitting the home for approval.

To validate an address:

1. Select the address from either the Home Demographics or Person List Address tab.
2. Click Validate.
3. Click either Accept or Reject.
4. Click Save.

Person Search:

A new column, DX Status, will be added to the Person List grid. This column will be used to indicate persons added from the data exchange which require a person search. This field will be blank for persons when a search has been performed and will display "Search Required" for unsearched persons. The column Sch will be blank for persons requiring a search. Performing a person search will populate the Sch field of the Person List grid. Performing a Person Search ensures that an individual's history in CONNECTIONS is maintained and avoids the creation of multiple Person Identification Numbers (PIDs).

Person List grid

Photos/Docs	Name	M/S	Sch	DOB	Approx	Sex	Type	Role	Rel/Int	Person ID	Date Added	DX Status
<input type="checkbox"/>	Smith, Tina B			02/15/2010		M	PRN	NO	Other	51330472	09/21/2023	Search Required
<input type="checkbox"/>	Aaron, Nancy J			01/01/2018	A	M	PRN	NO	Other	51330473	09/21/2023	Search Required

New Person Search To-Do:

A new To-Do, "Person search for Last name, First name is required", will be created when a person is added to a FAD stage via the data exchange. The To-Do will contain the name of the person requiring the person search. The To-Do on the Case To-Do tab will not be cleared upon conducting a person search.

The screenshot displays the CONNECTIONS software interface for the Office of Children and Family Services. The main window shows a list of stages with columns for Stage Name, Stage, Type, Role, Stage ID, Case ID, County, Zone, Agency, Start Date, Assigned, Unit, and Facility Type. Below this, the 'Case To-Dos' section is visible, containing a table with columns for Type, Status, Date, Stage ID, Stage Name, Description, Assigned To, and Created By. A red box highlights the following entries in the Case To-Dos table:

Type	Status	Date	Stage ID	Stage Name	Description	Assigned To	Created By
Navigate	T	09/21/2023	34472838	Thomas, Susan A	Person search for Smith,Nancy B is required.	AD	System
Navigate	T	09/21/2023	34472838	Thomas, Susan A	Person search for Aaron,Nancy B is required.	AD	System
A	COMP	09/21/2023	34472838	Thomas, Susan A	New Primary Assignment	AP	AP
A	COMP	09/21/2023	34472838	Thomas, Susan A	New Primary Assignment for: Poole,Amy	MF	AP

All person searches must be completed prior to placing the home in Pending Acceptance or Pending Emergency status and submitting for approval. When outstanding person searches exist, the user will receive a message instructing them to complete all person searches prior to submitting the home for approval. When all person searches have been completed, placing the home in Pending Acceptance or Pending Emergency will clear the Person Search Required To-Do's.

Closing a Home when pending Person Search Required To-Do's exist will clear the To-Do's.

Reopening a closed home will not recreate any Person Search Required To-Do's. However, the person search must be completed prior to the re-opened home being placed in Pending Acceptance or Pending Emergency.

Questions? Please contact your OCFS Regional Office staff with questions regarding programmatic changes or your Regional CONNECTIONS Implementation Team with any questions related to system navigation.



**Office of Children
and Family Services**

CONNECTIONS Job Aids and Tip Sheets:
<https://ocfs.ny.gov/connect/jobaides/jobaides.asp>