



The Activities window debuted in CONNECTIONS in October 2014, replacing the Child Care Review System (CCRS) as the system of record in New York State for the tracking of all children in care. Now, workers view, track, and record information regarding children in receipt of foster care services, pre-adoptive services, and for those districts that choose to do so—preventive services—directly into CONNECTIONS. In order to protect the confidentiality and integrity of this data, access to information in CONNECTIONS is carefully controlled through business functions.

Activities Business Functions

There are four Activities business functions which may be assigned to a worker depending on their job responsibilities:

- The **MAINT ACTIVITY** (Maintain Activity) business function should be assigned to those workers whose job responsibilities include entering or modifying Activities information.
- The **VIEW ACTIVITY** business function should be assigned when view-only access is needed for inquiry, such as for Financial Services staff, Quality Assurance staff, supervisors or others without an assigned role in the Family Services Stage (FSS).

Staff with an assigned role in the FSS are automatically granted view access and do not need this business function.



Unlike other areas in CONNECTIONS, supervisors cannot access the Activities window through the workloads of staff within their unit (Unit Summary Access path); they must either have a role in the stage or be assigned a business function to access the Activities window.

- **ASG MN ACTIVITY** (Assign Maintain Activity). In order to maintain data integrity, the ability to assign the MAINT ACTIVITY business function is only available to Security Coordinators and other staff with the **MAINT SECURITY** (Maintain Security) business function who have been granted the ASG MN ACTIVITY Business Function.

Districts and voluntary agencies must apply to OCFS for this function using the *CONNECTIONS Security Coordinator Update and Security Business Functions Request Form* available on the Forms page of the CONNECTIONS website (<http://ocfs.ny.gov/connect/connections%20forms.asp>).



- The **Modify CID** (Modify Case Initiation Date) business function is available only to district workers. It allows one to change the Activities Case Initiation Date in the *Activities* window. The Activities CID may be modified multiple times but must be done with extreme caution. Modifying the CID for one child in a Welfare Management Systems (WMS) case will modify the CID for all children in that WMS case.



The Family Services Stage CID and the WMS system CID are not impacted and may need to be modified separately.

Business Function	District Worker Access	Voluntary Agency Worker Access
VIEW Activity	<ul style="list-style-type: none"> • Can view data for all children for whom the WMS case resides within the district of for whom the district has Primary Responsibility. • Searches via CIN or WMS case # 	<ul style="list-style-type: none"> • Can view data for children for whom Primary responsibility is designated by the district. • Can view data for children placed in their agency; Primary Responsibility is not necessary • Searches via CIN or WMS case #
MAINT Activity	<ul style="list-style-type: none"> • Can maintain data for all children for whom the WMS case resides within the district • Searches via CIN or WMS case # 	<ul style="list-style-type: none"> • Cases outside of NYC: Can maintain data for children for whom Primary Responsibility is designated by the district <u>if</u> the child is placed in their agency. • Cases within NYC: Can maintain data for children placed in their agency; Primary Responsibility is not necessary. • Searches via CIN or WMS case #
Current role in FSS	<ul style="list-style-type: none"> • Can view data for all children in the FSS stage • Searches via FSS Stage ID # 	<ul style="list-style-type: none"> • Can view data for all children in the FSS stage • Searches via FSS Stage ID #

CONNECTIONS Security Best Practice Reminders

- ✓ Assign the minimal amount of access necessary for staff to perform their authorized tasks.
- ✓ Update Business Function assignments when workers change positions.
- ✓ Remind staff that it is against the law to access information beyond what is needed to perform their assigned duties.
- ✓ Remove access when it is no longer needed through leaving the agency or leaving the job that required access.
- ✓ Review security settings regularly (at least yearly) to keep access appropriate to job duties.
- ✓ Review the job duties of incoming workers and assign their Business Function Profile based on their actual duties rather than the access needed by the worker they are replacing.

Resources

- CONNECTIONS Job Aids and Tip Sheets: <http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>
- CONNECTIONS Regional Implementation Staff: <http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox: ocfs.sm.conn_app@ocfs.state.ny.gov (NOTE: address contains an underline)
- CONNECTIONS Communications Mailbox: connections@ocfs.ny.gov

ITS Enterprise Service Desk 1-800-697-1323