~The CONNECTIONS WEEKLY~
February 3 ~ 10, 2006

Consolidated Business Function Guidelines for Local Districts and Voluntary Agencies...

Two updated business function guideline documents have been posted to the CONNECTIONS intranet website on the Security page. The *Business Functions Guidelines for Local Districts* and the *Business Functions Guidelines for Voluntary Agencies*. It should be noted that the content of these documents consolidates the content of the following documents that were previously posted to the intranet site: *Build 18 Business Functions Memo, Build 18 Business Functions for Local Districts, Build 18 Business Functions for Voluntary Agencies* and the *CONNECTIONS Build 17 Business Functions Guidelines*.

OCFS Data Warehouse Case Management Build 18 Reports (FASP Reports)...

As you may be aware, OCFS has designed several Data Warehouse Case Management (Build 18) reports to provide managers and supervisors with a comprehensive set of reports that help meet their basic operational and planning needs in the CONNECTIONS Case Management system.

To date approximately 1000 current Data Warehouse users, and 400 new users, have responded to the notification of the availability of the FASP reports, which are the first set of Case Management reports to be released.

Information further describing these reports is contained in the FASP Reports Step-by-Step Guide, which is posted to the CONNECTIONS Intranet on both the OCFS Data Warehouse and Desk/Job Aid pages. In addition to the Step-by-Step Guide, there is also a two-page Quick Reference Guide for Cognos ReportNet and an FAQ document posted on the CONNECTIONS Intranet website on the identified pages.

If you have any questions regarding the reports please contact the Data Warehouse Team at data.warehouse@ocfs.state.ny.us.

When CONNECTIONS Will Be Unavailable...

- *__Friday, 2/3/06__* from 5:00AM - 7:00AM
- *__Wednesday, 2/8/06__* from 5:00AM – 7:00AM
- *__Friday, 2/10/06__* from 5:00AM - 7:00AM