~The CONNECTIONS WEEKLY~
May 19 ~ 26, 2006

Armed Forces Day   Armed Forces Day   Armed Forces Day

The CONNECTIONS Program Improvement Plan Update…

The PIP team continues to monitor the system to track performance and asks that if users experience any issues with the application that they continue to report the issues to the NYS OFT Enterprise Help Desk at 1-800-NYS-1323.

Activities for the week of May 12 - 19, 2006

Phase II is still in the process of being defined.

CONNECTIONS Build 18.7.4 Implementation …
Friday, May 19, 2006

CONNECTIONS Build 18.7.4 will be implemented on Friday, May 19th. The content of the Build is detailed in the Build 18.7.4 Release Notes that were communicated on Monday, May 15th and posted to the intranet website on the Implementation page. The Build features user requested enhancements, as well as modifications and fixes to application functionality including, the FSS Case Summary, Progress Notes, Intake, FSI and printing. During the implementation of the Build the CONNECTIONS application will be unavailable (for approximately 6 hours) from 6:00 PM Friday evening through midnight (Saturday, May 20th).

CONNECTIONS Upstate Build 18 Case Management Quick Reference …

A bit of history about how this document came to be…the CONNECTIONS Upstate Build 18 Case Management Quick Reference was designed as a navigational tool to assist users with common CONNECTIONS functionality. The document includes topics such as Entering Progress Notes, Case Manager Reassignments and Approving an FSS Closure, as well as, FAQ's related to the FASP. This document is not intended to *replace* any of the support tools that are currently being used by the field however, the intent of this quick reference is to *enhance and supplement* current tools that are in use. Our CONNECTIONS

Regional Implementation staff saw a user need and, as such, this document was "born". The upstate version of the quick reference is available on the CONNECTIONS Intranet website on the Job Aids page.   And...we are proud to report that this is the first of series of documents developed for this purpose! Stay tuned for more navigational tools (documents) in the weeks to come!
 ****Please note that this reference document was developed for use <u>upstate</u> as the New York City region has had a version of this reference document in use for a period of time prior to the development of the upstate version.*

Records Retention Info...

On Thursday, May 18th, a communication was forwarded to local district Directors of Services and local district CONNECTIONS Implementation Coordinators. The content of that communication is detailed as follows:
"As you are aware, the CONNECTIONS quarterly Records Retention run purges all records that meet the statutory timeframes for expungement, and produces a report of all records "to be expunged" in the next quarterly run. The purpose of the prospective report is to provide Records Retention contacts in each local district with the opportunity to review records in advance of expungement, and either confirm the upcoming expungement and prepare the corresponding paper records for manual destruction or, correct on-line data as necessary if the expungement designation is incorrect. In preparation for the running of the the next Records Retention batch, we have attached a spreadsheet listing those individuals that districts have previously identified as Records Retention Report designees or recipients. We ask that you review the attached spreadsheet to make certain that we have the correct individuals listed and ask that you respond **<u>only if a correction or change is necessary.</u>** In the event that a change to the designee is necessary, please use the attached Management Report Update form and provide the name and CONNECTIONS PID of the report recipient (designee).   It should be noted that designees must have access to CONNECTIONS to receive these reports. Please return your completed forms by **<u>Wednesday, May 24, 2006</u>**, to either Donna Cramer or Marie Wiley."

If you have any questions about this communication you can contact either Donna Cramer ([donna.cramer@ocfs.state.ny.us/518.474.9589](mailto:donna.cramer@ocfs.state.ny.us)) or, Marie Wiley ([marie.wiley@ocfs.state.ny.us/518.402.3259](mailto:marie.wiley@ocfs.state.ny.us)).

SSL VPN Access to Cognos ReportNet for OCFS Data Warehouse Users...

The OCFS Data Warehouse is pleased to announce that the Cognos ReportNet environment of the Data Warehouse is now available, *upon request*, to SSL VPN agency staff. Please refer to the "DW Access" section of the CONNECTIONS Intranet site and click on "SSL VPN Instructions for Access to the OCFS Data Warehouse Cognos ReportNet" for instructions on downloading and submitting the request form (#OCFS – 4827). Any questions, contact the Data Warehouse Team at: data.warehouse@ocfs.state.ny.us.

Updated Step-by-Step Guides…

The following guides have been updated by the SUNY Training Strategies Group and posted to the CONNECTIONS website:

- *CONNECTIONS Step by Step Guide: Training for FAD Caseworkers ~ The Complete Guide to Support Foster and Adoptive Home Development* (revision date 4/12/06)
- *CONNECTIONS Step by Step Guide: Security* (revision date 4/12/06)
  - Revisions to the CONNECTIONS Step-by-Step Guide: Security (Second Quarter Updates 2006)
- *CONNECTIONS Step-by-Step Guide ~ Data Maintenance for Family Services Stages* Version 1.1 (revision date 4/28/06)
  - Revisions to the Data Maintenance for FSS Stages Step by Step Guide (Second Quarter Updates 2006)

A New Look for the OCFS Data Warehouse Intranet Page…

Just a note, the OCFS Data Warehouse page has a new look! Check it out!
For a sneek peek, the following pages were added:

- Data Warehouse News for Users
- Data Warehouse Overview
- Data Warehouse Access (DW Access)
- Data Warehouse Reports (DW Reports)

New Postings to the CONNECTIONS Intranet…

The following documents were recently posted to the CONNECTIONS intranet website:

- The CONNECTIONS Weekly
- CONNECTIONS Case Management (Build 18) Step-By-Step version 1.5
- CONNECTIONS Case Management (Build 18) Step-By-Step Revisions Document
- Revised CONNECTIONS Step-By-Step Guide: Training for CPS Workers
- CONNECTIONS Step-By-Step Guide: Training for CPS Workers Revisions Document
- Revised CONNECTIONS Data Maintenance for FSS stages.
- CONNECTIONS Data Maintenance for FSS stages Revisions Document
- Revised CONNECTIONS Step-By-Step Guide: Security
- CONNECTIONS Step-By-Step Guide: Security Revisions Document
- CONNECTIONS Case Management Build 18.7.4 Release Notes
- Revised CONNECTIONS Step-By-Step Guide: Training for FAD Workers
- OCFS Data Warehouse News & Notes Newsletter for April 2006
- OCFS Data Warehouse SSL VPN Access Instructions
- OCFS-4827 SSL VPN request form for Access Application
- Revised OCFS Data Warehouse Environment Comparison
- CONNECTIONS Upstate Build 18 Case Management Quick Reference

Weekly System Maintenance...
CONNECTIONS Application Downtime...

- ***Friday, 5/19/06*** from 6:00 PM – 12:00 AM (Saturday, May 20th) ***(implementation of Build 18.7.4)***
- ***Wednesday, 5/24/06*** from 5:00 AM – 7:00 AM
- ***Friday, 5/26/06*** from 5:00 AM – 7:00 AM
- ***Wednesday 5/31/06*** from 5:00AM – 7:00 AM