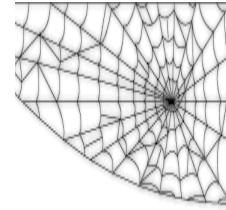
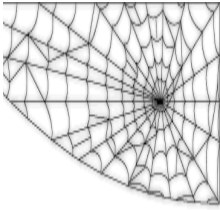


~ *The CONNECTIONS WEEKLY* ~
October 27 ~ November 3, 2006



The CONNECTIONS Program Improvement Plan Update...

The CONNECTIONS PIP (CPIP) team wants to thank you for your assistance in identifying the issues relevant to system performance. Your input helped to structure the initial plan, as well as guide the outline and implementation strategy of the existing plan. As we move forward with key initiatives, related to the Program Improvement Plan we will notify you.

Build 18.9 Update...

As you may be aware, the new Build 18.9 functionality was recently submitted to the project's internal testing environment and, in light of the project's more rigorous testing procedures, we have identified issues that need further review. We are committed to develop and implement a quality product that will perform within acceptable technical and practical standards, and as such, have made a decision to postpone the implementation of Build 18.9. It should be noted that this postponement will also impact our training and guest testing efforts, as they too will be moved to future dates. Please note that Executive Deputy Commissioner Larry Brown will be sending a letter to local district Commissioners and voluntary agency Executive Directors today regarding this issue. We will keep you apprised of our efforts as we revise our implementation plan.

Build 18.9 Info...

○ ***Build 18.9 Impact Analyses...***

Five **NEW** Impact Analyses have been developed and are posted to the CONNECTIONS intranet. The intent of these documents is to provide the user with a more through understanding of the specific functionality that is described in each. The documents identify the functional area of the application that is impacted, provide a brief description of current function/process, define what remains the same and highlights what business processes and functions will change following the implementation of the Build. The following are the titles of the Impact Analyses documents.

- Build 18.9 Permanency Hearing Report
- Build 18.9 FASP Assessment and Service Planning

- Build 18.9 FSS Interface between CONNECTIONS & WMS
- Build 18.9 Case Management ~ Education
- Build 18.9 FAD Adoption Subsidy Homes

The path to the documents is: *CONNECTIONS intranet* (<http://ocfs.state.nyenet/connect/>) > click on the Implementation button > look under Current Build Information CONNECTIONS Build 18 > Build Information > Build 18.9 Reference Documents.

○ **New!!!! Step-by-Step Guides & Job Aids...**

One Step-by-Step Guide and three *DRAFT* Job Aids were posted to the CONNECTIONS intranet this week. We have accelerated the release of these documents so that users will be able to get a “jump start” on reviewing the upcoming Build functionality. Please note that the Job Aids are in ***DRAFT*** format and will be revised as Build functionality is tested. The following are the documents that have been posted:

- *CONNECTIONS Step-by-Step Guide: Common Functions* ~ the purpose of this guide is to provide the user with step-by-step instructions to complete basic tasks that are common for most workers

In addition we have accelerated the release of three Build 18.9 Job Aids so that users will be able to get a “jump start” on reviewing the upcoming Build functionality. Please note that the Job Aids are in ***DRAFT*** format and will be finalized, and posted to the CONNECTIONS intranet in the final format, immediately prior to the release of the Build.

- *CONNECTIONS Critical Improvements System Build 18.9 Job Aid* ~ the contents provide a detailed overview of the system enhancements to the CONNECTIONS application released in Build 18.9
- *CONNECTIONS System Build 18.9 Job Aid Education* ~ this Job Aid provides users with a detailed overview of the Education module being introduced with the implementation of CONNECTIONS Build 18.9.
- *CONNECTIONS System Build 18.9 Job Aid Permanency Hearing Reports* ~ this Job Aid contains information about the new functionality that will support the major changes introduced with the Permanency Bill (Chapter 3 of the Laws of 2006).

A fourth Job Aid, that will provide information related to the Health piece that will be implemented in the Build is currently in development and is scheduled to be released, in *DRAFT*, next week.

A Note About the Inter-Agency IT Events Calendar....

Looking to see if there is a CONNECTIONS Build 18.9 Regional meeting in your area, when a PCUG (PC User Group) meeting is scheduled, dates for the next NYPWA conference, when equipment installs are supposed to happen, what other events/meetings may be going on in the local districts? Well now there is a place where you can go to view current district events...*The Inter-Agency IT*

Events Calendar! The calendar was designed as a joint effort between OCFS, OFT, OTDA and DOH. The purpose of this calendar is to make available the schedules of major system events, allowing for better coordination of efforts and resources. Please note that the *Home page of the calendar* can be accessed through the following URL:

<http://tdashare1.otda.state.nyenet/sites/iaiec/default.aspx> or, through the OCFS intranet site through the following path (<http://ocfs.state.nyenet/> > under General Resources > click on Event Calendar. Check out the calendar!

Notification of a Change in Internet Access and Administration Policy As Described in the OFT Bulletin 06-CNS-01...

***** Please note that this piece details a communication (OFT Bulletin 06-CNS-01) that was forwarded to local district LAN Administrators and local district Commissioners, by the OFT Deputy Director for Customer Service and Marketing, dated October 23, 2006.***

This bulletin was also forwarded, by OCFS IT, on October 25th, to voluntary agency LAN Administrators and Executive Directors.

Overview

This bulletin/notification is to advise you of new policy regarding the granting of Internet access for Human Service Enterprise Network (HSEN) customers in both local districts and voluntary agencies. The reason for the change is because Internet users expressed a need for broader access to the Internet; however there was a concern expressed about monitoring, misuse and performance issues about enabling full Internet access on a wider scale. With this new policy, LAN Administrators will have the ability to manage and grant Internet access based on four groups of access. In addition, nyseWebstar has been updated to reflect these new groups and to allow Proxy Administrators the functionality to add and move users between the groups.

Action

With this change in policy, each local district and voluntary agency may select a person to be assigned the role of Proxy Administrator for their agency. This person (the Proxy Administrator) will then be able to grant, modify, or remove access to the internet through HSEN for users in their agency.

The communications included copy of the bulletin that describes the action required. *At the end of the bulletin there are four attachments:*

- 2 documents that describe the categories that are blocked from HSEN
- *The Internet Access Request form* including submission instructions
- *OFTSEC Request form* including submission instructions

Questions

If you have any questions related to this notification you can either contact OFT Customer Relations at 866.789.4OFT(4638) or forward an email to the oft.sm.cns.oftsec mailbox.

A Quick Tip...

Cancelling a WMS Transaction...

When cancelling a WMS transaction, any pending changes sent via the WMS CONNECTIONS interface will also be cancelled. This may create a WMS CONNECTIONS mismatch. If users need assistance resolving WMS errors, they can contact please contact the WMS Help Desk at 1-800-342-3727 or the OFT Enterprise Help Desk at 1-800-697-1323.

New Postings to the CONNECTIONS Intranet...

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

- The CONNECTIONS Weekly
- CONNECTIONS Step-by-Step Guide: Common Functions
- ***Job Aids in DRAFT form***
 - CONNECTIONS Critical Improvements System Build 18.9 Job Aid
 - CONNECTIONS System Build 18.9 Job Aid Education
 - CONNECTIONS System Build 18.9 Job Aid Permanency Hearing Reports
- ***Build 18.9 Impact Analyses***
 - Build 18.9 Permanency Hearing Report
 - Build 18.9 FASP Assessment and Service Planning
 - Build 18.9 FSS Interface between CONNECTIONS & WMS
 - Build 18.9 Case Management ~ Education
 - Build 18.9 FAD Adoption Subsidy Homes

Weekly System Maintenance...

CONNECTIONS Application Downtime...

- ***Friday, 10/27/06*** from 5:00 AM – 7:00 AM
- ***Wednesday, 11/1/06*** from 5:00 AM – 7:00 AM
- ***Friday 11/3/06*** from 5:00 AM – 7:00 AM