



CONNECTIONS Weekly Technical Bulletin

FSS Modernization Phase 2:

Scheduled for Implementation Friday, June 26

Phase 2 of the Family Services Stage (FSS) Modernization, is scheduled for implementation on Friday, June 26, during the normal morning maintenance window from 4 a.m. to 7 a.m. Changes will be available to users at the start of the business day on Friday, and will include the modernized:

- Education Window
- Individualized Education Plan (IEP) Window

A **Quick Start Guide** intended for workers who are familiar with the CONNECTIONS FSS stage and whose responsibilities include maintaining education information in CONNECTIONS is now available on both the [Intranet](#) and [Internet](#).

Records Retention Scheduled for the Weekend of July 10, 2015

The next quarterly Records Retention cycle is scheduled to take place over the weekend of July 10.

The records retention quarterly cycle leads to the expungement of Child Protective electronic and hard copy case records pursuant to NYS Social Services law, which specifies the precise periods that case material must be retained and when it is required to delete case records.

Each local district has identified individual recipients for receiving case listings in two reports:

1. The *To Be Expunged Report* notifies districts which cases are slated to be expunged so that they may review to be certain the expungement is appropriate.
2. The *Expungement Report* identifies cases that have been removed from CONNECTIONS, signaling that hard copies of CPS records for the case must also be destroyed.

There is a **tip sheet** that outlines the local district tasks in more detail, which is available on both the [Intranet](#) and [Internet](#).

If you have any questions about security tasks in general or the Records Retention process specifically, please send them to acceptable.use@ocfs.ny.gov.

To determine the recipients of the two records retention reports in your district, contact the CONNECTIONS Communications Mailbox, at connections@ocfs.ny.gov.

June 26-July 2, 2015

Weekly System Maintenance

Due to regularly scheduled maintenance, the CONNECTIONS application will be unavailable on:

- **Friday, June 26, from 4 a.m. to 7 a.m.**
- **Wednesday, July 1, from 4 a.m. to 7 a.m.**
- **Friday, July 3, from 4 a.m. to 7 a.m.**