



## CONNECTIONS Weekly Technical Bulletin

### Records Retention Scheduled for the Weekend of March 27

The first quarterly Records Retention cycle is scheduled to take place over the weekend of March 27.

The records retention quarterly cycle leads to the expungement of Child Protective (CPS) 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](mailto: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](mailto:connections@ocfs.ny.gov).

### Updates to Activities Module Implemented Wednesday, March 18

During the routine morning maintenance window on Wednesday, March 18, modifications were made to the Activities Module in CONNECTIONS to expand functionality that allows properly credentialed users the ability to modify/add activities to closed tracks. Following this modification, properly credentialed users with the Maintain Activities Business Function now have the ability to enter an activity on a closed track for those children that they would have had access to when the track was open as long as the Activity Date is within any existing track period (the time from the track starting date to when a child's track is closed for that track).

The upgraded functionality allows modification of closed tracks even if the associated WMS and CONNECTIONS cases are closed. The only exception is when an A599 has been entered in the track (Child was Legally Adopted) – in this instance, only users with the Access Sealed Adoption Business Function can enter the activity beyond sixty days after the activity date of the A599.

### FSS Phase 1 Modernization to be Implemented in Spring 2015

The next build to the CONNECTIONS application, Family Services Stage (FSS) - Phase 1 modernization, is scheduled for implementation in the spring of 2015. Phase 1 of FSS modernization will replace the Stage Composition window with the Person List window, modernize the Progress Notes window in the FSS as well as the Bridges to Health (B2H) window and several supporting windows. These changes will update the "look and feel" of the affected parts of the application and some navigational paths, but will not change basic functionality.

An updated **Impact Analysis** that summarizes the new features and impacts for district and agency management to consider is now available on the [Intranet](#) and [Internet](#).

The most current CONNECTIONS Build Bulletin, available on the [Intranet](#) and [Internet](#), describes the coming build in more detail.

March 27-April 2, 2015

#### Weekly System Maintenance

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

- **Friday, March 27, from 4 a.m. to 7 a.m.**
- **Wednesday, April 1, from 4 a.m. to 7 a.m.**
- **Friday, April 3, from 4 a.m. to 7 a.m.**