CONNECTIONS Technical Bulletin

CONNECTIONS Build: Foster and Adoptive Record Summary (FRS)

The modernization of the CONNECTIONS application will continue in late March with enhancements made to the Foster and Adoptive Home Development (FAD) module. These updates include the modernization of the Foster and Adoptive Home Record Summary (FRS), small changes to navigation, and new edits.

A pilot with selected District and Agency users began on Friday, March 10th.

The build will require some adjustment on the part of staff who maintain, view, and/or print FAD information in CONNECTIONS.

For a detailed overview of the build, please see the latest edition of the CONNECTIONS Build Bulletin on the Intranet or Internet. A new Build Bulletin will be distributed with the final implementation schedule, when it is available.

An Impact Analysis (Intranet / Internet) that summarizes the new features and impacts for district and agency management to consider is now available, and a Job Aid is forthcoming.

As always, CONNECTIONS Regional Implementation Staff (Intranet / Internet) are available to provide on-site support or answer questions, as needed.

Records Retention: Tentatively Scheduled for Weekend of March 31st

The next quarterly Records Retention cycle is tentatively scheduled to take place over the weekend of March 31st. Records retention report recipients may notice slight visual changes to report formatting due to recent technological updates.

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 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 that 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.

A tip sheet that outlines district tasks in more detail is available on the Intranet and Internet.

To determine the recipients of the two records retention reports in your district, contact the CONNECTIONS Application Help mailbox at ocfs.sm.conn_app@ocfs.ny.gov.

March 17-31, 2017

Weekly System Maintenance

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

- **Friday, March 17, from 4 a.m. to 7 a.m.**

- **Wednesday, March 22, from 4 a.m. to 7 a.m.**

- **Friday, March 24, from 4 a.m. to 7 a.m.**

- **Wednesday, March 29, from 4 a.m. to 7 a.m.**

- **Friday, March 31, from 4 a.m. to 7 a.m.**