



..CONNECTIONS NEWS..

for the week of October 9 -16, 2009

Developing a more caseworker centric system

CONNECTIONS Intranet site: <http://ocfs.state.nyenet/connect/>

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"Info to Know" for Caseworkers



The NEWEST Training Database (TBD) Changes

After significant collaboration by the Professional Development Program (PDP) Rockefeller College, University at Albany and the NYS OCFS Application Development team the training database has been updated with user requested modifications! Thanks for your input as well as thanks for the work of both of the teams!!!

The newest additions to the database are identified below.

- The newest addition to the TDB is the addition of the Sam Gilbert CCR. The FSS/CCR Stage is available on all DU's and IL's

| ! | Role | Stage Name | County | Zone | Agency | Stage | Type | Start | Assigned | Unit | Stage II |
|---|------|-------------------|--------|------|--------|-------|------|------------|------------|------|----------|
| | CP | Adams,Maggie | 031 | | A31 | FSS | CWS | 04/24/2009 | 04/24/2009 | H81 | 24600666 |
| | CP | Collins,Kristy | 031 | | A31 | FSS | CWS | 04/24/2009 | 04/24/2009 | H81 | 27201311 |
| | PTL | Collins,Kristy | 031 | | | INV | INI | 04/24/2009 | 04/24/2009 | H81 | 27201309 |
| | CP | Gilbert,Marthe | 031 | | A31 | FSS | CWS | 09/10/2009 | 09/10/2009 | H81 | 27501619 |
| | CP | Gilbert,Sam | 031 | | A31 | FSS | CCR | 09/10/2009 | 09/10/2009 | H81 | 27501620 |
| | PR | Gray,April | 031 | | | INV | SUB | 03/03/2009 | 03/03/2009 | H81 | 25001207 |
| | PR | Gray,April | 031 | | | INV | INI | 03/03/2009 | 03/03/2009 | H81 | 25001205 |
| | PR | Green,Kelly | 031 | | | INV | INI | 09/22/2009 | 09/22/2009 | H81 | 27700659 |
| | PR | Hamlin327,Theresa | 031 | | | INV | INI | 02/18/2004 | 02/18/2004 | H81 | 23500353 |
| | CP | Harrison,Kathy | 031 | | A31 | FSS | CWS | 09/30/2004 | 09/30/2004 | H81 | 26001427 |
| | PR | Hill,Jean | 031 | | | INV | SUB | 01/30/2009 | 01/30/2009 | H81 | 25301303 |
| | PR | Hill,Jean | 031 | | | INV | INI | 01/29/2009 | 01/30/2009 | H81 | 25301301 |
| | PTL | Holmes,Barbara | 031 | | | FAD | REG | 02/18/2004 | 02/18/2004 | H81 | 23700276 |
| | PTL | Hoover,Beth | 031 | | | INV | INI | 09/28/2004 | 10/02/2004 | H81 | 24900583 |
| | PH | Jarrel,Angela | 031 | | | FAD | REG | 02/18/2004 | 02/18/2004 | H81 | 23800276 |
| | PR | Lachette,Susan | 031 | | | INT | DUP | 04/07/2004 | 04/07/2004 | H81 | 23400439 |
| | PR | Lachette,Susan | 031 | | | INV | INI | 04/07/2004 | 04/07/2004 | H81 | 23400440 |
| | CP | Murray,Marsha | 031 | | A31 | FSS | CWS | 10/00/2004 | 10/00/2004 | H81 | 26200963 |

- A Stage now has an Unk/Unk so caseworkers could demo AKA Name. The Kelly Green INV/INI was added to the DU's and contains an UNK/UNK

Person List - Green,Kelly - 59277006597/09/27/2009

File Options Forms Reports Help

Case Name: Green,Kelly Stage: INV

| Name | M/S | Sch | DOB | T | Sex | Type | Role | Rel/Int | Person ID | Date |
|---------------|-----|-----|------------|---|-----|------|------|-------------------|-----------|------|
| Green,Kelly | | V | 05/10/1970 | | F | PRN | NO | Mother | 17701934 | 09/2 |
| Green,Hunter | | V | 05/16/1969 | | M | PRN | AS | Biological Father | 17701935 | 09/2 |
| Unk,Unk | | V | 01/01/1972 | | M | PRN | UK | Unknown | 17701938 | 09/2 |
| Green,Olive | | V | 05/08/2000 | | F | PRN | MA | Child | 17701936 | 09/2 |
| Green,Forrest | | V | 04/15/2009 | | M | PRN | NO | Child | 17701937 | 09/2 |

- A Voluntary Unit has been added to the Training Data Base. This is a Family Preservation Unit, Children Center, Albany NY. HOWEVER: To Use this unit and demonstrate submitting an FSI to a LDSS, the FSI or services has to use a SYRACUSE or Onondaga County Address. Reason: Because Onondaga is the only District in the Training Data Base (NOTE: We will work on entering another District into the TDB.)

Unk summary

File Edit Options Help

Search Criteria

Agency: VU1 Site: TV2 Zone: Unit: 12 Search

| Name | Primary Assign | Second Assign | CaseMgr Assign | CasePln Assign | CaseWrk Assign | CPS W/M Assign | Total Cases |
|------------------|----------------|---------------|----------------|----------------|----------------|----------------|-------------|
| Wilson1,Darryl | 10 | | | 20 | 1,721 | | 1,759 |
| Wilson319,Darryl | 12 | | | 6 | | | 14 |
| Wilson320,Darryl | 12 | | | 6 | | | 14 |
| Wilson321,Darryl | 12 | | | 6 | | | 14 |
| Wilson322,Darryl | 12 | | | 6 | | | 14 |
| Wilson323,Darryl | 12 | | | 6 | | | 14 |

Print Out... To DB... Close

- There was a request for Supervisory Units. In the Training Data Base, there are 5 Supervisors for 5 Case Planners. These Supervisors are the Case Manager as well as the Unit Approver. They are as follows:

1.

Unit: A31/3Q1/H79
Supervisor Wilson324
Case Planner Wilson325

Worker Wilson325 will submit work to Supervisor Wilson324

2.

Unit: A31/3Q1/H81
Supervisor Wilson326
Case Planner Wilson327

Worker Wilson327 will submit work to Supervisor Wilson326

3.

Unit: A31/3Q1/H83
Supervisor Wilson328
Case Planner Wilson329

Worker Wilson329 will submit work to Supervisor Wilson328

4.

Unit: A31/3Q1/H85
Supervisor Wilson330
Case Planner Wilson331

Worker Wilson331 will submit work to Supervisor Wilson330

5.

Unit: A31/3Q1/H87
Supervisor Wilson332
Case Planner Wilson333

Worker Wilson333 will submit work to Supervisor Wilson332

- FAD Dates have been updated to 12/30/2009 for Emergency and Regular Homes
- Also a FIX To FAD Dates: Ability to Back Date a home is available



A NEW ADM --- 09-OCFS-ADM-18

Live Scan Technology for Fingerprinting Foster and Adoptive Applicants

The purpose of this ADM is to announce the policy modification and changes in procedures concerning the method by which fingerprints will be taken and submitted by social services districts and voluntary authorized agencies, including in-state and out-of-state adoption agencies. Effective October 9, 2009, all foster and adoptive parent applicants and all their other household members over the age of 18 will be directed to a contractor site for the purpose of taking fingerprints using a digitized method called Live Scan. This will replace the traditional ink-and-roll process formerly used.

Please note that until further notice, districts and voluntary authorized agencies are instructed to discontinue the use of the Notice of Fingerprinting Requirements

(English/Spanish) generated by CONNECTIONS (FAD Module). At a later time, the form currently available on the CONNECTIONS system will be disabled and the newly revised form, which is attached to the directive, will again become available for system generation. Until such time as that can be accomplished, the form that is attached to the directive should be used in hard-copy format. The consent form for use by voluntary authorized agencies remains unchanged and continues to be available on CONNECTIONS.

You can access the ADM using the following link: [09-OCFS-ADM-18 Live Scan Technology for Fingerprinting Foster and Adoptive Applicants](#).

The following links are the attachments to this ADM:

- [Attachment 1 - Notice Regarding Fingerprint Attachments \(English\)](#)
- [Attachment 1a - Notice Regarding Fingerprint Attachments \(Spanish\)](#)
- [Attachment 2 - Request for NYS Fingerprinting Services - Information Form \(English\)](#)
- [Attachment 2a - Request for NYS Fingerprinting Services - Information Form \(Spanish\)](#)



AFCARS Update

Timeframes for reporting AFCARS data to the federal government are coming due! Districts and voluntary agencies have until October 27 to complete entry of AFCARS information.

The data for the AFCARS (April-September 2009) Children with Missing Clinical Diagnosis report has been refreshed. The new 'as of' date is October 7th.

AFCARS information includes the following:

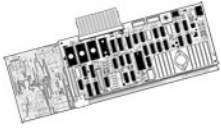
AFCARS information from the Placement Information Tab, the Removal Information Tab and the Diagnosis on the Clinical Appointment window.

For CCR cases-

The AFCARS Adoption Information window accessed from the Adoption Finalization window.

The CONNECTIONS Tip Sheet for Recording AFCARS Data can be found on the CONNECTIONS intranet on the Step-by-Step/Job Aids/Tip Sheets page, or via the following link: <http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Recording%20AFCARS%20Data%20v4.pdf>

General "Info to Know"



****UPDATE** to Last Weekend's System Outage**

CONNECTIONS, CONNECTIONS/WMS/BICS and CCRS Interface & the Training Database

The system outage that occurred last weekend (Friday, October 2nd - Sunday, October 4th) was implemented as planned. As you are aware, the maintenance required an extended outage of all OCFS computer applications, including CONNECTIONS as well as the CONNECTIONS/WMS/BICS and CCRS interface and the Training Database. After the outage CONNECTIONS, CONNECTIONS/WMS/BICS and CCRS interface, and the training database were all available without incident. We thank you for your patience and cooperation during the outage!!!

Just a reminder that the 3 types of monthly reports: the Open Case Load Inquiry (OCI) Monthly Management and the Open Case Load Inquiry (OCI) Monthly Management Summary reports, the Summary of Characteristics and the Multiple Person report (MPR) are available for use and can be accessed via the Reports icon in CONNECTIONS.

****Updated Notice** for OCFS Data Warehouse Users**

As you may be aware, there was a problem during the planned power outage last weekend, which interfered with the OCFS Data Warehouse server and scheduled data refreshes. As a result, **the OCFS Data Warehouse was unavailable until Wednesday (10/7/09)**. Please refer to the banner at the top of the OCFS Data Warehouse tab in Cognos 8 for the latest information.

By Monday, October 12th, all reports including FASP, CPS, and Foster Care should be current. Please contact the Data Warehouse team at data.warehouse@ocfs.state.ny.us with any questions.



Downtime for the CONNECTIONS Application on Saturday, October 17th

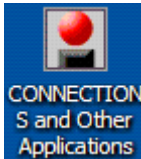
In addition to the scheduled system maintenance downtime the CONNECTIONS application will not be available on Saturday, October 17th from 6:00 am through 2:00 pm - a total downtime of eight (8) hours. The downtime will provide the opportunity to prepare the servers for the implementation of new CONNECTIONS functionality that will be visible in 2010!



****UPDATED DATE** For the Citrix Client Upgrade**

Starting **November 2nd**, a "new" Citrix Xen App Plugin (Formerly known as PN Agent Client) will be deployed to all CONNECTIONS workstations. Users will access CONNECTIONS the same way that it is accessed now, with the only exception being the Xen App Plugin icon.

- **Old Icon on Desktop:**



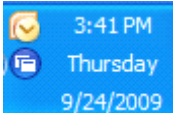
- **Old Icon in System Tray:**



- **New Icon on Desktop:**



- **New Icon in System Tray:**



The upgrade of the Xen App Plugin is part of an ongoing Citrix Infrastructure Upgrade. The CONNECTIONS Application will be unaffected by this icon change.



NEW Postings to the CONNECTIONS Intranet

- ...CONNECTIONS NEWS... <http://ocfs.state.nyenet/connect/>



Weekly System Maintenance

Due to regularly scheduled system maintenance, the CONNECTIONS application will not be available on...

- [Wednesday, 10/7/09](#) from 5:00 AM - 7:00 AM
- [Friday, 10/9/09](#) from 5:00 AM - 7:00 AM

****Please note:** In addition to the scheduled system maintenance downtime the CONNECTIONS application will not be available on Saturday, October 17th from 6:00 am through 2:00 pm - a total downtime of eight (8) hours. The downtime will provide the opportunity to prepare the servers for the implementation of new CONNECTIONS functionality.



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