# ..CONNECTIONS NEWS..
## for the week of April 29 - May 6, 2011

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*CONNECTIONS Intranet site:* http://ocfs.state.nyenet/connect/
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## "Info to Know" for Caseworkers

### CONNECTIONS Transformation Training

As you may be aware, we have begun to forward communication regarding the training that has been designed for the CONNECTIONS Transformation.  The communications have been sent to local district and voluntary agency Staff Development Coordinators, CONNECTIONS Implementation Coordinators as well as Directors of Service for the Albany, New York City and Spring Valley regions.  The following are links to the three communications that have been sent.

*Albany Region*
http://ocfs.state.nyenet/connect/training/Transformation%20Training%20Announcemnet%20_%20Albany%20Region.pdf

*NYC Region*
http://ocfs.state.nyenet/connect/training/Transformation%20Train%20Announ_NYC.PDF

## CONNECTIONS Transformation Training:
### *Clarification for Web-based Training Courses and Modules*

It has come to our attention that there may be a bit of confusion regarding the training courses and modules staff should be completing in preparation for CONNECTIONS Transformation.  In this light, we have developed a few guidelines to clarify what is recommended:

- *Only* supervisors and Resource Users should take the iLinc Class titled:
  **LL: CONNECTIONS Transformation Training for Supervisor/RU (iLinc)**

- Line staff should take **one** of the three web-based trainings (WBT) depending on their primary role:

  - Foster Care, Adoption, Preventive Services and ongoing CPS Services caseworkers should take -- **TS: CONNECTIONS Transformation for Child Welfare Workers: Part 1** (2 modules)

  - CPS Investigation caseworkers should take -- **TS: CONNECTIONS Transformation for CPS Workers: Part 1** (3 modules)

  - FAD caseworkers should take -- **TS: CONNECTIONS Transformation for FAD Workers: Part 1**  (3 modules)

- When you register a trainee for a WBT course labeled "Part 1", the STARS system will **automatically** register the trainee for all of the modules in the course.

- Each WBT is divided into either 2 or 3 modules as noted above.  <u>**The first two modules in each course are identical**</u>.  One focuses on  changes to Common Features and the other focuses on changes to Searching.  Where there is a 3<sup>rd</sup> module, it deals with specialized functionality for CPS or FAD caseworkers.

- If a caseworker has responsibilities that cut across more than one program area, for example, child welfare and CPS, the caseworker should take only the CPS WBT.  This WBT includes the same two modules that comprise the Child Welfare WBT and covers the changes to the CPS Investigation functionality in the third module.

- The WBT courses may be taken in more than one sitting.

- Supervisors are welcome to take any of the WBTs in addition to the iLinc class if they wish to gain a more detailed view of the changes.

## CONNECTIONS Transformation Resources:
- *CONNECTIONS Transformation Phase 1 Job Aid*
- *CONNECTIONS Transformation Quick Start Guide*

### CONNECTIONS Transformation Phase 1 Job Aid

The purpose of the job aid is to provide the CONNECTIONS user with a desk aid that describes the transformed applications functionality. The job aid is posted to the CONNECTIONS intranet on the Transformation page and is also attached below.

CAMP Phase 1 Job
Aid - PDF.pdf

### CONNECTIONS Transformation Quick Start Guide

The purpose of this quick start guide is to provide experienced CONNECTIONS users with a handy road map for locating windows that are most commonly used in day-to-day work in the transformed CONNECTIONS application.  The guide is posted to the CONNECTIONS intranet on the Transformation page and is also attached below.

Transformation Quick
Start Guide _final.pdf

## The Next Records Retention Cycle Will Begin on May 9th

The next Records Retention cycle is scheduled to begin to run on May 9th.  This cycle will purge stages through 3/20/2011 with a "To Be" date of 5/13/2011.

We are nearing the end of the 'catch-up phase' of the Records Retention process. What follows below is the schedule for the Records Retention cycles for the remainder of 2011.

| Cycle Number | Run Dates | Period to be purged |
|---|---|---|
| 10 | 5/9 - 5/13/11 | 12/20/2010 - 3/20/2011 |
| 11 | 6/20 - 6/24/11 | 3/20/2011- 5/13/2011 |
| 12 | 9/19 - 9/23/11 | 5/13/2011- 6/24/2011 |
| 13 | 12/19 -12/23/11 | 6/24/2011- 9/23/2011 |

# General "Info to Know"

## "Use of Laptops and Encryption" -- Security Message for the Month of April 2011

In ongoing efforts to make sure OCFS meets NYS Office of Cyber Security requirements for protection of confidential information, we are continuing to request that users verify that their laptop is encrypted.  Should you find that your laptop is not encrypted, please contact your LAN Administrator.  We also want to remind staff that no confidential information should be put on a device that cannot be encrypted.  Please find instructions for verifying if your laptop is encrypted in the attached document.

Use of Laptops and
Encyrption_April 2011

## NEW Postings to the CONNECTIONS Intranet

- ...CONNECTIONS NEWS... http://ocfs.state.nyenet/connect/
- CONNECTIONS Transformation Phase 1 Job Aid
- CONNECTIONS Transformation Quick Start Guide

## CONNECTIONS Weekly System Maintenance

Due to regularly scheduled system maintenance, the CONNECTIONS application will not be available on…
- Wednesday, 5/4/11 from 5:00 AM – 7:00 AM
- Friday, 5/6/11 from 5:00 AM – 7:00 AM

Office of Children & Family Services
Gladys Carrión, Esq., Commissioner