

..CONNECTIONS NEWS..

for the week of June 17 - 24, 2011

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

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"Info to Know" for Caseworkers



CONNECTIONS Transformation Is Implemented in the Albany Region

On June 13th, local districts and voluntary agencies in the Albany region received the transformed CONNECTIONS application! Initial reports have been positive with regard to the applications' ease of use. Through-out the next few weeks, we will have an on-site presence in the local districts and voluntary agencies in the Albany region and will update you as we progress with this exciting implementation.



CONNECTIONS Transformation Resources --NEW/Revised Tip Sheets--

In continuing to provide resource documents regarding the Transformation, we have created and/or updated 7 tip sheets. All the new tip sheets are posted to the CONNECTIONS intranet on both the Home and Transformation pages. Please note that

we are in the process of creating/updating more tip sheets which will be posted to the CONNECTIONS intranet soon!

For your reference, the following is a title list and link to each of them.

- Accessing Online Resources

<http://ocfs.state.nyenet/connect/jobaided/Tip%20sheets/Accessing%20Online%20Resources%20FINAL%20v2%20rev%2003%2017%20111.pdf>

- Progress Notes: Search, Sort and Print

http://ocfs.state.nyenet/connect/jobaided/Tip%20sheets/Progress%20Notes-Search%20and%20Sort_rev%20120110.pdf

- Progress Notes: Create and Modify

http://ocfs.state.nyenet/connect/jobaided/Tip%20sheets/Progress%20Notes-Create%20and%20Modify_rev%20120110.pdf

- Progress Notes: Show Instructions

<http://ocfs.state.nyenet/connect/jobaided/Tip%20sheets/Progress%20Notes%20Show%20Instructions%20FINAL%20v2%20rev%2003%2017%2011.pdf>

- Creating a Family Services Intake (FSI) from a CPS Investigation

<http://ocfs.state.nyenet/connect/jobaided/Tip%20sheets/Creating%20a%20FSI%20from%20a%20CPS%20INV%20rev%20120610.pdf>

- Creating Contract Headers

<http://ocfs.state.nyenet/connect/jobaided/Tip%20sheets/Contract%20Header%20Tip%20Sheet%20FINAL%20v2%20rev%2003%2017%2011.pdf>

- CONNECTIONS Transformation Tip Sheet: Implied Role/Cross District Access

<http://ocfs.state.nyenet/connect/jobaided/Tip%20sheets/Implied%20Role%20Tip%20Sheet%20v2%20Final%2006%2011.pdf>



CONNECTIONS Transformation Highlights and Resource Documents

The following information provides a broader scope of what the transformed application will look like, as well as how it will function. For any updates to the information below we refer you to the Transformation page of the CONNECTIONS intranet.

The following are the CONNECTIONS Transformation resource documents:

- The CONNECTIONS Transformation Highlights
<http://ocfs.state.nyenet/connect/projupdt/CONNECTIONS%20Transformation%20Highlights%20%20final.pdf>
- The CONNECTIONS Transformation Quick Start Guide
<http://ocfs.state.nyenet/connect/jobaides/Transformation%20Quick%20Start%20Guide%20final.pdf>
- The CONNECTIONS Phase 1 Transformation Job Aid
<http://ocfs.state.nyenet/connect/jobaides/CAMP%20Phase%201%20Job%20Aid%20-%20PDF.pdf>

If you have any question related to the Transformation we refer you to your agency's OCFS CONNECTIONS Implementation staff in your local regional office.



NEW INFO -- CONNECTIONS Transformation Training

Training on the Transformed application is open to staff from both local districts and voluntary agencies - statewide!!!

During the past month, we forwarded announcements regarding the training that has been designed for the CONNECTIONS Transformation, to local district and voluntary agency Staff Development Coordinators, CONNECTIONS Implementation Coordinators as well as Directors of Services for the Albany, New York City, Spring Valley and Syracuse regions. Now, Transformation training has been opened to local districts and voluntary agencies across the state. For further information, please refer to the attachment and links below.

CONNECTIONS Transformation Training Announcement



Transformation
Training Announceme

iLinc and WBT Training Announcements

- *CONNECTIONS Transformation Training for Supervisors and Resource Users - iLinc Training*
[http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmrn%20iLinc%20Training%20for%20Sup%20and%20RUs%20\(3\).pdf](http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmrn%20iLinc%20Training%20for%20Sup%20and%20RUs%20(3).pdf)

- *TS: CONNECTIONS Transformation for CPS Workers Three-part, Web-based Training*
http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmtn%20for%20CPS%20Workers%20CBT_FINAL.PDF
- *TS: CONNECTIONS Transformation for Child Welfare Workers Two-part, Web-based Training*
http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmtn%20for%20CW%20Workers%20CBT_FINAL.PDF
- *TS: CONNECTIONS Transformation for FAD Workers Three-part, Web-based Training*
http://ocfs.state.nyenet/connect/training/Course%20Announcement%20Tranfmtn%20for%20FAD%20Workers%20CBT_FINAL.PDF
- *Accessing CONNECTIONS On-line Training Courses – UPDATED*
<http://ocfs.state.nyenet/connect/training/Accessing%20Online%20Training--Updated%203-25-11.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. **The first two modules in each course are identical.** One focuses on changes to Common Features and the other focuses on changes to Searching. Where there is a 3rd 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.



The June 2011 Records Retention Cycle

**** The following information pertains to local districts only.**

As you are aware, the June 2011 Records Retention run cycle will begin on Friday evening, June 17th. The run is scheduled to complete on Monday morning (June 20th) and will purge stages through 5/13/11.

Please note that the next 'To Be Expunged' reports generated will identify the cases/stages slated to be purged with **destruction dates prior to 06/20/11**.

General "Info to Know"



Security Awareness Message for June 2011 *Topic: Personal Removable Media*

Did You Know?...that using personal removable media in OCFS machines is prohibited. It can introduce malware to the HSEN. This presents a very serious and real risk as Malware attempts to make changes to the infected workstation's operating system and can take down the network. For further info on this topic please review the attached message.



Security Awareness
Message doc remova



NEW Postings to the CONNECTIONS Intranet

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



CONNECTIONS Weekly System Maintenance

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

- [Wednesday, 6/22/11](#) from 5:00 AM - 7:00 AM
- [Friday, 6/24/11](#) from 5:00 AM - 7:00 AM



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