

# ..CONNECTIONS NEWS..

*for the week of June 3 - 10, 2011*

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

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## *"Info to Know" for Caseworkers*



### *CONNECTIONS Transformation Update*

In order to allow sufficient time to diagnose and remediate the issues that occurred last week, within the Pilot environment, we made a decision to postpone the June 6<sup>th</sup> implementation of the transformed application to the New York City region.

We will continue to communicate as we move forward in the diagnostic process and would like to take this opportunity to thank the Pilot participants for their collaboration while we continue to partner toward implementation of the transformed system.



### *UPDATED -- CONNECTIONS Transformation Training Info*

As you may be aware, we have forwarded announcements 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 Services for the Albany, New York City, Spring Valley and Syracuse regions. Links to the four

communications that have been sent immediately follow this section. The announcements explain the content of the courses and for which staff they are targeted.

We would like to alert you that we have made a change to the way in which local districts and agencies will be able to see classes being offered and register for the training. Over the next couple of days, already scheduled iLinc classes will be made available to the entire state, enabling you to view and register for any class offering regardless of when your region is implementing the Transformation application. Previously we had targeted offerings to specific implementation waves. We hope this will make it easier for those registering staff to see all of the trainings being offered in STARS and thereby provide more registration options, although we continue to urge you to sign staff up for training within four weeks or less prior to the implementation of your region. WBTs are now also being made available to the state as a whole, so you may register staff to complete the appropriate course at any time.

### ***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](http://ocfs.state.nyenet/connect/training/Transformation%20Train%20Announ_NYC.PDF)

### ***Spring Valley Region***

<http://ocfs.state.nyenet/connect/training/Spring%20Valley%20Transformation%20training%20Ann.pdf>

### ***Syracuse Region***

[http://ocfs.state.nyenet/connect/training/CONNECTIONS%20Transformation%20Training%20Announcement\\_final\\_3\\_28\\_11\\_Syracuse%20Region.pdf](http://ocfs.state.nyenet/connect/training/CONNECTIONS%20Transformation%20Training%20Announcement_final_3_28_11_Syracuse%20Region.pdf)

### ***Attachments to the Training Announcements for all Regions:***

- ***CONNECTIONS Transformation Training for Supervisors and Resource Users - iLinc Training***  
[http://ocfs.state.nyenet/connect/training/Course%20Announcement\\_Transfmtn%20iLinc%20Training%20for%20Sups%20and%20RUs%20\(3\).pdf](http://ocfs.state.nyenet/connect/training/Course%20Announcement_Transfmtn%20iLinc%20Training%20for%20Sups%20and%20RUs%20(3).pdf)
- ***TS: CONNECTIONS Transformation for CPS Workers Three-part, Web-based Training***  
[http://ocfs.state.nyenet/connect/training/Course%20Announcement\\_Transfmtn%20for%20CPS%20Workers%20CBT\\_FINAL.PDF](http://ocfs.state.nyenet/connect/training/Course%20Announcement_Transfmtn%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\\_Transfmtn%20for%20CW%20Workers%20CBT\\_FINAL.PDF](http://ocfs.state.nyenet/connect/training/Course%20Announcement_Transfmtn%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\\_Transfmtn%20for%20FAD%20Workers%20CBT\\_FINAL.PDF](http://ocfs.state.nyenet/connect/training/Course%20Announcement_Transfmtn%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 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.



## *The June 2011 Records Retention Cycle*

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

The June 2011 Records Retention cycle is scheduled to begin on June 20<sup>th</sup>.

## *General “Info to Know”*



### *Security Awareness Message: Digital Copiers, Printers, Fax Devices*

Are you aware that Digital Copiers, Printers, and Fax Devices may have hard drives or internal memory which contain virtual copies of the images that you have copied, scanned or faxed?

These machines need to be handled in the same way that any other device that contains confidential information on it requires, such as removal of information by wiping or securely destroying.

You may also have these types of devices at home and should consider handling in the same way in order to protect your personal information.



Security Awareness  
Message Dig...



### *NEW Postings to the CONNECTIONS Intranet*

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



## ***CONNECTIONS Weekly System Maintenance***

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

- [Friday, 6/3/11](#) from 5:00 AM - 7:00 AM
- [Wednesday, 6/8/11](#) from 5:00 AM - 7:00 AM



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