

# **..CONNECTIONS NEWS..**

## ***for the week of May 27 - June 3, 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 on Friday, within the Pilot environment, we made a decision to postpone the May 23<sup>rd</sup> implementation of the transformed application to the Albany 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 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 Services for the

Albany, New York City and Spring Valley regions. The following are links to the four 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](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%20Trainin g%20Announcement\\_final\\_3\\_28\\_11\\_Syracuse%20Region.pdf](http://ocfs.state.nyenet/connect/training/CONNECTIONS%20Transformation%20Trainin g%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\\_Transfmrtn%20iLinc%20Training%20for%20Sups%20and%20RUs%20\(3\).pdf](http://ocfs.state.nyenet/connect/training/Course%20Announcement_Transfmrtn%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\\_Transfmrtn%20for%20CPS%20Workers%20CBT\\_FINAL.PDF](http://ocfs.state.nyenet/connect/training/Course%20Announcement_Transfmrtn%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\\_Transfmrtn%20for%20CW%20Workers%20CBT\\_FINAL.PDF](http://ocfs.state.nyenet/connect/training/Course%20Announcement_Transfmrtn%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\\_Transfmrtn%20for%20FAD%20Workers%20CBT\\_FINAL.PDF](http://ocfs.state.nyenet/connect/training/Course%20Announcement_Transfmrtn%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.

## **AFCARS** *The New Reporting Period*

Thank you for entering updates for AFCARS October 2010 - March 2011. The AFCARS reporting period for April 2011 - September 2011 has begun. The Children Served with Missing Clinical Diagnosis report is available (with an ‘as of’ date May 4<sup>th</sup>) and reflects the new reporting period.

OCFS Data Warehouse users can access the Children Served with Missing Clinical Diagnosis report by following these steps:

1. From **Cognos 8**, click on the **OCFS Data Warehouse** tab, if it is not already open.  
[For help accessing Cognos 8 or the OCFS Data Warehouse tab, view the Quick Reference Guide at <http://ocfs.state.nyenet/connect/datawarehouse/dwstep.asp>.]
2. Click on **AFCARS Reports**.
3. Click on the link for the report that displays. [Regional Office staff can run the report for Local Districts or Voluntary Agencies.]
4. Complete the report prompt, and click on the Finish button to run the report.

Requests for access and other correspondence regarding the OCFS Data Warehouse should be directed to [data.warehouse@ocfs.state.ny.us](mailto:data.warehouse@ocfs.state.ny.us).



## ***The May 2011 Records Retention Cycle Has Completed***

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

The May 2011 Records Retention cycle completed on Sunday morning (May 15<sup>th</sup>). The next "To Be Expunged" reports have been generated. The next cycle is set to start on 6/20/2011.

## ***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, 5/27/11](#) from 5:00 AM - 7:00 AM
- [Wednesday, 6/1/11](#) from 5:00 AM - 7:00 AM



Office of Children & Family Services  
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