



CONNECTIONS Activities Window Security

The Child Care Review Services (CCRS) system is the current system of record for tracking all children in care. When the *Activities* window is implemented in CONNECTIONS, it will change where workers view, track, and record information regarding children in receipt of pre-adoptive services, foster care services, and—for those districts that choose to do so—preventive services. In order to protect the confidentiality and integrity of case data, access to information in CONNECTIONS is carefully controlled.

New Business Functions for Viewing and Maintaining Activities

Two new Business Functions that may be assigned to a worker based on job responsibilities are:

MAINT ACTIVITY (Maintain Activity) - This Business Function may be assigned when add or modify access to the *Activities* window is needed to perform job duties.

VIEW ACTIVITY - This Business Function may be assigned when view-only access to the *Activities* window is needed for inquiry (e.g., for Financial Services staff, Quality Assurance, supervisors or others without an assigned role in the Family Services Stage).

New Business Function for Security Coordinators / Managers

In order to maintain data integrity, districts and voluntary agencies must apply for the Assign Maintain Activity Business Function* (ASG MN ACTIVITY). Only staff with this Business Function will be able to assign the MAINT ACTIVITY Business Function to workers at their district or voluntary agency. Remember, in order to assign any Business Function, staff must have the Maintain Security (MAINT SECURITY) Business Function.

** Initially, local districts and only those voluntary agencies contracting with New York City Administration for Children's Services (ACS) will receive this Business Function.*

New Business Function for District Workers




The Modify Case Initiation Date Business Function (MODIFY CID) will be available only for district workers and is used to modify or correct the CID on the *Activities* window. The CID may be modified multiple times, but should

be done with extreme care. Modifying the CID for one child will modify it for all children who are in the Welfare Management System (WMS) case in CONNECTIONS. The CID in both the Family Services Stage and in the WMS system are not impacted, and may need to be modified separately.

Worker Access to Activities

The following images serve as a representation of how district and voluntary agency staff will be able to search, view, and/or maintain activities.


District Worker Access

 VIEW ACTIVITY	<ul style="list-style-type: none"> ✓ Can view data for all children for whom the WMS case resides within the district or for whom the district has Primary Responsibility ✓ Searches via CIN or WMS case #
 MAINT ACTIVITY	<ul style="list-style-type: none"> ✓ Can maintain data for all children for whom the WMS case resides within the district ✓ Searches via CIN or WMS case #
 Current role in FSS	<ul style="list-style-type: none"> ✓ Can view data for all children in the FSS stage ✓ Searches via the FSS stage ID number


In addition, district staff needing to access sealed adoption records more than 60 days after finalization will require the Access Sealed Adoption Business Function (ACC SEALED ADOPT).

Worker Access to Activities (continued)


Voluntary Agency Worker Access

 Victor
VIEW
ACTIVITY

- ✓ Can **view** data for children for whom Primary Responsibility is designated by the district
- ✓ Can **view** data for children placed in their agency; Primary Responsibility is not necessary
- ✓ Searches via CIN or WMS case #

 Maxine
MAINT
ACTIVITY

- ✓ **Cases outside of NYC:** Can **maintain** data for children for whom Primary Responsibility is designated by the district if the child is placed in their agency
- ✓ **Cases within NYC:** Can **maintain** data for children placed in their agency; Primary Responsibility is not necessary
- ✓ Searches via CIN or WMS case #

 Carmen
Current
role
in FSS

- ✓ Can **view** data for all children in the FSS stage
- ✓ Searches via the FSS stage ID number

On occasion, children in the same Family Services Stage are placed with different agencies. It is important to remember that only workers with the Maintain Activity Business Function from the agency where the child is placed will be able to enter and maintain data on the *Activities* window for that child. Additionally, for upstate children, the agency would need to be assigned Primary Responsibility for those children on the *Activities* window.

CONNECTIONS Security Best Practice Guidelines

- ✓ Assign the minimal amount of access necessary for staff to perform their authorized tasks.
- ✓ Remind staff that it is against the law to access information beyond what is needed to perform their assigned duties.
- ✓ Review security settings regularly (at least yearly) to keep access appropriate to job duties.
- ✓ Update Business Function assignments when workers change positions.
- ✓ Remove access when it is no longer needed through leaving the agency or leaving the job that required access.
- ✓ Review the job duties of incoming workers and assign their Business Function Profile based on their actual duties rather than the access needed by the worker they are replacing.

CONNECTIONS Resources

OCFS CONNECTIONS Internet site:
<http://www.ocfs.state.ny.us/connect/>

OCFS CONNECTIONS Information Security site:
<http://www.ocfs.state.ny.us/connect/security>

CONNECTIONS Regional Implementation Staff:
<http://ocfs.state.ny.us/connect/contact.asp>

E-mail your CONNECTIONS application questions to:
ocfs.sm.conn_app@ocfs.state.ny.us (NOTE: address contains an underscore)

E-mail your other CONNECTIONS Communications to:
CONNECTIONSCommunications@dfa.state.ny.us

OFT Customer Care Center:
1-800-697-1323

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