CONNECTIONS Bulletin

CONNECTIONS Uploads Functionality
Statewide Rollout is February 3, 2020!

On Monday, February 3rd, 2020, counties and voluntary agencies will be better able to support good case management by uploading (placing) documents and photos directly into CONNECTIONS. This exciting new functionality allows workers to upload a photo(s) or document(s) to a designated website, which will put the file in the *My Uploads* tab in CONNECTIONS. Workers then go into CONNECTIONS to categorize the file and attach it to the appropriate stage, allegation, person, progress note, or health record.

It is highly recommended that each district and voluntary agency carefully think through your business processes, such as how you are currently saving paper or electronic copies of files outside of CONNECTIONS and how saving some of these files directly to CONNECTIONS would be beneficial. An incremental approach will likely work best, starting with a few types of files to upload and/or a few units uploading before expanding use.

How to Get Started

This new Uploads functionality is currently OPTIONAL. It is up to each district and voluntary agency to decide how to best use Uploads. OCFS encourages districts and voluntary agencies to take full advantage of this functionality. Having pertinent case information easily accessible within the system of record, CONNECTIONS, will benefit caseworkers and supervisors.

To begin uploading documents, request the FILE UPLOAD business function from your CONNECTIONS security coordinator.

Please note that there is one REQUIRED upload for districts using the Uploads functionality. Districts who are currently uploading files to CONNECTIONS, and others as they come on board, must upload pre-dispositional placement court orders under Article 7 (PINS) petitions using the file category of "Legal" and subcategory of "Placement Order". Please refer to 19-OCFS-ADM-22 for further information. There are currently no other required uploads.

Guidance Documentation

Policy ADM:
https://ocfs.ny.gov/main/policies/external/ocfs_2019/ADM/19-OCFS-ADM-13.docx

CONNECTIONS Job Aid:
https://ocfs.ny.gov/connect/jobaides/Tip%20sheets/Uploading-files-in-CONNECTIONS-Job-Aid-v2.0.pdf

PDP "Uploads" Trainings-Now through March

CONNECTIONS trainers from the Professional Development Program at the University at Albany are offering many 2-hour WebEx trainings on uploading documents and photos to CONNECTIONS that can be taken right from your computer.

Please speak with your staff development coordinator about registering for an upcoming training through HSLC:

https://www.hslcnys.org/hslc/

Day	Date	Time	Registration Deadline
Monday	February 10	1:30pm	February 4
Tuesday	February 11	9:30am	February 4
Tuesday	February 11	1:30pm	February 4
Thursday	February 13	9:30am	February 4
Thursday	February 13	1:30pm	February 4
Friday	February 14	9:30am	February 4
Thursday	February 20	9:30am	February 11
Thursday	February 20	1:30pm	February 11
Friday	February 21	9:30am	February 11
Monday	February 24	1:30pm	February 18
Tuesday	February 25	9:30am	February 18
Tuesday	February 25	1:30pm	February 18
Wednesday	February 26	9:30am	February 18
Wednesday	February 26	1:30pm	February 18
Thursday	February 27	9:30am	February 18
Thursday	February 27	1:30pm	February 18
Friday	February 28	9:30am	February 18
Monday	March 2	1:30pm	February 25
Tuesday	March 3	9:30am	February 25
Tuesday	March 3	1:30pm	February 25
Wednesday	March 4	9:30am	February 25
Wednesday	March 4	1:30pm	February 25
Thursday	March 5	9:30am	February 25
Thursday	March 5	1:30pm	February 25
Friday	March 6	9:30am	February 25
Monday	March 9	1:30pm	March 3
Tuesday	March 10	9:30am	March 3
Tuesday	March 10	1:30pm	March 3
Wednesday	March 11	9:30am	March 3
Wednesday	March 11	1:30pm	March 3
Thursday	March 12	9:30am	March 3
Thursday	March 12	1:30pm	March 3

Anticipated Future Enhancements

OCFS and ITS would like to thank the districts and voluntary agencies that piloted the Uploads functionality, in January 2018 and again in July 2019; your feedback was instrumental in helping us develop a product that would meet the needs of our users.

Many suggestions resulted in changes made prior to this statewide deployment, and feedback from the July 2019 pilot surfaced a few opportunities to enhance this new feature even more. The below enhancements will be made to CONNECTIONS, hopefully in 2020:

An ability for supervisors to Upload files to their workers' CONNECTIONS workloads

"Flags" to better identify when files have been uploaded to a specific part of CONNECTIONS without having to drill into additional screens

A few additional file "sub-categories"

The Connections Team is here to help!

Questions, Comments or Suggestions

- Email Us: Connectionsi@ocfs.ny.gov

Resources

- As always, **CONNECTIONS Implementation Staff** will be available to offer on-site support as necessary. A Contact list of each district and agency's assigned implementation specialist can be found on the CONNECTIONS Intranet and Internet pages.

- **ITS Service Desk—844-891-1786 or fixit@its.ny.gov**