NYS Office of Children and Family Services
on the **road** to
transforming the Child Welfare Information System

..CONNECTIONS NEWS..
for the week of June 25 – July 2, 2010

_____

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

_____

FEATURED IN THIS EDITION

"Info to Know" for Caseworkers
- *UPDATED INFO* -- *Records Retention Report Runs Will Resume on June 28, 2010…pg.* 1
- *Revision of a CONNECTIONS Tip Sheet – Creating a Child Case Record for a Legally Freed Child… pg.* 2
- *An UPDATE About the Updates to the Training Database… pg.* 3
- *The Open Caseload Inquiry (OCI) Report Web Based Training (WBT) Is Here!!!! … pg.* 3

General "Info to Know"
- *Security Awareness Message …pg.* 4
- *UPDATED INFO -- Upgrade to Microsoft Office 2007…pg.* 4
- *NEW Postings to the CONNECTIONS Intranet …pg.* 5
- *CONNECTIONS Weekly System Maintenance …pg.* 5

_____

"Info to Know" for Caseworkers

"RR" UPDATED INFO -- Records Retention Report Runs Will Resume on June 28, 2010

** Please note that this piece is for local districts only.

Last April, you were notified that this process had been temporarily suspended because of a need to retain such records due to the pending federal litigation. That issue has been resolved, and the suspension is now lifted. The purging of unfounded case records will resume on June 28, 2010. A schedule of the Records Retention runs is posted below. The schedule includes the plan to "catch up" with Records Retention since it has been "on hold" for a number of months. The plan entails the initial run to purge what was reported on the last 'To Be Expunged' report (from 12/19/2008), as well as the recurring

sequence of 'To Be Expunged Reports', and a subsequent purge every 5 weeks or so until we are "caught up". As you know, there are designated Records Retention report recipients in each district and these are the individuals who will receive direct communication related to records retention.

A letter, signed by William Travis, Deputy Commissioner, Division of Information Technology and Laura M. Velez, Deputy Commissioner, Division of Child Welfare and Community Services, was sent to Local District Commissioners on Wednesday; a copy of the letter is posted below.

For your convenience, there is a Records Retention Tip Sheet that is posted to the CONNECTIONS intranet. The following is the path to access the tip sheet: click on the CONNECTIONS intranet link from the OCFS intranet page: http://ocfs.state.nyenet/connect/, click on the *Step-by-Step/Job Aids/Tips* link in the left-hand box, click on *Job Aids/Tip Sheets* link in the box in the upper right-hand corner, scroll down to the heading "Tip Sheets For All Workers" - tip sheets are listed alphabetically.

Records Retention letter

Records Retention
Re-Start Letter FINAl

Records Retention Schedule to begin on June 28, 2010

Cycle #	Cycle Start Date	Cycle Complete	Purges Stages Thru	To Be Date
1	06/28/2010	07/3/2010	12/19/2009	03/20/2009
2	08/2/2010	08/7/2010	03/20/2009	06/20/2009
3	09/07/2010	9/11/2010	06/20/2009	09/20/2009
4	10/11/2010	10/16/2010	09/20/2009	12/20/2009
5	11/15/2010	11/20/2010	12/20/2009	03/20/2010
6	12/20/2010	12/25/2010	03/20/2010	06/20/2010
7	01/24/2011	01/29/2011	06/20/2010	09/20/2010
8	02/28/2011	03/02/2011	09/20/2010	12/20/2010
9	04/04/2011	04/09/2011	12/20/2010	03/20/2011
10	05/09/2011	05/14/2011	03/20/2011	05/14/2011
11	08/15/2011	08/20/2011	05/14/2011	resumes normal schedule

Revision of a CONNECTIONS Tip Sheet…*Creating a Child Case Record for a Legally Freed Child*

This piece was in the last issue of the CONNECTIONS NEWS.

Just a note that this tip sheet has been revised (revision date of June 2010). A revision was made to specifically reference the importance of entering casework contacts before creating a CCR.

Did you know???...that you should make sure **all** progress notes relating to the child have been entered in the Family Services Stage (FSS) - including those needed to record required Casework Contacts. Once the CCR is created and the child is removed from the family case, his or her name will not appear on the Family Participant/Focus list used to record a new progress note. *No Casework Contacts that involve the child can be added to the FSS after the CCR is created.*

The revised version of the tip sheet is posted to the CONNECTIONS intranet. The path to the tip sheet follows: click on the CONNECTIONS intranet link from the OCFS intranet page: http://ocfs.state.nyenet/connect/, click on the *Step-by-Step/Job Aids/Tips* link in the left-hand box, click on *Job Aids/Tip Sheets* link in the box in the upper right-hand corner, scroll down to the heading "Tip Sheets For All Workers" - tip sheets are listed alphabetically. For your convenience, a link to the revised tip sheet is posted below:
http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Creating%20a%20CCR%20for%20a%20freed%20child.pdf

An UPDATE About the Updates to the Training Database…

Updates to the training database were completed a couple of weeks ago and an FSI/OTI/FAR stage was added to a few Training IDs for testing. As always, if anyone is interested in working with the stage feel free to contact me @ kfarmer@pdp.albany.edu or call (518)320-3718.

The Open Caseload Inquiry (OCI) Report Web Based Training (WBT) Is Here!!!!

The Professional Development Program of SUNY (in collaboration with OCFS) is happy to announce that the OCI Report Web Based Training (WBT) titled: TS: Getting Acquainted with CONNECTIONS Updates - The New OCI Report, is now available through Training Space!!!
The purpose of this course is to provide Local District and Voluntary Agency casework and supervisory staff with detailed instruction on how to access and use the new version of the Open Caseload Inquiry (OCI) report. Proceeding at their own pace, learners will discover the features of the new report, how to customize it to meet individual needs and details of the information contained on the report. You can read all about the WBT by clicking on the link to the training announcement posted to the CONNECTIONS website:
http://ocfs.state.nyenet/connect/training/NEW%20Course%20Announcement%20-%20Getting%20Acquainted%20with%20CONNECTIONS%20Updates%20The%20New%20OCI.pdf

General "Info to Know"

Security Awareness Message

Users are the most important link in assisting with security and confidentiality policies. Every user can assist by allowing access to information <u>only</u> to authorized people who have a business need to know the information. You can also maintain confidentiality by locking your computer when you are away from your desk, keeping confidential information in a locked drawer when it is not in use, and safeguarding OCFS equipment when it is in use in the field. In addition, please note that if USB drives (also called thumb or flash drives) are used for confidential data, only ones that are encrypted can be used.

UPDATED INFO -- Upgrade to Microsoft Office 2007

Over the upcoming summer, OCFS Division of Information Technology (IT) will be upgrading all OCFS workstations (PC's and laptops) from Microsoft Office 2003 to Microsoft Office 2007. This will include Microsoft Word, Excel, and Access. All groups within OCFS IT have been working together to ensure a smooth upgrade and have completed extensive testing of all known items that may interact with the newer version of Microsoft Office.

Please note that the schedule that was posted in the previous versions of the CONNECTIONS NEWS is being revised (revised schedule is posted below). Microsoft Office 2007 has successfully been rolled out to both the 40 North Pearl St. and 52 Washington St. sites.

The revised schedule is as follows:
- June 1st   40 N. Pearl St., Albany, NY
- June 12th   52 Washington St., Rensselaer, NY
- **The remainder of the schedule is currently being revised.**
    - TBA   remainder of Region 4
    - TBA   Region 1, Region 2, Region 3, Region 5, Region 6

Because Office 2007 has many new looks and features, IT has coordinated with the Bureau of Training to have training classes available relevant to the time of deployment. There will also be time after the deployment for further trainings. Bureau of Training has been mailing these schedules to all staff. If OCFS staff have any questions or concerns

regarding the upgrade to Microsoft Office 2007 they may send email to: ocfs.sm.it.office2007.

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…
- **Wednesday, 6/30/10** from 5:00 AM – 7:00 AM
- **Friday, 7/2/10** from 5:00 AM – 7:00 AM

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