



CONNECTIONS Technical Bulletin

CONNECTIONS Build: Family Services Stage — Phase 5, Health Services Module Implemented

The Family Services Stage — Phase 5 build was successfully implemented in the CONNECTIONS application on Friday, September 23rd. The build included modernization of the Health Services module.

The following training documentation is available below:

- Impact Analysis ([Intranet](#) / [Internet](#))
- Job Aid ([Intranet](#) / [Internet](#))
- Practice Simulations ([Intranet](#) / [Internet](#))

If you have questions about build-related functionality or the CONNECTIONS application in general, please reach out to your regional [Implementation Specialist](#). Alternatively, issues can be send to the CONNECTIONS Triage mailbox at ocfs.sm.conn_app@ocfs.ny.gov, or the *ITS Enterprise Service Desk* at 1-800-697-1323.

Records Retention Scheduled for the Weekend of October 7

The next quarterly Records Retention cycle is scheduled to take place over the weekend of October 7, 2016.

The records retention quarterly cycle leads to the expungement of Child Protective electronic and hard copy case records pursuant to NYS Social Services law, which specifies the precise periods that case material must be retained and when it is required to delete case records.

Each local district has identified individual recipients for receiving case listings in two reports:

- 1) The *To Be Expunged Report* notifies districts which cases are slated to be expunged so that they may review to be certain that expungement is appropriate.
- 2) The *Expungement Report* identifies cases that have been removed from CONNECTIONS, signaling that hard copies of CPS records for the case must also be destroyed.

There is a tip sheet that outlines the local district tasks in more detail, available on the [Intranet](#) and [Internet](#).

To determine the recipients of the two records retention reports in your district, contact the CONNECTIONS Application Help mailbox at ocfs.sm.conn_app@ocfs.ny.gov.

September 30– October 13

Weekly System Maintenance

Due to regularly scheduled maintenance, the CONNECTIONS application will be unavailable on:

- **Friday, September 30, from 4 a.m. to 7 a.m.**
- **Wednesday, October 5, from 4 a.m. to 7 a.m.**
- **Friday, October 7, from 4 a.m. to 7 a.m.**
- **Wednesday, October 12, from 4 a.m. to 7 a.m.**
- **Friday, October 14, from 4 a.m. to 7 a.m.**