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To: Local District Implementation Coordinators

From: CONNECTIONS Communication Team

Date: 7/15/03

Re: Invitation to Participate in CONNECTIONS Build 16 User Acceptance Test

A key component of the CONNECTIONS implementation plan is the involvement of local users in the testing of new functionality. While this participation provides the project with some additional information on how well the functionality responds to the work flow of actual users, it also provides the districts from which these guest testers come with the opportunity to develop some experienced users prior to the actual rollout of the new functionality.

Within the next few months, we will begin the testing phase for Build 16 and we'd like to invite experienced CPS workers and supervisors to participate in the User Acceptance Test (UAT). Between September 15 and October 10, a number of testing sites will be available each week. Plans are being finalized for one week of testing in Batavia, one week in Syracuse, two weeks in Albany and three weeks in New York City. The final testing dates for each site will be determined within the next few weeks.

As you know, with the implementation of Build 16, the Child Protective Record Summary will contain a redesigned Safety Assessment, a Risk Assessment Profile (similar to the web-based RAP but accessible from within the Investigation Stage), and Progress Notes which include searchable data fields, narrative detail, flexible sorts and various outputs. Additionally, the system will provide the ability for districts to consolidate certain subsequent investigations into an ongoing investigation.

A copy of the CONNECTIONS database that is approximately 6 weeks old is available for testing. With this copy of the database, testers will be able use the new functionality along with on-line help and the draft Job Aids. Within the test environment, testers will be able to use their own workloads to test the tasks they perform in their jobs as well as work on standard test plans. It is important that participants in user acceptance testing take this opportunity to perform their daily CONNECTIONS tasks, without test plans if possible, to determine that their business functions will be appropriately supported by the changes in Build 16. Prior to testing, a copy of applicable test plans and the Build 16 DRAFT Job Aids will be posted in the Build 16 Public Folder (Public Folders>All Public Folders> Statewide> CONNECTIONS >Build 16). To assist guest testers in making the best use of the test environment, CONNECTIONS Project implementation staff will be available in the testing lab each day to provide needed assistance.

To volunteer for the Build 16 testing, please contact Nancy Wise by e-mail or by telephone, (518) 486-3545. Based on your request, Nancy will set up a schedule for the

testing, taking into consideration factors such as the availability of support in the testing labs, and the most accessible location. We believe that you would achieve the maximum benefit of the testing experience if you were to participate for a 1-2 day period of time. As in the past, travel expenses will be reimbursed at the State approved rates.

We look forward to having CONNECTIONS users assist us in testing Build 16 components.