



# CONNECTIONS Tip Sheet

## The District-Agency Profile

June 2009

The District-Agency Profile (DAP) is a directory of Local Districts, Voluntary Agencies and Preventive Agencies that use CONNECTIONS. The NYS Office of Children and Family Services (OCFS) uses DAP information to estimate equipment needs (e.g. laptop allocations), plan sufficient training slots and to create targeted distribution lists for email. The NYS Office for Technology (OFT) uses information listed in the DAP to verify the legitimacy of requests for administrative rights in Webstar [e.g.: granting Local Security Administrator (LSA) rights, verifying the request came from a current Commissioner or Executive Director]. In addition, the DAP provides districts, agencies and OCFS staff with contact information for other districts and agencies. It is important that information in the DAP be kept as up-to-date as possible.

### How Do I Access the District-Agency Profile?

The path you use to access the DAP will depend on whether you use a state-owned PC or one that connects via SSL-VPN.

- ◆ **For state PC users**, the DAP is accessed via Internet Explorer – even if you do not have Internet access.



1. Double click the Internet Explorer icon
2. Enter <http://ocfs.state.nyenet/connect/dpm/> into the address field and press Enter.

*The District-Agency Profile home page displays.*

**HINT:** Add this link to your list of Favorites for easy future access.

- ◆ **For SSL-VPN users**, the DAP is accessed via the OCFS and CONNECTIONS Intranet sites:

1. From the OFT Welcome page, double-click on the <http://ocfs.state.nyenet/> link.

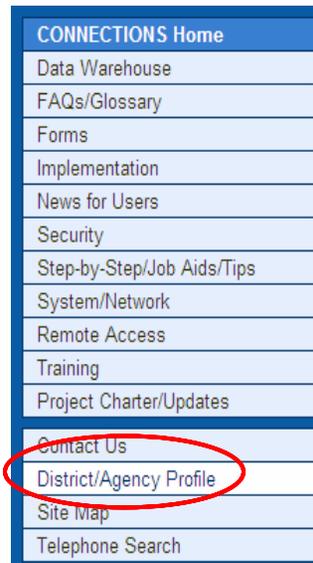
*The OCFS Intranet page displays*

2. Click on the CONNECTIONS link in the sidebar.

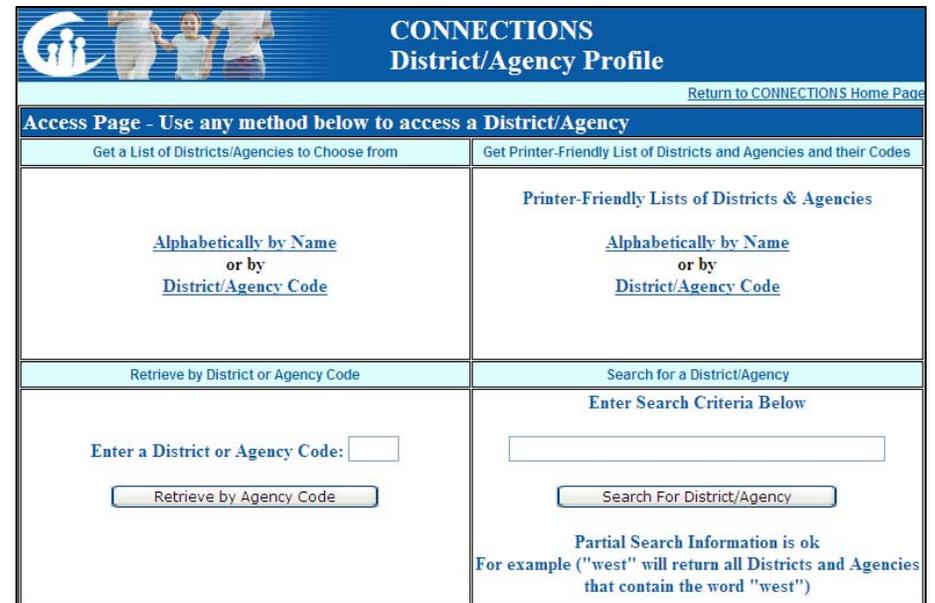
*The CONNECTIONS Intranet home page displays.*

3. Click on the “District/Agency Profile listing in the left sidebar.

*The District-Agency Profile home page displays.*



**NOTE:** See the “Did You Know?” tip sheets for additional instructions on how to access the CONNECTIONS Intranet page.



### Who can Access the DAP?

Users must be given permission to access information in the DAP. The DAP Security Coordinator for the district or agency can grant permission for Read and/or Write access. Write access allows a user to modify DAP information for their district/agency.



If you do not know who the DAP Security coordinator is for your district/agency, contact your regional office CONNECTIONS lead.

### What Information Can I Find in the DAP?

- ◆ Contact information (name, address, phone, email address) for the following staff in each district or agency:
  - Implementation Coordinator
  - Back-up Implementation Coordinator
  - LAN Administrator
  - Security Coordinator
  - Back-up Security Coordinator
  - LSA (Webstar Capable)
  - Back-up LSA (Webstar Capable)
  - Commissioner/Executive Director
  - Director of Services/Social Work
  - Training/Staff Development Coordinator
  - Data Warehouse Coordinator
  - Resource User

- Back-up Resource User
- Programmatic Eligibility (Districts Only)
- Multiple Person Report Specialist (Districts Only)
- ◆ Address, phone and contact information for each district or agency site
- ◆ List of people who have DAP read and/or write access for that district or agency.
- ◆ Printable list of all districts and agencies in alphabetical order
- ◆ Printable list by agency code of all districts and agencies

**CONNECTIONS District/Agency Profile**

Main Page | Contacts | Sites | Staff Build 18.9 | DAP Security | CONX Field Staff | Help

**Program Sites for OSWEGO COUNTY DSS** Instructions ?

District/Agency Name: OSWEGO COUNTY DSS (A35)  
 Total # of CONX Users(All Sites): 75  
 Section Last Updated:

**Site Maintenance Menu**    **Modify Site Below**

Site ID / Region / County: Site ID: 3B5 / Region: SRO / County: OSWEGO  
 Street Address: 100 Spring St.  
 Street Address 2: PO Box 1320  
 City, State ZIP: Mexico, NY 13114  
 Address Types: Services are provided at this site   
 Primary Contact: Reitz, Judith  
 Preferred Email Address: [Judith.Reitz@dfa.state.ny.us](mailto:Judith.Reitz@dfa.state.ny.us)  
 Daytime Phone: (315) 963-5350  
 Services Provided: Adoption | Preventive | Fos. Care | CPS | PINS |  
 Connection Types: State LAN |  
 # CONNECTIONS Users: 65  
 Notes:  
 This Site Last Updated: 8/25/2006 2:53:08 PM by Reitz, Judith (35A181)

**Modify Site Below**

Site ID / Region / County: Site ID: / Region: SRO / County: ONONDAGA  
 Street Address: 370 South Fourth Street  
 City, State ZIP: Fulton, NY 13069  
 Address Types: Services are provided at this site  | Mailing Address   
 Primary Contact: Van Sanford, Olivia

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**Contact Information for: BROOME COUNTY DSS** Instructions ?

District/Agency Name: BROOME COUNTY DSS (A03)  
 Region/County: Region: SRO | County: BROOME  
 CONNECTIONS Lead: Email to: Parry, Janet  
 Program Lead: Email to: Engelbrecht, Bonnie  
 DAP Security for this Dist/Agy: Email to: Lux, Emily  
 District/Agency Notes:  
 Section Last Updated: 9/8/2008 12:49:00 PM by Lux, Emily (03B300)  
 Save Changes    Cancel Changes

**Expand Contact List**

Contact Type	Contact Name	Preferred Email Address
Implementation Coordinator:	Lux, Emily	<a href="mailto:emily.lux@dfa.state.ny.us">emily.lux@dfa.state.ny.us</a>
Back-up Implementation Coordinator:	No Record for this Contact	
LAN Administrator:	Smith, David	<a href="mailto:david.smith@dfa.state.ny.us">david.smith@dfa.state.ny.us</a>
Security Coordinator:	Lux, Emily	<a href="mailto:emily.lux@dfa.state.ny.us">emily.lux@dfa.state.ny.us</a>
Back-up Security Coordinator:	Gentile, Kathleen	<a href="mailto:Kathy.Gentile@dfa.state.ny.us">Kathy.Gentile@dfa.state.ny.us</a>
LSA (Webstar Capable):	Smith, David	<a href="mailto:david.smith@dfa.state.ny.us">david.smith@dfa.state.ny.us</a>
Back-up LSA (Webstar Capable):	No Record for this Contact	
Commissioner/Executive Director:	Johnson, Arthur	<a href="mailto:AJohnson@co.broome.ny.us">AJohnson@co.broome.ny.us</a>
Director of Services/Social Work:	Bowersox, Donald	<a href="mailto:donald.bowersox@dfa.state.ny.us">donald.bowersox@dfa.state.ny.us</a>

### Resources:

CONNECTIONS Step-By-Step Guides:  
<http://ocfs.state.nyenet/connect/jobaides/>

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

CONNECTIONS Application questions:  
[ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us) (NOTE: address contains an underline)

CONNECTIONS Communications  
[CONNECTIONSCommunications@dfa.state.ny.us](mailto:CONNECTIONSCommunications@dfa.state.ny.us)

NYS Enterprise Help  
 Desk #  
 1.800.697-1323