

Preparation for CONNECTIONS Build 15 CPS Functions Checklist for Implementation Coordinators

- Identify the managers, supervisors, caseworkers, support staff, and any others who will be impacted by the CPS changes in Build 15.**

- Share information with staff, including:**
 - Show the video on the Build 15 Changes, concentrating on the changes to CPS and Common Functions.
 - Identify who needs access to the document, “Build 15: Changes Affecting CPS and Related Common Functions,” and ensure that they have access to it

NOTE: The documents cited above are available on the CONNECTIONS website and in the public folders and can be printed from both of these locations.

- Work with staff to ensure that every user who does searches is aware of the new features, specifically the new phonetic address search capability. Consider developing local recommendations regarding the review of the phonetic address set of search results.**

- Review the changes to CPS as presented in the CONNECTIONS materials cited above and determine whether it is necessary to develop or modify local policies or procedures. As necessary, provide information, guidance, and training to staff on any new or revised local policies and procedures.**
 - Decide who will use the “Remove Person-Added in Error” security attribute
 - Decide who will use the “Person Reported in Error” security attribute
 - Decide who will use the “Person Unrelate” security attribute

- Develop a plan to train staff on the contents of Build 15 and its impact on their work. Assist and encourage staff to:**
 - Review and use the Job Aids and other CONNECTIONS materials cited above
 - Use the preview database to become familiar with Build 15
 - Attend the CPS lab-based training

- Identify areas in which you would like assistance from the CONNECTIONS project. Contact your CONNECTIONS Regional Representative to arrange for assistance.**