

**Preparation for CONNECTIONS Build 15 Foster
and Adoptive Home (FAD) Functions
Checklist for Implementation Coordinators**

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

- Share information with staff, including:**

- Show the FAD portion of the Build 15 video
- Ensure that staff have access to the summary document, “Build 15 Highlights, Changes for all CONNECTIONS Users”
- Ensure that staff have access to the Job Aids related to their work: *FAD: Changes affecting FAD and Related Common Functions; FAD: The Foster and Adoptive Home Record Summary (FRS).*
- Identify who needs access to the document, “Build 15 Release Notes,” 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 develop local procedures related to the new FRS and its updateable fields, especially the following sections: Contacts; Home Study Narrative; Annual Reauthorization Narrative; Checklist; Safety Assessments.**

- Develop and communicate local procedures for how to document casework and supervision in the appropriate sections of the FRS.
- Determine the date on which staff will start to document casework and supervision in the appropriate sections of the FRS.

- Review the changes to FAD 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 these new or revised local procedures.**

- Decide who will use the “Remove Person-Added in Error” Security Attribute.
- Decide who will use the “Person Unrelate” Security Attribute

- Develop a plan to train staff on the FAD 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 FAD lab-based training
- Use the improved, context-sensitive On-line Help; the preview database provides an opportunity to try this out.

Licensing Clean-Up Activities: Recently several mailings were sent out notifying every Local District and Voluntary Agency of Requirements for Build 15. Spreadsheets were included for every District involved in the process for:

No People Entered in Home

Fingerprint and Medical Exams

Program Type for Foster Homes: The information for this Clean-Up project is scheduled to be mailed out on or about April 25, 2002.

Identify areas in which you would like assistance from the CONNECTIONS project. Contact your CONNECTIONS regional representative to arrange for assistance.