CONNECTIONS

BUILD 15 TRAINING AND IMPLEMENTATION SUPPORT

To help districts and voluntary agencies implement Build 15, a variety of training and implementation supports will be available. We encourage you to use the training and materials in any combination that best meet your needs. The various supports are described below:

Instructor-Led Training in Computer Labs for FAD workers: Full-day training sessions will be offered in the CONNECTIONS computer labs from Tuesday, April 30th through Wednesday, May 22nd from 9 am to 4 pm. Due to the volume and significance of FAD changes, training classes will be for FAD workers only. Training for CPS workers will be provided prior to Build 15.1 in July and is described later in this section.

We encourage districts and voluntary agencies to enroll as many FAD supervisors and key workers as possible. Virtually all of the material in the FAD Job Aids will be reviewed during the lab-based classes, with particular focus on the new FAD Record Summary and its resulting changes in FAD processes. Participants also will have the opportunity to practice using CONNECTIONS in the Build 15-enhanced training database using simulated data.

The schedule for lab-based classes is available in the Public Folder: Statewide/CONNECTIONS/Build 15 Implementation and on the CONNECTIONS Intranet Website (http://sdssnet5/ocfs/connect) on the Training Information and Schedule page. A hard copy will be mailed to all district and agency Implementation and Staff Development Coordinators. Registration is required for all training. NYC ACS staff registration will be handled centrally through Fred Rosenberg's office in the Office of Direct Foster Care at (212) 676-6917. All other districts and voluntary agencies should contact the SUNY Training Strategies Group at (877) 451-4835.

CPS Training: Training is planned for CPS workers prior to Build 15.1 in July. It will include new functionality related to data maintenance, some of which is being introduced in Build 15 and some in Build 15.1. This training will be primarily for the staff who perform merges, splits, and other specialized data maintenance functions that will be introduced in these builds. All of the data maintenance items that are part of Build 15 are covered in the Build 15 Job Aid for CPS workers.

Build 15 Job Aids: The Build 15 Job Aids provide step-by-step instructions for all new CONNECTIONS features. Three Job Aids have been developed, each focusing on a different aspect of the Build's features:

- System Build 15 FAD: The Foster and Adoptive Home Record Summary (FRS)
- System Build 15 FAD: Changes Affecting FAD and Related Common Functions
- System Build 15 CPS: Changes Affecting CPS and Related Common Functions

A hard copy of each Job Aid will be distributed to every Implementation Coordinator, Staff Development Coordinator, and Director of Services during the weeks of April 22 and April 29. Voluntary Agency Implementation Coordinators will receive only the Job Aids that affect FAD workers. The Job Aids also will be available in the Public Folder: Statewide/CONNECTIONS/Build 15 Implementation and on the CONNECTIONS Intranet Website (http://sdssnet5/ocfs/connect) on the Desk/Job Aids page.

Training Video: A video has been developed to introduce users to the key features of the build in a less detailed format than the Job Aids. One segment of the video focuses on the FAD-related changes and the other segment focuses on the CPS changes. The video can be used in conjunction with the Job Aids or as a stand-alone introduction to the Build. A copy of the video will be distributed with the Job Aids to each Implementation Coordinator, Staff Development Coordinator, and Director of Services. Within NYC ACS, video distribution will be handled centrally for CPS workers by the Division of Child Protective Services and for FAD workers by the Office of Direct Foster Care.

Build 15 Preview Application: A "Preview" of the Build 15 CONNECTIONS Application will be available locally for all local district and voluntary agency CONNECTIONS users on April 30th and will remain available until the Build 15 "live" date over the weekend of May 18th. The Preview Application is a dated "snapshot" of the database that enables you to review and try out the Build 15 system changes in the context of your own case data. Information entered in Preview does not carry over to the Production database. Additional information regarding access and use of the Preview Application will be forwarded to all Implementation Coordinators over the next few weeks.

Implementation Readiness Sessions – CONNECTIONS Regional Implementation staff have begun holding individual and small group sessions to review programmatic and implementation issues related to Build 15 and to answer any questions that district or agency staff may have. These sessions are being scheduled with the agencies and districts involved. If you have any questions about these sessions, contact your regional CONNECTIONS implementation representative. Refer to the list at the end of this document.

If you have questions regarding Build 15, please contact the CONNECTIONS Communications Team by phone or e-mail, or your Regional Implementation Coordinator (see the list below).

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