

**Preparation for CONNECTIONS Build 16 – CPS Enhancements
Checklist for Implementation Coordinators**

- ❑ 1. Child Protective staff are **prepared to use CONNECTIONS Build 16** through activities such as:
 - ❑ Attendance at CONNECTIONS Build 16 lab-based training
 - ❑ Viewing the training video
 - ❑ Reviewing the Job Aids available on the CONNECTIONS Intranet site, in the Public Folders or distributed at training.
- ❑ 2. Child Protective Services, Preventive Services and Foster Care staff received training in the new **CPS UCR** and know how to access it. (Staff will be required to use the new CPS UCR in on-going open CPS services cases effective with Build 16.)
- ❑ 3. After OCFS releases the Build 16 Administrative Directive (November 2003), notified the OCFS regional office of the district's intent whether it will use the OCFS-issued **guidelines for consolidated investigations** as its own procedures or it will develop additional written local procedures. Upon acceptance, distributed the procedures to affected staff.
- ❑ 4. Upon receiving instructions from OCFS, has requested cases and has enabled selected staff to use the **Preview Application** to promote better understanding of Build 16 functionality and how it may affect business processes.
- ❑ 5. Decided to whom to give the new **“Enter Progress Notes” Business Function** and have a plan to prepare affected staff on how to access investigation stages and enter progress notes.
- ❑ 6. Completed activities that will **minimize the number of pre-implemented investigations** on CPS staff's workload upon implementation of Build 16 and that reduce “duplicate persons” on the CONNECTIONS database to the extent possible.
- ❑ 7. Advised CPS staff to continue to complete **web-based Risk Assessment Profiles** for investigations started prior to the implementation of CONNECTIONS Build 16.
- ❑ 8. Developed a plan to **assist staff that experience problems** using the new functionality.
- ❑ 9. Requested **assistance from CONNECTIONS Regional Field Support staff** in areas that the district anticipates it will need such assistance.
- ❑ 10. **Addressed all other gaps** identified in the district's self-assessment.