



**CONNECTIONS Training Project
SUNY Training Strategies Group**

Revisions to the FAD Step by Step
October 2005

This Step by Step was updated to reflect major content changes through Build 18.4.

Module-Page	Revision
Entire Document	Added navigational tip boxes throughout the document.
2-10	Added a tip box with information about navigating to a document when using the copy and paste functions.
3-4	Added a list defining <i>Assigned Workload</i> columns for ACS caseworkers.
3-4	Added discussion of sort options.
3-14	Added discussion of buttons on the Home Demographics tab.
3-16	Added descriptions of columns on the Home History Events tab.
3-16	Added descriptions of columns on the Agency/Worker tab.
3-31	Added a tip box regarding how to conduct a search for a worker outside your agency when you do not know the Agency Code.
5-3	Added a tip box with information on how to keep a help topic open while working in CONNECTIONS.
7-9	Added information about the Ethnicity field.
7-16	Added a tip box with information about the FAD Fingerprints Requirement Letter.
7-18	Added a tip box regarding saving information on the <i>Person Detail F/A</i> window.
7-22	Added a tip box and Step by Step for recording information on the Household Member Detail tab.
7-23	Added information and Step by Step for recording comments from the Household Member Detail tab.
8-2	Added new information regarding Out of State Foster/Adoptive Homes in CONNECTIONS.
8-3	Updated <i>F/A Home License</i> window field names and definitions.
8-15	Added a tip box with information on recording and saving a Home Study.
8-16	Added a Step by Step for modifying an existing Home Study.
8-18	Added a reference tip box for printing a formalized Home Study.

This material was produced under a contractual agreement with:
*CONNECTIONS Training Project
Training Strategies Group
Office of the Provost and Vice Chancellor of Academic Affairs
State University of New York*



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Module-Page	Revision
8-19	Added message information for the <i>F/A Home License</i> window.
8-20	Added a tip box regarding saving and submitting the <i>F/A Home License</i> window.
9-7	Added a Step by Step for printing a formalized Home Study.
11-3 - 11-5	Added reference tip boxes.
11-6	Added definitions of <i>Report List</i> columns.
11-7	Added a tip box with information on opening reports.
11-7	Added Step by Step for accessing a report from the <i>Task List</i> .
11-8	Added a description of the report window.
12-3	Added a reference tip box.
12-4	Added a tip box reinforcing best case practice for changing phone information and household composition.
12-5	Added a tip box reinforcing best case practice for a change in household composition.
12-9 - 12-17	Added information on Merging and Splitting.
12-24	Added a tip box reinforcing best case practice for updating the <i>FRS</i> .
Module 13	Added additional, comprehensive information about Vacancy Control.
14-4	Added a tip box with information about the Annual Reauthorization task.
14-6	Added a tip box regarding saving and submitting the <i>FRS</i> .
14-9	Updated the table regarding the Annual Reauthorization task.
14-10	Added a reference tip box.
14-10	Added the Home Certification/Approval Extensions section.
15-5	Added a tip box reinforcing best case practice for the Close Home task.
15-6	Added the Closure Reasons table.
15-9	Added a tip box reinforcing best case practice for closing a home.
15-11	Added a tip box with information on closing a duplicate home.
17-7	Added a reference tip box.
17-7	Added a Step by Step for Converting a Facility Type after Reopening a Foster Home.
19-4	Added a tip box with information on saving and submitting a transferred home.

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Module-Page	Revision
19-3	Added a tip box regarding the Agency field.
20-2	Updated the Regulatory Information section.
Appendix J	Added an appendix for ACS: Defining Mild, Moderate And Severe Child Characteristics For Vacancy Control Maintenance.
Appendix K	Added an appendix regarding Criminal History Record Checks (Fingerprint Card and Waiver).

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