



**CONNECTIONS Training Project
SUNY Training Strategies Group**

Revisions to the Supervisory Functions Job Aid
September 2005

This Job Aid was updated to reflect Build 18.3 and 18.4 changes to CONNECTIONS.

Page Number	Revision
8	Added a tip box to alert workers that Local District Case Managers and Case Planners can assign the Caseworker role cross-district.
12	Added a tip box to specify the navigation path to the <i>Family Services Intake</i> window.
16	Added a tip box to emphasize that the selected Program Choice directly impacts the status change options available on the <i>Plan Amendment Maintenance</i> window.
25	Added a new screen shot of the <i>Approval Status</i> window, which no longer includes a Password field.
25, 27	Removed all references to entering a password when approving and rejecting FASPs, since a password is no longer required.
28-31	Added new information regarding the Stage Closure Process, including step-by-step's for approving and rejecting stage closures.
33	Added a tip box with information about recording Progress Notes while a stage closure is pending.
34	Added a tip box specifying what fields are disabled when certain Types are selected on the <i>Progress Notes Detail</i> window.

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CONNECTIONS Training Project
Training Strategies Group
Office of the Provost and Vice Chancellor of Academic Affairs
State University of New York