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CONNECTIONS INTRANET:

<http://ocfs.state.nyenet/connect>

CONNECTIONS INTERNET:

<http://ocfs.ny.gov/connect>

CONNECTIONS Training Opportunities: A Valuable Resource at Your Fingertips

Numerous CONNECTIONS training opportunities are offered through the University at Albany's Professional Development Program (PDP) and are available to all child welfare workers. Although CONNECTIONS implementation staff often highlight new courses as they become available, there is an abundance of ongoing classes accessible through the Statewide Training Automated Registration System (STARS) database. These courses help workers to learn features such as:

- The correct way to complete tasks within CONNECTIONS
- Shortcuts and "ease of use" features that can make the working in the application more efficient
- How to access reports that assist workers and supervisors to monitor their work more effectively
- The latest updates and changes made to CONNECTIONS

Many CONNECTIONS courses are offered in training labs, where trainees can see the application demonstrated and then try it themselves in a training version of CONNECTIONS. In addition, WBTs, courses delivered online, provide important, job-related skills, all from the convenience of your own work station. The course catalog,

Did You Know:

- All CONNECTIONS trainings offered through PDP require no local fee.
- Child Welfare staff at local departments of social services *and* voluntary agencies are eligible for training.
- If instructor-led training is needed for a substantial number of staff at a particular site, PDP trainers will make their best effort to bring training to you.
- Web-based trainings are convenient, efficient, and some do *not* require registration through STARS.

NO REGISTRATION REQUIRED

- Introduction to your CONNECTIONS workload
- Discovering the CONNECTIONS Family Services Stage
- Overview of the CONNECTIONS Family Assessment and Service Plan
- Understanding the CONNECTIONS Family Services Intake

available [here](#), lists an extensive number of WBTs, most of which require registration through STARS. Some WBTs, noted in the bottom left corner, do *not* require pre-registration, and are available for immediate enrollment and participation.

Ultimately, CONNECTIONS training courses are an incredibly valuable resource open to all local district and voluntary agency staff. In a demanding atmosphere in which workers must complete many required tasks within tight time frames as well as documenting these tasks completely and accurately, training greatly enhances workers' ability to use CONNECTIONS to the fullest extent at no cost to the local district or voluntary agency.

For more information, please email CONNECTIONS@albany.edu

Useful Training Links:

- ⇒ [STARS](#)
- ⇒ [TrainingSpace](#)

New iLinc Training: Working with Permanency Hearing Reports in CONNECTIONS



A new iLinc training, *Working with Permanency Hearing Reports in CONNECTIONS*, is now available to familiarize new local district and voluntary agency Foster Care workers with the process of completing Permanency Hearing Reports (PHRs) in CONNECTIONS.

After completing this course, participants should be able to:

- Explain which children are impacted by the Permanency Law and the purpose of completing PHRs.
- Record information that is used in each PHR but housed outside of the report.
- Use the Permanency window to launch, view, and modify PHRs.

Pre-registration for this course is required through the Statewide Training Automated Registration System ([STARS](#)).

This is the second of three, independent, online courses that comprise the content offered in the *Foster Care One-Day Training*. The first course, *Recording Education in CONNECTIONS*, is currently available via TrainingSpace. The third course, *Recording Health Services in CONNECTIONS*, is forthcoming next quarter. A training bulletin that details these courses, as well as a training announcement specifically for the PHR iLinc course, is available at the following links:

[CONNECTIONS Training Page \(Intranet / Internet\)](#)

June Computer Training Courses

New computer training classes are now available throughout the month of June, in both instructor-led computer labs and via distance-learning options like Training Space and iLinc.

Classes include:

- Excel 2010
- Word 2010
- Outlook 2010
- PowerPoint 2010
- OneNote Basics

These and additional courses will assist staff in transitioning to Microsoft Office

2010 and Windows 7. New this month via online training is *Access 2010: Basics* which specifically seeks to educate learners with little to no experience with Microsoft Access.

More extensive listings of the classroom and distance-learning courses are available on the CONNECTIONS websites at the following links:

[June Classroom Training \(Intranet\)](#)

[June Classroom Training \(Internet\)](#)

[June Online Training \(Intranet\)](#)

[June Online Training \(Internet\)](#)



CONNECTIONS Clue



Closing FAD Homes: What's Your Role?

Trying to voluntarily close a Foster and Adoptive Development (FAD) home, but can't? Wondering if it's a problem with your security settings? The answer is...it's not!

The ability to voluntarily close a FAD home is based *solely* on your assigned role in the case. Only the worker with a *Primary Role* can close a home. Workers assigned as *Secondary* cannot close a FAD home. It's that simple.

And waiting until the last minute does not pay!

Sometimes FAD homes are not promptly recertified during the initial 90-day or 60-day windows and are left to be recertified on the final day of the *Authorization To Period*. If a supervisor is not available to approve the recertification on the last day, workers may try to voluntarily close the home so it does not system close. IF you're not assigned as *Primary*, you're out of luck.

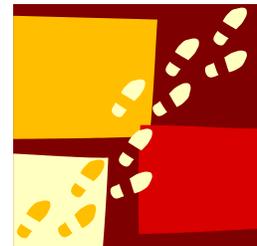
It is *always* preferred that a home be recertified earlier rather than later to avoid last minute problems. However, if you need to voluntarily close a FAD home, remember that only the *Primary* worker is able to do this.

Don't Forget Past CONNECTIONS Clues!

Past CONNECTIONS Clues are available on the CONNECTIONS Website at:

[CONNECTIONS Clues](#) (Intranet)

[CONNECTIONS Clues](#) (Internet)



Coming Next...



In Our Next Issue:

⇒ CONNECTIONS Clue: Progress Notes and FASPs: Hieroglyphics?

