

CONNECTIONS Fundamentals is Here!

The SUNY Training Strategies Group, in conjunction with the New York State Office of Children and Family Services, is pleased to announce the distribution of the computer-based training, *CONNECTIONS Fundamentals*. This self-paced course is intended for newly hired child welfare staff responsible for using the CONNECTIONS system in their work with children and families. It provides a basic orientation to CONNECTIONS case management modules that new child welfare workers may need prior to attending any CONNECTIONS training. **It is *not* intended to replace training** and does not cover the functionality in depth. There is a “virtual mentor” to walk workers through each content area. The course is broken out into three parts. The three parts include:

Part 1: Introduction, Casework Flow, and Progress Notes

Learn ways a family or individual becomes involved with child welfare services and how CONNECTIONS supports those services. In addition, this training will help workers learn how to create, modify, search for and print progress notes in CONNECTIONS.

Estimated Time of Completion: 1½ hours

Part 2: Accessing Information

Learn where to find important person, stage and case information in CONNECTIONS. Topics include CPS Intakes and Investigations, Family Services Intakes, Family Services Stages, and the Family Assessment and Service Plan.

Estimated Time of Completion: 2 hours

Part 3: Resources and Course Wrap-up

Learn how to access Online Help in CONNECTIONS and how to find various resources on the OCFS Intranet site.

Estimated Time of Completion: ½ hour

Staff can take this course at their own pace at their desktop. General installation, as well as installation recommendations for non-CONNECTIONS machines, are included on the inside cover. We strongly recommend that all other programs are closed during the operation of the CD. Pop-Up blockers must be turned off in order for this product to work properly.

Please use these products to your district or agency’s advantage. The CD may be used many times over, so re-cycle it through to the appropriate staff. **The CD’s are addressed to Staff Development coordinators in local districts and to training coordinators in voluntary agencies.** If your district or agency does not receive a shipment by Friday, April 27th, please contact the SUNY TSG office at 1.877.451.4835. Our office will provide you with the name and address to whom the shipment was sent.