

## Completing Supervisory Tasks with CONNECTIONS Computer-Based Training

The New York State Office of Children and Family Services (OCFS), in conjunction with the Professional Development Program, (formerly known as SUNY Training Strategies Group), is pleased to announce the 2008 computer-based training (CBT), *Completing Supervisory Tasks with CONNECTIONS*. This course provides supervisors from local districts and voluntary agencies with an overview of specific CONNECTIONS functionality that can be used to complete supervisory tasks.

Topics in this course include an overview of supervisory responsibilities; monitoring casework activities using CONNECTIONS; using and generating reports; merging and splitting cases; reviewing work in CONNECTIONS; and approving work in CONNECTIONS.

Learners have the option to select only those lessons they are interested in learning more about, navigating through each at their own pace. However, lessons of a similar nature are grouped together in a module. This structure guides the learner in a logical sequence through the course.

### **Completing Supervisory Tasks with CONNECTIONS**

- *Module 1: Introduction* contains one lesson that presents an overview of the course and provides a review of supervisory responsibilities and the role CONNECTIONS can play in completing them.
- *Module 2: Monitoring Casework Activities in CONNECTIONS* contains three lessons that allow the learner to explore specific CONNECTIONS functions as supervisory tools that can help them monitor the casework activities of the workers they supervise.
- *Module 3: Using Reports* contains one lesson that teaches the learner about the various reports available in CONNECTIONS that can be used to monitor the casework activities of the workers they supervise.
- *Module 4: Merging and Splitting Cases in CONNECTIONS* contains one lesson that provides the learner with information on when it is appropriate to conduct Case Merges and Case Splits, as well as the steps involved in completing each.
- *Module 5: Reviewing Work in CONNECTIONS* contains three lessons that describe the processes of reviewing Family Services Intakes, Family Assessment and Service Plans (FASPs), and Permanency Hearing Reports in CONNECTIONS.)
- *Module 6: Approving Work in CONNECTIONS* contains four lessons that teach learners how to complete approvals of CPS Investigations, FASPs and stage closures in CONNECTIONS, as well as how to assign a designee at the appropriate times.
- *Module 7: Wrap-up*

Copies of this CBT will be shipped to Staff Development Coordinators from each LDSS, voluntary agency and Implementation Staff from OCFS Regional Offices. To receive a copy of this course (delivered via CD), please see your supervisor or Staff Development Coordinator. If your agency needs additional copies, please contact the CONNECTIONS Training Project at 518.443.5940.