

Preparation for CONNECTIONS Build 15.1 Checklist for Implementation Coordinators

- Identify the managers, supervisors, caseworkers, support staff, and any others who will be impacted by the release of Build 15.1. This applies to both CPS and FAD staff.**

 - Select the Staff who will perform Local Data Maintenance and share information with them, including:**
 - Share copies of Local Data Maintenance Job Aids for both CPS and FAD. (Note: All functionality for Local Data Maintenance is contained in the CPS guide. The FAD guide is more limited, as FAD workers will only be able to access certain parts of the process.)
 - Identify who needs training, contact SUNY to schedule classroom training for affected staff and ensure that they have access to it
 - Assign the new Local Data Maintenance Business Function Profiles to appropriate staff. These are:
 - Maintain Closed Person Demographics
 - Maintain Closed Investigation
- NOTE: The documents cited above are available on the CONNECTIONS website and in the public folders and can be printed from both of these locations.
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- Work with staff to ensure that any staff who will use Local Data Maintenance are aware of the new features. These are:**
 - Person Demographics Tab
 - Add/ Relate Person Tab
 - Allegations Tab
 - Investigation Conclusion Tab
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- Review the changes contained in Local Data Maintenance and determine whether it is necessary to develop or modify local policies or procedures. As necessary, provide information, guidance, and training to staff on any new or revised local policies and procedures.**
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- FAD workers will see a change to the Home Study Tab in the FRS. There is now the option to use an Agency Template. This will open as a blank Word document. FAD workers can now copy and paste agency specific templates into the blank Word document. Districts/Agencies who wish to use their own home study should review the content of each FRS tab to ensure that no information contained in the Agency Template is duplicative of information contained in other FRS tabs.**
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- Develop a plan to train staff on the contents of Build 15.1 and its impact on their work Assist and encourage staff to:**
 - Review and use the Job Aids
 - Use the preview database to become familiar with Build 15
 - Attend the CPS lab-based training
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- Identify areas in which you would like assistance from the CONNECTIONS project. Contact your CONNECTIONS Regional Representative to arrange for assistance.**