

# Memo

**To:** Local District/Voluntary Agency Implementation Coordinators  
Directors of Services  
Staff Development Coordinators

**From:** Gerry Magnes  
CONNECTIONS Team Lead for Training

**CC:** OCFS Regional Directors

**Date:** 3/9/2005

**Re:** CONNECTIONS Build 18 Case Management Training Schedule

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As the second attachment to this email you will find the CONNECTIONS Case Management Build 18 Training schedule brochure. This brochure provides:

- a description of the course offerings that will be available for this activity;
- an outline of the course “tracks” to meet the needs of specific staff;
- the training schedule;
- information on how to register; and
- a list of training locations.

***Our expectation, and strong recommendation, is that all affected staff will attend the program training provided by the Center for the Development of Human Services (CDHS) first (CONNECTIONS Case Management Program Training), followed by the appropriate sequence of case management application courses provided by the SUNY TSG.***

The exact sequence of Application courses varies slightly depending on whether a worker is:

- **a supervisor or line worker**—there is an additional, half day class for supervisors;

- **new to CONNECTIONS**—there is an additional, half day lab class for new CONNECTIONS users;
- **a CPS or child welfare worker** (i.e., foster care, adoption, or preventive services)—there are different application classes targeted to CPS and non-CPS workers respectively; and
- **designated as a “Resource User”** by his or her agency or district—there are an additional 3 days of training available to Resource Users.

This schedule will also be available on the CONNECTIONS Intranet Website on both the Implementation and Training Info and Schedule pages. (<http://sdssnet5/ocfs/connect>).

Pre-registration is required for all courses. Local districts and voluntary agencies are encouraged to use STARS for their registration needs. Voluntary agencies who are not yet able to register using STARS must contact either CDHS or SUNY TSG directly by phone using the contact information below.

To register for the first Build 18 course in the series, *CONNECTIONS Case Management Program Training*, voluntary agencies must contact Marje Sciolino at CDHS by calling 716-876-7600. To register for all other courses in the series, voluntary agencies must contact George Kleinmeier at the SUNY Training Strategies Group by calling toll-free at 1-877-451-4835, by fax at 1-518-472-5145.