



SUNY Training Strategies Group
CONNECTIONS Training Project
State University Plaza
Albany, NY 12246-0001

CONNECTIONS

For the Mid Hudson, Upstate New York and Long Island Labs
September 27 - December 31, 2004

The New York State Office of Children and Family Services, in conjunction with the Research Foundation of the State University of New York, announces a new schedule of CONNECTIONS training sessions to be offered at various locations throughout New York State.

These courses include:

- Building Blocks of CONNECTIONS
- Basic FAD (Foster and Adoptive Home Development)
- CPS Investigation
- Data Warehouse
- Advanced Data Warehouse
- Security
- Implementation Coordinator



Course Description

Building Blocks is a one-day training designed for CPS and FAD workers who are new to using the CONNECTIONS system. Participants of this class will learn how to sign on to the computer and access the CONNECTIONS Toolbar. Features that are common to Child Protective Service investigations (CPS INV) and Foster and Adoptive Home Development (FAD) will be demonstrated and then practiced by the class.

Who should attend?

Child Protective Service workers, Foster and Adoptive caseworkers, support staff and other child welfare professionals who have less than 3 months experience using the CONNECTIONS application.

CPS Investigation is a two-day training designed for new CPS caseworkers. Starting with the receipt of a new report, this training follows the flow of casework activity through to the Investigation Conclusion. Participants will learn the CONNECTIONS functions necessary to accomplish basic CPS tasks.

Who should attend?

New Child Protective Service Investigators, support staff, and any other professional who would benefit from understanding how to document a CPS Investigation in CONNECTIONS.

Basic Data Warehouse is a one-day training that provides instruction on using Impromptu and PowerPlay to generate and manage predefined reports relating to CPS and FAD information contained in the Data Warehouse. The Data Warehouse is a repository of data from both CONNECTIONS and CCRS.

Participants use a training database that contains a sample of the child welfare, CPS and FAD information contained in the Data Warehouse.

Who should attend?

Individuals who are responsible for providing and analyzing services-related data for their district/agency should attend the Data Warehouse training.

Course Schedule

All training sessions are held from 9 a.m. to 4 p.m.

NASSAU
Nassau County DSS
101 County Seat Drive
Second Floor
Staff Dev. Room
Mineola, NY
11501

CPS Investigation
(2 Day)

September 30 - October 1

Implementation Coordinator Training

Seneca DSS
1 Dipronio Drive
Waterloo, NY 13165
1st Floor DHS Training Room

October 19th



You must register in advance. A registration form has been included with this brochure. To register:

- Complete the registration form and fax to (518) 472-5145, or
- Call the toll-free line at: (877)451-4835, or
- Complete the registration form and mail to:

SUNY Training Strategies Group
CONNECTIONS Training Project
State University Plaza
Albany, NY 12246-0001

All training sessions are held from 9 a.m. to 4 p.m.

Course Schedule

BUFFALO Erie Co. DSS Hens & Kelly Bldg. 478 Main St., Rm 101E Buffalo, NY 14202	Building Blocks	November 30th
	Basic FAD (2 Day)	December 1 - 2
	CPS Investigation (2 Day)	October 21 - 22
	Security	October 20th
	Basic Data Warehouse	October 19th
	Advanced Data Warehouse (2 Day)	October 27 - 28
SYRACUSE 2 Clinton Square 1st Fl. Room 170 Syracuse, NY 13202	Building Blocks	October 12th
	Basic FAD (2 Day)	October 5 - 6
	CPS Investigation (2 Day)	October 14 - 15
	Security	October 13th
	Basic Data Warehouse	October 4th
	Advanced Data Warehouse (2 Day)	September 30 - October 1
ALBANY 67 North Pearl Street Third Floor Albany, NY 12207	Building Blocks	November 1st
	Basic FAD (2 Day)	November 3 - 4
	CPS Investigation (2 Day)	September 30 - October 1
	Security	September 29th
	Basic Data Warehouse	November 5th
	Advanced Data Warehouse (2 Day)	October 5 - 6

Course Description

CONNECTIONS Security is a one-day course intended specifically for workers assigned as their agency's security coordinator. This instructor-led training provides discussion, demonstration and hand's-on exercises designed to provide all CONNECTIONS Security Coordinators and their Back-ups with a thorough orientation to all basic CONNECTIONS security functions.

Participants learn about topics such as maintaining staff, office and units, security reports; modifying business function profiles, transferring workers, end-dating and reinstating staff, and more.

Who should attend?

New *and* experienced CONNECTIONS Security Coordinators and their back-ups.

Basic FAD is a two-day training designed for new Foster and Adoptive workers responsible for the creation and/or supervision of FAD homes in the CONNECTIONS system. Through discussion, demonstration and hands-on practice exercises, class participants will learn how to develop and maintain foster and adoptive homes in CONNECTIONS. This curriculum outlines foster and adoptive casework activities in accordance with current New York State Regulations.

Who should attend?

Foster and adoptive workers, support staff, and any other professionals who require an in-depth understanding of how CONNECTIONS supports foster and adoptive home development.

Course Description

Advanced Data Warehouse is a two-day training that provides instruction on using Explorer and Reporter modes in PowerPlay and modifying predefined reports, using cross tab reports and creating prompts in Impromptu. The course also includes discussion, demonstration and time to practice what you have learned.

Who should attend?

This course is designed for individuals who have experience accessing the predefined reports from the Data Warehouse and are responsible for providing, manipulating and analyzing services-related data for their district/agency. **Basic Data Warehouse is a required prerequisite to this course.**

You must bring your NT Network ID, your COGNOS PASSWORD and your T: Drive path to the Data Warehouse trainings. Contact Joe DeLucia at 518-473-8209 if you have any questions.

The **CONNECTIONS Implementation Coordinator** course is a one-day, instructor-led training specifically developed to provide Implementation Coordinators with a thorough orientation to the various roles and responsibilities associated with the Implementation Coordinator designation as well as an overview of Build 18. In addition, this course explores the various tools and support systems available that will assist local districts and agencies in a successful transition to Build 18. *This course is delivered in a classroom setting and does not use computers. Please see the separate schedule for this course listed in this brochure.*

Who should attend?

This course is intended specifically for workers assigned as their agency's CONNECTIONS Implementation Coordinator.

Additional Training Opportunities

On-site training is available through our SUNY Research Foundation training contractor. Our goal is not to duplicate the instructor-led courses, nor to replace agency- or district-based trainers, but to provide material that is tailored to individual agency or district needs in a less formal approach and setting. To request on-site training, please contact George Kleinmeier or Colleen O'Grady by calling toll-free at **1-877-451-4835** or via e-mail:

George1.Kleinmeier@DFA.STATE.NY.US
Colleen.O'Grady@DFA.STATE.NY.US

The Training Database Access enables local district and voluntary agency staff to access the CONNECTIONS training database from their own workstations. The training database mirrors the CONNECTIONS production system and provides a safe environment for workers to learn and practice using simulated case materials.

Training Database log-ons are referred to as Desktop User (DU) Numbers. With a DU Number, local district or voluntary agency staff will be able to sign on to the training database. Districts and agencies may request up to 4 DUs at a time for a period of up to 3 weeks.

To obtain DU Numbers, please call SUNY toll-free at:
1-877-451-4835



CONNECTIONS

Training Registration Form

Name (First/Last):

Title:

District/Agency Name:

Home Area Code and Phone Number:

Work Area Code and Phone Number:

Work E-mail address:

 @

District/Agency Address:

City:

State:

Zip:

District/Agency Contact Person:

District/Agency Contact Phone Number:

Training Lab:

Please enter the date of the training you would like to attend:

Building Blocks

Basic FAD
(2-Day Training)

Advanced Data
Warehouse (2-Day
Training)

CPS Investigation
(2-Day Training)

Basic Data
Warehouse

Security

Implementation
Coordinator

You MUST register in advance for training.

To register:

- Complete this form and mail to address below, or
- Complete this form and fax to: (518) 472-5145, or
- Call the toll-free line at: (877) 451-4835

SUNY Training Strategies Group
CONNECTIONS Training Project
State University Plaza
Albany, NY 12246-0001