

CONNECTIONS WEBEX COURSE LIST AND DESCRIPTIONS

Webex Course Name	Course Description
<p><b>Adding New Persons and Relating Persons in CONNECTIONS (Webex)</b></p>	<p>The purpose of this 45 minute course is to familiarize district and voluntary agency workers with the process of adding and relating individuals to a stage in CONNECTIONS, to include completing thorough Person Searches as a primary step in the process.</p> <p>Performing a thorough Person Search helps workers avoid creating duplicate person IDs before adding and relating individuals to a stage. This affects not only system data, but also the accuracy and completeness of a person's historical record in CONNECTIONS.</p> <p>At the end of the course, participants will have the opportunity to practice what they have learned via a link to a simulation.</p> <p>As a result of completing this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• perform a person search using the Person Search window.</li> <li>• add new and relate person IDs to a stage.</li> </ul>
<p><b>Documenting the Family Assessment Response in CONNECTIONS (Webex)</b></p>	<p>This course will familiarize local district and voluntary agency workers with how to navigate to and record information in the FAR stage in CONNECTIONS. Participants will learn about the components of the FAR stage and the windows that comprise it, including the Family Led Assessment Guide (FLAG), Action Plan, Safety Assessment, and Risk Assessment Profile (RAP) windows. The process of track switching a FAR stage to an Investigation (INV) stage will also be discussed, as well as the Stage Summary window.</p> <p>As a result of completing this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• identify the benefits of using the FAR stage in CONNECTIONS;</li> <li>• describe how to progress an Intake (INT) stage to a FAR stage;</li> <li>• navigate to and identify the components of the FAR stage windows;</li> <li>• explain when and how a FAR stage can be track switched to an INV stage;</li> <li>• maintain FAR stage allegations, progress notes, Safety Assessments, and the Risk Assessment Profile (RAP);</li> <li>• record FAR-specific components in CONNECTIONS, including the Family Led Assessment Guide (FLAG) and Action Plans; and</li> <li>• access and navigate within the Stage Summary window from the FAR stage.</li> </ul>
<p><b>Initiating the Placement Request in CONNECTIONS (Webex)</b></p>	<p>The purpose of this two hour Webex based course is to train district and agency workers about changes to CONNECTIONS pertaining to placement of children in foster care. The Placement module in CONNECTIONS is designed to assist districts and agencies in matching children to the best available foster care placement. This course focuses on the specific steps required to initiate a placement using these new functions. This course will use discussion, demonstration, and a hands-on practice simulation.</p> <p>As a result of completing this course, participants will be able to:</p>

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	<ul style="list-style-type: none"> <li>• Identify the overall purpose of the placement request process;</li> <li>• Access the Placement window and identify the window components;</li> <li>• Initiate and record details for a placement request, and identify Resource Search parameters;</li> <li>• Record placement request information using the Child Options section links;</li> <li>• Record Priority Criteria for the placement request; and</li> <li>• Explain the use of the Place(d) on Dashboard checkbox.</li> </ul>
<p><b>Updating Person Demographic Information in CONNECTIONS (Webex)</b></p>	<p>The purpose of this 45 minute course is to familiarize district and voluntary agency workers with how to record and maintain person demographic information in CONNECTIONS. Participants will learn about the components of the Person List window including the sub-tabs of the Person Info tab. The process of copying primary address and phone number information will also be discussed.</p> <p>At the end of the course, participants will have the opportunity to practice what they have learned via a link to a simulation.</p> <p>As a result of completing this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• identify where demographic information is recorded on the sub-tabs of the Person List window.</li> <li>• maintain demographic information, such as ethnicity, address, and ‘also known as’ (AKA) names, as appropriate, in CONNECTIONS.</li> </ul>
<p><b>Uploading Photos and Documents in CONNECTIONS (Webex)</b></p>	<p>The Upload function will allow workers to transmit photos and documents into CONNECTIONS via a secure web application. Once in CONNECTIONS, files can be linked to a stage, progress note, Person ID, allegation, or health record, which will fully integrate them into the system. The Upload function was created to facilitate access to locally stored pertinent documentation by all workers involved in a stage. Documentation such as court orders, proof of citizenship, birth certificates, and photos can be uploaded through this process. This two hour web-based course is intended to provide an overview of the process of uploading photos and documents into CONNECTIONS. Trainees will be provided with hands-on practice, discussions, and demonstrations that will prepare them for this new system capability. Trainees will be provided with hands-on practice, discussions, and demonstrations in Uploading Photos and Documents to CONNECTIONS. At the end of the course, participants will have the opportunity to practice what they have learned via a link to a simulation.</p> <p>As a result of completing this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• describe the purpose of the Upload function in CONNECTIONS;</li> <li>• identify requirements and considerations related to the Upload function;</li> <li>• explain how to upload photos and documents with and without specifying a stage assignment;</li> <li>• maintain photos and documents uploaded to the My Uploads tab; and</li> <li>• link photos and documents to a stage, progress note, Person ID, allegation, or health record.</li> </ul>

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<p><b>Using the Display All Case History Window in CONNECTIONS (Webex)</b></p>	<p>The purpose of this course is to familiarize district and voluntary agency workers with how to easily view relevant history using the implied role path, how to determine when a worker has an implied role, and how to use the Display All Case History window to view information for all cases of which a Person ID in a stage is a part.</p> <p>The course will conclude with a question-and-answer period followed by hands on practice.</p> <p>As a result of completing this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• identify all cases of which a Person ID in the selected stage is a part; and</li> <li>• access and view historical information in CONNECTIONS with an implied role.</li> </ul>
<p><b>Working with Permanency Hearing Reports in CONNECTIONS (Webex)</b></p>	<p>The purpose of this 2 hour course is to familiarize new local district and voluntary agency Foster Care workers with the process of completing Permanency Hearing Reports in CONNECTIONS. Participants will learn about the Permanency Law, the types and features of Permanency Hearing Reports, and the CONNECTIONS roles that can maintain them.</p> <p>The objectives for this course are also offered as part of the content provided in the Foster Care One-Day classroom training.</p> <p>As a result of completing this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• explain which children are impacted by the Permanency Law and the purpose of completing Permanency Hearing Reports.</li> <li>• record information that is used in each Permanency Hearing Report, but housed outside the report; and</li> <li>• use the Permanency window to launch, view, and modify Permanency Hearing Reports.</li> </ul>
<p><b>Working with Progress Notes in CONNECTIONS Family Services Stages (WebEx)</b></p>	<p>The purpose of this two hour training is to familiarize new district and voluntary agency casework staff with the process of recording and maintaining progress notes in CONNECTIONS Family Services Stages. The training includes detailed discussion of the various progress notes windows accompanied by hands-on demonstrations and a practice simulation of progress note-related tasks.</p> <p>As a result of completing this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• explain the function of progress notes;</li> <li>• navigate and identify the Progress Notes window components;</li> <li>• identify who can view and record progress notes;</li> <li>• describe how to save a progress note in “Draft” or “Final” status;</li> <li>• identify which progress notes can be modified and when to add an addendum; and</li> <li>• explain how to search for and print progress notes.</li> </ul>

***New Course Coming Soon:***

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<p><b>CONNECTIONS: Navigating the FASP Components (WebEx)</b></p>	<p>The purpose of this 3-hour course is to familiarize participants with identifying caretaker information, maintaining the Family Relationship Matrix, and navigating the Family Assessment and Service Plan (FASP) components.</p> <p>As a result of completing this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• identify the overall purpose of the Family Assessment and Service Plan (FASP) in CONNECTIONS;</li> <li>• maintain primary and secondary caretaker information and complete the Family Relationship Matrix in CONNECTIONS;</li> <li>• maintain information on the Tracked Children Detail window;</li> <li>• complete specific FASP components; and</li> <li>• identify how to submit the FASP for approval.</li> </ul>