



# Getting to Know the CONNECTIONS Activities Window

## *Build Classroom Training*

### TRAINING LENGTH

1 day

### TARGET AUDIENCE

It is assumed that workers participating in this training will have completed the *Child Care Review Services (CCRS) System - Basics* classroom training and/or be familiar with the Child Care Review Services (CCRS) system.

### REGISTRATION

Pre-registration in STARS/HSLC is required.  
(<https://www.hslcnys.org/hslc>)

**Please note:** There are no training fees charged to local district social services and voluntary agency personnel for CONNECTIONS trainings.

LOOKING FOR  
CONNECTIONS  
TRAINING IN HSLC?  
SEARCH UNDER...

Provider:  
"SUNY Albany - PDP"

Course Content:  
"Systems Connections"

### PURPOSE

The purpose of this full-day classroom training is to instruct local district and voluntary agency workers with experience documenting and viewing information in the Child Care Review Services (CCRS) system, in how to complete this work on the new *Activities* window. Once the *Activities* window is implemented in CONNECTIONS, it will change where these workers track and record information regarding children in receipt of pre-adoptive, foster care, and preventive services.

Participants will utilize scenario-based examples to practice entering Movement and Legal codes, to learn how and when these codes should be recorded for a child track, and to review the importance of entering data correctly.

### LEARNING OBJECTIVES

As a result of completing this course, participants will be able to:

- ✓ identify changes arriving with the creation of the *Activities* window in CONNECTIONS.
- ✓ describe how to access and record information on the *Activities* window.
- ✓ identify when to open or reopen a track and how this is completed on the *Activities* window.
- ✓ review specific Movement and Legal codes and when they should be used for tracking activities for a child in care.
- ✓ identify common errors in coding that create inaccurate data.
- ✓ invalidate (a.k.a. "contra") activities on the *Activities* window.

### INTENDED AUDIENCE

Local district and voluntary agency workers who routinely use the current CCRS system in their job duties.

