Two New FAR-Related Business Functions: Deployed 5/23

In preparation for the upcoming Family Assessment Response (FAR) Build scheduled for 5/30, two new business functions (BFs) will be deployed this Friday, 5/23 in the routine 4 AM to 7 AM maintenance window. These business functions, which must be assigned in order for staff to access details of a FAR stage, are as follows:

1) VIEW CLOSED FAR — This business function, when paired with the Access All District BF, allows a worker to view closed FAR stages through the Case Summary path. It is recommended that this BF be assigned to all CPS caseworkers, supervisors and managers and to other workers that the district wishes to have access to closed FAR stages. *Similar to View Unfounded/ View Indicated.*

2) VIEW OPEN FAR — This Business Function, when paired with the ACCESS ALL DISTRICT BF, allows a worker to view an open FAR stage and the corresponding INT stage through the Case Summary path. It is recommended that this BF be assigned to all CPS caseworkers, supervisors and managers and to other workers that the district wishes to have access to open FAR stages. *Similar to View Under Investigation.*

Fixes to OCI Reports Implemented

During the regularly scheduled morning maintenance window on Friday, 5/16, several changes were made to the OCI Report, in part restoring versions of the OCI report that were available prior to the recent Reports Services Build.

Three versions of the OCI Report are now be available:

1. **Combined OCI**—Version currently in CONNECTIONS and includes all stage types. (Formerly available on SharePoint)

2. **INV OCI**--Version that was available prior to the recent Report Services Build (Note: will not yet contain FAR stages)

3. **Family Services OCI by Worker**—Version that was available prior to the Reports Services Build and contains Family Services Stages).

FAR Build Scheduled: INV Stages to Change

The upcoming Family Assessment Response (FAR) Build is scheduled for the evening of May 30 from 10 PM to 2 AM. Also, please be aware that open FAR cases will not be converted to the new FAR functionality until Wednesday morning, June 4. New cases opened in FAR post May 30 will immediately use the new FAR functionality For those who may not have attended training yet, new classes have been added. Staff who may have already attended classes but feel they need a refresher because of the delay are welcome to re-register.

Please note that the FAR Build, while most prominently affecting the local districts and voluntary agencies participating in the FAR program, will also contain noticeable changes to the look and feel of INV stages that will affect all CPS workers. The Child Protective Record Summary (CPRS) will be replaced with a new window, the Stage Summary Window, which displays read-only version of the data entry windows.

Conversion of Existing FAR Cases

The upcoming FAR build will not immediately convert existing FAR stages to the new, modernized format. Following the build, both **closed** and **open** existing FAR stages will be converted to the modernized format between June 4th and July 11th. The conversions will be scheduled by region, and will occur on Wednesdays and Fridays in the normal 4 AM to 7 AM CONNECTIONS maintenance windows.

Open FAR Stages will all be converted on Wednesday, June 4th. Between the May 30th FAR implementation date and June 4th, workers will still have access to open stages, but they will not appear in the new design layout. Any new cases or stages opened during this time period will be in the new functionality.

Closed FAR Stages will be converted on Wednesdays and Fridays by region, starting on June 6th.

A more detailed conversion schedule will be made available in the coming weeks.

FAR Tip Sheets/Guidance Documents

In preparation for the upcoming FAR Build, several guidance documents are now available.

⇨ Investigation Stage Summary and Transformed Investigation Windows Job Aid *(relevant to ALL CPS staff)* (Intranet / Internet)

⇨ Family Assessment Response (FAR) Build Job Aid (Intranet / Internet)

⇨ FAR Impact Analysis (Intranet / Internet)

⇨ CONNECTIONS Tip Sheet : FAR Conversion Scenarios (Intranet / Internet)

In addition, three of the Post Transformation Technical Assistance Handouts have been updated to reflect FAR-related changes .

⇨ Reviewing Person History (Intranet / Internet)

⇨ Completing a Person Search (Intranet / Internet)

⇨ Reviewing Person History via FSS Stage (Intranet / Internet)

FAR Build: Background

Comprehensive CONNECTIONS system support for Family Assessment Response (FAR) will be implemented with an upcoming build on May 30. With this upgrade, a new FAR stage will be incorporated into CONNECTIONS and various windows used for FAR and INV stages will be modernized. A FAR Impact Analysis has been developed that outlines these changes while also delineating the key impacts for all levels of affected staff, district policies and business processes.

Although the new FAR Stage will affect primarily those districts currently participating in the FAR program, other changes will affect a broader range of staff using CONNECTIONS. These builds will also modernize existing investigation windows, including Safety Assessment, Risk Assessment, and INV Progress Notes. These updated windows will now appear visually similar to the rest of the INV windows in CONNECTIONS, which feature a navigation pane and collapsible sections. The investigation window related changes are "look and feel" changes only—there will be no modification to window functionality or business rules.

In addition, there will no longer be a CPRS link on the NAVIGATION PANE of the My Workload tab; the Child Protective Record Summary window will no longer be available. Instead, the new Stage Summary window will provide CONNECTIONS users with access to specific view-only stage action windows for INV stages (i.e., Case Summary, Review Intake, High Priority Factors (NYC only), Allegations, Investigation Actions, Safety Assessments, Risk Assessment, Progress Notes, Local Protocol, and Investigation Conclusion).

The FAR Impact Analysis, training announcement, and training schedule are available on the CONNECTIONS Implementation webpage at the links below. Staff should routinely refer to this page and upcoming weekly CONNECTIONS Build Bulletins, where more information will be provided as the build approaches.

CONNECTIONS Implementation (Intranet / Internet)

FAR Training

Training Update: As of Wednesday, May 14, 230 staff have either registered for or attended the FAR training. Please note any staff who have already attended the training but wish to attend again are welcome to do so.

Getting to Know the Family Assessment Response (FAR) Stage in CONNECTIONS

Build iLine Training

This training is targeted to staff in the districts that participate in the FAR program. Registration for the classes is now available through the Human Services Learning Center.
(HSLC: https://www.hslcnys.org/hslc/) In addition to the training, two Job Aids are now available that cover both the new FAR Stage in CONNECTIONS and other changes to CONNECTIONS that will affect aspects of CONNECTIONS, primarily for CPS workers.

PURPOSE

The purpose of this course is to familiarize local district and voluntary agency workers whose agencies utilize the Family Assessment Response (FAR) approach with the new FAR stage in CONNECTIONS. Participants will learn about the components of a FAR stage and how to record information on the windows that comprise it, such as Family Led Assessment Guides (FLAGs), Action Plans, Safety Assessments, and the Risk Assessment Profile (RAP). Participants will also learn about track switching a FAR stage to an Investigation (INV) stage and the new Stage Summary window.

LEARNING OBJECTIVES

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

✓ identify changes arriving with the creation of the FAR stage in CONNECTIONS.

✓ maintain FAR stage allegations, progress notes, Safety Assessments and the Risk Assessment Profile (RAP) in CONNECTIONS.

✓ record FAR-specific components in CONNECTIONS including the Family Led Assessment Guide (FLAG) and Action Plans.

✓ identify when a FAR stage must be track switched to an INV stage in CONNECTIONS and how to do so.

✓ describe how to access and navigate within the Stage Summary.

INTENDED AUDIENCE

Local district and voluntary agency workers and supervisors responsible for recording FAR-related casework activities in CONNECTIONS.

TRAINING LENGTH

3 hours

RECOMMENDED PREPARATION

Prior to beginning this course, it is highly recommended that all participants be experienced with CONNECTIONS and complete the following courses:

● *Introduction to iLine*

● *CPSRT*

● *NYC Integrated Core* (NYC workers only)

REGISTRATION

Pre-registration in STARS/ HSLC is required.

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

TRAINING HANDOUTS

The handouts for this training are accessible from the iLine registration confirmation email. It is recommended that you print the course handouts prior to the training.

To locate all CONNECTIONS Training courses in STARS/HSLC, search using only the following:
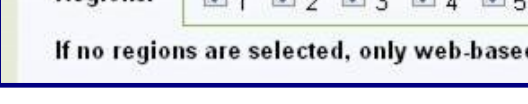
♦ **Provider: SUNY Albany – PDP**

♦ **Content: Systems Connections**

The date range will automatically be for the next 60 days, which is usually sufficient, but can be changed.

Search Schedule:

Class:		Class Type: UnCheck All
Provider: SUNY Albany - PDP		☑ Classroom
Content: Systems Connections		☑ Conference
From: 04/10/2014 To: 06/09/2014		☑ HSLC Web based
		☑ iLine
Regions: ☑1 ☑2 ☑3 ☑4 ☑5 ☑6 UnCheck All		☑ Meeting
If no regions are selected, only web-based classes will be displayed		☑ Policy Review