

# **CONNECTIONS Build 17**

## **Training and Implementation Supports**

### **Dated 3/10/04**

To help districts and voluntary agencies implement Build 17, a variety of training and implementation supports will be available. We encourage you to use the training and materials in any combination that best meets your needs. The various supports are described below.

#### **Job Aid and Reference Guide**

The training tool produced to support implementation of CONNECTIONS Build 17 includes a Job Aid titled "CONNECTIONS System Build 17 Job Aid-Changes to Security to Support Family Services Intake and Family Services Stages".

Copies of this job aid will be available in advance of Build 17. A reference guide titled, "Build 17 Progress Notes Tip Sheet", is available for the Progress Notes Instructions feature. The Job Aid and the Tip Sheet will be available on the OCFS CONNECTIONS Intranet website (<http://sdssnet5/ocfs/connect>) on the Desk/Job Aids page and will be posted in the Public Folders>All Public Folders>Statewide>CONNECTIONS>Build 17.

The Build 17 Job Aid provides detailed, step-by-step instructions for using all new features of the CONNECTIONS system that will be included in Build 17.

#### **Instructor Led Training in Computer Labs**

CONNECTIONS Build 17 is scheduled for release on Friday evening, March 19, 2004.

Classroom Computer Lab training will be held *after* Build 17 is released. Instructor-led training will be offered in several locations across New York State. Training for Build 17 begins on April 6, 2004 and continues through April 22, 2004. One-half day (*approximately* three hours) training will be offered in morning and afternoon sessions.

The training will provide Security Coordinators and/or LAN Administrators with a basic orientation to the Build's key features, and the material that is covered in the Job Aid will be reviewed here as well. In these sessions, participants will have the opportunity to practice using CONNECTIONS with the Build 17 improvements in the training database with simulated data.

Advance registration is required. A pre-requisite for this training is the prior completion of the basic one-day CONNECTIONS Security training. The schedule for this class will be available on the CONNECTIONS Intranet website. Registration is handled in the same way as for any other training. Contact the SUNY Training Strategies Group at 1-877-451-4835. For New York City ACS staff, Sandra Neville will handle registration centrally at 212-341-2665.

Registration Forms and information regarding all available training will be posted on the CONNECTIONS Intranet Web Site (<http://sdssnet5/ocfs/connect/>). Training information and updates will also be included in the CONNECTIONS Weekly Update.

**Please note:** This training will not cover the Progress Notes Instructions addition. Please refer to the “Build 17 Progress Notes Tip Sheet” available on the CONNECTIONS Intranet website.

## **Implementation Tools**

### Self-Assessment Tool and Local Implementation Plan

The Self-Assessment Tool and Local Implementation Plan is completed by a team of district/agency staff, such as the Implementation Team, as a means to assess agency readiness to implement the new system and formulate an action plan to address any “gaps” in agency readiness. It is designed to focus energy on the steps most critical to a successful implementation.

### Impact Analysis Documents

The Impact Analysis documents identify the ways in which CONNECTIONS Case Management program and system changes will affect district/agency operations. Each document focuses on a specific functional area (e.g., intake, assessment and service planning) and includes a brief description of the affected function, what will stay the same, what will change, and system and programmatic implications.

If you have questions regarding the implementation of Build 17, you may contact either the CONNECTIONS Communication Team, or, your Regional Office, Division of Information Technology/CONNECTIONS Field Support Specialist listed below.

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