Build 18.9 Day 1 Checklist
For all Districts and Agencies

Task	(✓) Complete	Comments
General:		
WMS interface-APP REG Business Function is assigned to designated staff *(For LDSS staff only)*		To allow designated users to press the "APP REG" button on the Stage Comp Screen in CONNECTIONS and register the application in WMS
All staff are listed in the Global Address book. If not using OCFS Outlook as their default email, their internet address is listed as the alternative email address and they are identified in the Global Address Book as a Custom Recipient.		To allow users at voluntary agencies to receive the Permanency Report in their "most used" mailbox.
Training scheduled/attended		Prioritize Foster Care staff for pre release sessions
Location of Job Aids provided to staff		
Modified Business Process for completing the **Permanency Report** in CONNECTIONS: • Launching and monitoring completion of the PHR		
• Approval process and finalizing the report		
• Statements and notices		
New business process for completing Permanency Reports have been communicated with appropriate staff and Voluntary Agencies		
Modified business process for the use of new **Supervisory Review** functionality		
New business process for use of Supervisory review has been communicated to staff		
There is a plan in place to designate Health Responsibility to appropriate programs.		
There is a plan to use the Preview environment pre-Build 18.9 Implementation and it has been communicated to staff		Staff know how to access the environment and have goals as to what they can achieve. Staff have received practice exercises.

Build 18.9 Day 1 Checklist Additional Items
For Districts Opting in for Health and Education
and All Foster Care Agencies

Task	(✓) Complete	Comments
• New Users (Health staff) have access to CONNECTIONS		NT IDS, Business Functions needed, connectivity established.
• Make sure new users are mapped to a printer (Start, Printers and Faxes).		To allow users to print from the application
• VIEW or MAINT HEALTH BF is assigned to staff who need to view or enter Health History		To allow users the ability to view and/or enter Health information if they have no role in the stage.
Identify business process related to the **Health** module: -Which service types (FC, CPS, preventive) will Health information be recorded in the system		
-Who will record the information		
New business process for recording Health information has been communicated to staff		
Health Training CD's distributed to staff required to enter Health History.		
Current Health information for children in foster care captured and ready to be entered into CONNECTIONS		
Identify business process related to the **Education** module- especially who will enter the information		
New business process for recording Education information has been communicated to staff		
Current Educational information for children in foster care captured and ready to be entered to CONNECTIONS		