CONNECTIONS Build Bulletin

FSS Modernization Training to Begin April 20: Course Announcement Now Available

Training on Phase 1 of the Family Services Stage (FSS) modernization will be available in two forms: an instructor-led iLinc training and a self-paced, web-based training (WBT). The iLinc class is specifically for supervisors and staff designated to assist colleagues to prepare for the changes. The WBT is for all other staff who will be affected by the planned changes, mainly targeting staff who have not worked in CPS Investigation or Family Assessment Response (FAR) stages. Participants will receive a brief overview of the major changes, demonstration of the enhanced Person List and Stage Summary windows, and several opportunities for hands-on practice with these new windows.

The iLinc class begins during the week of April 20. Staff can be registered for the WBT now, and it will be made available sometime during the week of April 20. You will be notified once the WBT is available.

A course announcement with more detailed information about both trainings, as well as a training schedule, is now available on both the Intranet and Internet.

Pre-registration in STARS/HSLC is required. Once registered, participants can access the course within STARS/HSLC at https://www.hslcnys.org/hslc.

FSS Modernization—Phase 1: Overview

The next build to the CONNECTIONS application, Family Services Stage (FSS)—Phase 1 modernization, is scheduled for implementation in the spring of 2015.

Over the course of the next year, the complete CONNECTIONS FSS stage will be modernized in a series of builds. As components of the FSS are updated, they will have the same "look and feel" as other parts of the CONNECTIONS application that have already been modernized, such as the CPS Investigation stage, the Foster and Adoptive Home Development (FAD) stage, and most recently, the Family Services Intake (FSI) stage. With very few exceptions, FSS processes and the data entered into the FSS will remain unchanged. The navigation for the FSS, however, will change somewhat and may require some adjustment on the part of the staff that use the FSS.

Phase 1 of FSS modernization will include the following:

- Introduction of the new FSS Stage Summary window.
- The replacement of the Stage Composition window with the Person List window.
- The Progress Notes window within the FSS.
- The Bridges to Health (B2H) window and several supporting windows.

The staff that will be most affected by these changes are caseworkers and support staff who have *not* worked in the already modernized Investigation, Family Assessment Response, or FSI stages — especially voluntary agency foster care and preventive services staff.

To prepare for this build, the following supports will be made available:

- An **Impact Analysis** that summarizes the new features and impacts for district and agency management to consider is now available on the Intranet and Internet. **Please note that the Impact Analysis has been updated since it's initial release to clarify bullets in the "What is Changing" section**.
- **iLinc Training**, specifically targeting supervisors of units who work primarily in the FSS. These supervisors would then orient their staff to the changes. The course announcement and schedule is now available on the Intranet and Internet. Training begins on April 20, 2015.
- A **Job Aid** that provides step-by-step explanation of the changes, which will be available in the advance of the build implementation date. Some smaller tip sheets that focus on changes that affect specialists may also be made available (e.g. Bridges to Health, etc.).

As always, **Regional CONNECTIONS Implementation Specialists** will be holding regional and on-site preparation meetings to orient staff to the changes and will be providing on-site support following the implementation where possible. A list of Implementation Specialists by region is available on the Contacts page of the Intranet and Internet.

More details, including the exact build schedule, will be communicated as they are known.