

# TS: CONNECTIONS Transformation for Child Welfare Workers

## *Two-part, Web-based Training*

The New York State Office of Children and Family Services, in conjunction with the Professional Development Program, is pleased to announce the two-part, web-based training, **TS: CONNECTIONS Transformation for Child Welfare Workers**.

The purpose of this course is to provide child welfare staff from Local Districts and Voluntary Agencies with a detailed overview—including practice—of the new tabs and windows being implemented in the first phase of the CONNECTIONS transformation. Proceeding at their own pace, learners will work through the following parts:

- **TS: CONNECTIONS Transformation for Child Welfare Workers: Part 1**  
*This module, **Common Features of New CONNECTIONS Windows**, provides information on the goals and features of the transformation and orients learners to the basic organization and elements of the new tabs and windows, with detailed focus on the main CONNECTIONS window, and the new WORKLOAD & TO-DOS tab.*
- **TS: CONNECTIONS Transformation for Child Welfare Workers: Part 2**  
*This module, **Changes to Person, Case, and Staff Search**, orients learners to the Search/Maintain drop-down menu on the new main CONNECTIONS window. Learners are introduced to the new search windows through a high-level demonstration of the three most commonly-used searches: Person, Case, and Staff.*

The approximate completion time for this training is 2 ¾ hours.

This training assumes familiarity with the existing CONNECTIONS application. Learners taking this training should be staff from Foster Care, Adoption, Preventive, and JD/PINS units, as well as any other child welfare staff who need to maintain a working knowledge of CONNECTIONS.

➔ **Note:** *This course is not intended for certain child welfare staff:*

- ***Caseworkers who perform CPS investigations, and their supervisors, should register for TS: CONNECTIONS Transformation Training for CPS Workers.***
- ***Foster and Adoptive Home Development workers should register for TS: CONNECTIONS Transformation Training for FAD Workers.***

Pre-registration for this course through the Statewide Training Automated Registration System (STARS) is required. **When a participant is registered for TS: CONNECTIONS Transformation for Child Welfare Workers: Part 1, s/he will be automatically registered for Part 2.** The Internet address for the STARS website is: <http://stars.bsc-cdhs.org>. Once registered, you can access this course via Training Space (<http://trainingspace.org>). Access to Training Space is achieved through a Directory Services account (LDAP Account), which is different from your HSEN account. If you do not have a Directory Services account or have questions about your Directory Services account, contact your district/agency's Delegated Administrator. If s/he is unable to assist with a problem, you can email:

- [ocfs.dl.ldap.upstate](mailto:ocfs.dl.ldap.upstate) (for upstate districts and agencies); OR
- [ocfs.dl.ldap.nyc](mailto:ocfs.dl.ldap.nyc) (for ACS and NYC-based agencies).

➔ Add [@dfa.state.ny.us](mailto:@dfa.state.ny.us) to either address if emailing from outside the HSEN network.

*If you have questions about CONNECTIONS training opportunities, please contact the Professional Development Program by calling 1-518-443-5940.*