CONNECTIONS Transformation Training for Supervisors and Resource Users

iLinc Training

The New York State Office of Children and Family Services, in conjunction with the Professional Development Program, is pleased to announce the instructor-led (iLinc) training, ***CONNECTIONS Transformation Training for Supervisors and Resource Users***.

The purpose of this interactive training is to familiarize Supervisors and Resource Users from Local Districts and Voluntary Agencies with the improvements being made to CONNECTIONS in the first phase of the transformation, and to address those areas that may be challenging to the staff they supervise and/or assist. Topics include

➢ ***The CONNECTIONS Transformation*** *– Participants will learn what is changing with this—and future—phases of the CONNECTIONS transformation.*

➢ ***The Main CONNECTIONS Window*** *– Participants will be oriented to the structure and features of the new main CONNECTIONS window, and practice working with those features.*

➢ ***Exploring the WORKLOAD & TO-DOs Tab*** *– Participants will learn about the new WORKLOAD & TO-DOs tab and the List Assignments Made link, practice navigating to a staff member's workload, and learn how to use the new windows to assign work to staff members.*

➢ ***Working with To-Dos and Events*** *– Participants will be introduced to the new My To-Dos and Events sub-tabs, and have an opportunity to practice working with To-Dos in their new design.*

➢ ***Searching from the Main CONNECTIONS Window*** *– Participants will become familiar with the new Search/Maintain drop-down menu and the structure of new search windows.*

➢ ***Maintaining Person Information*** *– Participants will learn about the new windows on which person information will be maintained, and will be able to practice accessing an Investigation stage Person List to maintain person information.*

➢ ***Exploring the Investigation and FAD Functions*** *– Participants will learn about the new way to access activities listed on the existing Task List for Investigation and Foster and Adoptive Home Development stages.*

The length of this training is two (2) hours, which includes 90 minutes of instruction and 30 minutes for participant questions. This training assumes proficiency with the existing CONNECTIONS application.

Pre-registration for this course through the Statewide Training Automated Registration System (STARS) is required. Once registered, you can access the course via iLinc. Instructions will be emailed to participants.

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