CCRS/ACTIVITIES WINDOW
IMPLEMENTATION READINESS CHECKLIST

SCOPE

In October 2014 a new Window will be incorporated into CONNECTIONS, the Activities Window, which will incorporate CCRS functions into CONNECTIONS. Staff who enter or view data in CCRS will be presented with a "windows-style" interface that will use more intuitive tools such as dropdown menus and language-based choices to supplement codes as they appear in the current CCRS system.   This new window will be accessible to CONNECTIONS users with the appropriate security profiles and case roles from within the CONNECTIONS application. A particular challenge for the effective implementation of this build may be the adjustment required of many staff who will be dealing more extensively with CONNECTIONS than in the past and with a user interface that is new to them.

READINESS CHECKLIST

IMPLEMENTATION COORDINATION

☐ Identify lead person to disseminate information and to coordinate the overall implementation effort

REGIONAL MEETINGS

☐ Attend regional meetings where orientation to the build functionality and key impacts will be provided

IMPACT ANALYSIS

☐ Review Impact Analysis and Take Appropriate Steps to Implement Key Tasks

SECURITY

☐ Apply for new Assign Maintain Activity Business Function (if local district or voluntary contracting with ACS for FC Services)

☐ Assess Security impacts and determine who needs new Business Functions that involve access and update rights to the new CCRS/Activities Window within CONNECTIONS

BUSINESS PROCESSES

☐ Based on access to the CCRS/Activities Window for CONNECTIONS users with appropriate business functions and/or roles, assess current business processes related to CCRS data entry

☐ Ensure process in place to enter relative/non-relative home when entering placement or transfer to FBH

CONNECTIONS ACCESS

☐ Ensure all staff needing to update or view the CCRS/Activities Window have any necessary CONNECTIONS training, access and a PC

PLAN FOR REPORT CONVERSION

☐ Identify appropriate CCRS report recipients for current hard copy

TRAINING

☐ Register affected staff for training and monitor attendance

JOB AID

☐ Distribute Job Aid to affected staff and encourage staff to review the Job Aid

MONITOR NRs

☐ Monitor NR levels by running the **BICS Non-Reimbursable/Non IVE Expenditure Report** approximately one month before and one month after implementation. Wherever possible, clean up possible NR situations prior to implementation

ANY QUESTIONS?

If you have any questions specific to the implementation and/or training, please contact your CONNECTIONS regional implementation coordinator. Thank you!