

# TS: CONNECTIONS Transformation for FAD Workers

## *Three-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 three-part, web-based training, **TS: CONNECTIONS Transformation for FAD Workers**.

The purpose of this course is to provide Local District Foster and Adoptive Home Development staff 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 FAD 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 FAD 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.*
- **TS: CONNECTIONS Transformation for FAD Workers: Part 3**  
*This module, **Changes to the FAD Stage**, familiarizes learners with the newly designed windows that will replace existing FAD stage windows, including instruction on navigating to tasks currently accessed via the Task List and launching common FAD stage outputs.*

The approximate completion time for this training is 3 ½ hours.

This training assumes familiarity with the existing CONNECTIONS application. Learners taking this training should be Foster and Adoptive Home Development staff, or anyone who needs to maintain a working knowledge of FAD stage functionality in CONNECTIONS.

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 FAD Workers: Part 1, s/he will be automatically registered for Parts 2 and 3.** 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.*