NEW YORK STATE | Office of Children and Family Services

FSS MODERNIZATION PHASE 1 IMPLEMENTATION READINESS CHECKLIST

SCOPE

In early May the phased process of modernizing the Family Services Stage (FSS) will begin with changes to the Person List, Progress Notes, Bridges to Health, and Stage Summary windows. The modernized windows will have the same "look and feel" as other parts of CONNECTIONS. The staff most affected by the changes are caseworkers and support staff who have not worked in the already modernized Investigation (INV), Family Assessment Response (FAR), Foster and Adoption Home Development (FAD), and Family Services Intake (FSI) stages, notably voluntary agency foster care and preventive services staff.

READINESS CHECKLIST

IMPLEMENTATION COORDINATION

☐ Verify that a person is assigned as Implementation Coordinator (a lead person to disseminate information and to coordinate the overall implementation effort)

COMMUNICATION

☐ Be alert to communications and announcements from the CONNECTIONS team concerning the new FSS windows and **share that information with their staff**

☐ Advise staff already familiar with the modernized CONNECTIONS windows of the changes so that they will not be surprised when the changes occur

REGIONAL MEETINGS

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

IMPACT ANALYSIS

☐ Review Impact Analysis and take appropriate steps to implement key tasks

TRAINING

☐ Register supervisors and resource users who will support staff who are not familiar with the modernized CONNECTIONS windows for instructor-led iLinc training and monitor attendance; pre-registration in STARS/HSLC is required. Registration starts April 20

☐ Register staff that are not familiar with the modernized CONNECTIONS windows for web-based training and monitor attendance; pre-registration in STARS/HSLC is required. Registration starts the week of April 20

QUICK START GUIDE/ BRIDGES TO HEALTH (B2) TIP SHEET (WILL BE AVAILABLE SHORTLY)

☐ Distribute the quick start guide to affected staff and encourage them to review it

☐ If applicable, distribute the B2H tip sheet to affected staff and encourage them to review it

ON-SITE SUPPORT

☐ Work with CONNECTIONS regional implementation staff to schedule on-site support for staff in the weeks that follow the release of the modernized windows

ANY QUESTIONS?

The impact analysis, course announcements, quick start guide and B2H tip sheet are (or shortly will be) available on the OCFS/CONNECTIONS Intranet (http://ocfs.state..nyenet/connect) and Internet (http://ocfs.ny.gov/connect). If you have any questions specific to the implementation and/or training, please contact your CONNECTIONS regional implementation coordinator. Thank you!

4-15-2015