



CONNECTIONS Build Bulletin

Intake Checklist, Foster Care Notification, and Foster Home Identification:

Phase 1 Scheduled for Implementation Friday, 11/4

The next build to the CONNECTIONS application will include several new windows to support the identification and notification of foster parents involved in a Child Protective Services (CPS) Intake, Investigation (INV), or Family Assessment Response (FAR) stage in CONNECTIONS.

Phase One, which introduces the Intake Checklist Window, is scheduled for implementation on Friday, 11/4, during the normal morning maintenance window.

Overview

Phase One will introduce the new **Intake Checklist window**, which will be added to the existing CPS Intake window used by the State Central Register (SCR). The checklist will contain a series of questions that must be answered for all CPS Intakes, with the exception of Information & Referral, and Special Requests. The questions in the checklist will vary — some will be standard and others will be based on specific allegations. Notably, one of the questions will be, “Are any adults in the home Foster Parents?” Once the CPS Intake is saved and assigned, the questions and responses will be available for viewing and printing as part of the existing Intake Report.

The first phase will also expand alerts. Currently, alerts are sent to workers with a role in an open Family Services Intake (FSI) or Family Services Stage (FSS) when a CPS report is made on a person in common within the same case ID as the INV stage. In the first phase of this Build, these alerts will be expanded to persons in common in any open FSI or FSS stage, whether in the same case or a different one.

Phase Two will introduce the **Foster Home Identification window**, the **Foster Care Notification window**, and the new **View Foster Care Notification Business Function**.

The Foster Home Identification window, accessible from the workload of any CPS INV or FAR worker, will allow workers to indicate, update, or correct whether or not there are foster parents in the home.

The Foster Care Notification window will provide information about children in foster care placements who are placed in the home of a person involved in a CPS Intake, INV, or FAR stage. The window will be accessed from the Search/Maintain dropdown menu and will only be available to users with the new Foster Care Notification business function.

Support Documentation and Assistance

Support documentation and other preparatory tools will be available to assist staff in prior to build implementation. These will items include:

- An **Impact Analysis** that summarizes the new features and impacts for district and agency management to consider is now available on both the [Intranet](#) and [Internet](#).
- The **PowerPoint**, in draft form, that the implementation team will be using to familiarize staff with the new windows can be accessed on the [Intranet](#) and [Internet](#).
- A **Quick Start Guide** that describes the new windows, including screenshots and step-by-step instructions, is forthcoming.
- **CONNECTIONS Regional Implementation Staff** will provide on-site support for this Build. A list of Implementation Specialists by region is available on the *Contact Us* page of the [Intranet](#) and [Internet](#).