



CONNECTIONS Build Bulletin

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

Phase 2 Scheduled for Implementation Friday, 12/9

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 introduced the Intake Checklist Window, was implemented on Friday, 11/4.

Phase Two is scheduled for implementation on Friday, 12/9, during the normal morning maintenance window, and includes the new Foster Home Identification window and Foster Care Notification business function.

Overview

Phase One, which introduced the new **Intake Checklist window**, was added to the existing CPS Intake window used by the State Central Register (SCR). The checklist contains 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 vary — some are standard and others are based on specific allegations. Notably, one of the questions asks, “Are any adults in the home Foster Parents?” Once the CPS Intake is saved and assigned, the questions and responses are available for viewing and printing as part of the existing Intake Report.

Phase Two will introduce the **Foster Home Identification window**, the **Foster Care Notification window**, and the new **View Foster Care Notification Business Function**. The new View Foster Care Notification Business Function will be available to assign to staff beginning on 12/9, with the new windows and functionality.

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 are available to assist staff prior to build implementation. These include:

- A **Quick Start Guide**, in draft status, which provides an overview of both Phase 1 and Phase 2 changes, including step-by-step instructions and screenshots ([Intranet](#) / [Internet](#))
- A **Readiness Checklist**, which provides a list of recommended steps prior to build implementation. ([Intranet](#) / [Internet](#))
- An **Impact Analysis** that summarizes the new features and impacts for district and agency management to consider. ([Intranet](#) / [Internet](#))
- The **PowerPoint** that the implementation team has used to familiarize staff with the new windows. ([Intranet](#) / [Internet](#))
- **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](#).