



CONNECTIONS Tip Sheet

PHR Title Page: Updating Type and Date of Placement

April 2012

The Title Page of the updated Permanency Hearing Report (PHR) prefills information from a variety of places in CONNECTIONS. Except for the Hearing Date Certain and the Time of Hearing, information cannot be directly entered into the Title Page. If the Date of Current Placement and Type of Placement fields do not prefill, you will need to bring information forward follow the steps below.

Note: The screenshots in this tip sheet contain fictitious data from the CONNECTIONS Training Database

1. Navigate to the *Tracked Child Detail* window in the FASP tab of the appropriate FSS
2. Select the **Placement Information** tab.

3. Select the name of the child from the Select Child grid whose information is missing in the PHR.
4. Click on the **View / Edit** button. The *Location Detail* window will open.
5. The *Location Detail* window displays CCRS Information on the left hand side and the information contained in CONNECTIONS information on the right hand side.



The CONNECTIONS information is modifiable; the CCRS information is not.

6. Update the CONNECTIONS Information fields:
 - If the CCRS information is the most up-to-date, enter this same data in the CONNECTIONS Information fields.
 - If you have more current data than what is in the CCRS Information fields, enter that data in the CONNECTIONS Information fields.

- If the child is on **Trial Discharge**, select the value of "Other" from the **Facility Type** drop-down. Trial Discharge information should be also be entered in the Discharge/Transition Plan section of the PHR.

Note: It is anticipated that the value of Trial Discharge will be added to this drop-down menu in the future.

7. Save the updated information



Reminder: Information you update in the CONNECTIONS Information does not automatically update CCRS; you must update CCRS manually.

8. Once the PHR has been closed and reopened, the Date of Current Placement and Type of Placement information will display on the Title Page.

IN THE MATTER OF: Kimberly Collins (Age: 9)						
Date of Birth	Sex	Person ID (PID)	Docket Number	Date of Initial Removal	Date of Current Placement	Type of Placement
08/16/2002	Female	17200226			04/24/2009	Certified Foster Home

Entering data in the 'CONNECTIONS Information' section will not update CCRS

Location Detail - Collir

File Options Help

CCRS Information

Agency Name:

Facility Name:

Placement Date:

Facility ID:

Facility Address:

Facility Type:

Most Recent Ad:

CONNECTIONS Information

Facility Name: Angela Jarret

Facility Type: Certified Foster Home

Address

Street: 721 NORTH AVE

PO Box/Apt:

City: SYRACUSE State: New York

Zip: 13206-1619

Validate

Placement Date: 4/24/2009

Reason for Transfer:

Out of County: Reason:

Out of State: Reason:

Delete Info. Save Cancel Close

Entering data in the 'CONNECTIONS Information' section will not update CCRS

Resources:

NYS OFT Enterprise
Help Desk #
1.800.697-1323

CONNECTIONS Application questions:
ocfs.sm.conn_app@ocfs.state.ny.us

(NOTE: address contains an underline)

CONNECTIONS Regional Implementation Staff:
<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Communications
CONNECTIONSCommunications@dfa.state.ny.us

Within CONNECTIONS:
[Help/Training](#) link → How Do I → Maintain Information that Populates the Children Tab

Reminder: In all areas of CONNECTIONS, you can press F1 for help