



CONNECTIONS Tip Sheet

PHR System-Populated Fields Required for Submission

January 2012

Certain fields in the Permanency Hearing Report (PHR) are system populated when the PHR is launched – even when the no pre-fill option is selected. Most of these pre-populated fields appear on the Title Page, though some are in other PHR sections. In order to mark the PHR as final, these fields *must* contain data. With the exception of the Hearing Date, you may only enter/modify the data in these PHR fields on the original CONNECTIONS windows from which the data is pulled; you cannot modify it on the PHR windows. It is possible to make modifications *after* a PHR has been launched, but, changes will not be apparent until the PHR is closed and reopened. The table below lists the PHR fields and the data source in CONNECTIONS from which the data is pulled.

Fields on the PHR Title Page	Data Source
Hearing Information	
<ul style="list-style-type: none"> • Hearing Date Certain • Time of Hearing (not system required to finalize PHR; but is required for Notices and Statements) • Hearing Date-CCRS • Verify System Response is Accurate checkbox 	<ul style="list-style-type: none"> • Populated with Hearing Date from CCRS; can be modified on the PHR Title Page • Enter time on Title Page • CCRS • Use to verify that CCRS date is accurate; otherwise modify the hearing date
Court	
<ul style="list-style-type: none"> • Judge / Referee Name • Court Name • Court Address Line 1 • Court Address Line 2 (optional) • Court City • Court State • Court Zip • Part (optional) 	<ul style="list-style-type: none"> • Court Information
Child	
<ul style="list-style-type: none"> • First and Last Name • Date of Birth • Child's Age (as of Date Certain) • Sex • PID • Docket Number • Date of Initial Removal • Date of Current Placement (required if Program Choice is "Placement") • Type of Placement (required if Program Choice = "Placement") • Associated Case Worker (optional) • Attorney for the Child (optional) 	<ul style="list-style-type: none"> • Child(ren) checked on Child grid • Stage Composition • Calculated by system • Stage Composition • Stage Composition • Docket Information • Tracked Child Detail – Removal Information – Removal Date • Tracked Child Detail – Placement Information OR in-process FASP: Appropriateness of Placement – Location of Child tab • Tracked Child Detail – Placement Information OR in process FASP: Appropriateness of Placement – Location of Child tab • Tracked Child Detail • Docket Information
Agency Representatives	
<ul style="list-style-type: none"> • Case Name • Case Manager • Case Planner (optional) • Agency with Planning Responsibility • Child Protective Worker/Monitor (optional) 	<ul style="list-style-type: none"> • System populated • Docket Information, or from FSS • Docket Information, or from FSS • Docket Information, or from FSS • FSS

Attorneys	
<ul style="list-style-type: none"> • Attorney for DSS/ACS • Attorney for Parent or Person Legally Responsible – CWS only (optional) • Attorney for the Adoptive Parents – CCR only (optional) • Other Attorney (optional) 	<ul style="list-style-type: none"> • Court Information • Outside Participants → Docket Information • Adoption Checklist • Docket Information
Parents/Persons Legally Responsible	
Only applies if someone in the Family Relationship Matrix has a parent relationship to a child selected for the PHR.	
<ul style="list-style-type: none"> • Parent's Name • Relationship (Family Relationship Matrix) • Respondent • Legally Responsible • Associated Children 	<ul style="list-style-type: none"> • Family Relationship Matrix • Family Relationship Matrix • Docket Information • Docket Information • Child(ren) checked on Child grid
Additional Persons	
Optional for CWS / Not applicable for CCR stages. If the name of an Additional Person is present then all fields are required.	
<ul style="list-style-type: none"> • Additional Person's Name • Relationship • Respondent • Legally Responsible • Associated Children 	<ul style="list-style-type: none"> • Docket Information • Docket Information • Docket Information • Docket Information • Child(ren) checked on Child grid

Fields in Other PHR Sections	Data Source
SECTION – Permanency Planning Summary	
<ul style="list-style-type: none"> • Date PPG anticipated to be accomplished 	<ul style="list-style-type: none"> • Tracked Child Detail
SECTION – Record Efforts to Finalize Permanency	
For CCR Stage Types with a PPG of Placement for Adoption	
<ul style="list-style-type: none"> • County • Hearing Date, Hearing Time 	<ul style="list-style-type: none"> • Adoption Checklist • Adoption Checklist
SECTION – Status of the Child – Health	
<ul style="list-style-type: none"> • Are immunizations current? • Date of last Physical/Medical Appointment; Dental, Mental Health 	<ul style="list-style-type: none"> • FSS – Health tab – Clinical Appointment tab • FSS – Health tab – Clinical Appointment tab
SECTION – Status of the Child Education / Health	
Target child is less than 3 years old	
<ul style="list-style-type: none"> • Suspected of having a disability? • Referred for Early Intervention? • Referral Date • Eligible for Early Intervention? • Services Receiving? 	<ul style="list-style-type: none"> • FSS-Health tab – Early Intervention tab



HINTS for Easier PHR Completion:

- ✓ Review/verify the source data *before* launching a PHR. You can use the table above as a pre-launch checklist.
- ✓ If multiple caseworkers contribute to the report, decide in advance who will review/verify the data in these fields.
- ✓ Use the Check PHR Detail feature to identify missing data

Questions? E-mail your CONNECTIONS application questions to: ocfs.sm.conn_app@ocfs.state.ny.us