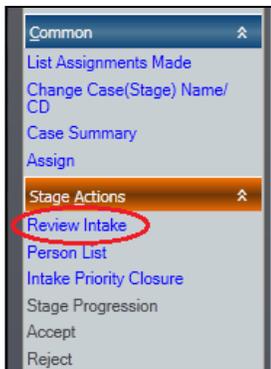




On occasion, the CONNECTIONS system experiences issues which prevent CPS Intake Reports from printing. This can create a problem for Districts that rely on reviewing a printed report. This Tip Sheet illustrates the process for reviewing intake/IRI information within the CONNECTIONS system. (Note: all illustrations below have been taken from the CONNECTIONS Training Database and do not represent real data.)

### Navigating to the Intake Information



1. On the workload window of the assigned worker, highlight the INT stage.
2. Click on the **Review Intake** link in the Stage Actions section of the left navigation.

This will open the Intake window to the Summary tab, which displays basic information about the case.

This window also provides access to the Intake Narrative via link in the Common section of the left navigation pane.



### Call Narrative

#### Narrative:

Parents were heard fighting and both children screaming. Unknown if fight was physical. Father threatened to get his gun and shoot everyone. Unknown if children sustained injuries. Law enforcement responded but did not speak with source.

#### Miscellaneous Information:

#### Locating Information:

Clicking the Narrative link will open a read only version of the Call Narrative.

The following tabs are available on the Intake window:

- **Call Entry** - This tab provides information about the reporter as well as the date, time and method of the report.

- **Call Persons** – This tab provides incoming person information for those named in the report.

Name	Type	Role	DOB	Age	Sex	Rel/Int	SCH	AKA	ID	NTS	Suffix	ADR	Type	Street	Apt #	City	County	State	Zip	PHN	Type	Phone	Ext	DOD	Reason	SSN	MAR	LN	
REPORTER	COL	RP				U																							
Lachette,Susan	PRN	AS	04/01/1975	27	F	MO	R	N	N				RS	1721 W GENESSE ST		SYRACUSE	031	NY	13204-1901										EN
Gardner,Ray	PRN	AS	02/20/1970	33	M	BF	R	N	N				RS	1721 W GENESSE ST		SYRACUSE	031	NY	13204-1901										EN
Lachette,Michael	PRN	MA	10/30/1992	10	M	CH	R	N	N				RS	1721 W GENESSE ST		SYRACUSE	031	NY	13204-1901										EN
Lachette,Lillian	PRN	MA	01/06/2003		F	CH	R	N	N				RS	1721 W GENESSE ST		SYRACUSE	031	NY	13204-1901										EN

- **Allegations** – This tab lists the Alleged MA/AB child(ren), alleged Subject(s) and type(s) of allegation(s)

Age	Alleged MA/AB Child	Allegation Type	Age	Alleged Subject
	Lachette,Lillian	Inadequate Guardianship	33	Gardner,Ray
	Lachette,Lillian	Inadequate Guardianship	27	Lachette,Susan
10	Lachette,Michael	Inadequate Guardianship	33	Gardner,Ray
	Lachette,Michael	Inadequate Guardianship	27	Lachette,Susan

- **Facility** – If the incident was reported to have occurred at a facility, this tab will be filled with information about the Facility Type, address, phone number and any special Instructions.

- **Decision** – The decision tab lists the Classification of the incoming report (Familial, FC/DC), the Report Type (INI, SUB, DUP), Case Name, Call ID and Safety Factors.

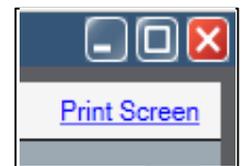
Classification: CPS - Familial Intake Type: Duplicate  
 Case Name: Lachette,Susan Call ID: 20700098  
 Closure Code:

**Safety Factors**

- Caretaker previously committed or allowed others to abuse or maltreat child.
- Caretaker's current alcohol abuse seriously affects his/her ability to care for child.
- Caretaker's current drug abuse seriously affects his/her ability to care for child.
- Child has or is likely to experience physical or psychological harm due to domestic violence.
- Caretaker's mental illness/developmental disability impairs ability to supervise, protect or care for child.
- Caretaker is violent and appears out of control.
- Caretaker is unable/unwilling to meet child's basic needs for food, clothing, shelter and/or medical care.
- Caretaker is unwilling/unable to provide adequate supervision of child.
- Caretaker caused serious physical harm to child or has made a plausible threat of serious harm.
- Caretaker views/describes/acts negatively toward child and/or has extremely unrealistic expectations of child.
- Child's whereabouts are unknown, or the family is about to flee or refuse access to the child.
- Current allegation or history of sexual abuse and caretaker is unable/unwilling to adequately protect child.
- Physical living conditions are hazardous.
- Child is afraid of or extremely uncomfortable around people living in or frequenting the home.
- Other/Criminal Activity (specify):
- No Safety Factors Identified.
- Child Has Positive Toxicology for drugs and/or alcohol.
- Child is on Sleep Apnea Monitor.
- Weapon Noted in CPS report or found in the home.

### Printing Intake Information

If a hard copy of the information is desired, each of the above screens can be printed by using the Print Screen link in the upper right corner of the screen.



CPS Intake - 20700098 - Lachette,Susan [Read Only]

Call Entry | Call Persons | Allegations | Facility | Decision | **Summary**

Call ID: 20700098 Case ID: 30700064 Status: CLD  
 Case Name: Lachette,Susan Merge To Case ID:  
 Classification: CPF Intake Type: DUP Merge To Stage ID:  
 Reporter: Call Date/Time: 03/13/2003 11:58 AM

Print Screen

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

### Resources:

CONNECTIONS Step-By-Step Guides:  
<http://ocfs.state.nyenet/connect/jobaides/>

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

CONNECTIONS Application questions:  
[ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us) (NOTE: address contains an underline)

CONNECTIONS Communications [CONNECTIONSCommunications@dfa.state.ny.us](mailto:CONNECTIONSCommunications@dfa.state.ny.us)

NYS OFT Enterprise  
 Help Desk #  
 1.800.697-1323