If a stage on your workload shares a person in common (has the same PID) with another stage, open or closed, in any district or agency, you have an *implied* role in the related stage. With an implied role you have view-only access to the information in the related stage. Best casework practice requires that you review all information documented in each stage of a case in which you have a role, including those in which you have an implied role. In addition, the names of other involved worker(s) on the stage can be obtained; allowing you to follow-up directly with them.

Viewing a stage in which you have an Implied Role

1. On your workload, highlight the appropriate stage and click on the **Person List** link in the **Stage Actions** section of the **NAVIGATION PANE**.
   The Person List window displays.
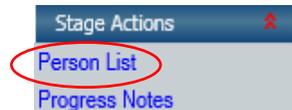
   (FSS NAV PANE Example)

2. On the *Person List*, highlight the person in common.
   The sub-tab section of the window displays.

3. Click on the **Case List** sub-tab. *The Case List displays.*

4. On the Case List, click on the case you want to review
   The sub-tab section displays.

5. Click on the **Case Summary** sub-tab. *The list of opened and closed stages for the case displays.*

6. Click on the stage you want to review.

7. Click on the **Stage Events** sub-tab.

8. Click on the event from the list you want to review:
   - For a CPS Intake, select Record Call
   - For a CPS Investigation, select Child Protective Record Summary
   - For a FSI. select Record Family Services Intake
   - For a FSS, select Family Services Stage Opened

> **Note: Voluntary agency staff are not be able to view CPS Intake stages, unfounded CPS Investigation stages or any CPS Investigation stages that predate 1/1/06.**
>
> **Note: For an FSS, the Early Intervention tab is the only Health Services information tha can be accessed via an implied role.**

9. Click on the **Detail** link *in Events Options section of the NAVIGATION PANE.*

   The corresponding window in the related stage will open, for example, the FSS:
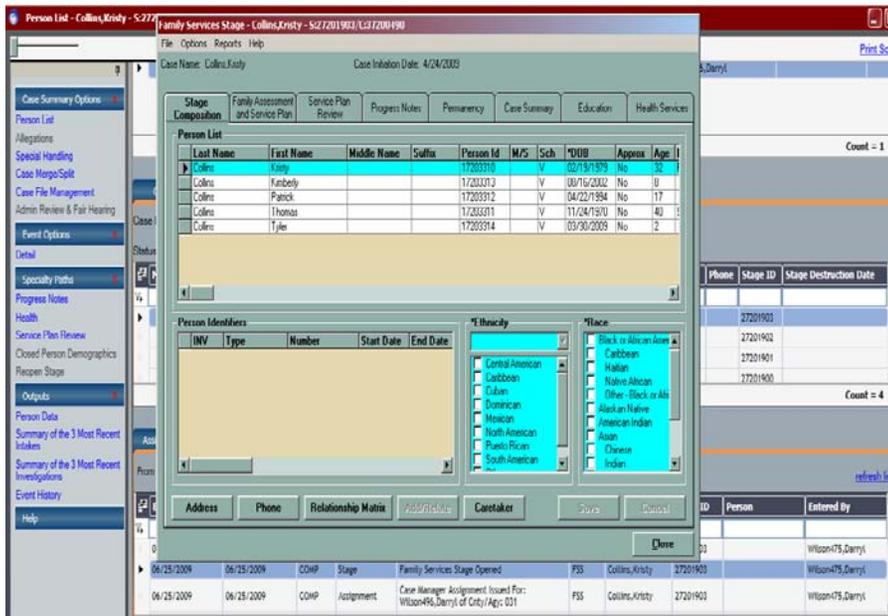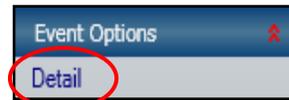
10. Click on the **Close** button to close the accessed window and return to the *Person List* window.

11. Click the red **X** button at the top right of the *Person List* window to return to your workload.

> *Reminder: In all areas of CONNECTIONS, press F1 for help.*

A Job Aid titled "Access to CPS Investigation via Implied Role" is located at:
http://ocfs.state.nyenet/connect/jobaides/Job%20Aid%2018%209%203%20Final_PDF.pdf

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

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

CONNECTIONS Application questions:
ocfs.sm.conn_app@ocfs.state.ny.us *(NOTE: address contains an underline)*

> NYS OFT Customer Care Center #
> 1.800.697-1323