



CONNECTIONS Tip Sheet

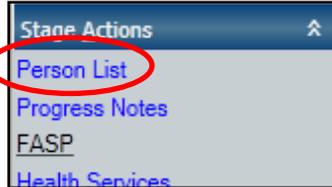
Implied Role/Cross District Access

If a stage on your workload shares a person in common (has the same PID) with another stage (open or closed), you have an **implied role** in that stage. This role allows you (or others with access to your workload) view access to the information the related stage(s). Best casework practice requires that all historical information for a case in which you have a role be reviewed - including stages in which you have an implied role. Also, the names of other involved worker(s) on the stage can be obtained; allowing you to follow-up directly with them.

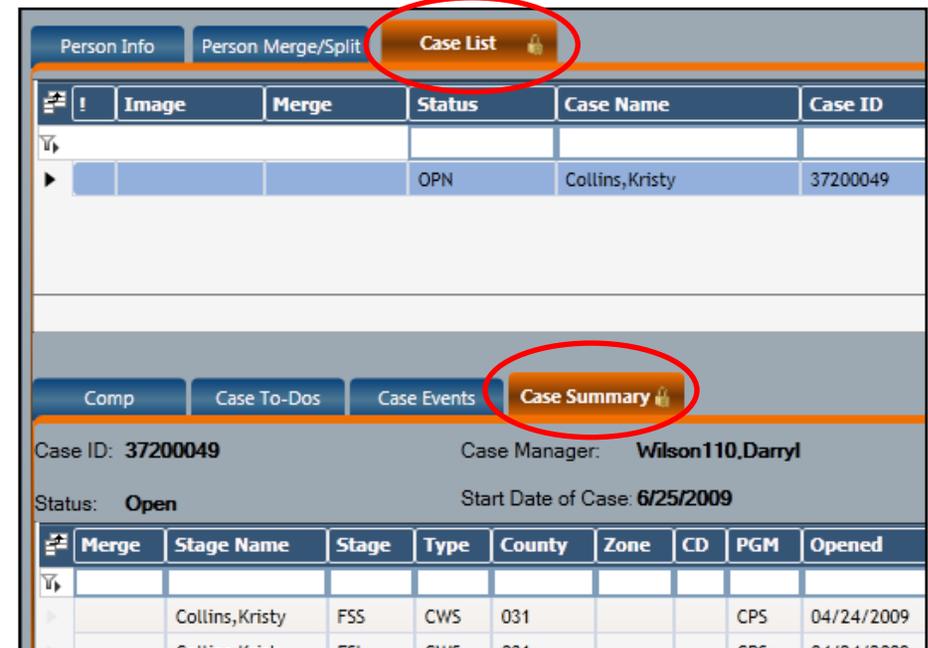
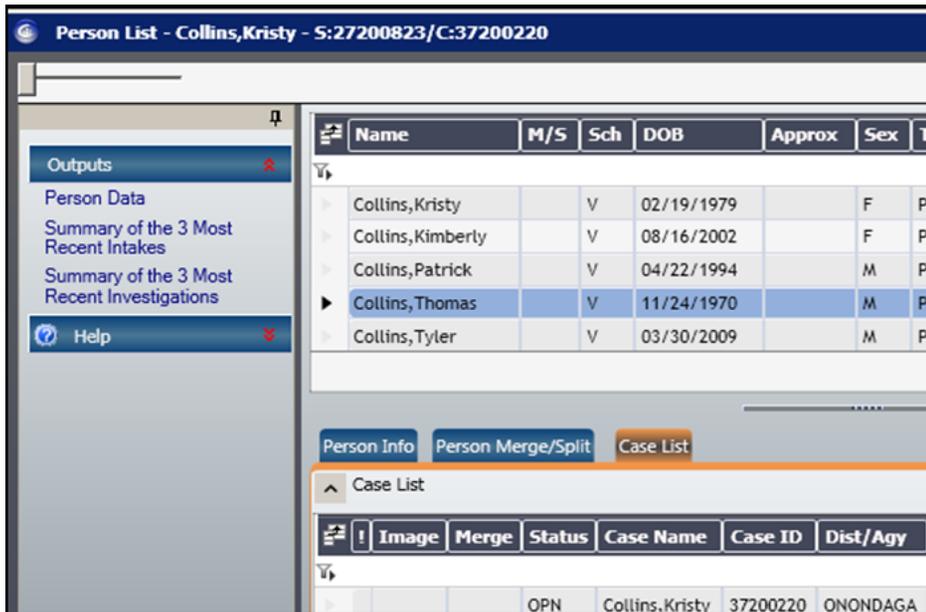
Viewing history via the Implied Role path allows greater access to information—including cross-district access—than conducting a Person Search from the Search/Maintain menu.

Viewing a Stage in which you have an Implied Role

1. Highlight a stage on your workload and click the **Person List** link in the **Stage Actions** section of the NAVIGATION PANE.



2. On the **Person List**, highlight the person whose history you wish to view.
3. Click on the **Case List** sub-tab.
4. On the Case List, highlight the case you want to review
5. Click on the **Case Summary** sub-tab.



6. Highlight the stage you want to review.

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

Event Date	TX Date	Status	Type	Description
		NEW	Conclusion	Investigation Conclusion
		NEW	Risk Assessment Profile	Risk Assessment Profile

8. Click on the event from the list you want to review:

- For INT stages, select **Records Call**.
- For INV, FAR, FSI or FSS stages, select **Stage Summary**.

 **Navigation Hint:** Use the filter bar to easily find the event you are looking for. For example, enter the letters “St” to filter out all events that don’t begin with “St”.

Event Date	TX Date	Status	Type	Description
09/12/2014	09/12/2014	COMP	Stage	Stage Summary

9. Click on the **Detail** link in Events Options section of the NAVIGATION PANE to open the stage in view-only mode.

Event Options	⤴
Detail	
Outputs	⤴

Stage Summary - Antonio, Maria - 5:20100129/C:30100064 [Read Only]

Stage: **INV** Classification: **CPF**
Stage Type: **INI**

Name	M/S	Sch	DOB	App
Antonio, Maria		V	12/28/1967	
Evans, Anthony		V	06/14/1966	
Pascall, David		V	08/10/1992	
Evans, Cynthia		V	03/02/2002	

10. Use the links in the Options section of the NAVIGATION PANE to navigate to the windows you need to review.

Access Reminders

Implied role access applies to both district and voluntary agency workers. However, voluntary agency staff are not be able to view:

- CPS Intake (INT) stages,
- unfounded CPS Investigation (INV) stages or
- any CPS Investigation stages that predate 1/1/06.



The implied role path gives District workers access to cross-county information that they do not have when using Person Search from the Search/Maintain drop-down menu.

The Early Intervention tab is the only Health Services information in a Family Services Stage the that can be accessed via the implied role path.

Resources

- CONNECTIONS Job Aids and Tip Sheets:
<http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>
- CONNECTIONS Regional Implementation Staff:
<http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox:
ocfs.sm.conn_app@ocfs.ny.gov
(NOTE: address contains an underline)
- CONNECTIONS Communications Mailbox:
connections@ocfs.ny.gov

ITS Enterprise Service Desk
1-800-697-1323