



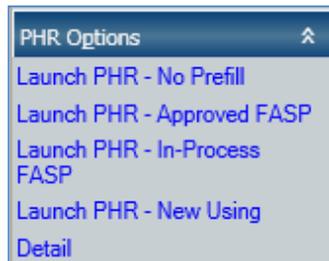
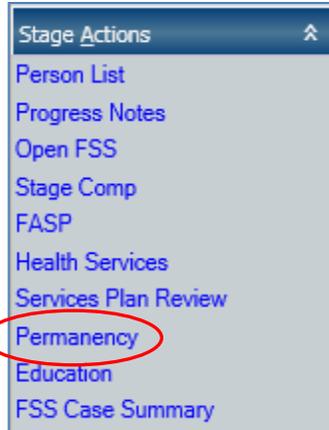
CONNECTIONS Tip Sheet

Permanency Hearing Reports New Using Launch Option August 2012

The Permanency link in the left Navigation Pane allows workers to launch and complete Individual Child, Multiple Child or Freed Child Permanency Hearing Reports (PHRs) within CONNECTIONS.

To reduce the amount of information that must be entered and to accommodate the preferences of different workers, there are four PHR launch options from which to choose:

- **Launch PHR-No Pre-fill**
Narrative sections of the PHR will be blank; they will not be pre-filled.
- **Launch PHR-Approved FASP**
The PHR will pre-fill with narratives from the most recently Approved FASP or Plan Amendment.
- **Launch PHR-In-Process FASP**
The PHR will pre-fill with narratives from an In-Process FASP or Plan Amendment.
- **Launch PHR-New Using**
The PHR will pre-fill with information from a finalized PHR selected in the Permanency Report Summary grid.



IMPORTANT: A child can be involved in only one in-process PHR at a time. Before a new PHR can be launched, the previous one involving that child must be in "Final" status.

REMINDER: Prior to launching a Permanency Hearing report, verify that the *Education* and *Health Services* windows are complete, up-to-date and accurate. Some of this information will be brought into the PHR upon launch and cannot be updated within the PHR itself.

For further information on where pre-filled data originates, see the CONNECTIONS Tip Sheet, *PHR Submission Edits*.

New Using Launch Option

The New Using option allows workers to launch a new PHR with information pre-filled from the last completed PHR for a particular child. The pre-filled narratives of the new PHR may then be edited as needed to update or remove information.

When selecting a PHR from which to pre-fill, you must choose a previous report for the same child. You can pre-fill from a previous Individual PHR or from a Multiple Child PHR that included the child.

Freed Child PHRs can only be launched from within a Child Case Record (CCR) stage. The New Using option is available for Freed Child PHRs only when there is a previously completed Freed Child report in the CCR stage.

Marking the PHR as "Final"

A PHR is not complete until the report has been marked as Final. Marking the PHR as final freezes the information in the report and removes the word "DRAFT" on the printed version of the PHR.



Marking successive PHRs as Final also creates a historical record of PHRs in CONNECTIONS, each of which can be accessed later.

Once the PHR is complete and all suggested corrections/edits from supervisors and attorneys have been incorporated, use the Mark as Final link on the Check PHR Detail window to mark the PHR as Final.

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 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 ITS Enterprise
Help Desk #
1.800.697.1323