

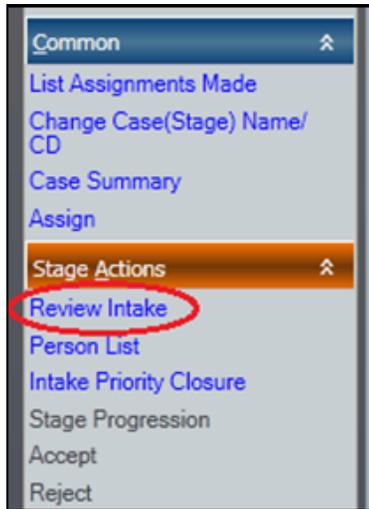


# CONNECTIONS Tip Sheet

## Reviewing INT Stages in CONNECTIONS

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 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 pane.

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 the **Common** section of the left navigation pane.



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

The following tabs are available on the Intake Window:

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

**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:**

2. **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	AN		N	N																				EN
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	

Count = 5

**3. Allegations** — This tab lists the Alleged MA/AB child(ren), Alleged Subject(s), and type(s) of allegation(s).

Allegation List					
	Age	Alleged MA/AB Child	Allegation Type	Age	Alleged Subject
<input type="checkbox"/>		Lachette,Lillian	Inadequate Guardianship	33	Gardner,Ray
<input type="checkbox"/>				27	Lachette,Susan
<input type="checkbox"/>	10	Lachette,Michael	Inadequate Guardianship	33	Gardner,Ray
<input type="checkbox"/>				27	Lachette,Susan

Count = 4

**4. 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.

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

Name:

Resource ID:

Operated By:

Auth By:

Facility Type/LOC:

Search Complete

Address

Street:

PO Box/Apt:

City:  State: NY Zip:

County:

Phone

Number:

Extension:

Additional Details

Unit/Ward:

Special Instructions (Hrs of Op,Pop,Served, etc.):

**5. 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.

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

Classification: CPS - Familial Intake Type: Duplicate

Case Name: Lachette,Susan Call ID: 20700098

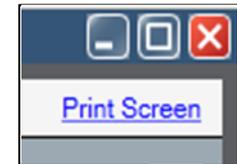
Closure Code:

**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 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:	<input type="text"/>	Merge To Stage ID:	<input type="text"/>
Classification:	CPF	Intake Type:	DUP	Call Date/Time:	03/13/2003 11:58 AM
Reporter:					

## 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.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us)  
(NOTE: address contains an underline)
- CONNECTIONS Communications Mailbox:  
[connections@ocfs.ny.gov](mailto:connections@ocfs.ny.gov)

ITS Enterprise Service Desk 1-800-697-1323