



# CONNECTIONS Tip Sheet Designating Health Responsibility

## Access to Health Services Information

Due to the highly confidential nature of health information, Health Services is subject to enhanced confidentiality and security in CONNECTIONS. To access health information for open stages in CONNECTIONS, you must either have a prescribed role in the case or be assigned the VIEW HEALTH or MAINT HEALTH Business Function. The Early Intervention tab is the exception to these system security rules. Any worker with a role in the stage can view information on the Early Intervention tab and maintain information on the tab for any child under four years old.

For those assigned the role of Caseworker—or for those staff who are accessing the Health module using the Business Function (VIEW HEALTH or MAINT HEALTH) who are not in the local district with case management responsibility—there is an added level of security applied to view and maintain health information. Their agency must be designated as responsible for entering the health information for any particular child.

The Designate Health Responsibility functionality provides for designating a specific agency as responsible for maintaining health information, allowing caseworkers with a role in the stage—and staff who are accessing the Health Services window using the Business Function (VIEW HEALTH or MAINT HEALTH) and are not in the local district with case management responsibility—to record Health Services information for children who are placed in their agency. *This designation is not done automatically when workers are assigned roles in the stage.*

Until the stage's Case Manager or Case Planner designates an agency responsible for maintaining health information, health specialists for that agency and workers with the role of Caseworker in the stage will not be able to view or record mandated health information.

For open stages, the Designate Health Responsibility window can be accessed in modify mode by the Case Manager and Case Planner and in view-only mode for all other workers.

## Accessing the Designate Health Responsibility Window

1. Click on the **WORK** button on the CONNECTIONS Toolbar.  
*The Assigned Workload displays.*
2. Select the appropriate FSS stage and click on the **Tasks...** button.  
*The Family Services Stage window displays.*
3. Click on the **Health Services tab**.  
*The Health Services window displays.*
4. Select a child from the Child List grid.  
*The **Options** menu displays.*
5. Click on the **Options** menu and select the **Designate Health Responsibility** command.  
*The Designate Health Responsibility window displays.*

## Designating Health Responsibility

The Designate Health Responsibility window is comprised of grids and various buttons. The Tracked Child grid is populated with all tracked children from the **Stage Composition** tab. When an agency is currently designated responsible for a child, the child's row will display shaded in the Tracked Child grid.

The Responsible Agency List is populated with any agency name that has a worker assigned a role in the stage. Until an agency worker is assigned a role, designating health responsibility to that worker's agency cannot be done.

The Health Responsibility History grid, located in the lower half of the window, records all saved health responsibilities.

1. On the *Designate Health Responsibility* window, select the appropriate child from the Tracked Child grid by clicking on the box to the left of the child's name. (To select more than one child at a time, hold down the **Ctrl** key and select the box to the left of each child's name.)

2. Select the desired agency by clicking on the box to the left of the agency name.  
*The **Add** button enables.*

**Note:** If the agency does not appear on the list, the Case Manager or Planner must assign a role to a worker from that agency using the Assign button located on the *Assigned Workload*.

3. Click on the **Add** button.  
*The **Save** button enables and the new responsibility will be added to the Health Responsibility History grid below.*
4. Click on the **Save** button.
5. Click on the **Close** button.  
*The Health Services window displays.*

## Updating an Existing Designated Health Responsibility

When a child is transferred from one agency to another, the agency designated for maintaining health information must be updated. This is not done automatically by CONNECTIONS. It must be done on the Designate Health Responsibility window by the Case Manager or Case Planner.

1. On the *Designate Health Responsibility* window, select the appropriate child from the Tracked Child grid by clicking on the box to the left of the child's name.
2. Select the desired agency by clicking on the box to the left of the agency name.  
*The **Add** button enables.*
3. Click on the **Add** button.  
*The following message displays:*  
*“Current Responsibility will be ended and new responsibility will be recorded. Do you wish to continue?”*
4. Click on the **Yes** button to designate the newly selected agency as responsible.  
*The new responsibility is added to the Health Responsibility History grid. The previous responsibility is automatically end dated.*
5. Click on the **Save** button.

6. Click on the **Close** button.  
*The Health Services window displays.*

## End Dating Agency Health Responsibility

When Health Responsibility is updated because the child moved to a different agency, the previous responsibility is automatically end dated. When the child leaves foster care, Health Responsibility is not end-dated by CONNECTIONS. It must be done manually.

1. In the Health Responsibility History grid, click on the space to the left to select the appropriate history record.  
*The **End Responsibility** button enables.*
2. Click on the **End Responsibility** button.  
*The following message displays: “Current Responsibility will be ended. Do you wish to continue?”*
3. Click on the **Yes** button to end responsibility.  
*The **Responsibility End Date** field populates with today's date. The **Save** button enables.*  
*OR*  
Click on the **No** button to cancel.  
*The row in the Health Responsibility History grid is de-selected.*
4. Click on the **Save** button.
5. Click on the **Close** button.  
*The Health Services window displays.*

**If you need assistance performing any of the functions on this guide, please talk to your supervisor or contact the Help Desk. The Help Desk is staffed 24 hours a day, seven days a week online. You can contact the Help Desk at:  
1-800-NYS-1323 (1-800-697-1323)**