



# CONNECTIONS

## NEWS FOR USERS

FEBRUARY 1 – 14, 2013

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#### CONNECTIONS INTRANET:

<http://ocfs.state.nyenet/connect>

#### CONNECTIONS INTERNET:

<http://www.ocfs.state.ny.us/connect>

## A New Approach to CONNECTIONS News

**This week, we are pleased to present our new communications bulletin, *CONNECTIONS News for Users*, a more content-oriented newsletter that will be distributed bi-weekly.**

In addition to CONNECTIONS material regularly distributed in the former *CONNECTIONS News* weekly (Tip Sheets, Build Information, Training Opportunities, etc.), *CONNECTIONS News for Users* will also highlight feature-oriented articles pertaining to more in-depth pieces on state and local CONNECTIONS related initiatives.

The revised newsletter will feature several recurring sections: “Did You Know...,” “CONNECTIONS Clue,” and

a “Coming Next” segment, all of which aim to provide CONNECTIONS users with relevant information, both directly and indirectly related to the CONNECTIONS application.

Weekly outages and maintenance windows will not be announced in *CONNECTIONS News for Users*. A separate document, the *CONNECTIONS Weekly Technical Bulletin*, will target more technical information from here forward and will be distributed to a more limited, technically oriented distribution list. To access the *CONNECTIONS Weekly Technical Bulletin*, click on the links below:

Intranet: <http://ocfs.state.nyenet/connect>

Internet: <http://www.ocfs.state.ny.us/connect>

**Going forward, we hope you are as excited and satisfied with our final product as we are.**

## February Computer Training Classes for Microsoft Products

New computer training classes are available throughout the month of February, both in instructor-led computer labs and via distance learning options (i.e., Training Space, LearnLinc).

Classes include Excel 2010, Microsoft Word 2010, Access 2010, Outlook 2010, and other courses to assist staff in transitioning to Microsoft Office 2010 and Windows 7.

Listings of the lab and distance-learning courses are available on the CONNECTIONS Websites at the following links:

Intranet: <http://ocfs.state.nyenet/connect/projupdt/sys.asp>

Internet: <http://www.ocfs.state.ny.us/connect/projupdt/sys.asp>



## Did You Know...

### **CONNECTIONS Implementation Staff are now part of the new Office of Information Technology Services (OITS)**

On November 22, 2012, OCFS CONNECTIONS Implementation staff were transferred to the newly formed Office of Information Technology Services. This transfer does not alter Implementation staff location or roles and your relationship with Implementation Staff will remain the same.

In fact, with a new statewide ITS collaboration, the services we are able to offer you will only expand.



*From everyone on the CONNECTIONS Implementation team, regardless of the name of our agency, we look forward to continuing to serve you with the same, if not better, level of support you have come to expect and trust.*



## New Tip Sheet Available: Consolidating Investigations

A new Tip Sheet has been posted to the CONNECTIONS Inter and Intranet sites – *Consolidating a CPS Investigation in CONNECTIONS*. It provides general guidance as well as instructions on:

- Deciding whether or not to close an investigation as a duplicate
- Examples of possible edit messages and Trouble Shooting

- Step-by-step guide to consolidating investigations

You can access the tip sheet via the links below:

Intranet: <http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>

Internet: <http://www.ocfs.state.ny.us/connect/jobaides/jobaides.asp>

Learn how to close duplicate investigations with our new Consolidating Investigations in CONNECTIONS Tip Sheet!

# CONNECTIONS Clue

**The Date of Current Placement and Type of Placement are blank on the Title Page of my newly launched PHR. Where do I enter this information?**

Information on the Title Page of the Permanency Hearing Report (PHR) prefills from a variety of places in CONNECTIONS. Only the Hearing Date Certain and the Time of Hearing can be directly entered into the Title Page. If the Date of Current Placement and Type of Placement fields do not prefill, you will need to do the following:

1. Close the PHR windows.
2. Navigate to the **FASP** tab and click on the **Tracked Children** button.
3. Select the **Placement Information** tab.
4. Select the name of the child whose information is missing in the PHR from the **Select Child** grid.
5. Click on the **View / Edit** button to open the *Location Detail* window. The CONNECTIONS information, displayed on the right, is modifiable; the CCRS information on the left is not.
6. Update the CONNECTIONS Information fields:

- ⇒ If the CCRS information is correct and up-to-date, enter this same data in the CONNECTIONS Information fields.
  - ⇒ If you have more current data than what is in the CCRS Information fields, enter that data in the CONNECTIONS Information fields. Follow your local procedures to have the CCRS information updated.
  - ⇒ If the child is on **Trial Discharge**, select the value of "Other" from the **Facility Type** drop-down. Trial Discharge information should also be entered in the Discharge/Transition Plan section of the PHR.
7. Save the updated information
  8. Once the PHR has been reopened, the updated Date of Current Placement and Type of Placement information will display on the Title Page.



The CONNECTIONS Tip sheet, "PHR Title Page: Updating Type and Date of Placement" contains this information in printable form. The tip sheet can be accessed via the following links:

Intranet: <http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>

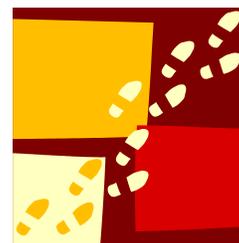
Internet: <http://www.ocfs.state.ny.us/connect/jobaides/jobaides.asp>

## Don't Forget Past CONNECTIONS Clues!

Past CONNECTIONS Clues are available on the CONNECTIONS Website at:

Intranet: <http://ocfs.state.nyenet/connect/quicktip>

Internet: <http://www.ocfs.state.ny.us/connect/quicktip>



## Coming Next...

### In Our Next Issue:

- ⇒ New CONNECTIONS Clue: Post Adoptive PIDs
- ⇒ Did You Know... Cool Tips and Tricks: Some Useful Windows Shortcut Keys

