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CONNECTIONS INTRANET:

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

CONNECTIONS INTERNET:

<http://ocfs.ny.gov/connect>

CONNECTIONS Field Team to Provide On-Site Presentations on Completing the PHR in CONNECTIONS

CONNECTIONS regional field support specialists are currently scheduling sessions that will assist district and agency staff in reviewing and completing the Permanency Hearing Report (PHR) in CONNECTIONS. Sessions will be provided on-site in local district offices in small group, under-an-hour presentations starting in April.

These sessions will focus on helping caseworkers take advantage of various new features and functions within the PHR, such as reviewing permanency reports online and using sticky notes, finalizing the PHR and understanding how the PHR is prefilled with data from the Family Service Stage. Following the sessions, field support specialists will be available to help individuals work through any particular issues they are having with the system.

The plan to offer these presentations to casework staff was prompted by feedback received by staff in the user survey conducted following the implementation of the Permanency Hearing Report last year. In addition to the presentations, we have several very useful support tools that will be shared at the presentations.

In conjunction with PHR presentations, implementation staff will also be addressing AFCARS and NYTD information at on-site sessions.

For further information, please contact your CONNECTIONS Regional Implementation Specialist from the contact list below:

[CONNECTIONS Contact Information](#)
(Intranet)

[CONNECTIONS Contact Information](#)
(Internet)

Do You Use These PHR Features?

- | | |
|--------------------------|-----------------------|
| ⇒ Prefill with New Using | ⇒ Collapse All Link |
| ⇒ Sticky Notes | ⇒ Online Review |
| ⇒ Casework Contact Chart | ⇒ Finalizing the PHR |
| ⇒ Check PHR Detail | ⇒ Toggle Short & Long |

*More than 1800
district and
agency staff
have attended
NYTD Training*

NYTD Training: Update

Training is underway to address modifications within CONNECTIONS to accommodate National Youth in Transition Database (NYTD) requirements.

Over 1800 district and agency staff have attended iLinc training in the previous weeks. Additionally, data shows that district and agency staff are beginning to successfully enter information within the new fields in CONNECTIONS concerning independent living services and tribal membership or eligibility.

For staff who were unable to attend a NYTD training session, a recorded version of the instructional session will be made

available to all employees online in the coming weeks.

Additionally, NYTD will be discussed by Implementation Staff in on-site district and agency **PHR Presentations** beginning in April.

For more information on how NYTD has shifted functionality in CONNECTIONS, see the NYTD Tip Sheet at the following links:

[NYTD Tip Sheet](#) (Intranet)

[NYTD Tip Sheet](#) (Internet)



CONNECTIONS Training for 2nd Quarter

A training calendar is now available that lists CONNECTIONS training opportunities throughout the entire second quarter, from April 1st to June 30th, 2013.

The CONNECTIONS Training Calendar begins with a chronological list of available classroom trainings. The final page of the calendar identifies CONNECTIONS web

based trainings available at any time through TrainingSpace.org.

The calendar is available at the following links:

[CONNECTIONS Training Calendar](#) (Intranet)

[CONNECTIONS Training Calendar](#) (Internet)

April Computer Training Courses

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

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

and Windows 7.

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

[April Classroom Training](#) (Intranet)

[April Classroom Training](#) (Internet)

[April Online Training](#) (Intranet)

[April Online Training](#) (Internet)



CONNECTIONS Clue



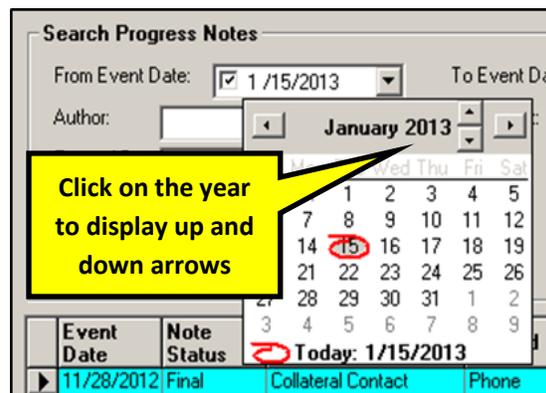
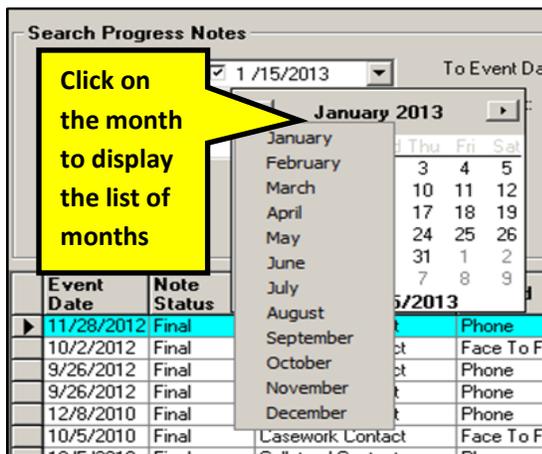
Help! My old progress notes are missing!

“I need to look back at progress notes that were recorded a while ago in my open stage – but they’re not there!”

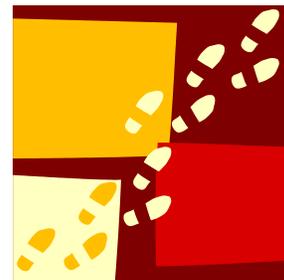
Only about 200 progress notes display at a time in the Progress Note window of CONNECTIONS. When you want to view notes in an open stage older than those displayed, you’ll need to search by a specified date range to locate the older notes.

To select the date range for your search in the progress notes window, click the checkbox in the From Event Date field. Then use the drop-down calendar to select the desired “from” date. Repeat for the To Event Date field. Click the Search button to display a list of progress notes between the selected dates.

NAVIGATION HINT- Click on the name of the month to display a list of month names and/or click on the year to display up and down buttons that let you quickly scroll forward or back to other months/years!



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://ocfs.ny.gov/connect/quicktip>



Coming Next...

In Our Next Issue:

⇒ New CONNECTIONS Clue: Dates of Birth Matter! (Especially in NYC)

