

## CONNECTIONS Clue

### Oops! I launched an individual PHR when I wanted a multiple child PHR

To launch a multiple child PHR you need to check the checkboxes next to each child's name BEFORE clicking the Launch link in the navigation pane. If you mistakenly launch a PHR for only one child, the remedy is simple –

1. Save the Individual PHR and close it.
2. Highlight the Individual in-process PHR in the Permanency Report Summary grid on the Permanency window
3. Click the Delete link in the navigation pane
4. Check the checkboxes next to the names of all children that should be included in the multiple child report
5. Click the Launch link for the prefill option you wish to use.

**Reminder:** you should use the multiple child report only when all children have the same Date Certain, the same parents, and the same placement so that confidential information about a child is not revealed to persons who have no need/right to know.