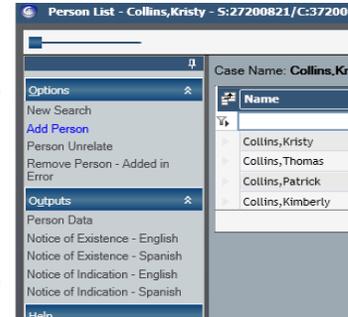


Top Hints and Tips for the Transformed CONNECTIONS For CPS Caseworkers

When in Doubt, Look Left

Many of the commands/menus and buttons formerly on the old CONNECTIONS windows (especially under Options) are now hyperlinks in the NAVIGATION PANE on the left side of the new windows. If you need to perform a function or open another window, try looking left.

NAVIGATION
PANE



Making Selections

Highlight a stage by clicking **once** in the row, not by using the checkbox. Checkboxes are only used when you wish to make multiple selections (selecting multiple Alerts for deletion, for example). Note: you can use the checkbox in the header to select or deselect all checkboxes in the column.

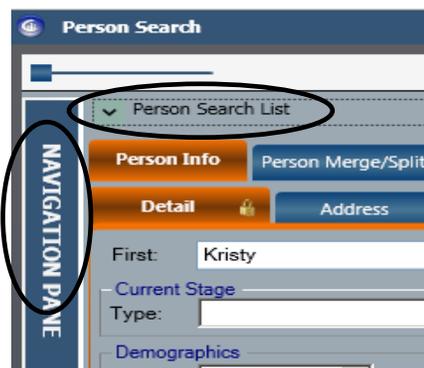
<input type="checkbox"/>	Type	Status	Date
<input type="checkbox"/>	a		
<input type="checkbox"/>	A		04/14/2011
<input type="checkbox"/>	A	COMP	04/14/2011
<input type="checkbox"/>	A		04/14/2011
<input type="checkbox"/>	A		04/14/2011
<input type="checkbox"/>	A		08/03/2011
<input type="checkbox"/>	A		08/03/2011
<input type="checkbox"/>	A	COMP	08/03/2011

Hint: A single click generally will suffice in new windows

Expand the Work Area

Much more information is organized onto many of the new CONNECTIONS windows to reduce the number of windows you have to work with. You may find it helpful to collapse window sections that you no longer need. This expands the size of work area and reduces the need for vertical scrolling.

In the example below, you see more of the Person Info/Detail tab data on the Person Search window because the Person List section has been collapsed. Even more space is made available by unpinning the NAVIGATION PANE.



Hint: When maximum data is needed in a **screen print** (e.g., Multiple Cases, Events, Staff in a Unit, etc.)

- Collapse unneeded sections, e.g., the search criteria and list sections of a search window)
- Collapse or minimize size of search results displayed after making selection using separator bar
- Unpin the NAVIGATION PANE to the left
- Use the filter to display and print only desired items
- Use scroll bars at right to display only desired items to print or to generate a second Print Screen of remaining results not visible in first print

History Searches (AKA the Implied Role Path)

(The steps have not changed):

- Select a stage from your workload
- Person List – click on the Person List link in NAVIGATION PANE
- Case List – click on a person, then click on the Case List tab
- Case Summary – click on a case, then click on the Case Summary tab
- Stage Events – click on a stage, then click on the Stage Events tab
- Event – scroll through the stage events (VA staff only see the CPRS listing – there’s nothing to scroll through) or use the filter in the Description column (see examples below)
- View History – click on the Event, then click on the Detail link in the NAVIGATION PANE – look left!

Hint: Searching from within a stage (rather than through the Search/Maintain dropdown) yields more information.

Hint: These three tabs are the furthest to the right

The screenshot shows the 'Person List - Collins, Kristy - 5:27200821/C:37200220' window. The 'Case List' tab is active, showing a table with columns: Image, Merge, Status, Case Name, Case ID, Dist/Agy, and Zone. Below this, the 'Case Summary' tab is active, showing Case ID: 37200220, Case Manager: Wilson111,Darryl, Dist/Agy: 031, Status: Open, and Start Date of Case: 6/25/2009. A table below shows event details with columns: Merge, Stage Name, Stage, Type, Determination, County, Zone, CD, PGM, Opened, Closed, SEC, and Wor. The 'Stage Events' tab is also visible, showing a table with columns: Event Date, TX Date, Status, Type, and Description. The 'Description' column contains the text 'Child Protective Record Summary'.

Hint: Filter events using the row below the Description column header by entering:
 If an INV is selected:
 “c” for the Child Protective Record Summary
 “i” for the Investigation Conclusion
 If an FSS is selected:
 “fam” for Family Service Stage Opened; or “fa” for FASPs
 If an INI is selected:
 “r” for Record call to access the CPS Intake

Hint: You may also use the From/To Date fields to reduce the number of returned events

For CPS – Maintain Allegations

The drag/drop and filtering features on the Allegations window are particularly useful in stages that have multiple children, multiple alleged subjects and multiple allegations– especially if you wish to consolidate stages. For example, you may:

- Click & drag the Alleged Subject column next to the MA/AB Child column (see illustration)
- Filter by type of Allegation, e.g., IN for Inadequate Guardianship, LS for Lack of Supervision (see illustration)
- Filter by child name – particularly effective if children have different last names; you only need to enter a letter or two in the filter column under MA/AB Child
- Filter by Alleged Subject

MA/AB Child	Alleged Subject	Child ID	Allegation	Subject ID	UnSub/Sub	Stage
			LS			
<input type="checkbox"/> Collins, Kimberly	Collins, Kristy	17201423	LSUP	17201420		INT
<input type="checkbox"/> Collins, Kimberly	Collins, Thomas	17201423	LSUP	17201421		INT
<input type="checkbox"/> Collins, Tyler	Collins, Kristy	17201424	LSUP	17201420		INT
<input type="checkbox"/> Collins, Tyler	Collins, Thomas	17201424	LSUP	17201421		INT

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Hint: the counter at the bottom right of a grid tells you both the number of filtered items and total items