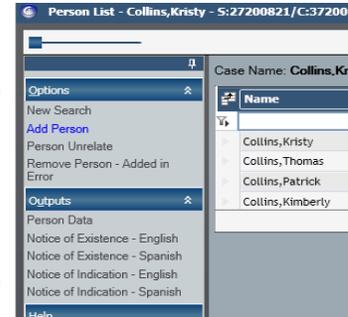


## Top Hints and Tips for the Transformed CONNECTIONS For Foster Care Caseworkers

### When in Doubt, Look Left

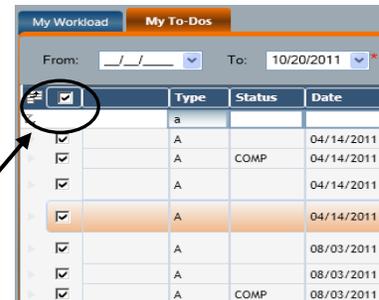
Many of the commands/menus and buttons formerly on the old CONNECTIONS windows (especially under Options) are now hyperlinks in the NAVIGATION PANE on the left side of the new windows. If you need to perform a function or open another window, try looking left.

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.

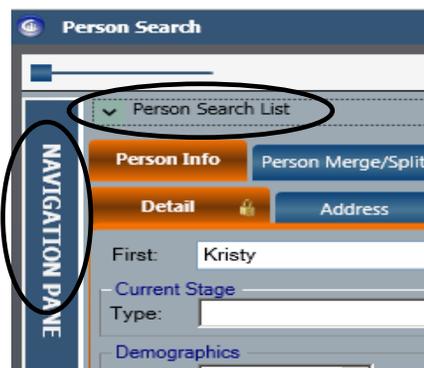


**Hint:** A single click generally will suffice in new windows

### 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 software interface for 'Person List - Collins, Kristy - 5:27200821/C:37200220'. The interface includes a navigation pane on the left with various options like 'New Search', 'Add Person', and 'Case Summary Options'. The main area is divided into several sections:

- Person List Table:**

Name	M/S	Sch	DOB	Approx	Sex	Type	Role
Collins, Kristy		V	02/19/1979		F	PRN	AS
Collins, Thomas		V	11/24/1970		M	PRN	AS
Collins, Patrick		V	04/22/1994		M	PRN	MA
Collins, Kimberly		V	08/16/2002		F	PRN	MA
- Case List Table:**

Image	Merge	Status	Case Name	Case ID	Dist/Agy	Zone
		OPN	Collins, Kristy	37200220	ONONDAGA	
- Case Summary Section:**

Case ID: 37200220    Case Manager: Wilson111, Darryl    Dist/Agy: 031  
 Status: Open    Start Date of Case: 6/25/2009
- Stage Events Table:**

Merge	Stage Name	Stage	Type	Determination	County	Zone	CD	PGM	Opened	Closed	SEC	Wor
	Collins, Kristy	FSI	CWS		031			CPS	04/24/2009	04/24/2009		Wils
	Collins, Kristy	INV	INI		031			CPS	04/24/2009			Wils
- Stage Events Detail Table:**

Event Date	TX Date	Status	Type	Description
06/25/2009	06/25/2009	COMP	Summary	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

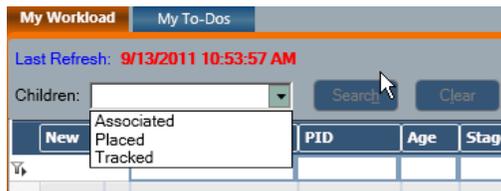
**Hint:** You may also use the From/To Date fields to reduce the number of returned events

**For Foster Care – Person View**



The Person View of your workload enables you to isolate specific groupings of children. To change from the Workload view to the Person View of your workload, click the “people” icon (see illustration) located in the upper right of the workload window, immediately over the grid.

- Use the Children Search feature at the top of the grid (see illustration) to display children on your workload to whom you are Associated; that are Placed; or that are Tracked. This is useful when sibling groups enter (or leave) care and you need to change their Program Choice – especially if you are interrupted in the middle of doing this.



- Filter on one or more columns by entering a value in the row(s) beneath the column header, e.g., age and stage (see illustration).

New	Person Name	PID	Age	Stage Name	Stage	Type
			2		fss	
	Adams,Quincy	14601024	2	Adams,Maggie	FSS	CWS
	Collins,Tyler	17201424	2	Collins,Kristy	FSS	CWS
	Gilbert,Martha	17501005	25	Gilbert,Martha	FSS	CWS
	Gilbert,George	17501006	26	Gilbert,Martha	FSS	CWS
	Gilbert,Sam	17501007	2	Gilbert,Sam	FSS	CCR
	Harrison,Peter	16001530	22	Harrison,Kathy	FSS	CWS
	Murray,Jay	16201281	22	Murray,Marsha	FSS	CWS

**Count = 7 of 108**

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

