



**CONNECTIONS Training Project  
SUNY Training Strategies Group**

**Revisions to the Permanency Hearing Reports Job Aid  
March 2007**

This Job Aid was updated to reflect changes in Build 18.9 functionality.

<b>Page Number</b>	<b>Revision</b>
6	Updated information regarding the children to whom the Permanency Bill of 2005 affects.
8	Updated information regarding from where in CONNECTIONS Permanency Hearing Report information will pre-fill, since Removal Update Report information will <i>not</i> pre-fill.
10	Removed the Tip Box describing the message that would display when entering the <i>Permanency</i> window when no children have an active Program Choice of "Placement" or "Non-LDSS Custody," since no message will display. Instead, the <b>Launch</b> button will not enable.
12	Updated the Mail Local Copy section with the message that displays upon clicking the <b>Mail Local Copy</b> command in the <b>Options</b> menu and with information that applies to ACS workers and contract agency workers servicing ACS cases.
15	Updated information regarding from where in CONNECTIONS Permanency Hearing Report information will pre-fill, since Removal Update Report information will <i>not</i> pre-fill.
15	Updated information regarding how to recognize modifiable pre-filled report information (i.e., such information displays in gray highlighting, not red font).
16	Added a Tip Box informing workers that due to confidentiality issues, a Multiple Child Permanency Hearing Report should not be launched when multiple biological fathers are involved.
20	Updated information regarding how to recognize modifiable pre-filled report information (i.e., such information displays in gray highlighting, not red font).
21	Added a Tip Box for ACS workers and contract agency workers servicing ACS cases regarding when to mark a Permanency Hearing Report "Final."
28	Updated information regarding which individuals display in the Stage Composition grid on the <i>Permanency Hearing Notices and Statement</i> window.
33	Updated information regarding how to select individuals on the <i>Associated Child</i> window.
34	Updated information regarding how to select individuals on the <i>Associated Parent</i> window.
39	Added information regarding validating the address recorded on the <i>Court Information</i> window.
41	Added a Tip Box instructing ACS workers and contract agency workers servicing ACS cases to continue to print Permanency Hearing Notices and Statements from LTS and not to use CONNECTIONS for that purpose.

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