



CONNECTIONS Tip Sheet

Filtering the Person View of the Workload to locate 21-Year-Old Youth July 2018

By NYS law, children may not remain in foster care past age 21. Documentation in CONNECTIONS should be completed in timely fashion to in order to assure that no child appears to be in care past their 21st birthday. This tip sheet is for workers who wish easily locate the youth on their workload who (1) have a Program Choice of Placement and (2) have reached age 21 so that Placement tracking can be ended.

The Person View of the Workload

<input type="checkbox"/>	New	!	Stage Name	Stage
<input type="checkbox"/>			Adams, Maggie	FSS
<input type="checkbox"/>			Brown, Sherry	FSS
<input type="checkbox"/>			Clarke, Stephani	FSS
<input type="checkbox"/>			Collins, Kri	
<input type="checkbox"/>			Gilbert, Ma	
<input type="checkbox"/>			Gilbert, Sa	

In CONNECTIONS, the default workload view is the **Stage View**, which displays stages alphabetically by stage name.

However, another view, the **Person View**, is available.

The **Person View** displays a list of all persons on each of the stages on your workload, in alphabetical order, by their stage.

New	!	Person Name	PID	Age	Stage Name	Stage
<input type="checkbox"/>		Adams, Maggie	14600166	35	Adams, Maggie	FSS
<input type="checkbox"/>		Adams, Jamal	14600167	13	Adams, Maggie	FSS
<input type="checkbox"/>		Adams, Evelyn	14600168	7	Adams, Maggie	FSS
<input type="checkbox"/>		Adams, Quincy	14600169	1	Adams, Maggie	FSS
<input type="checkbox"/>		Brown, Sherry	18500208	34	Brown, Sherry	FSS
<input type="checkbox"/>		Brown, Fred	18500209	39	Brown, Sherry	FSS
<input type="checkbox"/>		Brown, Nathan	18500210	14	Brown, Sherry	FSS
<input type="checkbox"/>		Brown, Derek	18500211	10	Brown, Sherry	FSS
<input type="checkbox"/>		Brown, Cindy	18500212	7	Brown, Sherry	FSS
<input type="checkbox"/>		Clarke, Stephani	18000694	22	Clarke, Stephani	FSS
<input type="checkbox"/>		Clarke, Lauren	18000695	2	Clarke, Stephani	FSS

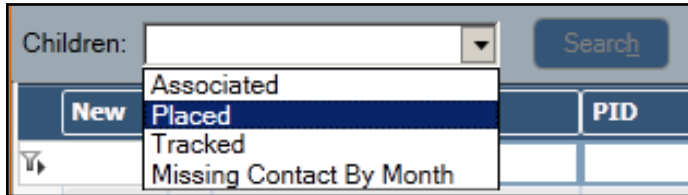
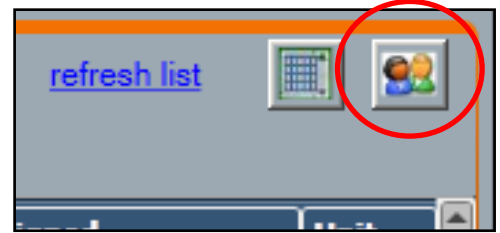
Children:

- Associated
- Placed
- Tracked
- Missing Contact By Month

This view also allows you to filter for children who have been associated to a worker (Associated), have a Program Choice of Placement (Placed), have any Program Choice (Tracked) or are missing a Casework Contact (Missing Contact By Month).

Step-by-Step - Locating Children on Your Workload Who have Reached Age 21

1. On your workload, switch from the Stage View to the Person View, by clicking the Person View button in the upper right of the Workload window.



2. Select "Placed" in the pull down Children: menu and click the **Search** button.

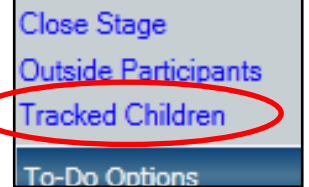
The resulting list will be children on your workload who have a current Program Choice of Placement entered on the Tracked Child window.

3. In the filter bar under the Age column, enter "21".

The resulting list (if any) will be children with a Program Choice of Placement that have reached age 21.

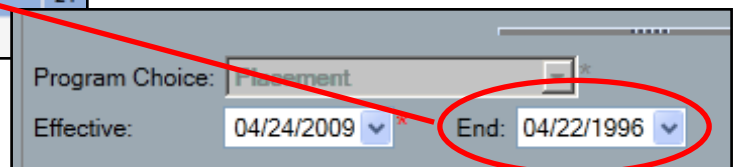
New	!	Person Name	PID	Age	Stage Name
<input type="checkbox"/>				21	
<input type="checkbox"/>		Collins,Patrick	17200225	21	Collins,Kristy
<input type="checkbox"/>		Gilbert,Sam	17500372	21	Gilbert,Sam
<input type="checkbox"/>		Harrison,Peter	16000266	21	Harrison,Kathy

4. Highlight a child to open the navigation pane and select the **Tracked Children** link.



Name	Sex	DOB	Age
<input checked="" type="checkbox"/> Collins,Patrick	M	04/22/1996	21
<input type="checkbox"/> Collins,Kimberly	F	08/16/2009	

5. On the Tracked Child window, end-date all Program Choices as of the child's 21st birthday.



Resources

- CONNECTIONS Job Aids and Tip Sheets: <http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>
- CONNECTIONS Regional Implementation Staff: <http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox: ocfs.sm.conn_app@ocfs.state.ny.gov
NOTE: address contains an underline)

ITS Enterprise Service Desk
1-800-697-1323