Permanency Hearing Reports in CONNECTIONS

The Permanency Hearing Report (PHR) in CONNECTIONS serves as a means to notify the court and required parties of a family's progress, and to provide them with specific up-to-date information about the subject child(ren).

The Family Court Act 1089 requires that a Permanency Hearing Report be filed with the court prior to a child's permanency hearing and sent to a number of other required parties. This tip sheet provides procedural steps that you can use as a checklist to efficiently complete accurate Permanency Hearing Reports.

Decide Which Type of PHR to Launch

When deciding whether to launch an Individual Child, Multiple Child, or Freed Child PHR, consult any other assigned workers and consider the following guidelines:

- ✓ A child may be involved in only one in-process PHR at a time.

- ✓ For a Multiple Child report, all subject children must have the same Date Certain.

- ✓ A Multiple Child report should not be launched when there are confidentiality issues that preclude any party from seeing a child's PHR.

- ✓ Only a Freed Child report can be launched for a child in a CCR stage.

Review and Verify Case Information

Certain stage information will populate a PHR (e.g., demographics, family relationships, and Permanency Planning Goal) and is not modifiable from within it. This information should be reviewed and updated on the appropriate windows. While any updates will be reflected automatically in an In-Process PHR upon closing and reopening it, case information should be verified and accurate before launching a PHR. (For additional information, see the PHR Submission Edits Tip Sheet.)

- ✓ Verify the Program Choice(s) and Permanency Planning Goal for each child and update them if needed.

- ✓ Verify the accuracy and the completeness of the Stage Composition.

Decide Whether to Pre-fill the PHR

You have the option to pre-fill PHRs with specific information from CONNECTIONS.

No Prefill Link
Only demographic, specific Tracked Children Detail, and case/stage information populates the PHR.
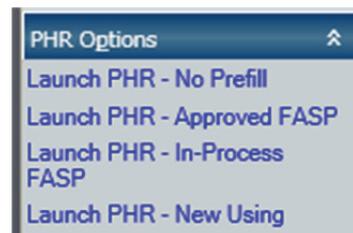
Prefill Links
CONNECTIONS pre-fills many of the report responses from the last approved FASP, Plan Amendment, In-process FASP, or a Final PHR. Information recorded on the *Health Services* and *Education* windows, in addition to demographic, specific Tracked Children Detail and case/stage information, populates the report.

> The 'New Using' launch option allows you to pre-fill a new PHR with information from a previous PHR selected in the Permanency Report Summary grid.

Maintain Information Housed Outside the PHR

PHRs will populate with information recorded on the following windows, which are housed outside the actual report:

- Court Information

- Docket Information

- Outside Participants

- Adoption Checklist (for FSS/CCR stages only)

These windows do not need to be completed in a certain order; however, they must be completed in order to mark the PHR as "Final" and to print the Permanency Hearing Notices and Statement.

Maintain the PHR

Any worker with a role in the stage can maintain Individual Child and Multiple Child reports in FSS/CWS stages (for children with a Program Choice of "Placement" or "Non-LDSS Custody") and Freed Child reports in FSS/CCR stages.

Thoroughly review all pre-filled responses to determine whether they are timely, accurate, appropriate, and fully respond to the question.

- ✓ Review the pre-filled information to verify its accuracy.
- ✓ Delete any content of a confidential nature to which one or more of the parties is not entitled.
- ✓ Modify the narrative responses with the most up-to-date information. Make sure that the responses are cohesive, accurate, current, essential, and conform to confidentiality standards.

If you discover non-modifiable, pre-filled information that is not accurate, you can make the necessary changes on the specific window(s) and/or tab(s) or, if necessary, delete the PHR.

Within the PHR, there are multiple tools available to help expedite your work:

- **Collapse all** – Minimize the need for excessive scrolling.
- **Toggle Short/Long** – Alternate between short and long versions of most PHR questions.
- **Notes** – Communicate informally with other workers regarding the PHR.
- **More** – Open a full screen text editor window.
- **Retrieve From** – Retrieve the most recent information from other sources for most PHR questions.
- **Outputs** – Print specific PHR sections or the entire report.

Finalize the PHR

A PHR must pass specific system edits before it can be marked as "Final." Clicking the **Check PHR Detail** link initiates a check of those system edits and displays a non-navigable list of any incomplete components on the *Check PHR Detail* window.

The *Check PHR Detail* window also displays the **Submit for Review** link, which initiates the optional review process. Clicking this link submits the in-process PHR for review to another CONNECTIONS user. By default, this is the submitting worker's supervisor; however, this may be changed according to the policy of your district/agency. A PHR can be submitted for review at any time; the PHR does not need to be complete.

Once the PHR passes all required edits, the **Mark as Final** link on the *Check PHR Detail* window will enable. Clicking this link will save the report in its current state; no modifications can be made and any notes are automatically deleted.

Generate the Permanency Hearing Notices and Statements

Permanency Hearing Notices are used to notify all appropriate individuals of the date, time, and location of a permanency hearing. The Statement lists all those who received a Notice, and is submitted only to the court, along with the PHR.

If the *Court Information* and *Docket Information* windows are not complete upon clicking the **Notices and Statement** link, you will receive a warning message. This message is simply an alert; it does not prevent you from proceeding. However, the **Print Notices** and **Print Statement** links will not enable until the *Court Information* and *Docket Information* windows are complete.

> **NYC only**
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> ACS workers and contract agency workers (serving an ACS case) must use the Mail Local Copy process to upload Permanency Hearing Reports to the Legal Tracking System (LTS). Once you have a copy of the report on your desktop (after using the Mail Local Copy function), use the same steps currently in place to upload the report to LTS.
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> The report should be marked "Final" and saved *without making any additional changes* only after the worker completing the report is notified by the ACS attorney that the report has been approved.

CONNECTIONS Resources

OCFS CONNECTIONS intranet site:
http://ocfs.state.nyenet/connect/
CONNECTIONS Regional Implementation Staff:
http://ocfs.state.nyenet/connect/contact.asp
E-mail your CONNECTIONS application questions to:
ocfs.sm.conn_app@ocfs.state.ny.us
E-mail your other CONNECTIONS Communications to:
CONNECTIONSCommunications@dfa.state.ny.us
OFT Customer Care Center:
1-800-697-1323