



CONNECTIONS Tip Sheet

PHR Title Page: Updating Type and Date of Placement

The Title Page of the updated Permanency Hearing Report (PHR) prefills information from a variety of places in CONNECTIONS. Only the Hearing Date Certain and the Time of Hearing can be directly entered into the Title Page. If the Date of Current Placement and Type of Placement fields do not prefill, follow the steps below to bring the correct information forward into the PHR..

Navigate to the Placement Information Tab

1. Close any open PHR windows.
2. Verify that the desired stage is highlighted on your workload.
3. Click the **Tracked Children** link in the NAVIGATION PANE.
4. Select the **Placement Information** tab.
5. Select the name of the child from the Select Child grid whose information is missing in the PHR.



If more than one child is missing information, you must update them individually.

Program Choice/PPG						
Placement Information Associate Worker Removal Information Essential Documents						
Name	Sex	DOB	Age	PPG	Program Choice	
Collins,Patrick	M	04/22/2003	13	Return to Parent	Placement	
Collins,Kimberly	F	08/16/2007	8	Return to Parent	Placement	
Collins,Tyler	M	03/30/2014	2	Return to Parent	Placement	

6. Click the **CONNECTIONS Placement Data** link in the NAVIGATION PANE to open the *Location Detail* window.



The left side of this window displays non-modifiable information from the Activities window. The right side displays information from CONNECTIONS.

CONNECTIONS Information

Facility Name:

Facility Type:

Address

Street:

PO Box/Apt:

City: State: Zip:

Placement Date:

Reason for Transfer:

Out of County: Reason

Out of State: Reason

Enter the Current Data

7. Update the CONNECTIONS Information fields as needed.

- If the Activities Information data is accurate and up-to-date, enter this same data in the CONNECTIONS Information fields.

Hint: You can copy the Activities side data by highlighting a line and right-clicking to reveal the Copy option.



Activities Information

Agency Name: Lincoln Hall

Facility Name: Lincoln Hall Copy Ctrl+C

Placement Date: 5/10/2016

Right click again after placing the cursor in the correct field to paste the information.

Hot keys (Ctrl+C for copy, Ctrl+V for paste may also be used.)

- If you have more current data than what is in the Activities Information fields, manually enter that data in the CONNECTIONS Information fields on the right side of the window.
- If the child is on Trial Discharge, select the value of

NOTE: Data in the *Activities* window (“**Activities Information**”) and *Location Detail* window (“**CONNECTIONS Information**”) is maintained separately.



While CONNECTIONS Information is updated on the *Location Detail* window, **Activities Information** can only be modified on the *Activities* window by those with proper security. Follow local procedures to updating Activities

“Other” from the Facility Type drop-down.

Facility Type: Institution

Address: _____

Street: RO _____

PO Box/Apt: _____

City: LIN _____

Group Home

Agency Boarding Home

Certified Foster Home

Approved Relative Foster Home

Psychiatric Hospital

Other

Foster/Adoptive Home

Trial

Discharge information should be also be entered in the Discharge/Transition Plan section of the PHR.

8. Save the updated information. Once saved, the information will properly update the PHR fields.

IN THE MATTER OF: Patrick Collins (Age: 13)						
Date of Birth	Sex	Person ID (PID)	Docket Number	Date of Initial Removal	Date of Current Placement	Type of Placement
04/22/2003	Male	17200225			04/24/2009	Certified Foster Home

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)
- CONNECTIONS Communications Mailbox:
connections@ocfs.ny.gov

ITS Enterprise Service Desk
1-800-697-1323