



Information on the Title Page of the Permanency Hearing Report (PHR) prefills 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. This tip sheet, for workers responsible for completing a PHR, describes how to bring the correct information forward from other areas in CONNECTIONS if the Date of Current Placement and Type of Placement fields do not prefill correctly.

Updating PHR Title Page Information

If information is missing or inaccurate in the **Date of Current Placement** or **Type of Placement** fields, it must be edited on the Placement Information tab of the Tracked Children window.

Title Page

PERMANENCY HEARING DATE CERTAIN: Case #: 37200049
 Docket #:

Judge/Referee	Court	Part

IN THE MATTER OF: Patrick Collins (Age: 17)

Date of Birth	Sex	Person ID (PID)	Docket Number	Date of Initial Removal	Date of Current Placement	Type of Placement
04/22/2004	Male	17200225				

AGENCY REPRESENTATIVES

Case Name: Collins, Kristy

Step-by-Step:

1. Close any open PHR windows.
2. With the desired stage is highlighted on your workload, click the **Tracked Children** link in the left navigation pane.
3. Select the **Placement Information** tab.
4. Select the name of the child from the Select Child grid whose information is missing in the PHR.

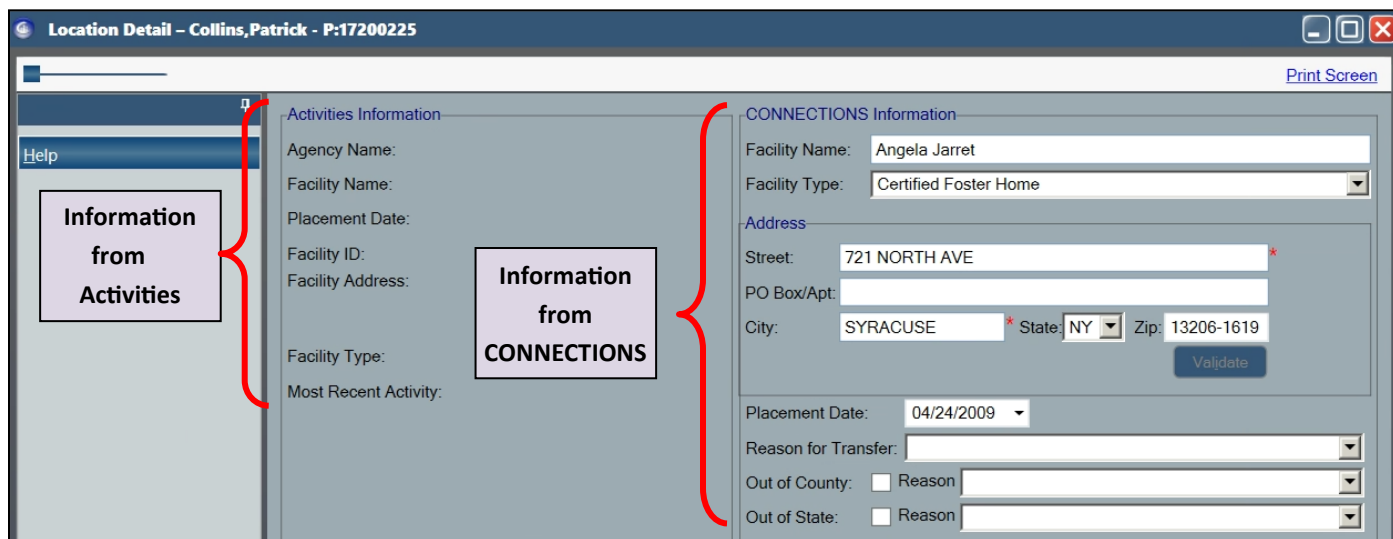
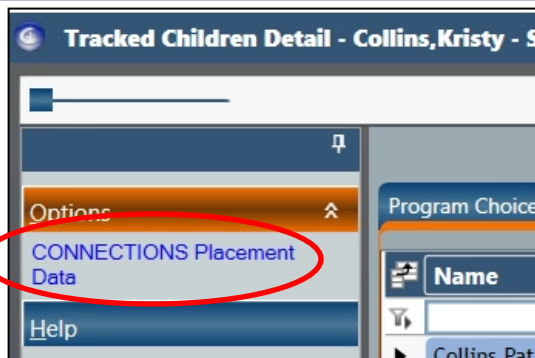
- Service Plan Review
- Permanency
- Education
- Unlink FSS
- Family Relationship Matrix (C)
- Close Stage
- Outside Participants
- Tracked Children**
- Photos/Docs

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 1	Program Choice 2
Collins, Patrick	M	04/22/2004	17	Return to Parent	Placement	Protective
Collins, Kimberly	F	08/16/2009	11	Return to Parent	Placement	Protective
Collins, Tyler	M	03/30/2018	3	Return to Parent	Placement	Protective

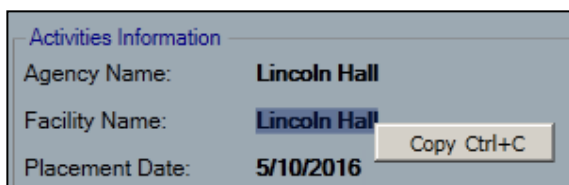
- Click the **CONNECTIONS Placement Data** link in the NAVIGATION PANE to open the *Location Detail* window.

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



- 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.



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.

Data in the **Activities Information** side of this window reflects what has been entered for the child's track in the Activities window. Making changes to the **CONNECTIONS Information** on this window, which pre-fills to the PHR fields, does **not** update the Activities window.

Activities Information can only be modified on the Activities window by those with proper security. Follow your local procedures to updating Activities information.

- If the child is on Trial Discharge, select the value of “Other” from the Facility Type drop-down.

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

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

CONNECTIONS Information

Facility Name: Angela Jarret

Facility Type: Certified Foster Home

Address: Group Home
Agency Boarding Home
Certified Foster Home
Approved Relative Foster Home
Psychiatric Hospital
Other

Street: 721

PO Box/Apt: SY

City: SY Foster/Adoptive Home

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.us
(NOTE: address contains an underline)

A Helpdesk ticket is now required before sending requests to the Triage Unit. This can be acquired by emailing FixIt@its.ny.gov.

ITS Enterprise Service Desk
1-844-891-1786

Resources

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(NOTE: