



Certain fields in the Permanency Hearing Report (PHR) are system populated when the PHR is launched – even when the no pre-fill option is selected. Most of these pre-populated fields appear on the Title Page, though some are in other PHR sections. In order to mark the PHR as final, these fields must contain data. With the exception of the Hearing Date, you may only enter/modify the data in these PHR fields on the original CONNECTIONS windows from which the data is pulled; you cannot modify it on the PHR windows. It is possible to make modifications after a PHR has been launched, but, changes will not be apparent until the PHR document is closed and reopened. The table below lists the PHR fields and the data source in CONNECTIONS from which the data is pulled.

Fields on the PHR Title Page	Data Source
Hearing Information	
<ul style="list-style-type: none"> Hearing Date Certain Time of Hearing (not system required to finalize PHR; but is required for Notices and Statements) Hearing Date-CCRS Verify System Response is Accurate checkbox 	<ul style="list-style-type: none"> Populated with Date Certain/next Hearing Date from Activities; can be modified on the PHR Title Page Enter time on Title Page Activities Use to verify that Activities date is accurate; otherwise modify the hearing date
Court	
<ul style="list-style-type: none"> Judge / Referee Name Court Name Court Address Line 1 Court Address Line 2 (optional) Court City Court State Court Zip Part (optional) 	<ul style="list-style-type: none"> Court Information
Child (continued on next page)	
<ul style="list-style-type: none"> First and Last Name Date of Birth Child's Age (as of Date Certain) Sex PID Docket Number Date of Initial Removal 	<ul style="list-style-type: none"> Child(ren) checked on Child grid Person List Calculated by system Person List Person List Docket Information Tracked Child Detail – Removal Information – Removal Date

Fields on the PHR Title Page	Data Source
Child (continued)	
<ul style="list-style-type: none"> • Date of Current Placement (required if Program Choice is "Placement") • Type of Placement (required if Program Choice is "Placement") • Associated Case Worker (optional) • Attorney for the Child (optional) 	<ul style="list-style-type: none"> • Tracked Child Detail – Placement Information OR in-process FASP: Appropriateness of Placement – Location of Child window • Tracked Child Detail – Placement Information OR in-process FASP: Appropriateness of Placement – Location of Child window • Tracked Child Detail • Docket Information
Agency Representatives	
<ul style="list-style-type: none"> • Case Name • Case Manager • Case Planner (optional) • Agency with Planning Responsibility • Child Protective Worker/Monitor (optional) 	<ul style="list-style-type: none"> • System populated • Docket Information, or from FSS • Docket Information, or from FSS • Docket Information, or from FSS • FSS
Attorneys	
<ul style="list-style-type: none"> • Attorney for DSS/ACS • Attorney for Parent or Person Legally Responsible – CWS only (optional) • Attorney for the Adoptive Parents – CCR only (optional) • Other Attorney (optional) 	<ul style="list-style-type: none"> • Court Information • Outside Participants - Docket Information • Adoption Checklist • Docket Information
Parents/Persons Legally Responsible	Only applies if someone in the Family Relationship Matrix has a parent relationship to a child selected for the PHR.
<ul style="list-style-type: none"> • Parent's Name • Relationship (Family Relationship Matrix) • Respondent • Legally Responsible • Associated Children 	<ul style="list-style-type: none"> • Family Relationship Matrix • Family Relationship Matrix • Docket Information • Docket Information • Child(ren) checked on Child grid
Additional Persons	Optional for CWS / Not applicable for CCR stages. If the name of an Additional Person is present then all fields are required.
<ul style="list-style-type: none"> • Additional Person's Name • Relationship • Respondent • Legally Responsible • Associated Children 	<ul style="list-style-type: none"> • Docket Information • Docket Information • Docket Information • Docket Information • Child(ren) checked on Child grid

<i>Fields in Other PHR Sections</i>	<i>Data Source</i>
SECTION – Permanency Planning Summary	
<ul style="list-style-type: none"> Date PPG anticipated to be accomplished 	<ul style="list-style-type: none"> Tracked Child Detail
SECTION – Record Efforts to Finalize Permanency	
	For CCR Stage Types with a PPG of Placement for Adoption
<ul style="list-style-type: none"> County Hearing Date, Hearing Time 	<ul style="list-style-type: none"> Adoption Checklist Adoption Checklist
SECTION – Status of the Child – Health	
<ul style="list-style-type: none"> Are immunizations current? Date of last Physical/Medical Appointment; Dental, Mental Health 	<ul style="list-style-type: none"> FSS – Health link – Clinical Appointment window FSS – Health link – Clinical Appointment window
SECTION – Status of the Child Education / Health	
	Target child is less than 3 years old
<ul style="list-style-type: none"> Suspected of having a disability? Referred for Early Intervention? Referral Date Eligible for Early Intervention? Services Receiving? 	<ul style="list-style-type: none"> FSS-Health link – Early Intervention window



HINTS for Easier PHR Completion:

- ✓ Review/verify the source data *before* launching a PHR. You can use the table above as a pre-launch checklist.
- ✓ If multiple caseworkers contribute to the report, decide in advance who will review/verify the data in these fields.
- ✓ Use the Check PHR Detail feature to identify missing data

Resources

- CONNECTIONS Job Aids and Tip Sheets: <http://ocfs.state.nyenet/connect/jobaidess/jobaidess.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