The Date of Current Placement and Type of Placement are blank on the Title Page of my newly launched PHR. Where do I enter this information?

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. If the Date of Current Placement and Type of Placement fields do not prefill, you will need to do the following:

1. Close the PHR windows.
2. Navigate to the **FASP** tab and click on the *Tracked Children* button.
3. Select the **Placement Information** tab.
4. Select the name of the child whose information is missing in the PHR from the **Select Child** grid.
5. Click on the **View / Edit** button to open the *Location Detail* window. *The CONNECTIONS information, displayed on the right, is modifiable; the CCRS information on the left is not.*
6. Update the CONNECTIONS Information fields.
    *   If the CCRS information is correct and up-to-date, enter this same data in the CONNECTIONS Information fields.
    *   If you have more current data than what is in the CCRS Information fields, enter that data in the CONNECTIONS Information fields. Follow your local procedures to have the CCRS information updated.
    *   If the child is on **Trial Discharge**, select the value of "Other" from the **Facility Type** drop-down. Trial Discharge information should also be entered in the Discharge/Transition Plan section of the PHR.
7. Save the updated information
8. Once the PHR has been reopened, the updated Date of Current Placement and Type of Placement information will display on the Title Page.

The CONNECTIONS Tip sheet, "PHR Title Page: Updating Type and Date of Placement" contains this information in printable form. All of our CONNECTIONS Clues are available on:
Internet:
http://www.ocfs.state.ny.us/connect/quicktip/
Intranet:
http://ocfs.state.nyenet/connect/quicktip/