



Did You Know?

🖱️ Ten Helpful CONNECTIONS Hints You May Not Be Aware Of 🖱️

1. Progress Notes in an FSS stage can only be back dated to the Intake date of the FSI. FSI Intakes not launched from within a CPS Investigation can be back dated up to 60 days.
2. It's possible to copy and paste in areas that don't contain the MS Word editing buttons (📄 and 📄). Use Ctrl + C to copy; Ctrl + V to paste
3. You can open 2 stages at once (helpful for copying and pasting progress notes!) Open one case via Case or Person Search>Case List>Event List>Family Services Stage Opened (or Child Protective Record Summary) - and the other directly from your workload.
4. The "New Using" Feature of Progress Notes allows you to use the pre-filled (but still modifiable) data fields from an existing note to start a new one. Highlight the note to be used from the list of existing notes, and choose "New Using" from the Options pull-down menu.
5. Saved clinical appointments can be copied/modified to reflect a new appointment with the same provider (a sort of "new using" for clinical appointments). Highlight the appointment to be copied and change the domain, appointment type or date. Modify as needed, click Add, then Save.
6. Additions can still be made to Progress Notes that are final by using an Addendum (Progress Notes tab>Options>Add Addendum)
7. You can access your progress notes on a closed Family Services Stage. Start by doing a Case or Person search>Case List>highlight the correct stage>Events> highlight "Family Services Stage Opened">Detail button. FASPs can be seen by highlighting the APRV event for the corresponding FASP on the Event List and clicking the Detail button.
8. Using the implied role path lets you see information on stages in other districts (assuming the person has the same PID). *See the Implied Role Tip Sheet on the CONX Intranet site for details.*
9. The Date Certain that feeds into CONX from CCRS is not modifiable on the Removal Information tab (Family Assessment and Service Plan>Tracked Child Detail button>Removal Information tab), but is modifiable on PHR statements and notices.
10. Multiple Alerts can be deleted at the same time from your To-Do list. Highlight the Alerts to be deleted by clicking on each one, then use the Delete command on the File pull-down menu to eliminate them.