

Understanding the New Permanency Hearing Reports within CONNECTIONS

Build Classroom Training

The New York State Office of Children and Family Services, in conjunction with the Professional Development Program, is pleased to announce ***Understanding the New Permanency Hearing Reports within CONNECTIONS***.

The purpose of this classroom training is to familiarize Local District and Voluntary Agency workers with the new Permanency windows in CONNECTIONS, and how to use those windows to complete Permanency Hearing Reports. Topics include:

- ***Introduction*** – Participants will review some basic information about Permanency Hearing Reports and the function of the existing Permanency tab.
- ***The New Permanency Hearing Reports within CONNECTIONS*** – Participants will learn what is and is not changing with the Build, and will be oriented to the structure and features of the new Permanency window.
- ***Completing Information Housed Outside the PHR*** – Participants will learn what can be recorded on the new Court Information and Docket Information windows. This information, along with Outside Participants, will no longer need to be recorded for each Permanency Hearing Report. Once initially recorded, only maintenance of the information will be required.
- ***Launching and Managing Permanency Hearing Reports*** – Participants will learn how to launch Permanency Hearing Reports from the NAVIGATION PANE and review the available launch types. Participants will then explore the windows that pertain to the various sections of a report and the tools provided to help complete a report.
- ***The Review Process*** – Participants will learn about the new Check PHR Detail feature, which will check Permanency Hearing Report components for completion. From here, participants will learn about the review process from both the worker and supervisor perspectives.
- ***Notices and Statements*** – After a brief review of the individuals required to receive Notice of a Permanency Hearing, participants will learn how to use the new Permanency Hearing Notices and Statements window to generate those documents.

The length of this training is three (3) hours. This training assumes proficiency with the existing CONNECTIONS application, including the new, transformed windows.

Pre-registration for this course through the Statewide Training Automated Registration System (STARS) is required. The Internet address for the STARS website is <http://stars.bsc-cdhs.org>.

If you have questions about CONNECTIONS training opportunities, please contact the Professional Development Program by calling 1-518-443-5940.