

# PERMANENCY HEARING REPORT IMPLEMENTATION READINESS CHECKLIST

## SCOPE

The next phase of the **CONNECTIONS Transformation** introduces the new **Permanency Hearing Report (PHR)**. The PHR was partially integrated into **CONNECTIONS** in March 2007. **OCFS** received considerable input from users regarding the need for a simpler to complete, more automated report. Family court judges, court referees and attorneys provided input on the PHR format and legal requirements. With the assistance of users from throughout the State, **OCFS** has developed several ease of use enhancements that will result in a more useful and readable PHR.

The PHR is scheduled to be released to the field on **February 13, 2012**. Much of the content of the report will remain the same, however, a few questions have been added to reflect recent statutory changes and several questions have been revised for improved clarity. An important new feature will be the ability for supervisors and attorneys representing local districts to review and comment on a draft PHR within **CONNECTIONS**. To take advantage of this feature, you may need to revise current PHR review and submission processes. **OCFS** will provide the tools and technical assistance to support you in this effort.

## READINESS CHECKLIST

### COMMUNICATIONS

- ✓ Review PHR announcements from **OCFS/CONNECTIONS** and communicate these to staff.
- ✓ Review Impact Analysis documents, posted on the **CONNECTIONS** page of the **OCFS** Internet site.
- ✓ Review the Quick Start Guide & Highlights and Release Notes on the **OCFS** Intranet site and be sure staff know how to access these resources.

### BUSINESS PROCESS

- ✓ Assess your current business processes for reviewing the PHR.
- ✓ Engage **DSS** attorneys for their input into potential changes to business processes. (e.g., Will your **DSS** attorneys be reviewing the PHR on-line?)
- ✓ Determine if a space will be included for an attorney signature on the Verification Page.

### MEETINGS

- ✓ Attend regional meetings to receive an orientation to the new windows and **OCFS** implementation and training plans.

### STAFF PLANS

- ✓ Communicate upcoming changes to all affected staff and supervisors.
- ✓ Verify that **DSS** attorneys and family court judges are aware of the changes to the PHR.
- ✓ **CONNECTIONS** accounts have been created for attorneys if needed. Attorneys have received training in **CONNECTIONS**, if needed.
- ✓ Register staff in the instructor-led training via classroom or **iLinc**.
- ✓ Enable staff to practice using the training database and/or new web-based tool.
- ✓ Schedule on-site support with **CONNECTIONS** Regional Implementation staff.

## ANY QUESTIONS

If you have any questions specific to the implementation and/or training, please contact your **CONNECTIONS** regional implementation coordinator. Thank you!

