



DHS Assessment Provider Involvement – Job Aid

The *Assessment Provider Involvement* screen is used to create a new Assessment Provider Involvement or to close an existing Assessment Provider Involvement. Once the Assessment Provider Involvement has been created, this screen is used to create a new CANS or ANSA Assessment or view an existing CANS or ANSA Assessment.

Assessment Provider Involvement screen – Provider Involvement List section

Department of Human Services
Allegheny County, Pennsylvania

DHS Assessment Tool

Client Assessment Admin Help Close

Assessment FAST CANS/ANSA Assessment History Reports

Organizer Focus History

In Focus

User Name:

Entity Type:
Client

Entity Name:

Entity ID:

Assessment Provider Involvement

* Denotes Mandatory Fields

Provider Involvement List

Provider Name	Assessor	Start Date	End Date	Office
		10/29/2012		Office of Behavioral Health

New Close Edit Start Date History

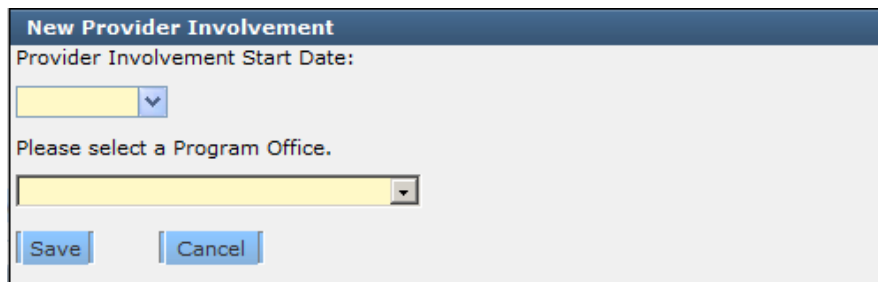
Assessment List

Assessment Desc	Assessor Name	Assessment Date	Assessment Status	Projected Reassessment Date
ANSA Comprehensive		11/1/2012	Closed	
ANSA Comprehensive		10/29/2012	Complete	

New Show Cancel

- Log on to the KIDS application with the user credentials supplied by DHS.
 - <https://kids.county.allegheny.pa.us.kids>
- Click on the *CANS/ANSA* menu button.
- The *Splash* screen of the DHS Assessment Tool application is displayed in a new window.
- Bring an existing client into focus.
 - Organizer tab > My Assignments**
 - Click on the Client's name**
- Navigate to the *Assessment Provider Involvement* screen.
 - Assessment > CANS/ANSA**
 - TIP: Only one Provider Involvement can be active a time.*
 - TIP: A client must be in focus to navigate to the Assessment Provider Involvement screen.*
- In the *Provider Involvement List* section, click the **[New]** button to create a new *Assessment Provider Involvement* episode by completing the *New Provider Involvement* pop-up.
 - TIP: Only one Assessment Provider Involvement can be active at a time.*

New Provider Involvement pop-up

A screenshot of a web-based pop-up form titled "New Provider Involvement". The form has a light gray background and a dark blue header bar. Below the header, there is a label "Provider Involvement Start Date:" followed by a yellow dropdown menu. Below that is a label "Please select a Program Office." followed by another yellow dropdown menu. At the bottom of the form are two buttons: "Save" and "Cancel", both with blue text and light blue borders.

1. Enter the *Provider Involvement Start Date*.
2. Select the *Program Office*.
3. Click the **[Save]** button.

Assessment Provider Involvement screen – Assessment List section

1. Select the *Provider Involvement* record from the *Provider Involvement List* grid.
2. Click the **[New]** button to create a new CANS/ANAS Assessment or the **[Show]** button to view an existing CANS/ANSA Assessment.
 - i. *TIP: Refer to the CANS/ANSA Overview Job Aid for more information.*

Closing a Provider Involvement

A screenshot of a web-based pop-up form titled "Close Provider Involvement". The form has a light gray background and a dark blue header bar. Below the header, there is a label "Provider Involvement End Date:" followed by a yellow dropdown menu. At the bottom of the form are two buttons: "Close" and "Cancel", both with blue text and light blue borders.

1. Navigate to the *Assessment Provider Involvement* screen by following the steps described in the 'Assessment Provider Involvement' screen – 'Provider Involvement List section' area of this Job Aid.
2. In the *Provider Involvement List* section, click the **[Close]** button.
3. On the *Close Provider Involvement* pop-up enter the *Provider Involvement End Date*.
4. Click the **[Close]** button.
 - i. *TIP: Closing the Assessment Provider Involvement will remove the client from a worker's My Assignments list in the DHS Assessment Tool application only.*
 - ii. *TIP: Only one type of assessment can be completed within a Provider Involvement. If a client has a CANS Assessment documented previously, that Provider Involvement record must be closed and a new involvement record opened before an ANSA Assessment can be documented.*

For more information...

For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>.

This Job Aid and additional user materials are located on the DHS Amazon site at <http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html>.