



## DHS Client Search – Job Aid

The *Client Search* screen is used by the OBH Provider prior to a client being registered. The Client Search will determine if the client is a known entity of the Allegheny County Department of Human Services (DHS), and must be conducted prior to the registration of a new client.

### Client Search screen

1. Log on to the KIDS application using the user credentials supplied by DHS.
  - a. <https://kids.county.allegheny.pa.us/kids>
2. Click on the *CANS/ANSA* menu button.
3. The splash screen of the DHS Assessment Tool application displays in a new window.
4. Navigate to the *Client Search* screen.
  - a. **Client > Search**
5. Select the Search Filter of '*Sounds Like*', '*Starts With*', or '*IS*' for *First Name*, *Middle Name* and/or *Last Name* field(s).
6. Enter the client's *First Name*, *Middle Name* and/or *Last Name*.
  - i. *TIP: Only the Last Name of a client is required to complete a search.*
  - ii. *TIP: The Date of Birth (From) and Date of Birth (To) fields are used to limit the search results to a specific age or age range.*
  - iii. *TIP: The Gender field is used to limit the search results to a specific gender.*
7. You can also search by a client's *Social Security Number (SSN)* or *MCI ID (Master Client Index)*. Check the appropriate heading checkbox; the corresponding search field will become active and required.
8. Click the **[Search]** button.
9. If there are no potential matches to the person being searched, a message stating 'No Match Found' is displayed.
  - a. Click the **[OK]** button to remove the message.
  - b. A new client can be registered by clicking the **[New]** button.
    - i. *TIP: Please refer to the CANS/ANSA Client Registration Job Aid for the detailed instructions on the steps to register a client.*

10. If potential matches are found, the search results are displayed in the *Search Results* grid. The tabs and fields below the grid show details of the highlighted person.
  - a. The *Info* tab displays basic information about the person selected.
  - b. The *Address* tab displays any address history for the person selected.
  - c. The *Assessment History* tab lists any previous assessments that were completed for the selected person.
11. Select the client in the *Search Results* grid and click the **[Show]** button. The selected client will be in focus.

**Note:** Please refer to the *CANS/ANSA DHS Client Registration Job Aid* for detailed instructions on how to create and register a new client.

**For more information...**

For assistance, please contact the Allegheny County Service Desk at [servicedesk@alleghenycounty.us](mailto: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>.