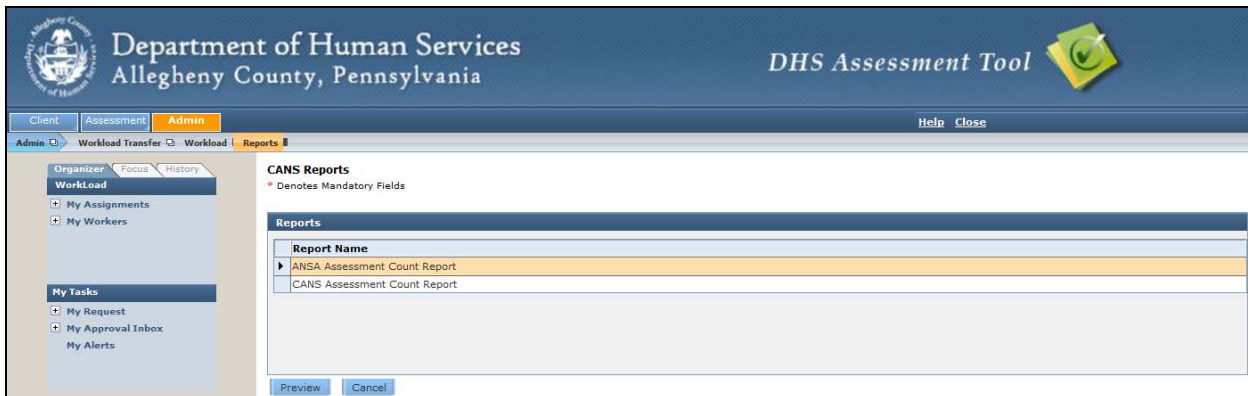





Supervisor Admin Reports – Job Aid

CYF Placement Supervisors have the ability to generate Admin assessment reports. The Count Reports are compiled by Month and by Year.

Assessments Reports screen



1. Log in to the KIDS application.
2. Click on the **My Active Services** link on the *Left Pane > Organizer* tab
3. Click on the *Placement* tab to view assigned Placement services.
4. Select a case in the *Cases* grid.
5. Click the **[Show]** button to bring the case in to focus.
6. Navigate to the *CANS/ANSA* portal.
 - a. **Case > Case Plan > Assessment > CANS/ANSA**
7. The splash screen of the DHS Assessment Tool application will be displayed in a new window.
8. Navigate to the *Assessment Reports* screen.
 - a. **Admin > Reports**
9. Select the *Assessment Report*.
10. Click the **[Preview]** button.
11. The report will open in a new window and will be displayed in a non-editable, PDF format.
 - a. Click the Printer icon  to print the report.

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://dhswebt.s3.amazonaws.com/KIDSJobAids/index.html>.