



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

Department of Human Services Allegheny County, Pennsylvania		DHS Assessment Tool
Client Assessment Admin		Help Close
Admin D Workload Transfer D Workload	Reports I	
Organizer Focus History WorkLoad My Assignments My Workers	CANS Reports * Denotes Mandatory Fields Reports Report Name ANSA Assessment Count Report	
Ny Tasks + My Request + My Approval Inbox My Alerts	CANS Assessment Count Report	

- 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 <u>servicedesk@alleghenycounty.us</u> or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <u>http://servicedesk.alleghenycounty.us</u>.

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