Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Supervisor Date Changes – Job Aid

Supervisors have the ability to change start date of an *Assessment Provider Involvement* as well as change the date of a CANS or ANSA assessment, prior to approval. This Job Aid will assist a supervisor with changing these dates.

Assessment Provider Involvement Start Date

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 with the selected client in focus.
8. Navigate to the *Assessment Provider Involvement* screen.
   a. Assessment > CANS/ANSA
9. *Provider Involvement List* section, click the **[Edit Start Date]** button.

10. Select the new Provider Involvement start date on the *Update Episode Start Date* pop-up.
11. Click the **[Update Start Date]** button.

Assessment Date

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 with the selected client in focus.
8. Navigate to the *Assessment Provider Involvement* screen.
   a. **Assessment > CANS/ANSA**
9. In the *Assessment List* section, select the assessment.
10. Click the **[Show]** button.
11. On the *Overview* tab, edit the *Assessment Date*.
12. Click the **[Save]** button to save the changes.
   i. *TIP: An Assessment Date cannot be edited after the assessment has been approved.*

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.

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