



CYF Assessment Provider Involvement – Job Aid

The *Assessment Provider Involvement* screen is used to create a new Provider Involvement or to close an existing Provider Involvement. Once the Provider Involvement has been created, this screen is used to create a new CANS/ANSA Assessment or view an existing CANS/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:
Ursula Cameron Small-PAD

Entity Type:
Client

Entity Name:

Entity ID:

Entity Type:
Kids

Entity Name:

Entity ID:

Assessment Provider Involvement

* Denotes Mandatory Fields

Provider Involvement List

Provider Name	Assessor	Start Date	End Date	Office
		6/20/2013		Children Youth and Family

New Close Edit Start Date History

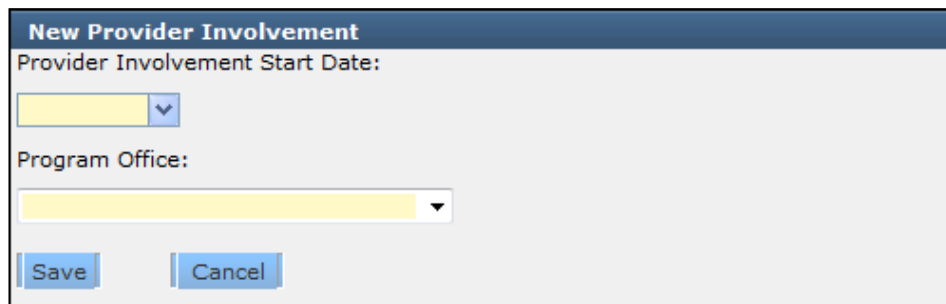
Assessment List

Assessment Desc	Assessor Name	Assessment Date	Assessment Status	Projected Reassessment Date
CANS Comprehensive		7/1/2013	Active	12/28/2013
CANS Comprehensive		6/25/2013	Complete	

New Show Cancel

- Log on to the KIDS Application.
 - <https://kids.county.allegheny.pa.us/kids>
- Click on the **My Active Services** link on the *Left Pane* > *Organizer* tab.
- Click on the *Placement* tab to view assigned Placement services.
- Select a case in the *Cases* grid.
- Click the **[Show]** button to bring the case in to focus.
- Navigate to the CANS/ANSA portal.
 - Case > Case Plan > Assessment > CANS/ANSA**
- The splash screen of the DHS Assessment Tool application will be displayed in a new window.
- Navigate to the *Assessment Provider Involvement* screen.
 - Assessment > CANS/ANSA**
- In the *Provider Involvement List*, click the **[New]** button to create a new *Assessment Provider Involvement* by completing the *New Provider Involvement* pop-up.
 - TIP: Only one Provider Involvement can be active at a time.*

New Provider Involvement pop-up

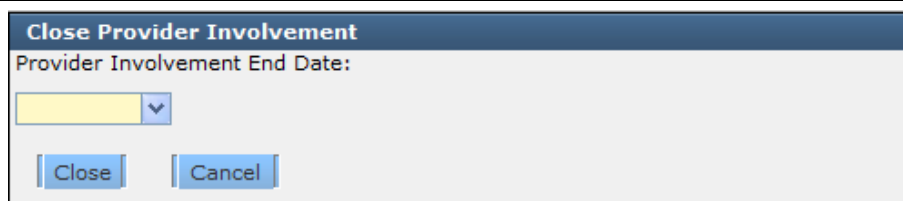
A screenshot of a 'New Provider Involvement' pop-up window. The window has a title bar with the text 'New Provider Involvement'. Below the title bar, there is a label 'Provider Involvement Start Date:' followed by a yellow date input field with a dropdown arrow. Below that is a label 'Program Office:' followed by a yellow dropdown menu. At the bottom of the window are two buttons: 'Save' and 'Cancel'.

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. Create the *Provider Involvement* record.
2. Click the **[New]** button to create a new CANS Assessment or the **[Show]** button to view an existing CANS Assessment.

Closing a Provider Involvement

A screenshot of a 'Close Provider Involvement' pop-up window. The window has a title bar with the text 'Close Provider Involvement'. Below the title bar, there is a label 'Provider Involvement End Date:' followed by a yellow date input field with a dropdown arrow. At the bottom of the window are two buttons: 'Close' and 'Cancel'.

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 Provider Involvement will not remove the child from the placement or remove the child from the KIDS Active Services screen.*
 - ii. *TIP: Closing the Assessment Provider Involvement will remove the child from a worker's My Assignments list in the DHS Assessment Tool application only.*

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>.