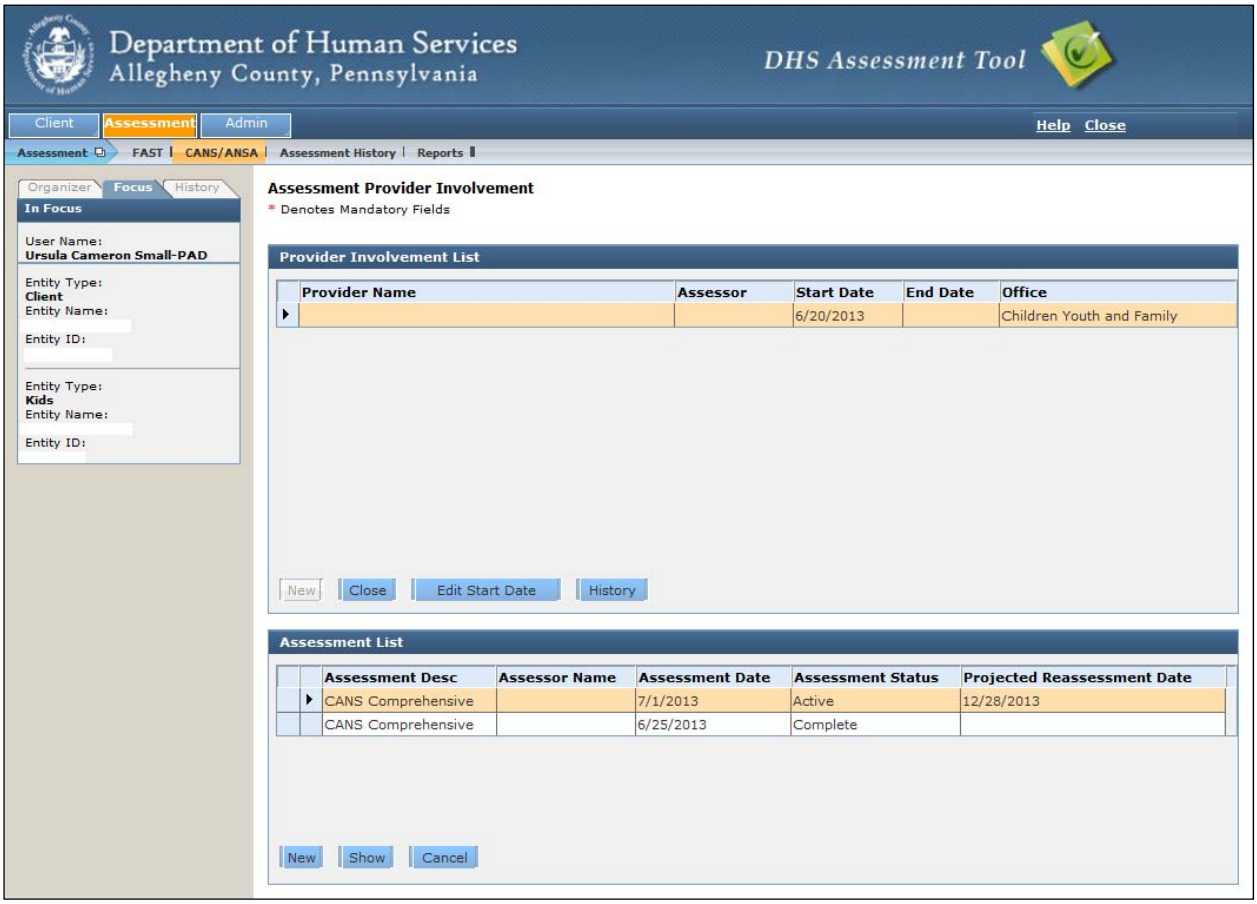
CYF Assessment Provider Involvement – Job Aid

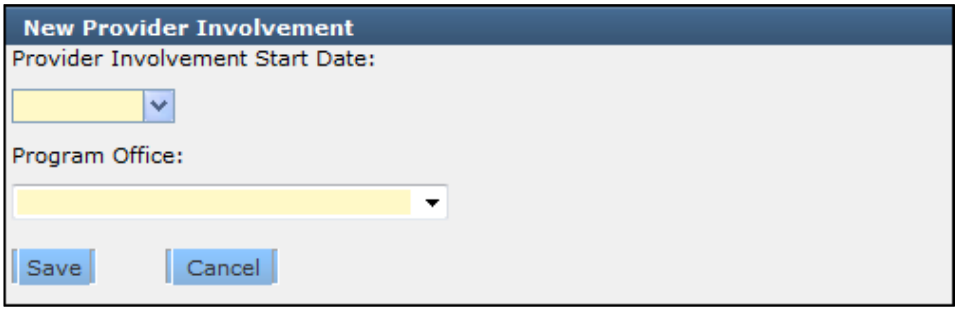
The *Assessment Provider Involvement* screen is used to create a new Provider Involvement or to close an existing Provider Involvement. Once the Provider Involvement has been created, this screen is used to create a new CANS/ANSA Assessment or view an existing CANS/ANSA Assessment.

Assessment Provider Involvement screen – Provider Involvement List section



1. Log on to the KIDS Application.
   a. https://kids.county.allegheny.pa.us/kids
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 Provider Involvement* screen.
   a. Assessment > CANS/ANSA
9. In the *Provider Involvement List*, click the **[New]** button to create a new *Assessment Provider Involvement* by completing the *New Provider Involvement* pop-up.
   i. TIP: Only one Provider Involvement can be active at a time.

New Provider Involvement pop-up



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

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://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.