



## 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

Departmer Allegheny C	nt of Human Services <sup>County, Pennsylvania</sup>	DHS Assessment Tool
Client Assessment Admin		Help Close
Admin 🕑 Workload Transfer 🖻 Workload	Reports I	
Organizer Focus History WorkLoad	CANS Reports * Denotes Mandatory Fields	
🗄 My Workers	Reports	
	Report Name	
	ANSA Assessment Count Report	
My Tasks	CANS Assessment Count Report	
+ My Request		
My Approval Inbox		
My Alerts		
	Preview Cancel	

- 1. Log in to the KIDS application using the user credentials supplied by DHS.
- a. https://kids.county.allegheny.pa.us/kids
- 2. Click on the CANS/ANSA menu button.
- 3. Click on the *Placement* tab to view assigned
- 4. The Splash screen of the DHS Assessment Tool application displays in a new window.
- 5. Navigate to the Assessment Reports screen.
  - a. Admin > Reports
- 6. Select the Assessment Report.
- 7. Click the [Preview] button.
- 8. 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.