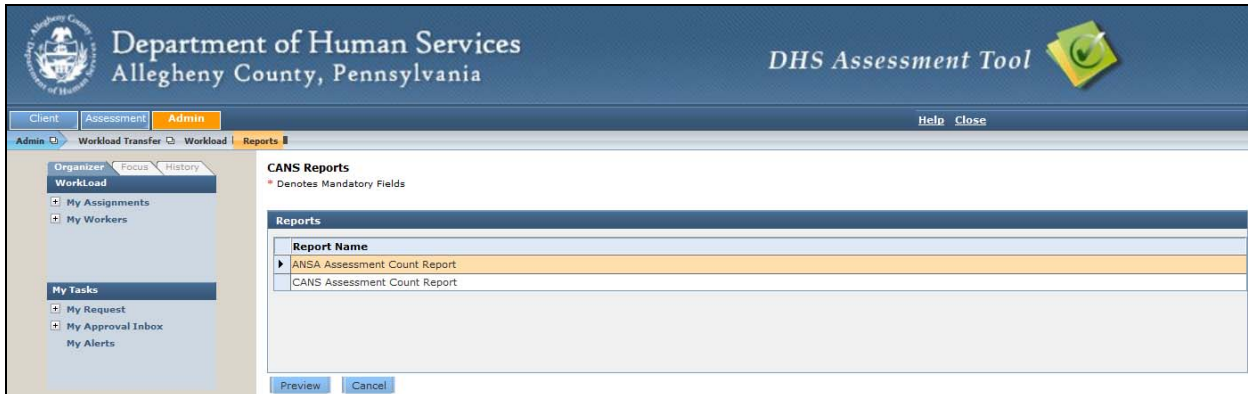




Supervisor Admin Reports – Job Aid

CYF Placement Supervisors have the ability to generate Admin assessment reports. The Count Reports are compiled by Month and by Year.

Assessments Reports screen



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 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>.