Supervisor Approval – Job Aid

When the CANS or ANSA Assessment is completed for a client, the assessment must be reviewed and approved by a Supervisor. The DHS Assessment Tool must be accessed from the KIDS portal by the Supervisor to be able to review and approve any completed assessment(s).

Accessing Awaiting Action

1. Log on 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. The Splash screen of the DHS Assessment Tool application displays in a new window.
4. Click on the *Organizer* tab located in the *Left Pane* organizer.
5. In the *My Tasks* section, click on the + sign to expand the *My Approval Inbox* link.
6. Click on *Awaiting Action* to display the *Approval View* screen

1. The *Approval View* screen for the logged in supervisor is displayed.
    i. TIP: Select a different name in the Approver field to approve an assessment on behalf of a different supervisor.
2. Select the item to be viewed and approved.
3. Click the **[Show]** button to display the assessment.

Approval window

1. Review all of the tabs of the assessment.
2. Click the **[Approval]** button to open the *Approval* window.
3. Click the *Approve* check box to approve the assessment or the *Send Back* check box to return to the *Requesting Worker*.
4. Enter narrative in the required *Comments for Request/Approve/Send Back* text box.
    i. TIP: When clicking the Send Back check box, use this field to document why the assessment is being sent back.
5. The *Approval* grid located at the top of the window will populate with the date and time of the action was selected.
6. Click the **[OK]** button to complete the *Approval* or *Send Back* process.
7. When approving an assessment, a message stating 'Approval Completed Successfully' is displayed. When the *Send Back* option was selected, no confirmation message is displayed.
    i. TIP: If the confirmation message is not received, the assessment has not been approved. You must complete the approval process again.

8. Click the **[OK]** button to remove the pop-up message.
9. The item will no longer be displayed on the *Approval View* screen.
    i. *TIP: Assessments that supervisor approval has been requested can be viewed from the Approval View screen, Awaiting Approval List, located on the Organizer tab > My Requests > Awaiting Approval.*
    ii. *TIP: Assessments that have been approved can be viewed from Approval View screen, Approved Approval List, located on the Organizer tab > My Requests > Recently Approved.*
    iii. *TIP: Assessments that have been returned by the supervisor can be viewed from the Approval View screen, Returned Approval List, located on the Organizer tab > My Requests > Returned.*

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.