

Department of Human Services Allegheny County, Pennsylvania



## **Clerical Workload List Screen – Job Aid**

Designated clerical or other identified staff members have the ability to document a CANS assessment on behalf of a Service Coordinator who holds a current CANS certification. The Workload List screen is one way for the designated personnel to select the Assessor.

## Accessing the DHS Assessment Tool

Departmer Allegheny C	nt of Human Services Jounty, Pennsylvania	Key Information and Demographics System
CANS Organizer Focus History In Focus User Name: Chelsey Mendell Neville-PCW	křc	Hele Logout

- Log on to the KIDS application using the User Credentials supplied by DHS.
   <u>https://kids.county.allegheny.pa.us/kids</u>
- 2. Click on the CANS menu button.
- 3. The splash screen of the DHS Assessment Tool application will be displayed in a new window.

## Accessing the Workload List screen

Department of Human Services Allegheny County, Pennsylvania	DHS Assessment Tool
Client Assessment Admin	Help Loqout
Organizer     Petro       Workload       Image: Comparison of the second	

- 1. Navigate to the *WorkLoad List* screen.
  - a. Select the user from the CANS Assessors list.
    - i. Under the *Organizer* tab, the *Workload* section, click the + sign to expand the list of *CANS* Assessors.

- ii. Select the name of the Assessor to display the *Workload List* screen.
  - *i.* TIP: All of the Service Coordinators from the logged in user's agency are displayed in the CANS Assessors list.
- b. Admin > Workload

Department of Human Services Allegheny County, Pennsylvania			DHS Assessment Tool	
Client Assessment Admin	ļ			<u>Help</u> Logout
Organizer Focus History WorkLoad	Workload List * Denotes Mandatory Fields			
	Workload Listing Provider* Allegheny Children's Initiat	ive 🗸		
My Tasks	Office** Office of Behavioral Health			
	User Joseph Simmons			
	Client	Provider	Send Date	Status
	Butterfly, Michelle	Allegheny Children's Initiative	10/21/2011 12:55:23 PM	Assignment Transfer
	Seashore, Sally	Allegheny Children's Initiative	10/20/2011 6:16:08 PM	New
	james, bond	Allegheny Children's Initiative	10/18/2011 10:44:04 AM	Assignment Transfer
	Paries, our	program, encoder and and		p segments multiple
	Show Transfer Ca	ncel		

- 2. Select the name of the Assessor from the *User* drop down list to view a Service Coordinator's assignments.
  - i. *TIP:* The field of Provider defaults to the agency of the logged in user and is disabled.
  - ii. TIP: The field of Office defaults to the Program Office of the logged in user and is disabled.
- 3. Highlight a record and click the **[Show]** button to bring the *Assessment Episode* into focus.

*Please refer to the CANS process documents and related OBH Provider Job Aids for additional instruction on how to document an assessment.* 

## For more information...

If additional assistance is needed, please contact the Bureau of Information Systems Management HelpDesk at 412-350-HELP (412-350-4357), option 2, or by email at <u>Helpdesk-</u><u>dhs@alleghenycounty.us</u>.