



## 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



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 menu button.
3. The splash screen of the DHS Assessment Tool application will be displayed in a new window.

### Accessing the Workload List screen



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**

**Workload Listing**

Provider\*  
Allegheny Children's Initiative

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

Show Transfer Cancel

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 [Helpdesk-dhs@alleghenycounty.us](mailto:Helpdesk-dhs@alleghenycounty.us).