

Department of Human Services Allegheny County, Pennsylvania



Workload List Screen – Job Aid

The *Workload List* screen is used by OBH Service Coordinators to view detailed information regarding the clients assigned. Supervisors use this screen to view the detailed list of clients assigned to a Service Coordinator and to transfer clients between Service Coordinators.

Accessing DHS Assessment Tool

Departmen Allegheny C	nt of Human Services County, Pennsylvania	Key Information and Demographics System
CANS Transaction Termination Challery Mondell Neville-PCW	kťd	Help Loqout

- 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.

Workload List screen – Viewing Assignments

Departmer Allegheny C	nt of Human Sounty, Pennsyl	DHS Assessmen	DHS Assessment Tool			
Client Assessment Admin				Help Logout		
Admin 🕑 🛛 Workload Transfer 🖡 Workload	Reports					
Organizer Focus History In Focus User Name: Havius McIntyre-LIO Entity Type: Client Entity Name:	Workload List * Denotes Mandatory Field Workload Listing Provider* Allegheny Children's Init					
Johnson Orlando Entity JD: 1000368696	Office* Office of Behavioral Health User Flavius Mcintyre-LIO					
	Client	Provider	Send Date	Status		
	Biawas, Bandar	Allegheny Children's Initiative	4/26/2010 4:17:28 PM	New		
	Biawas, Bandar	Allegheny Children's Initiative	4/26/2010 3:22:40 PM	New		
	Phillips, John	Allegheny Children's Initiative	6/30/2011 4:49:01 PM	New		
	Seashore, sally	Allegheny Children's Initiative	6/30/2011 5:01:07 PM	New		
	Solomon, Gus	Allegheny Children's Initiative	8/22/2011 12:48:44 PM	Assignment Transfer		
	cupcake, susie	Allegheny Children's Initiative	9/9/2011 2:59:06 PM	New		
	Show Transfer	Cancel				

1. Navigate to the *Workload List* screen.

a. Admin > Workload

2. The workload of the logged in user is displayed.

- 3. To view the Workload list of a different user, select another name from the User drop list.
 - *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.
 - *iii.* TIP: Only a Supervisor can view the Workload list of a different user.
- 4. Highlight a record and click the **[Show]** button to display the Assessment Provider Involvement screen.

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>.