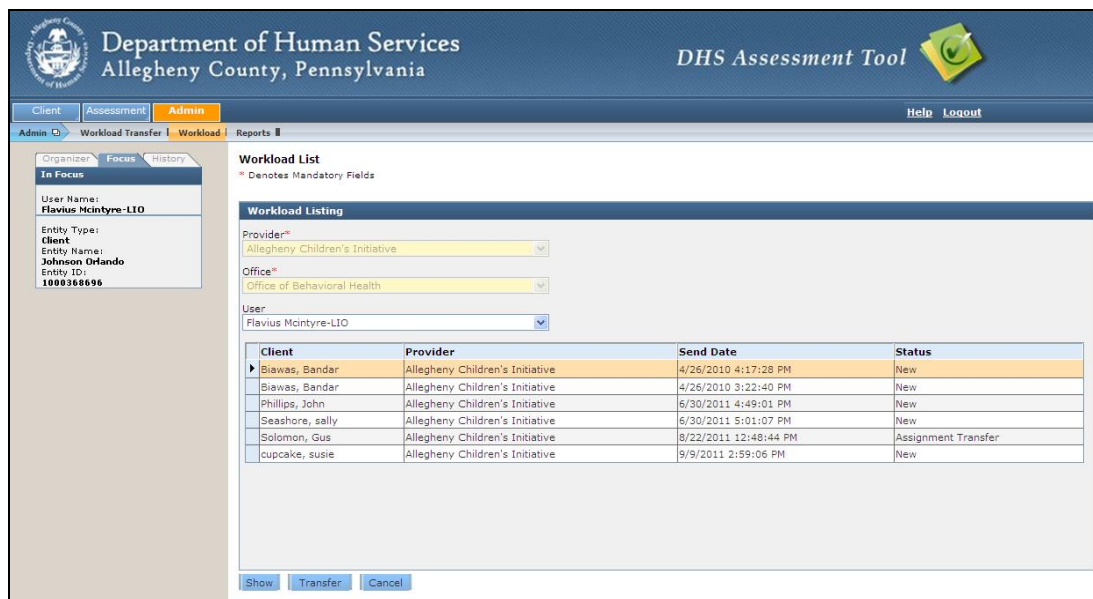# Workload List Screen – Job Aid

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

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.

Workload List screen – Viewing Assignments

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 Helpdesk-dhs@alleghenycounty.us.