



## Accessing the FAST – Provider Job Aid

The FAST (Family Advocacy & Support Tool) Assessment provides a holistic, repeatable method to assess the entire family. Contracted Placement and Non-Placement providers are able to view portions of the FAST Assessments that are completed on the clients they serve.

### Accessing FAST from KIDS

The screenshot shows the KIDS application interface. The top navigation bar includes 'Referral', 'Case', 'Provider', and 'Admin'. The 'Case' tab is selected. On the left, the 'Organizer' pane shows a tree view with 'Case' selected. The main content area displays 'Non-Placement Services' with a sub-tab for 'Assessment'. Under 'Assessment', the 'FAST' link is highlighted with a red box. Below this, there are fields for 'Original Requestor', 'Provider', 'Status', 'Authorized Start Date', 'Reauthorization Date', and 'Close Date'. The 'Service' section is also visible at the bottom.

1. Log in to the **KIDS** Application.
  - a. <http://kids.county.allegheny.pa.us/kids>
2. Click on the *My Active Services* link on the *Left Pane* > *Organizer* tab.
3. Select the *Placement* or *NonPlacement* tab.
4. Select a case in the *Cases* grid.
5. Click the **[Show]** button to bring the case in to focus.
6. Navigate to the **FAST** portal.
  - a. **Case > Case Plan > Assessment > FAST**
7. Click on the **FAST** portal.
8. The splash screen of the DHS Assessment Tool application is displayed in a new window with the selected case in focus.

### For more information...

For assistance, please contact the Allegheny County Service Desk at [servicedesk@alleghenycounty.us](mailto: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://dhswebt.s3.amazonaws.com/KIDSJobAids/index.html>.