



FAST Assessment History

The *FAST Assessment History* screen is used to manage the documentation of FAST Assessments for the Case and family that is in focus as well as to view individual assessment records for the clients involved in the Case.

FAST Assessment History screen – Assessments History section

Department of Human Services
Allegheny County, Pennsylvania

DHS Assessment Tool

Client Assessment Admin Help Close

Assessment FAST Assessment History Reports

Organizer Focus History

In Focus

User Name: kdtest230

Entity Type: Case

Entity Name:

Entity ID:

FAST Assessment History
* Denotes Mandatory Fields

Assessments History

Assessment Description	Assessor Name	Role	Provider Name/Regional Office	Date	Status	Projected Assessment Date	Office
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New Show Preview

Individual Assessments

Individual

Show

Cancel

1. In the KIDS Application bring the Case into focus.
2. Navigate to the **FAST** portal.
3. The splash screen of the DHS Assessment Tool application is displayed in a new window; the selected Case is in focus.
4. Navigate to the *FAST Assessment History* screen.
 - a. **Assessment > FAST > Assessment History**
5. The *Assessment History* grid displays the FAST Assessment records that have been created for the Case in focus.
6. Click the **[New]** button to document a FAST Assessment.
 - i. *TIP: All prior FAST Assessments must be Approved before a new FAST Assessment can be documented.*
7. An existing assessment is viewed by selecting the assessment record and clicking the **[Show]** button.
8. Click the **[Preview]** button to generate the *Family Assessment Tool* form.

FAST Assessment History screen – Individual Assessments area

1. The Individual Assessments area displays the FAST, CANS and ANSA Assessment records for the selected individual.
 - a. Select a client name from the *Individual* field.
 - i. *TIP: Only clients that have a CANS, ANSA, or FAST Assessment documented will be available for selection.*
 - b. The Assessments records for the selected individual are displayed below.
 - c. Select an assessment.
 - d. Click the **[Show]** button to view the assessment.
 - i. *TIP: You must have permissions to access the displayed assessment to view the assessment.*

For more information...

For assistance, please contact the Allegheny County Service Desk at 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 for DHS users are located on DHS Assist at <http://dhsassist.dhs.allegheny.local/KIDS>.

This Job Aid and additional user materials are located on the DHS Amazon site at <http://dhswebt.s3.amazonaws.com/KIDSJobAids/index.html>.