




# FAST Reports

The DHS Assessment Tool is used by several Allegheny County Department of Human Services Program Offices. The Family Advocacy & Support Tool (FAST) is used to assess the strengths and needs of the family as a whole. FAST is available through the DHS Assessment Tool in addition to the existing CANS and ANSA assessments.

## Accessing the FAST Reports Screen and Generating a Report

1. In the KIDS Application, bring the family's Case in to 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 Reports* screen
  - a. **Assessment > FAST > Reports**
5. Select the report you wish to generate.
6. Click the **[Preview]** button to generate the report.
  - i. *TIP: If the FAST Summary Detail Report is selected, follow the additional steps below to define report parameters.*
  - ii. *TIP: If a provider generates the FAST Count Report, it will result in a message indicating that there is no data.*
7. The report will open in a new window and will be displayed in a non-editable, PDF format.
  - a. Click the Printer icon  to print the report

## Additional Steps to Generate the FAST Summary Detail Report

1. After selecting *FAST Summary Detail Report* above and clicking *Preview*:
  - a. Select the assessment from the *Assessment List* section.
  - b. Mark the inclusion checkbox to indicate which *Participants* are to be included in the Summary Detail Report.
  - c. Click the **[Ok]** button to generate the report.
    - i. *TIP: A DRAFT watermark is displayed on the FAST Summary Detail Report when the selected assessment has not received supervisor approval.*

## Report Description

The following table gives a description of the 2 reports that can be generated from the *FAST Reports* menu.

Report Name	Description
FAST Count report	This report displays the number of FAST Assessments documented for each month of the current year and totals for prior year(s), broken down by Regional Office.
FAST Summary Detail Report	This report displays the narrative for items rated as a strength or need and provides a justification for each item.

## 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 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>.