



Viewing FAST Assessments – Provider Job Aid

The FAST (Family Advocacy & Support Tool) Assessment provides a holistic, repeatable method to assess the entire family. This assessment highlights the Strengths and Needs of both the caregivers and the children in a case. A provider will be able to view the portions of the assessment(s) that correspond to the clients they are serving as of the Assessment Date.

Contracted providers are able to view portions of the FAST Assessments that are completed on the clients they are giving Placement and Non-Placement services to.

Accessing FAST from KIDS

The screenshot displays the KIDS application interface. The top header includes the Allegheny County Department of Human Services logo and the 'kids' logo. The main navigation bar has tabs for 'Referral', 'Case', 'Provider', and 'Admin'. The 'Case' tab is selected, and the 'Non-Placement Services' sub-tab is active. In the left sidebar, the 'Organizer' tab is selected, and the 'Assessment' link is highlighted. The main content area shows the 'FAST' assessment form with fields for 'Original Requestor', 'Provider', 'Status', 'Authorized Start Date', 'Reauthorization Date', and 'Close Date'. Below these fields are tabs for 'Service', 'Narrative', 'IL Provider Roster', and 'Additional Details'. The 'Service' tab is currently selected, showing a 'Service Information' section.

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.

Department of Human Services
Allegheny County, Pennsylvania

DHS Assessment Tool

Client Assessment FAST Assessment History Reports

Organizer Focus History

In Focus

User Name:
Yolanda Barber

Entity Type:
Client

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
FAST Comprehensive							

New Show Preview

Individual Assessments

Individual

Assessment Desc	Assessor Name	Provider Name	Date	Status	Projected Assessment Date	Office
CANS Comprehensive						
CANS Comprehensive						

Show

Cancel

- Navigate to the *Fast Assessment History* screen.
 - Assessment > FAST > Assessment History**
- The *Assessments History* grid displays the FAST Assessment records that have been created for the Case in focus.
- Select an assessment and click the **[Show]** button.
 - TIP: Only an Assessment that has a Status of Complete can be viewed.*
- The *FAST Comprehensive* screen is displayed.
- Review the information on all tabs of the assessment.
 - The *Overview* tab displays the Respondents to the assessment.
 - The *Family Together* tab gives details on the needs and strengths of the family as a unit.
 - TIP: A provider giving Placement Services will not have access to this tab.*
 - TIP: A Non-Placement provider must have assignment to all clients in the case in order to view this tab.*
 - The *Caregiver(s)* tab discusses the needs and strengths of the selected individual Caregiver(s).
 - TIP: A provider giving Placement Services will not have access to this tab.*
 - TIP: A Non-Placement provider can view only the assessed Caregiver(s) that are listed as Additional Clients.*
 - The needs and strengths of the individually selected child(ren) are discussed on the *Child Functioning* tab.
 - TIP: A Placement provider can view only the assigned Target child(ren) that have been assessed.*
 - TIP: A Non-Placement provider can view the Target child(ren) and any children included as Additional Clients that have been assessed.*

- e. The *Notes* tab lists the information that is relevant to the completion of the selected assessment along with the Assessor's observations and notes.
 - i. *TIP: A provider giving Placement Services will not have access to this tab.*
 - ii. *TIP: A Non-Placement provider must have assignment to all clients in the case in order to view this tab.*
6. The FAST Assessment form is generated by clicking the **[Preview]** button.
 - i. *TIP: A Provider can view only the portion of the FAST Assessment form that is applicable to the client(s) he or she has assignment to.*

Viewing a FAST Assessment – Individual Assessments section (B)

1. The *Individual Assessments* area displays the CANS (Child and Adolescent Needs and Strengths) and ANSA (Adult Needs and Strengths Assessment) Assessments that have been completed on the Clients the provider is giving service to.
 - i. *TIP: A CANS Assessment is completed on children under the age of 18.*
 - ii. *TIP: An ANSA Assessment is completed when the client is over the age of the 25.*
 - iii. *TIP: When the client is between the ages of 18 and 25, either a CANS or an ANSA Assessment can be documented.*
2. Select the *Individual* whose assessments are to be displayed.
 - i. *TIP: Only Clients that have a CANS or ANSA Assessment documented will be available for selection.*
 - ii. *TIP: A Placement Provider can select only the Target Child(ren).*
 - iii. *TIP: A Non-Placement Provider can select the Target Child(ren) and any Additional Clients that have been assessed.*
3. Select an assessment.
4. Click the **[Show]** button to view the assessment.
 - i. *TIP: Only assessments that have a status of Complete can be viewed.*
5. The selected assessment form is generated by clicking the **[Preview]** button.

NOTE: Please refer to the specific CANS / ANSA Job Aids for the steps to view the assessment in the CANS/ANSA grouping of screen or to document these assessments.

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 are located on the DHS Amazon site at <http://dhswebt.s3.amazonaws.com/KIDSJobAids/index.html>.