



KIDS INTRODUCTION: PROVIDERS



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Introduction

What is KIDS?

Key Information and Demographics System (KIDS) is the repository of record for complete, real-time service information for Clients served by the Program Offices of DHS (Department of Human Services).

How will I use the Application?

There are multiple groups using the KIDS application that include internal users of the Department of Human Services and external users, such as Service Providers. Internal Users are responsible for documenting details about the Clients of DHS, the services provided to Clients, as well as documenting any Assessments and Plans.

External users or Direct Services Providers are responsible to documenting provider based Assessments and Plans along with details pertaining to any services provided to clients.



Navigating & Common Screen Elements

Logging into the KIDS Application

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Login

Login ID:

Password:

Login

Disclaimer
You are about to enter the private network of Allegheny County. All information on this site is confidential. Access is limited to persons with user identification assigned by Allegheny County. Unauthorized access to this system or unauthorized use of the information contained therein is a violation of County, State and Federal Laws, and will be punished to the full extent of the law.

[Password Self-Service](#)

[Release Notes](#) | [Announcements](#) | [Change Requests](#)

- Navigate to the KIDS URL using Microsoft Internet Explorer:
<https://kids.county.allegheny.pa.us/kids>
 - The [Release Notes](#) link displays the Release Notes for the latest maintenance build that was implemented.
 - The [Announcements](#) link displays a schedule of any maintenance windows planned for the KIDS application.
 - The [Change Request](#) link displays a listing of Change Requests that have been submitted for the KIDS application.
- Log in using your Login ID and Password.

TIP: Your user credentials are assigned by the Department of Human Services Service Desk. This will be a T, K, or X number.

- Click the **Login** button.

TIP: Pop-up blocker must be turned off for the application to open. If you are using Internet Explorer 10 or above you will need to use compatibility mode to view the KIDS program.

Key Elements of the Application

Menu Buttons and Root/Branch System



Root/Branch System

- One way to navigate in the application
- The Root/Branch system goes out to the leaf level.
- Names of screens in bold text can be navigated to.
 - Screen names in light text cannot be viewed. An action must happen before this screen can be viewed.
 - Hover on menu buttons to expand menus. Be sure to navigate straight down and straight across.
- Click when the desired screen is highlighted in the expanded menu.
- Black corner triangle [▲] indicates there are additional screens in the menu.
 - If the menu item does not have the icon, then there is only one screen.



The Breadcrumb Trail



- Another way to navigate in the application.
- Displayed when one of the menu buttons is selected.
- Displayed once an entity is in focus. This displays one level of the menu.
- This toolbar changes depending on where you are in the application.
 - **Blue** shows the root pages.
 - **Orange** shows current location in the application.
 - **Gray** shows additional screens.
- The *Additional Screen* icon is a small square icon found on certain breadcrumb toolbar buttons.

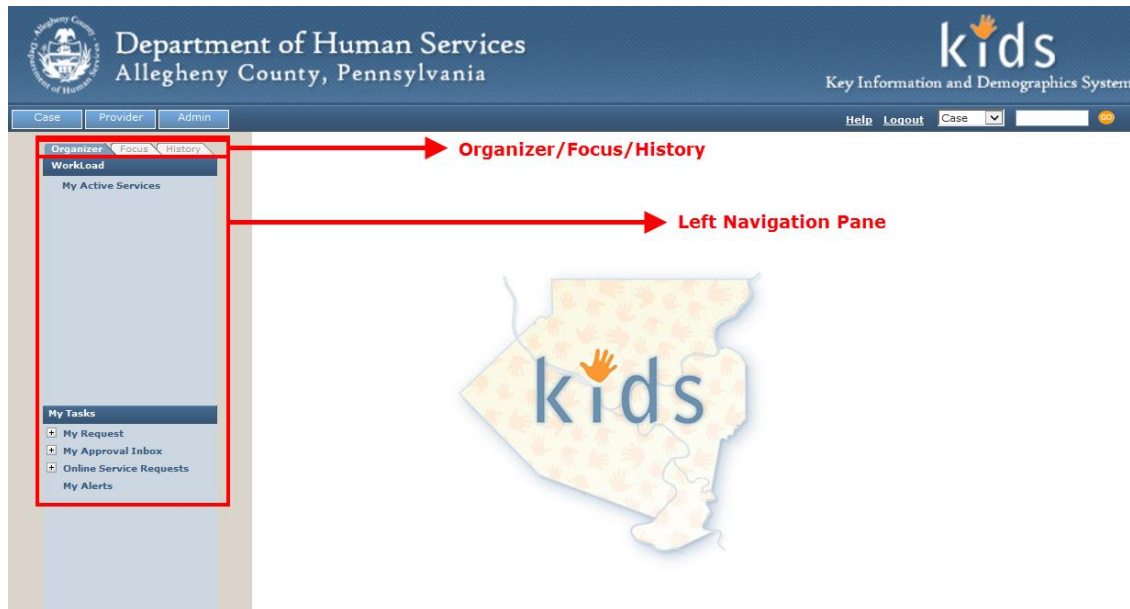




- If a toolbar button does not have an icon, it means there is only one screen associated with that button and there are no additional screens at a lower level.





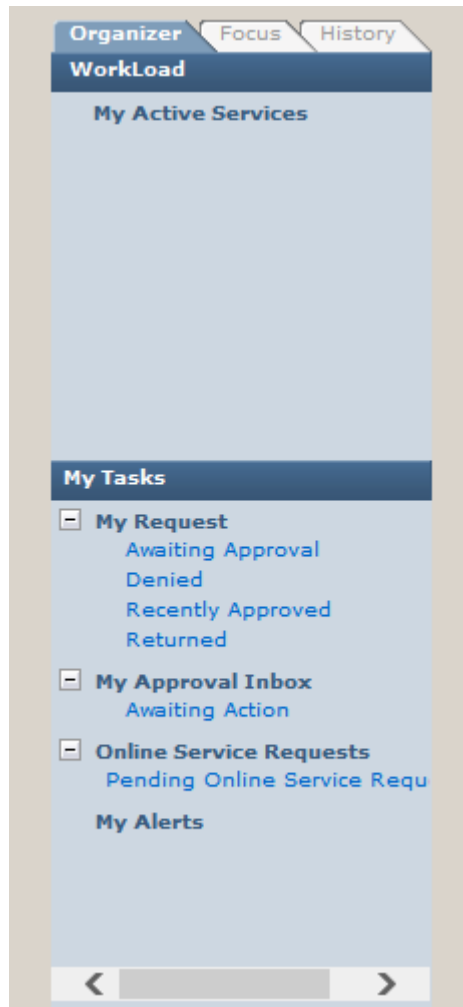
Left Navigation Pane



- The left *Navigation Pane* is used to assist with your day to day activities in the application.
- This feature is always present.
- There are three tabs that function like file folders.
 - **Organizer** tab
 - **Focus** tab
 - **History** tab
- Click on the  sign to expand a list and  to collapse lists.



Organizer Tab



The **Organizer tab** is used to manage responsibilities for the active user.



- **Workload:**

- My Active Services – Displays cases/clients assigned to the provider.

- **My Tasks:**

- My Request
 - Awaiting Approval- Requests waiting for Approval.
 - Denied – Requests for approval that have been denied.
 - Recently Approved – Requests for approval that have been recently Approved.
 - Returned – Requests for approval that have been returned to the requesting worker; this may include notes explaining why the approval has been sent back for further work.
- Online Service Requests
 - Pending Online Service Request - placement or non-placement requests that have been posted for providers to view and respond to.

- My Alerts

- Click on the  sign to expand a list and  to collapse lists.



Focus Tab

Organizer Focus History

In Focus

User Name:
Samantha Williams

Family Assignment:
Samantha Williams

Entity Type:
Case

Entity Name:
Training

Entity ID:
53486

Entity Type:
Client

Entity Name:
CRYSTAL SMITH

Entity ID:
1003718

The **Focus** tab displays the KIDS Entity that the user is viewing (Referral/Case/Client).

- Only one Case or Referral can be in focus at a time.
- Only one Client can be in focus at a time.
- Only one Referral/Case and Client can be in focus at a time.
- Any screen viewed is for the KIDS Entities (Case and/or Client) that is in focus.

History Tab

Organizer Focus History

Screen History

5) Non-Placement Services List

4) Photo Import

3) Contacts

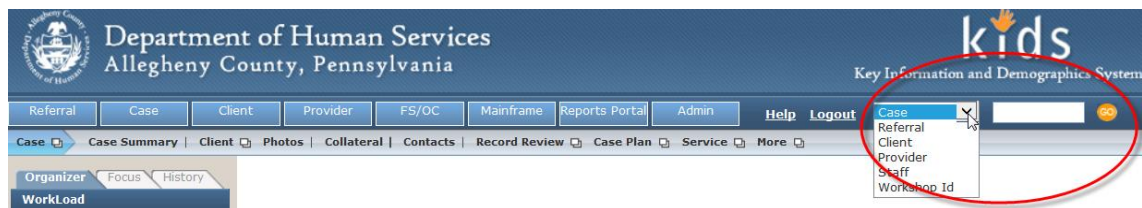
2) Client Contact Details



1) Client List

The **History** tab lists the last 5 screens viewed during in the case/referral that is currently in focus.



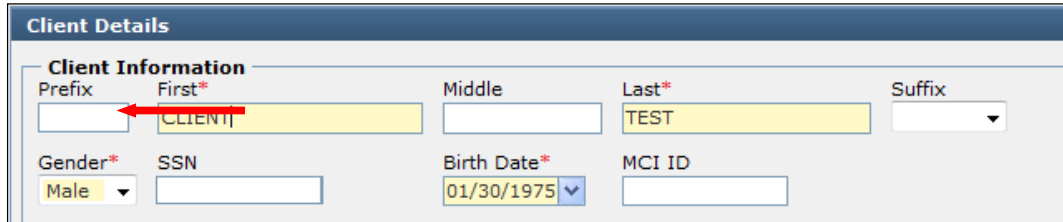
Quick Search



- Select the type of Entity; Case, Client, or Referral.
- Enter the KIDS Entity ID number
- Click the  button or type .
- Your Entity will now be in focus.
- Only numerical characters can be used.

Common Screen Elements

Field



Client Details

Client Information

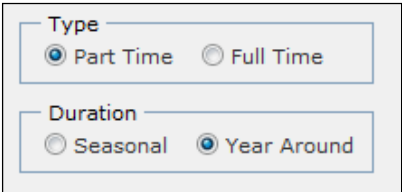
Prefix First* Middle Last* Suffix

Gender* SSN Birth Date* MCI ID


Male 01/30/1975

- A field is an area where data has been entered.
- It is limited in size.

Radio Button


	<ul style="list-style-type: none"> ▪ Selection indicators in KIDS ▪ Only one radio button can be selected within a group.
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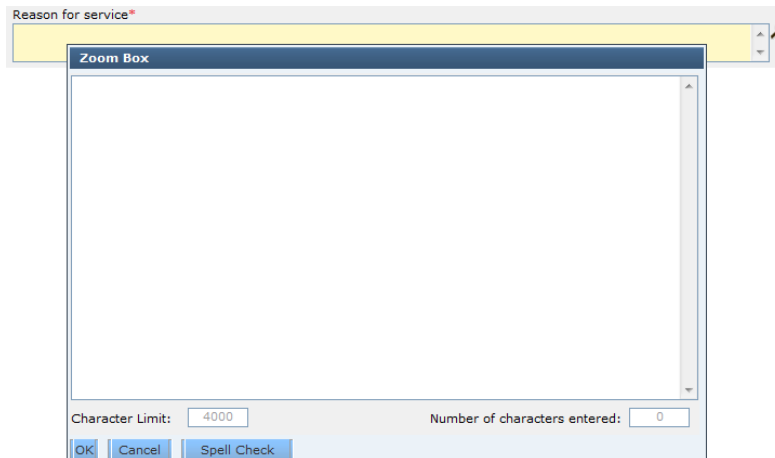
Check Box

	<ul style="list-style-type: none"> ▪ Select and deselect by clicking inside the box. ▪ Multiple boxes can be selected at the same time.
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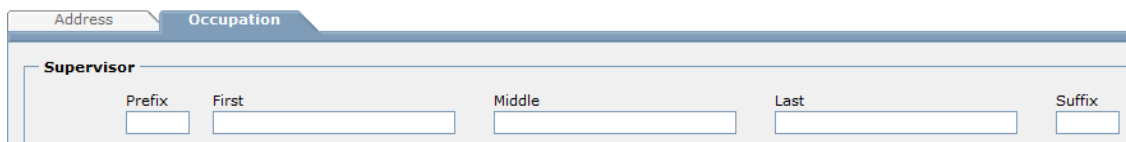
Narrative Text Field / Zoom Box

- Click on the Magnifying Glass icon  to the right of the field to open the *Zoom Box*.
- *Zoom Box* view displays all the text in the field.
- The *Character Limit* for the box as well as *Number of Characters Entered* also appears.



Tabs

- Tabs show there are multiple screen layers on top of each other.
 - These are accessed by clicking on the desired tab to bring information to the top of the stack.
- The tab selected and currently displayed is highlighted in blue.





Grids

- Grids are built based on the fields completed on the screen.
- If no information is currently in the grid, the fields below will be empty. The grid populates upon saving the applicable fields.
- Use Page number above grid to move between the pages of the grid.
- The grid can be sorted by the grid headings.
 - Click on the word in the blue grid header.
 - The Sort Indicator [▲] is displayed to show the direction the grid has been sorted.
 - Click on the word in the blue grid header to sort the grid in the opposite direction.

Contacts							
1 2 3 4 5 6 7 8 9 10 > >>							
Results 1 - 1 of 1							
Staff Name	Date	Type/Location	Status	Source	Origin	Contact Description	
▶	06/15/2013	Face to Face (Foster Home)	Completed	Case	CYF Contact		
	06/14/2013	Telephone	Completed	Case	Provider Contact		
	06/01/2013	Face to Face (Foster Home)	Completed	Case	Provider Contact		
	01/01/2013	Face to Face (Foster Home)	Completed	Case	CYF Contact		
	12/01/2012	Face to Face (Day Care)	Completed	Case	CYF Contact		

Buttons

Show	The Show button will display the selected record.
Preview	Click the Preview button to generate the report or form associated to the screen or grouping of screens being viewed.
Cancel	The Cancel button will leave the current displayed screen and display the Splash screen.



Timing Out

- After 60 minutes of inactivity in the application, the application will time out.
- If the session has timed out, any unsaved information will be lost.
- Any action that causes the screen to refresh (such as saving or navigating to a different screen or tab) will reset the time-out clock.

TIP: While the KIDS system has a time out length of 60 minutes; Internet Explorer's time out length is shorter and can be as short as 20-30 minutes depending on the version of Internet Explorer being used.

Logging out of the Application

- To log out, click the Logout link in the upper-right corner of the screen.



Quick Tips

- If you have logged in and there is an error or the application does not open, check to make sure the browser's pop-up blocker is turned off.
- For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or call 412-350-HELP (4357) and select option 2 for DHS.
- To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>.
- To access Provider Job Aids go to <http://dhswebt.s3.amazonaws.com/KIDSJobAids/index.htm>