



Active Search Requests – ACFD Job Aid

The *Active Search Requests* screen is used by Adult Court Family Division staff to view the open Family Locate requests that have been submitted by CYF.

Active Search Request screen

Active Search Requests
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Filter Criteria

☐ **Client Characteristics**

First Name: Starts With: Middle Name: Starts With: Last Name: Starts With:

Date Of Birth:

☐ **SSN**

SSN:

☐ **Request**

Request Status: Start Date: End Date:

Search Requests

Results 1 - 10 of 57

Person Name	Date Of Search	Date of Birth	SSN	Status	Info Update	Date Updated

- Log in to the KIDS Application.
 - <http://kids.county.allegheny.pa.us/kids>
- Click on the *Active Search Requests* link on the *Left Pane* > *Organizer* tab to display the *Active Search Requests* screen.
- Select a search request from the *Search Requests* grid.
 - TIP: The Info Update column displays 'Yes' when the demographic or address information on the Target Child or the Search Person has been updated after the original Search Request has been submitted.*
 - TIP: Use the blue Page Numbers above the grid to view other pages of the Search Requests grid.*
 - TIP: The Search Requests grid can be sorted by clicking on the grid headings.*
- Click the **[Show]** button to bring the case into focus and display the *Family Locate Response* screen.
 - TIP: You must click on the Organizer tab and then the Active Search Requests link to bring a different case/Search Request in to focus.*

5. The fields in the *Filter Criteria* section are used to limit the number of requests displayed in the *Search Requests* grid, or to search for a specific request.
 - i. *TIP: The Filter Criteria section is used to filter for, or search for the Search Person.*
 - b. Mark the checkbox of the area you wish to filter by: *Client Characteristics*, *SSN*, or *Request*.
 - c. Enter the corresponding *Filter Criteria* data appropriate for the area, i.e.: name, social, security number or request status.
 - d. Click the **[Search]** button to query your search.
6. Clicking the **[Cancel]** button will display the *Splash* screen.
 - i. *TIP: You must click on the Organizer tab and then the Active Search Requests link to bring a different case/Search Request in to focus.*

NOTE: A Search Request will remain on the Active Search Request screen for 60 after the CYF Referral or Case has closed and the Status reflects 'Closed by CYF'. The Family Locate Response screen cannot be edited when the CYF Referral or Case has been closed.

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://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html>.