



Family Locate Response – ACFD Job Aid

The *Family Locate Response* screen is used by Adult Court Family Division (ACFD) to view requests for Family Locate services and to document the response to the request.

Accessing and completing the Family Locate Response screen

Family Locate Response
*Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

A General Information

Status: Sent to ACFD Reason for Search: Parent Locate Date Sent: 11/22/2013
Requestor: Yolanda Barber Phone: (222)222-2229 Fax: (412)473-2768 Email: Regional Office:

B Target Children

Name	DOB	SSN	KIDS Client ID	KIDS Case ID

C Search Person

Original

First: Middle: Last: Date Of Birth: SSN: Alias(es):
Type Address City State Zip

Current

First: Middle: Last: Date Of Birth: SSN: Alias(es):
Type Address City State Zip

Notes:

D Information Found

CONFIDENTIAL FOR SAFETY/LEGAL REASONS

First: Middle: Last: Date Of Birth: SSN: Docket #: Email: Home Phone Number: Cell Phone Number:
Address(es):
Type Employer Address City State Zip End Date Address Notes
New Save Delete
Type* Employer End Date
Address Notes
Edit

Notes:

E Update Status

Update Status*
Save Cancel

1. Select the search request on the *Active Search Request* screen.
2. Click the **[Show]** button to display the *Family Locate Response* screen.
3. Select the *Update Status* of 'Received' to indicate to CYF that the *Family Locate Request* has been received and reviewed.
 - i. *TIP: The Update Status of 'Received' permits the CYF caseworker to have read-only access to the Family Locate Response screen.*
4. Enter the details of the response in the fields located in the *Information Found* section.
5. When all applicable details are complete, select the *Update Status*.
 - i. *TIP: Selecting and saving the status of 'Closed by ACFD' caused the Family Locate Response screen to become locked to editing.*
 - ii. *TIP: The status of 'Closed by ACFD' will remove the Family Locate Request from the Active Search Requests screen.*
6. Click the **[Save]** button to save your entries.

Completing the Family Locate Response screen – General Information section (A)

1. The *General Information* section displays core details about the search request. This information is read-only and cannot be edited.

Completing the Family Locate Response screen – Target Child section (B)

1. The *Target Children* section displays the child(ren) that are selected in the *Family Locate Request*. The information displayed in this section is read-only and cannot be edited.

Completing the Family Locate Response screen – Search Person section (C)

2. The *Search Person* section contains the *Original* area and *Current* area.
 - a. The *Original* area displays the demographic and address information for the *Search Person*, as was captured in KIDS the time of the *Family Locate Request*.
 - b. The *Current* area displays the updated demographic and address information for the *Search Person*, as was updated in KIDS.
 - i. *TIP: The information displayed in these areas is read-only and cannot be edited.*
3. The *Notes* field displays the narrative text from the *Family Locate Request*.

Completing the Family Locate Response screen – Information Found section (D)

1. If the address you are providing is confidential, mark the *CONFIDENTIAL FOR SAFETY/LEGAL REASONS* checkbox to advise CYF.
2. Enter the found/discovered details in the fields in the *Information Found* section. These fields are used to document the details about the *Search Person* that are discovered during the location process or that are different than the original request.
 - a. Enter the found *First* name of the *Search Person*.
 - b. Enter the found *Middle* name of the *Search Person*.
 - c. Enter the found *Last* name of the *Search Person*.
 - d. Enter the found *Date of Birth*.
 - e. Enter the found *SSN* (social security number).
 - f. Enter the *Docket #*.
 - g. Enter the person's found *Email* address.
 - h. Enter the found *Home Phone Number*.
 - i. Enter the found *Cell Phone Number*.
3. Complete the *Address(es)* area for the *Search Person*.
 - a. Select the address *Type*.
 - i. *TIP: Selecting the 'Work' caused the Employer field to be enabled and mandatory.*
 - b. Enter the *Employer* name, if applicable.
 - c. Enter the *End Date*, if applicable.
 - d. Click the **[Edit]** button to display the *Enter Address* pop-up and to capture and address record.
 - i. *TIP: See the Completing the Family Locate Response screen – Enter Address pop-up section below for detailed instructions on entering an Address record.*
4. Enter narrative text in the *Notes* field.

Completing the Family Locate Response screen - Update Status section (E)

1. When all entries are complete select the *Update Status* of 'Closed by ACFD' and click the **[Save]** button.
 - i. *TIP: This status will lock the Family Locate Response screen to further editing and will remove the Family Locate Request from the Active Search Requests screen.*
2. Selecting 'Submitted – Autolocate' as the *Update Status* will keep the *Family Locate Response* screen active and enabled. The *Family Locate Request* will remain on the *Active Search Requests* screen.
 - i. *TIP: There is no defined time limit for how long a request can have the status of 'Submitted – Autolocate'.*

Completing the Family Locate Response screen – Enter Address pop-up

The screenshot shows a web-based form titled "Enter Address". It is divided into two main sections: "Address Details" and "Search Results".

Address Details:

- Address Format:** Two radio buttons are present: "Domestic Address" (which is selected) and "Foreign Address".
- Address Type:** A dropdown menu is set to "Other". A checkbox labeled "Homeless" is unchecked.
- Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- City:** A text input field.
- State:** A dropdown menu.
- Zip:** A text input field followed by a hyphen and another text input field.
- County:** A text input field.
- Municipality:** A text input field.
- School District:** A text input field.
- Residency:** A text input field.
- City Council District:** A text input field.
- County Council District:** A text input field.
- Current Residence:** A checkbox that is unchecked.
- Save Without Verification:** A checkbox that is unchecked.

Search Results: This section is currently empty.

At the bottom of the form, there are three buttons: "OK", "Search", and "Cancel".

1. Click the **[Edit]** button to display the *Enter Address* pop-up.
 - a. Select the *Address Type*.
 - b. Enter the street address in *Address Line 1* and *Address Line 2*, if applicable.
 - c. Enter the *City*.
 - d. Enter the *State*.
 - e. Enter the *Zip* code.
 - f. Click the **[Search]** button to validate the address. The application will validate the address against Postal records.
 1. If the address is validated, a message indicating such will be displayed. Click the **[OK]** button to close the *Enter Address* pop-up.
 2. If an alternate address is found, select the desired address in the *Search Result* grid and click the **[OK]** button to close the *Enter Address* pop-up and display the select address in the *Address* field.
 3. If the address is correct but does not validate, mark the *Save Without Verification* checkbox and click the **[OK]** button to close the *Enter Address* pop-up and retain the address as it was entered.

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>.