



Client Document Library – CASA Job Aid

The *Client Document Library* screen allows CASAs to view OCYF documentation for the child(ren) that have been assigned to them.

Client Document Library Screen



Navigation

1. Bring the child into focus from the *Client Search* screen.
2. Navigate to the *Client Document Library* screen
 - a. **Client > Client Document Library**

Client Document Library tabs

1. The *Client Document Library* displays child specific documentation from OCYF records that can be viewed for the child or children selected on the *Siblings* screen.
 - a. The *Documents* tab displays a variety of documents including: Family Plans, Family Service Plans and Child Permanency Plans.
 - b. The *Referrals* tab displays Placement and Non-Placement referrals for the child(ren) selected.
 - c. The *Contacts/Visitation* tab displays Contacts and Visitation for the child(ren) selected.
 - d. The *Collateral* tab displays all collaterals associated to the child(ren) selected.
2. To view an item in the *Client Document Library*
 - a. Click on the line in the grid to highlight the desired document.
 - b. Click the **Preview** button to view the document.

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.htm>