



Client Search & Siblings List – CASA Job Aid

The *Client Search* screen allows CASAs to locate children that have been assigned to them and bring the child(ren)'s Case and associated Investigations into focus.

The *Siblings List* screen allows CASAs to include siblings' information in the *Document Library* screen.

Client Search Screen & Siblings List Screen

Department of Human Services
Allegheny County, Pennsylvania

Key Information and Demographics System

Referral Case Client PS/OC CANS/ANSA Admin

Help Logout

Client Search

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFARS Fields

Search Criteria

☐ Client Characteristics

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

Date Of Birth

☐ SSN SSN ☐ KIDS Client ID Client ID ☐ JID JID ☐ Docket No Docket No

Search Results

Results 1 - 2 of 2

Client ID	First Name	Mid Name	Last Name	Date of Birth	SSN	Case/Referral ID

Search Show Clear Cancel

Department of Human Services
Allegheny County, Pennsylvania

Key Information and Demographics System

Referral Case Client PS/OC CANS/ANSA Admin

Client Search Court History Siblings Summary Client Document Library General Info Service Log Demographics More

Help Logout

Siblings List

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFARS Fields

Clients

Client ID	First Name	Middle Name	Last Name	Birth Date	SSN	Case / Referral ID	Relationship	Include?
								<input type="checkbox"/>
								<input type="checkbox"/>

Show Cancel

Navigation

1. Navigate to the *Client Search* screen
 - a. **Client > Search**



Client Search Screen

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Referral Case **Client** PS/DC EARS/ANSA Admin

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Client Search

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Search Criteria

☐ Client Characteristics

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

Date Of Birth

☐ SSN ☐ KIDS Client ID ☐ JID ☐ Docket No

Search Results

Results 1 - 2 of 2

Client ID #	First Name	Mid Name	Last Name	Date of Birth	SSN	Case/Referral ID

Search Show Clear Cancel

1. Navigate to the *Client Search* screen.
 - a. **Client > Search**
2. Select the Search Filter of 'Sounds Like', 'Starts With', or 'IS' for *First Name*, *Middle Name* and/or *Last name*.
3. Enter the client's *First Name*, *Middle Name* and/or *Last Name*.
 - a. Only the *Last Name* of a client is required to complete a search.
 - b. When the search filter of 'Starts With' is used, only a few letters of the child's name need to be entered.
 - c. The date of birth field may be used to further filter the search criteria.
4. A search may also be conducted by a client's *SSN* (Social Security number), *KIDS Client ID*, *JID*, or *Docket No*. Check the desired search criteria checkbox to make that search criteria section active.
 - a. Enter the search criteria information.
5. Click the **Search** button.
6. A *Search Results* section will display any potential matches. Note that only clients who have an active CASA order will appear in the search results.
 - a. The *Search Results* grid will display 20 results at a time. To navigate to more results use the blue page numbers and arrows above the grid.



The grid can be sorted by the grid headings. Click on the name of the column in the blue Header to sort on that column. A triangle (sort indicator) will appear in that column to show the direction that the grid has been sorted.

7. Select the client in the *Search Results* grid and click the **Show** button. The selected client is in focus and the *Siblings List* screen is displayed.
8. Click the **Clear** button to clear the *Search Criteria* fields and begin a new search.



Sibling List Screen

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Allegheny County, Pennsylvania

Key Information and Demographics System

Referral Case Client PS/DC CANS/ANSA Admin

Client Search Court History Siblings Summary Client Document Library General Info Service Log Demographics More

Organizer In Focus Focus History

User Name:

Family Assignment:

Entity Type:

Entity Name:

Entity ID:

Entity Type:

Client

Entity Name:

Entity ID:

Siblings List

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Clients

Client ID #	First Name	Middle Name	Last Name	Birth Date	SSN	Case / Referral ID	Relationship	Include?
								<input type="checkbox"/>

Show Cancel

1. The *Siblings List* screen displays the child selected on the *Client Search* screen and any siblings of the child that also have a CASA court order.
2. Check the *Include?* checkbox/checkboxes to include the sibling(s) information when viewing the *Document Library* screen.
3. Click **Show** to navigate to the *Document Library* screen.

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>