Client Search/Siblings List –Job Aid
Child Conflict Attorney

Child Conflict Attorneys uses the *Client Search* screen to search for children that they are the court order to represent. The *Siblings List* screen is used to quickly pull siblings into focus when that child is being represented by Child Conflict Attorneys.

Client Search screen

1. Navigate to the *Client Search* screen.
    a. **Client > Search**
2. Select 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 filer of '*Starts With'* is used, only a few letters of the child's name can 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) or *KIDS Client ID*. Mark the appropriate heading checkbox; the corresponding field will become active and required.
    i. TIP: *Client Characteristics search is the default setting in KIDS.*
5. Click the **[Search]** button.
6. A *Search Results* section will be displayed any potential matches.
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.
    i. TIP: *The Search Results will display only clients that have been order to be represented by Child Conflict Attorneys.*
8. Click the **[Clear]** button to clear the *Search Criteria* fields.

1. The *Siblings List* screen displays the child selected on the *Client Search* screen and any siblings of the child that also have the court order appointing Child Conflict Attorneys as the representative.
    i. TIP: *Only the Client selected on the Client Search screen is displayed with there are no siblings or Child Conflict Attorneys has not been ordered to represent the sibling(s).*
2. Mark the *Include* checkbox to view a sibling.
3. Click the **[Show]** button.
    i. TIP: *You can view only one client at a time.*

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.