



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

The screenshot shows the 'Client Search' screen within the 'Department of Human Services, Allegheny County, Pennsylvania' interface. The 'kids' logo and 'Key Information and Demographics System' text are visible in the top right. The left sidebar contains navigation options: Referral, Case, Client (selected), Provider, and Admin. Below these are links for Organizer, Focus, History, Workload, My Calendar (showing September 2013), and My Tasks (My Request, My Approval Inbox, My Alerts). The main content area is titled 'Client Search' and includes a legend: * Denotes Required Fields, ** Denotes Half-Mandatory Fields, # Denotes AFCARS Fields. The 'Search Criteria' section has fields for Client Characteristics (First Name, Middle Name, Last Name, Date of Birth), SSN, KIDS Client ID (with a checked checkbox), and JID. The 'Search Results' section shows a table with 1 result. The table has columns: Client ID, First Name, Mid Name, Last Name, Date of Birth, SSN, and Case/Referral ID. The first row shows a client with ID 1, First Name 'J', Mid Name 'A', Last Name 'Z', Date of Birth '25', SSN '25', and Case/Referral ID '25'. Navigation buttons (Search, Show, Clear, Cancel) are at the bottom.

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 filter 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.

Siblings List screen

Department of Human Services
Allegheny County, Pennsylvania

Key Information and Demographics System

Referral Case Client Provider Admin

Client Search **Siblings** Client Document Library Court History Service Log Finances AFCARS

Organizer Focus History

In Focus

User Name:
Joseph Simmons

Entity Type:
Referral

Entity Name:

Entity ID:

Entity Type:
Client

Entity Name:

Entity ID:

Siblings List

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

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

Show Cancel

- 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.
 - 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).*
- Mark the *Include* checkbox to view a sibling.
- Click the **[Show]** button.
 - 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://dhswebt.s3.amazonaws.com/KIDSJobAids/index.html>.