



Client Document Library – Parent Conflict Job Aid

The *Client Document Library* screen is used by Parent Conflict Attorneys to view OCYF Case documentation for the child whose parent(s) they have been ordered to represent.

Access the Client Document Library screen

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

- 1. The Documents tab lists the documentation from the OCYF records that can be viewed and printed.
- 2. Highlight the document you wish to view.
 - i. TIP: Use the scroll bar located to the right of the grid to scroll through the grid.
- 3. Click the [Preview] button to generate the form.
- 4. That documents that can be viewed and/or printed:
 - a. Client Information
 - b. FSP Letter
 - c. FSP
 - d. FSPR
 - e. CPP
 - f. Education Information
 - g. Safety Assessment
 - h. IHSP
 - i. ISP
 - j. Medical Appointments
 - k. Medical Records
 - I. PPC Invitation
 - m. PPC Review
 - n. Diligent Search
 - o. CYF 102 Release

Client Document Library – Referrals tab

- 1. The *Referrals* tab displays any Placement and Non-Placement service referrals in which the child client is selected to be the target child.
 - *i.* TIP: Use the scroll bar located to the right of the grid to scroll through the grid.
 - *ii.* TIP: Information from this screen cannot be printed.

Client Document Library – Contacts tab

- 1. The *Contacts* tab displays any Contact records in that involve the parent whom the Praecipe for Appearance has been filed for and the child(ren) associated to the Praecipe.
 - a. Scroll through the Contacts grid to select the contact you wish to view.
 - b. Click the [Preview] button to generate the document

Collateral Tab (D)

1. The *Collateral* tab displays any collateral that have been created in the KIDS application and that have been associated to the parent whom the Praecipe for Appearance has been filed.

i. TIP: If a Collateral is expected to be seen on this tab and is not, please contact the OCYF Caseworker to have the collateral created or associated to the client.

For more information...

For assistance, please contact the Allegheny County Service Desk at <u>servicedesk@alleghenycounty.us</u> or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <u>http://servicedesk.alleghenycounty.us</u>.

This Job Aid and additional user materials are located on the DHS Amazon site at http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.