



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

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Client

Client Document Library

Organizer Focus History

In Focus

User Name:
Jack London

Entity Type:
Case

Entity Name:

Entity ID:

Entity Type:
Client

Entity Name:

Entity ID:

Client Document Library

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

Documents Referrals Contacts Collateral

Document	Approved Date
Client Information	
CYF210 - Family Service Plan Letter	
Family Service Plan (FSP)	12/13/2012
Child Permanency Plan (CPP)	12/13/2012
Education Information	
Safety Assessment	12/13/2012
ISHP	02/21/2011
ISP	02/21/2011
ISP Progress Report	02/21/2011
Medical Appointment Letters	11/22/2010
Medical Appointment Letters	11/16/2010
Medical Appointment Letters	11/29/2010
Medical Appointment Letters	11/18/2010
CYF450 Permanency Planning Invitation	05/01/2012
CYF450 Permanency Planning Invitation	06/02/2012
CYF450 Permanency Planning Invitation	01/03/2013
CYF453 Review letter - Permanency Planning	06/01/2012
CYF453 Review letter - Permanency Planning	05/31/2012
CYF453 Review letter - Permanency Planning	05/29/2012
CYF453 Review letter - Permanency Planning	05/31/2012
Diligent Search and Results	12/21/2012

Preview Cancel

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**

Client Document Library – Documents tab

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
 - l. 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 Praeipce for Appearance has been filed for and the child(ren) associated to the Praeipce.
 - 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 Praeipce 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 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>.