



KidsVoice – Client Document Library – Job Aid

The *Client Document Library* screen is used by KidsVoice to view OCYF Case documentation for the child they have been ordered to represent.

Access the *Client Document Library* screen

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, if applicable.
2. Highlight the document you wish to view.
 - i. *TIP: The Documents must be specific to the child that KidsVoice has been appointed to represent. Information general to the entire family may not be visible.*
 - ii. *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. The Child specific documents that can be viewed and/or printed:
 - a. Emergency Custody Application
 - b. Shelter Care Application
 - c. Restraining Order Request
 - d. Authorization Directing Attendance at a Shelter Hearing
 - e. Attachment
 - f. Petition for Dependency
 - g. Petition for Dependency with Aggravated Circumstances
 - h. Aggravated Circumstances Petition
 - i. Petition Hearing Summary
 - j. Supplemental Report
 - k. Witness Slip
 - l. Interpreter Form (Child Specific)
 - m. Family Service Plan (Child Specific)
 - n. Child Permanency Plan (Child Specific)

- o. Transition Plan
- p. Individual Service Plan & Progress Report
- q. Contact Summaries
- r. Collateral Information (Child Specific)

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/Visitation tab

1. The *Contacts/Visitation* tab displays the tab displays the CYF and Provider entered contact records that are specific to the child in focus.
 - 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 the collateral records that have been created in the KIDS application and associated child KidsVoice has been ordered to represent.
 - i. *TIP: If a Collateral record 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>.