



Client Search/Siblings List – KidsVoice Job Aid

KidsVoice 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

Client Search screen

- Navigate to the *Client Search* screen.
 - Client > Search**
- Select Search Filter of '*Sounds Like*', '*Starts With*', or '*IS*' for *First Name*, *Middle Name* and/or *Last Name*.
- Enter the client's *First Name*, *Middle Name* and/or *Last Name*.
 - Only the *Last Name* of a client is required to complete a search.
 - When the search filter of '*Starts With*' is used, only a few letters of the child's name can be entered.
 - The date of birth field may be used to further filter the search criteria.
- 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.
 - TIP: Client Characteristics search is the default setting in KIDS.*
- Click the **[Search]** button.
- A *Search Results* section will be displayed any potential matches.
- 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.
 - TIP: The Search Results will display only clients that have been order to be represented by KidsVoice.*
- 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 Kids Voice as the representative.
 - TIP: Only the Client selected on the Client Search screen is displayed with there are no siblings or KidsVoice 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>.