



Case – Involvement – DHSSSP Job Aid

The *Involvement* screen allows the user to document the DHSSSP Involvements of Household Members in the Case. Household Members with closed Involvements will not display in other areas of the case such as Contacts and Case Plans.

Involvement screen

The screenshot shows the 'Case Involvement' screen in the DHSSSP system. The interface includes a top navigation bar with 'Dashboard', 'Search', and 'Reports' links. A 'Case Contact-Quick Entry' button and a dropdown menu for 'Jane Smith' are also present. Below this is a 'COPOS Indicator-Quick Entry' button. The main content area is divided into two sections: 'Case Information' and 'Case Involvement'. The 'Case Information' section on the left contains a sidebar with links to 'Summary', 'Household', 'Contact Info', 'Demographics', 'Eligibility', 'Document Folder', 'Involvement' (selected), 'Supports', 'Tracking', and 'Utilities'. The 'Case Summary' section on the right displays case details for 'Program: DHS Self-Sufficiency Program'. It includes fields for Case ID (129), Case Name (November), Case Status (Open), Case Open Date (07/01/2016), Assigned Worker (Jane Smith), Last Recertification Date, Next Recertification Date (07/01/2017), Receives Food Stamps? (Yes), Family Type (Single Parent), and Family Size (3). A 'Save SnapShot' button is located below these fields. The 'Case Involvement' section below contains an 'Add Involvement' button and radio buttons for 'Open Involvements' (selected) and 'All Involvements'. It features a table with columns for Involvement ID, Household Member, Start Date, End Date, and Entered By. The table lists three entries: 151 (October November, 7/7/2016, Jones, James), 152 (January November, 7/7/2016, Jones, James), and 158 (September October, 7/9/2016, Jones, James). At the bottom, there is a 'Show 10 entries' dropdown and pagination controls for 'First', 'Previous', '1', 'Next', and 'Last'.

Dashboard Search Reports Case Contact-Quick Entry Jane Smith

COPOS Indicator-Quick Entry

Case Information

Summary

Household

Contact Info

Demographics

Eligibility

Document Folder

Involvement

Supports

Tracking

Utilities

Case Summary

*Denotes Required Fields **Denotes Half Mandatory Fields Ctrl + Click to Multi-Select and Deselect

Program: DHS Self-Sufficiency Program

Case ID Case Name * Case Status * Case Open Date Assigned Worker

129 November Open 07/01/2016 Jane Smith

Last Recertification Date Next Recertification Date Receives Food Stamps? * Family Type * Family Size

07/01/2017 Yes Single Parent 3

Save SnapShot

Case Involvement

Add Involvement Open Involvements All Involvements

Involvement ID	Household Member	Start Date	End Date	Entered By
151	October November	7/7/2016		Jones, James
152	January November	7/7/2016		Jones, James
158	September October	7/9/2016		Jones, James

Show 10 entries First Previous 1 Next Last

Navigation

1. Bring the Case into focus and navigate to **Case Information** → **Involvement**.



Case Involvement

1. The **Case Involvement** pane allows staff to end or re-open DHSSSP Involvements on Household Members.

The screenshot shows the 'Case Involvement' pane. Callout A points to the radio buttons for 'Open Involvements' (selected) and 'All Involvements'. Callout B points to the 'Add Involvement' button. Callout C points to the table headers: 'Involvement ID', 'Household Member', 'Start Date', 'End Date', and 'Entered By'. Callout D points to a row in the table with ID 152, Household Member 'January November', and Start Date '7/7/2016'. The table also shows rows for ID 151 (October November) and ID 158 (September October). At the bottom, there is a 'Show 10 entries' dropdown and pagination controls for 'First', 'Previous', '1', 'Next', and 'Last'.

Involvement ID	Household Member	Start Date	End Date	Entered By
151	October November	7/7/2016		Jones, James
152	January November	7/7/2016		Jones, James
158	September October	7/9/2016		Jones, James

- The list will default to *Open Involvements*. To view both Open and Closed Involvements select the ☐ *All Involvements* radio button. The *All Involvements* view will display the history of Involvements for all of the Household Members. If an individual's involvement has opened and closed more than once there will be a separate line in the *Case Involvement* grid for each Involvement episode. Each Involvement episode will have its own unique *Involvement ID*.
- To open or re-open an Involvement click **Add Involvement**. This will open the *Case Involvement* pop-up.
- The *Case Involvement* grid contains basic information about the Involvements of the Household Members including: *Involvement ID*, *Household Member* name, *Start Date*, *End Date* and *Entered By*.
- Editing Case Involvement: Case Involvement can be edited by clicking on the *Involvement ID* or the name of the *Household Member* in the *Case Involvement* grid. This will open the *Case Involvement* pop-up.

Tip: *Involvement periods cannot overlap. An individual's newest Enrollment Date must be after their last Involvement End Date.*



Completing the Case Involvement pop-up

Case Involvement

Program
CSBG

Case ID
129

Worker *
Jane Smith

Enrollment Date * **B**

End Date **C**

A

HH Member	Relation	MCI
October November	Self	1000608262
Jane Smith	Friend	1000608940
January November	Daughter	1000608939

D

Save Cancel

- To open or Re-open an Involvement, click **Add Involvement**. A blank *Case Involvement* pop-up will appear.
 - Select the Household Member (*HH Member*) from the grid. The selected individual's line in the grid will be highlighted in blue.
 - Enrollment Date*: Enter the date that the individual's involvement with DHSSSP opened.
 - End Date*: If applicable, enter the date that the individual's involvement with DHSSSP ended.
 - Click **Save** to save the Case Involvement information entered and close the pop-up. Clicking **Cancel** will close the pop-up without saving any of the entered or edited information.
- To End an Involvement, click on the desired individual's Name or *Involvement ID* in the *Case Involvement* grid. The *Case Involvement* pop-up will open.
 - The selected Household Member's line in the grid will be highlighted in blue.
 - Enrollment Date*: The date that the individual's involvement with DHSSSP opened will be viewable but cannot be edited.
 - End Date*: Enter the date that the individual's involvement with DHSSSP ended.
 - Click **Save** to save the Case Involvement information entered and close the pop-up. Clicking **Cancel** will close the pop-up without saving any of the entered or edited information.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>