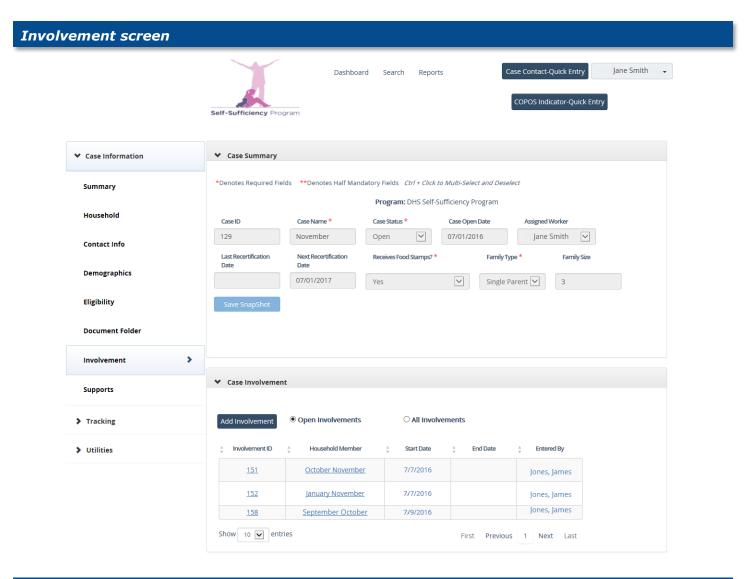# Case – Involvement – DHSSSP Job Aid

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.
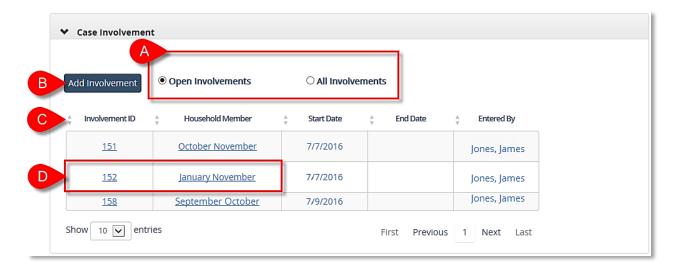
Involvement screen

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.
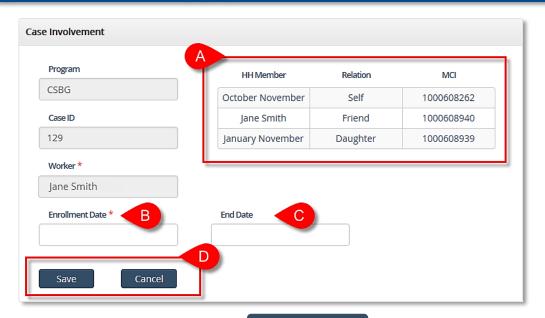

a. The list will default to *Open Involvements*. To view both Open and Closed Involvements select the ⦿ *All Involvements* radio button. The *All Involvements* view will display the history of Involvements for all of the Household Members. If an individual's involvement has opened and closed more than 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*.

b. To open or re-open an Involvement click [Add Involvement]. This will open the *Case Involvement* pop-up.

c. 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*.

d. 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

1. To open or Re-open an Involvement, click **Add Involvement**. A blank *Case Involvement* pop-up will appear.
   a. Select the Household Member (*HH Member*) from the grid. The selected individual's line in the grid will be highlighted in blue.
   b. *Enrollment Date*: Enter the date that the individual's involvement with DHSSSP opened.
   c. *End Date*: If applicable, enter the date that the individual's involvement with DHSSSP ended.
   d. 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.

2. 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.
   a. The selected Household Member's line in the grid will be highlighted in blue.
   b. *Enrollment Date*: The date that the individual's involvement with DHSSSP opened will be viewable but cannot be edited.
   c. *End Date*: Enter the date that the individual's involvement with DHSSSP ended.
   d. 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