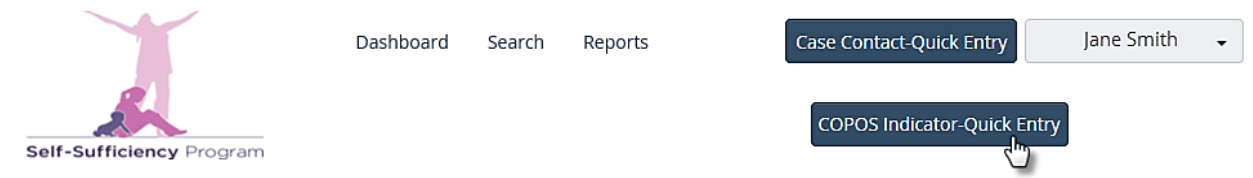




# COPOS Indicator–Quick Entry – DHSSSP Job Aid

The *COPOS Indicator-Quick Entry* button can be found at the top of every screen and can be used to quickly document COPOS Indicators from any screen.

## COPOS Indicator – Quick Entry



COPOS Indicator Quick entry

Domain

-Select-

Indicator \*

Select

Status \*

-Select-

Case Id \*

-Select-

Case Name \*

-Select-

Name \*

MCID \*

Notes

Save

Close

## Navigation

1. The **COPOS Indicator - Quick Entry** button can be found at the top of every screen in DHSSSP.



## Using the COPOS Indicator – Quick Entry pop-up

1. Click **COPOS Indicator – Quick Entry** at the top of the screen to open the pop-up.

COPOS Indicator Quick entry

Domain **A**  
-Select- ▼

Indicator \* **B**  
Select ▼

Status \* **C**  
-Select- ▼

Case Id \* **D** Case Name \*  
-Select- ▼ -Select- ▼

Name \* MCID \*

Notes **E**

**F**  
Save Close

- a. *Domain*: Select a domain from the drop-down.
- b. *Indicator*: Select an Indicator within the chosen *Domain* from the drop-down. Note that the Indicators listed in the drop-down will be the Indicators associated with the selected Domain.
- c. *Status*: Select a Status for the Indicator of "In Progress" or "Completed" from the drop-down.
- d. Start by either selecting the *Case ID* or the *Case Name*. When one drop-down is selected the other drop-down will automatically fill in. The *Case Name* drop-down includes the name of the Participant in parenthesis after the name of the Case for easy identification.
  - i. The *Name* and *MCI ID* of the Participant will automatically be entered based on the Case selected.
- e. *Notes*: Notes about the COPOS Indicator can be entered but are not required in order to save the COPOS Indicator.
- f. Click **Save** to add the COPOS Indicator to the *COPOS Indicator Summary* screen. Clicking **Close** will close the pop-up without saving any information entered.



2. Supervisors and Managers: The *COPOS Indicator – Quick Entry* pop-up will have two additional drop-downs for Supervisors and Managers to allow these users to quickly document COPOS Indicators for any of their workers' Cases.

COPOS Indicator Quick entry

Supervisor **A** Worker \* **B**

-Select- -Select-

Domain

-Select-

Indicator \*

Select

Status \*

-Select-

**C**

Case Id \* Case Name \*

-Select- -Select-

Name \* MCID \*

Save Close

- a. *Supervisor*: Users can select either a specific Supervisor in their agency or "All" supervisors.
  - b. *Worker*: This drop-down will display all of the workers assigned to the Supervisor selected in the first drop-down. If "All" was selected the *Worker* drop-down will display all of the users in the agency.
    - i. Select the Worker from the drop-down.
  - c. *Case ID* and *Case Name*: These drop-downs will contain the Cases of the Worker who was selected.
3. The Supervisor or Manager can then complete the *COPOS Indicator – Quick Entry* for the selected Case/Participant. Once it is saved, this COPOS Indicator will appear in the selected Case's *COPOS Indicator Summary* screen.

### For more information...

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto: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>