



# Technical Assistance: Consultation Dragonfly Job Aid

The *Technical Assistance Consultation* screen allows users to document their work with schools/provider/systems that involves direct one-time guidance, support, resources for specific students/consumers/families. These students/consumers/families are not considered an active "case" as the support is more of a "technical assistance" and involved no direct work with the families on behalf of the staff person.

## Technical Assistance: Consultation

### Technical Assistance

▼ Technical Assistance Summary

TA Date

Technical Assistance ID

Assigned Worker

TA Status \*

0

-Select-

Open

This section documents work with schools/provider/systems that involves direct one-time guidance, support, resources for specific students/consumers/families. These students/consumers/families are not considered an active "case" as the support is more of a "technical assistance" and involved no direct work with the families on behalf of the staff person.

▼ Consultation \*

Contact Date \*

First Name

Last Name \*

Referral Source

-Select-

Email

Contact Type

Meeting Duration

School District

Other District Name

-Select-

-Select-

-Select-

Notes

School Building

Other

# Of Consultations

-Select-

Consultation Type \*

302/201

Aging system coordinatio

Anger Management

Battering Intervention Sei

Save

Cancel

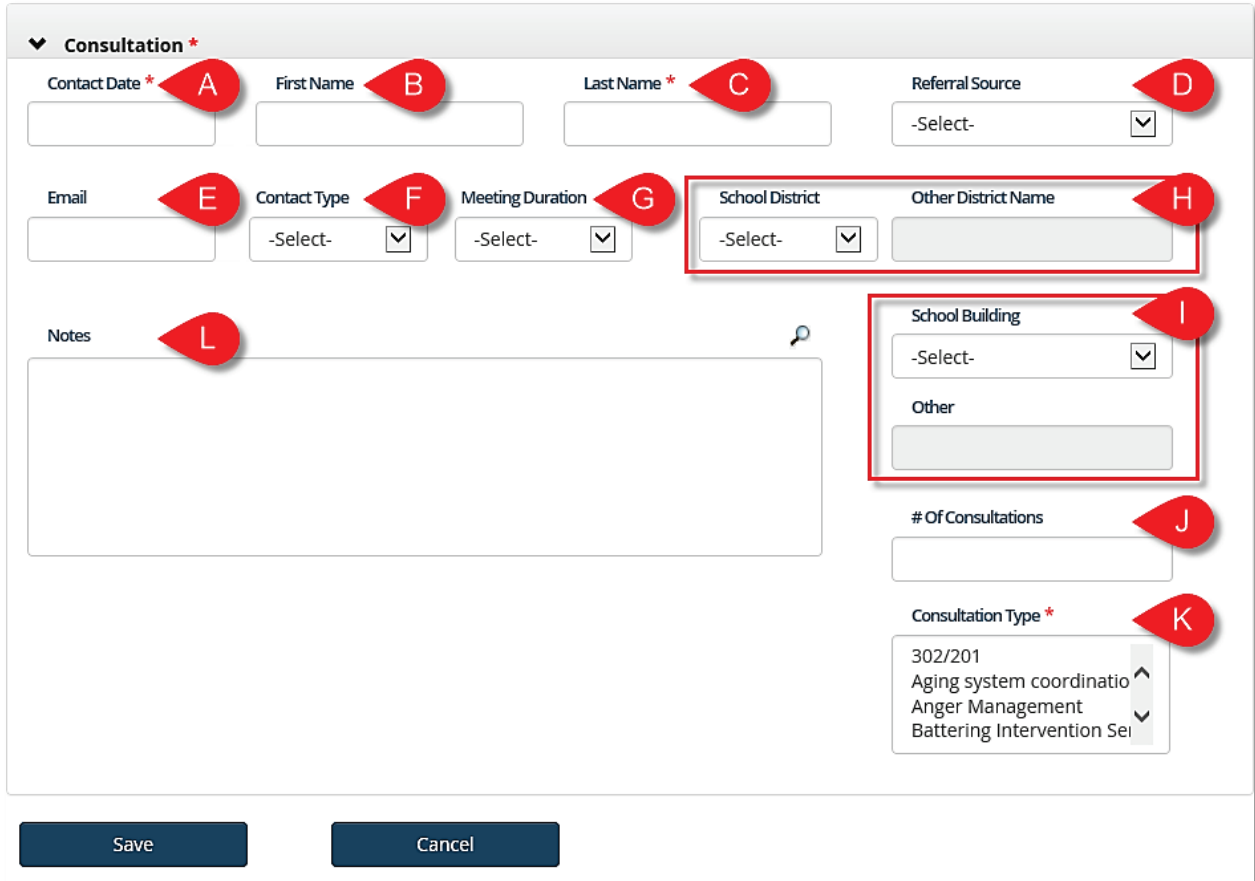
## Navigation

1. The **Technical Assistance** menu can be found at the top of every screen. Select **Consultation** from the **Technical Assistance ▼** drop-down menu.



## Consultation

1.  :



The screenshot shows a web form titled "Consultation \*". The form contains the following fields and controls, each marked with a red callout letter:

- A**: Contact Date \*
- B**: First Name
- C**: Last Name \*
- D**: Referral Source (dropdown menu)
- E**: Email
- F**: Contact Type (dropdown menu)
- G**: Meeting Duration (dropdown menu)
- H**: School District (dropdown menu)
- H**: Other District Name (text input)
- I**: School Building (dropdown menu)
- I**: Other (text input)
- J**: # Of Consultations (text input)
- K**: Consultation Type \* (dropdown menu with options: 302/201, Aging system coordinatio, Anger Management, Battering Intervention Sei)
- L**: Notes (large text area)

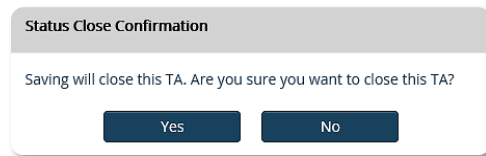
At the bottom of the form are two buttons: "Save" and "Cancel".

- Contact Date*: Enter the date of the contact. Contact dates cannot be future dated.
- First Name*: Enter the First Name of the individual who is being consulted with.
- Last Name*: Enter the Last name of the individual who is being consulted with.
- Referral Source*: Select the individual's position from the drop-down.
- Email*: Enter the email of the individual who is being consulted with.
- Contact Type*: Select the type of meeting from the drop-down.
- Meeting Duration*: Select the duration length from the drop-down.



- h. *School District*: Select the school district from the drop-down. If the school district is not one of the options in the drop-down, select "OTHER" and document the specific school district in *Other School District Name* field.
- i. *School Building*: Select the school building from the drop-down. If the building is not one of the options in the drop-down, select "OTHER(OTHER)" and document the specific school building in the *Other* field.
- j. *# of Consultations*: Enter the number individuals discussed during the consultation.
- k. *Consultation Type*: Select all of the types of consultation that apply. To select more than one type, hold down the **[Ctrl]** key on the keyboard while clicking on each applicable type. Selected items will be highlighted in blue. To de-select an item hold down the **[Ctrl]** key and click on the item again. The de-selected item will no longer be highlighted.
- l. *Notes*: Enter any notes relevant to the consultation(s) in the narrative text box.

- 2. To save the *Consultation* click  at the bottom of the screen.
  - a. A *Status Close Confirmation* pop-up will appear.



The dialog box is titled "Status Close Confirmation". It contains the text "Saving will close this TA. Are you sure you want to close this TA?". At the bottom, there are two buttons: "Yes" and "No".

Click  to save and close this TA.

Clicking  will close the pop-up without saving or closing the TA.

- 3. Clicking  will navigate the user back to the **Technical Assistance Dashboard**. Any unsaved information will be lost.

### 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 iService, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>