



# Technical Assistance: System Education Dragonfly Job Aid

The *Technical Assistance System Education* screen allows users to document trainings and presentations that are completed by the users for schools/providers/systems.

## Technical Assistance: System Education

### Technical Assistance

▼ Technical Assistance Summary

TA Date

Technical Assistance ID

Assigned Worker

TA Status \*

0

-Select-

Open

This section documents trainings/presentations that are completed by staff for schools/providers/systems.

▼ System Education \*

Contact Date \*

First Name

Last Name \*

Email

Audience \*

Provider

-Select-

-Select-

School District

Other District Name

School Building

Other

-Select-

-Select-

Training Duration

Training Topic \*

Other Training Topic

-Select-

-Select-

Additional Details \*

Save

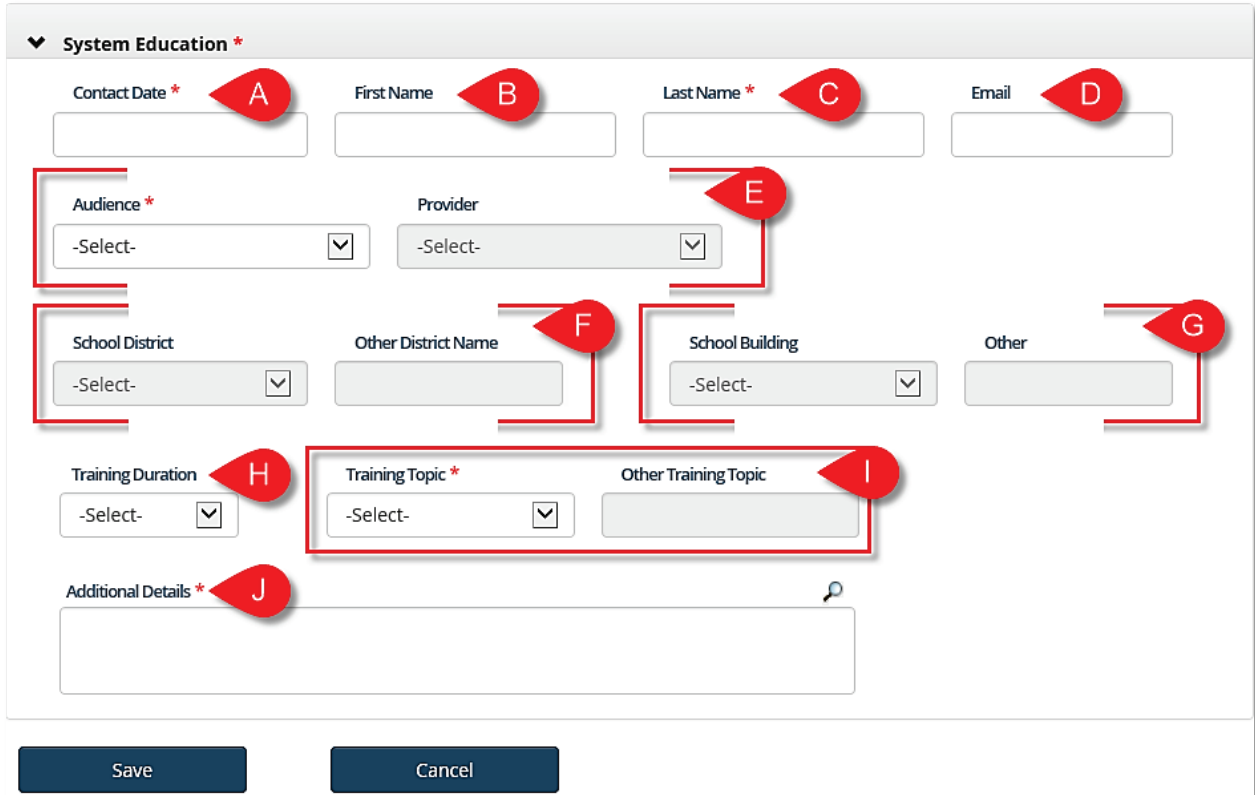
Cancel

## Navigation

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

## System Education

1. **System Education** :



**System Education \***

Contact Date \* **A** First Name **B** Last Name \* **C** Email **D**

Audience \* **E** Provider **E**

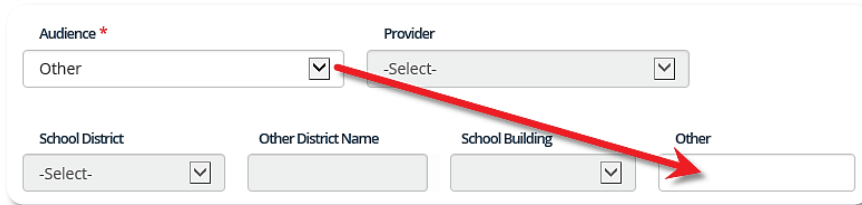
School District **F** Other District Name **F** School Building **G** Other **G**

Training Duration **H** Training Topic \* **I** Other Training Topic **I**

Additional Details \* **J**

Save Cancel

- Contact Date:** Enter the date of the contact. Contact dates cannot be future dated.
- First Name:** Enter the First Name of the individual being trained.
- Last Name:** Enter the Last name of the individual being trained.
- Email:** Enter the email of the individual being trained.
- Audience:** Select the type of audience from the drop-down.
  - If the type is "Provider" select the specific provider from the *Provider* drop-down.
  - If the type is "Other" enter the specific type in the *Other* field.



Audience \* **E** Provider **E**

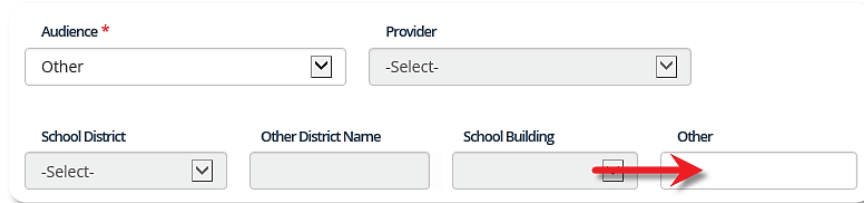
Other **E** -Select- **E**

School District **F** Other District Name **F** School Building **G** Other **G**

- 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.

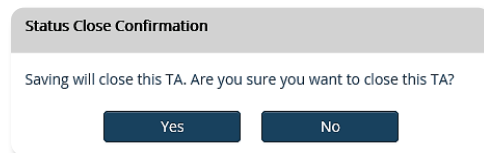


- g. *School Building*: Select the school building from the drop-down.
- i. If the building is not one of the options in the drop-down, select "OTHER(OTHER)" and document the specific school building in the *Other* field.



- h. *Training Duration*: Select the length of the training session from the drop-down.
- i. *Training Topic*: Select the training topic from the drop-down.
- i. If the topic is not one of the options, select "Other" and document the specific topic in the *Other Training Topic* field.
- j. *Additional Details*: Enter any additional details relevant to the training in the narrative text box.

2. To save the documented *System Education* information, click  at the bottom of the screen.
- a. A *Status Close Confirmation* pop-up will appear.



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>