DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

Using the Dashboard- Job Aid

This job aid will demonstrate the Dashboard and its functionalities in HMIS.

Using the Dashboard

1. To view your dashboard, log into HMIS and select your program.
   a. Navigate to *Program List.* Select the program to work with and click [Show] to bring it into focus. You will be brought to your *Dashboard*.

    b. The dashboard is separated by tabs that you can click to view.

    c. To view any program or assessment information for a client listed, highlight the client's name and select the Show button. The household will be in focus and you can navigate to the *Household* screen or the *Assessment Creation* screen.

2. The *Accepted-Pending Referrals* tab will list all households whose referral status is "accepted-pending."
3. The *Upcoming Exits* tab will list all households who are due to exit the program within 30 days of their pre-populated estimated exit date.
4. The *Reassessments* tab will list all households who are due for a quarterly Update assessment or for an Annual assessment. Please see the *Reassessment* job aid for further instruction.
5. The *Reports Due* tab will list any reports coming due within 30 days.
6. The *Extension Requests* tab will list households for whom an extension request has been submitted.

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