



# Meeting Prep – IL Job Aid

The *Meeting Prep* screen allows the user to document the pre-Transition Meeting prep sessions with the Youth.

## Meeting Prep

### Meeting Prep

▶ Referral Summary - Susie Sunshine

▼ Meeting Prep Summary

Prep ID	Prep Status	Prep Date	Created By
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

▼ Meeting Prep

Thank you for meeting with me today. I have read some information about you but would prefer to hear your story as to how you got to this point today. \*

If you woke up tomorrow and everything was perfect what would it look like to you? \*

I see from the FAST and CANS that you have "XXX" identified strengths, can you tell me in your own words your strengths? \*

What are the outcomes you would like to achieve? (For example education, housing, finance and employment) Please identify what you want to achieve in each domain listed? \*

Are you satisfied with where you are currently placed, your education and your finances? \*

Let's talk about building your team. When we come together to plan your desired outcomes, who would you like to be there? Who can help you to be successful? \*

When and where is the best place for this meeting? \*

Do you see anything that could go wrong at the meeting? Any issues that could arise? \*



## Navigation

1. From the **Dashboard** : Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
  - a. Click on the **Meeting Prep** tile.
2. The **Previous** and **Next** buttons at the bottom of the list screen can be used to navigate up or down one screen within the Left Navigation tiles.

## Meeting Prep list screen

1. **Meeting Prep** :

Prep ID	Prep Date	Created By	Status
2	1/19/2017		Submitted
1	1/14/2017		Submitted

Show 10 entries      First   Previous   1   Next   Last      **New**

- a. Click **New** to start a new Meeting Prep.
- b. To view an existing Meeting Prep, click on the *Prep Date* in the *Meeting Prep* grid.

## Meeting Prep Summary

1. **Meeting Prep Summary** : This pane contains some basic information including the *Prep Status*, *Prep Date*, and who the Meeting Prep was *Created By*.

**Meeting Prep Summary**

Prep ID:       Prep Status:       Prep Date:       Created By:

**Void**      **Submit**

- a. When the Meeting Prep has been completed, click **Submit** to finalize.
- b. Clicking **Void** will open a confirmation pop-up: "Are you sure you want to void this record?" Clicking **Yes** will void the Meeting Prep. Clicking **No** will cancel the action and the Meeting Prep will not be voided.



## Completing the Meeting Prep

1. Enter the Youth's answers to each of the Meeting Prep questions in the text field below each question.

Meeting Prep

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Do you see anything that could go wrong at the meeting? Any issues that could arise? \*

Back Save

2. To save the Meeting Prep without submitting it, click **Save** at the bottom of the screen. Clicking **Back** at the bottom of the screen will navigate the user back to the *Meeting Prep* list 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 I-Service, go to <https://servicedesk.alleghenycounty.us>

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