



Youth Summary – IL Job Aid

The *Youth Summary* screen allows the user to document Client Outcomes for the Youth.

Youth Summary

▼ Youth Summary

Summary Id	Summary Status	Created Date	Created By
0	Draft	1/31/2017 02:00 PM	Janet Jones

▼ Youth Summary

Does youth have a Social Security Card? *

Does youth have a birth certificate? *

Does youth have a State ID? *

Does the youth have a driver's license? *

Is the youth pregnant? *

Is the youth a parent? *

Is there a credit report for the youth? * Results discussed with youth?

Does the youth have a bank account? *

Does the youth have medical insurance? *

Did the youth request resumption of jurisdiction? *

If yes, what was the reason for the request? Specify:

Does the youth have a relationship with a supportive adult? *

Does the youth participate in Opportunity Passport? *

Is the youth registered with Steel City Safe / HealthShack? *

▼ Housing

Address Type	Address Summary	Primary Address?	Validated?	Agency	Facility
Home	123 N Main St Pittsburgh, PA	Yes	YES		

Show entries First Previous 1 Next Last

What is the youth's current living situation? *

Has the youth been homeless or couch-surfed in the past 6 months? *

Is the youth able to stay in this housing situation in the next 90 days? *

Youth was offered and refused alternate housing option? *

▼ Education Information

Enrollment Status Last grade completed *

Date Updated	School District of Record	Name of School	Enrollment Date	Date Last Attended	Grade Level	Source
01/09/2018	NORTH HILLS SD	NORTH HILLS SHS			Grade 12	IL

Show entries First Previous 1 Next Last

▼ Current Employment

Income Source	Income Amount	Frequency	Hours Per Month	Location	Start Date	End Date	Employment Type
Employment Income	250.00	Bi-Weekly		Arby's	12/1/2016		Part-time

Show entries First Previous 1 Next Last

Is the youth currently employed? *



Navigation

- From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
 - Click on the **Youth Summary** tile.
- 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.

Youth Summary list screen

- Youth Summaries**: Only one Youth Summary can be in progress at a time.

Summary Id	Created Date	Created By	Role	Summary Status
1805	1/9/2018 1:47:50 PM	Debbie Miller	Educational Liaison Worker	Draft

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

- Click **New** to start a new Youth Summary. Drafts can only be edited by the user who created that draft.
- To view an existing Youth Summary, click on the *Created Date* in the *Youth Summaries* grid.

Youth Summary: Informational pane

- Youth Summary** informational pane: This pane contains some basic information including the *Summary Status*, *Created Date* and who the Youth Summary was *Created By*.

Summary Id	Summary Status	Created Date	Created By
0	Draft	1/31/2017 02:00 PM	Janet Jones

Void **Submit**

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

Completing the Youth Summary

1. **Youth Summary** : Answer each question in this pane using the drop-down options to the right of the question. Some questions may require additional information such as:
 - a. *Is there a credit report for the youth?*: If the answer is "Yes" then *Results discussed with youth?* must be answered.
 - b. *Did the youth request resumption of Jurisdiction?*: If the answer is "Yes" then *If yes, what was the reason for the request?* must be answered. If the reason is not listed in the drop-down, select "Other" and enter the reason in the *Other* textbox.

NOTE: This section must be completed before Education, Housing, or Employment Information can be updated.

2. :

Housing

Address Type	Address Summary	Primary Address?	Validated?	Agency	Facility	Source	
** Placement - CYF **	5111 1/2 Grand Ave Pittsburgh, PA, 15225					IL	

Show entries First Previous **1** Next Last

A What is the youth's current living situation? *

B Has the youth been homeless or couch-surfed in the past 6 months? *

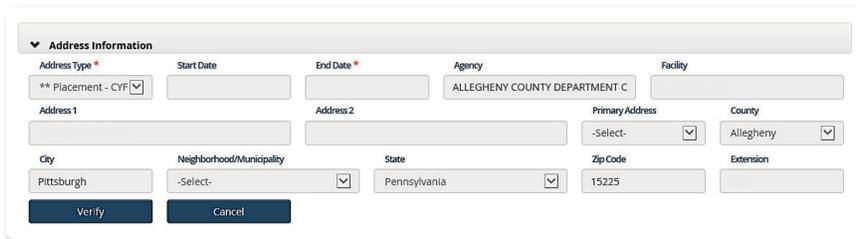
C Is the youth able to stay in this housing situation in the next 90 days? *

D Youth was offered and refused alternate housing option? *

- a. *What is the youth's current living situation?:* Select the Youth's current living situation from the drop-down menu.
- b. *Has the youth been homeless or couch-surfed in the past 6 months?:* Indicate whether or not the Youth has been homeless and/or couch-surfed in the past 6 months by selecting "Yes" or "No" from the drop-down.
- c. *Is the youth able to stay in this housing situation in the next 90 days?:* Indicate whether or not the Youth is able to stay in their current housing situation for the next 90 days by selecting "Yes" or "No" from the drop-down.
- d. *Youth was offered and refused alternate housing option?:* Indicate whether or not the Youth was offered alternate housing options and refused those alternate housing options by selecting "Yes" or "No" from the drop-down.

e. Updating and Verifying the Youth’s housing information: The address in the *Housing* grid comes from the **Contact Info** screen and lists the current placement or home address that has been documented for the Youth.

- i. If the address is correct, click on the red X [] to the right of the address in the *Housing* grid. This will open the *Address Information* pop-up. Click **Verify** to indicate that this is the correct address for the Youth. Clicking **Cancel** will close the pop-up without verifying the address. If an address has been verified, the red X [] will change to a green checkmark [].



The screenshot shows the 'Address Information' pop-up form. It contains several input fields: Address Type (with a dropdown menu), Start Date, End Date, Agency (pre-filled with 'ALLEGHEY COUNTY DEPARTMENT C'), Facility, Address 1, Address 2, Primary Address, County (dropdown menu), City (pre-filled with 'Pittsburgh'), Neighborhood/Municipality (dropdown menu), State (dropdown menu), Zip Code, and Extension. At the bottom, there are 'Verify' and 'Cancel' buttons.

- ii. If this address is incorrect, click **Update Housing Information**. This will open the **Contact Info** screen. The user can then update the Youth’s address information.



The screenshot shows the 'Contact Info' screen. It has a header 'Referral Summary - Susie Sunshine'. Below that is a section for 'Client Contact Information' with a table containing Client Name, Gender (Female), Birth Date (02/03/1994), and Role (Self (Youth)). There is a 'Back to Youth Summary' button and a navigation bar at the bottom with options: Address, Phone, Other, Gender and Sexuality, and Communications.

Once the updated information has been entered, click **Back to Youth Summary** to continue working on the Youth Summary. The updated information should now appear in the *Housing* grid. Once the address has been updated, click on the red X [] to the right of the address in the grid and **Verify** the address.

NOTE: The Youth Summary cannot be submitted without first verifying that the address and education information listed are both correct.

3. **Education Information** :

- a. *Enrollment Status*: Select the Youth’s enrollment status from the drop-down menu.
- b. *Last grade completed*: Select the last grade that the Youth has completed from the drop-down menu.
- c. Updating and Verifying the Youth’s education information: The information listed in the *Education Information* grid comes from the **Education Info** screen and lists the highest level of education documented for the Youth.
 - i. If the school information is correct, click on the red X [] to the right of the grid. This will open the *School Information* pop-up. Click **Verify** to indicate that this is the correct information for the Youth. Clicking **Cancel** will close the pop-up without verifying the information. If this information has been verified, the red X [] will change to a green checkmark [].
 - ii. If this information is incorrect, click **Update Education Information**. This will open the **Education Info** screen. The user can then update the Youth’s education information.

Once the information has been updated, click **Back to Youth Summary** to continue working on the Youth Summary. The updated information should now appear in the *Education Information* grid. Once the education information has been updated, click on the red X [] to the right of the *Education Information* grid and **Verify** the information.



4. **Current Employment** :

- Is the youth currently employed?:* Indicate the Youth’s employment status by selecting one of the options from the drop-down menu.
- Update Employment Information:* The Employment Information listed in the *Current Employment* grid comes from the **Employment Info** screen and lists the active employment information that has been documented for the Youth. If this information is incorrect, click **Update Education Information**. This will open the **Employment Info** screen. The user can then update the Youth’s employment information.

Once the information has been updated, click **Back to Youth Summary** to continue working on the Youth Summary. The updated information should now appear in the *Current Employment* grid.

- To save the Youth Summary as a draft, click **Save** at the bottom of the screen. Clicking **Submit** at the top of the screen will finalize the Summary. Clicking **Back** at the bottom of the screen will navigate the user back to the *Youth Summary* list screen.

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

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