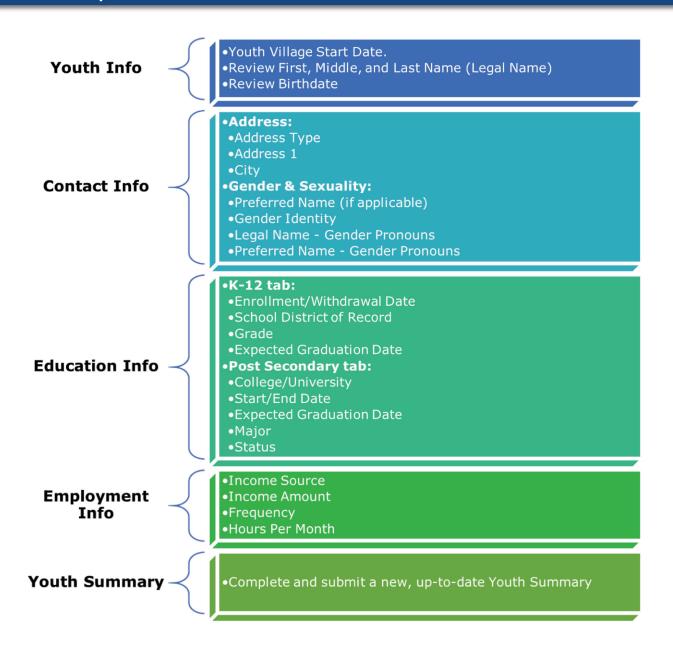




YVLifeSet Specialist: Synergy Data Checklist

The YVLifeSet Specialist is responsible for reviewing, updating, and entering (if applicable) information on the Youth in Synergy. This checklist identifies the minimum information required at Intake and at Discharge. These requirements grouped by Synergy screen and list the specific fields.

Intake Data Requirements





Discharge Data Requirements

Youth Village Start Date. Youth Info Review First, Middle, and Last Name (Legal Name) Review Birthdate Address: Address Type Address 1 City •Phone: Phone Type •Phone # **Contact Info** Other •Email Address Gender & Sexuality: Preferred Name (if applicable) Gender Identity •Legal Name - Gender Pronouns Preferred Name - Gender Pronouns •K-12 tab: Enrollment/Withdrawal Date School District of Record Grade •Expected Graduation Date **Education Info** Post Secondary tab: •College/University Start/End Date Expected Graduation Date Major •Income Source **Employment** •Income Amount Info Frequency Hours Per Month **Youth Summary** •Complete and submit a new, up-to-date Youth Summary Review existing and edit or add new if applicable: Supports •First and Last Name Support Type Referral Request Assignment Change **Assignment**



For more information...

For assistance, please contact the Allegheny County Service Desk at <u>ServiceDesk@AlleghenyCounty.US</u> 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