



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

Youth Info	<ul style="list-style-type: none">• Youth Village Start Date.• Review First, Middle, and Last Name (Legal Name)• Review Birthdate
Contact Info	<ul style="list-style-type: none">• Address:<ul style="list-style-type: none">• Address Type• Address 1• City• Gender & Sexuality:<ul style="list-style-type: none">• Preferred Name (if applicable)• Gender Identity• Legal Name - Gender Pronouns• Preferred Name - Gender Pronouns
Education Info	<ul style="list-style-type: none">• K-12 tab:<ul style="list-style-type: none">• Enrollment/Withdrawal Date• School District of Record• Grade• Expected Graduation Date• Post Secondary tab:<ul style="list-style-type: none">• College/University• Start/End Date• Expected Graduation Date• Major• Status
Employment Info	<ul style="list-style-type: none">• Income Source• Income Amount• Frequency• Hours Per Month
Youth Summary	<ul style="list-style-type: none">• Complete and submit a new, up-to-date Youth Summary



Discharge Data Requirements

Youth Info	<ul style="list-style-type: none">• Youth Village Start Date.• Review First, Middle, and Last Name (Legal Name)• Review Birthdate
Contact Info	<ul style="list-style-type: none">• Address:<ul style="list-style-type: none">• Address Type• Address 1• City• Phone:<ul style="list-style-type: none">• Phone Type• Phone #• Other<ul style="list-style-type: none">• Email Address• Gender & Sexuality:<ul style="list-style-type: none">• Preferred Name (if applicable)• Gender Identity• Legal Name - Gender Pronouns• Preferred Name - Gender Pronouns
Education Info	<ul style="list-style-type: none">• K-12 tab:<ul style="list-style-type: none">• Enrollment/Withdrawal Date• School District of Record• Grade• Expected Graduation Date• Post Secondary tab:<ul style="list-style-type: none">• College/University• Start/End Date• Expected Graduation Date• Major• Status
Employment Info	<ul style="list-style-type: none">• Income Source• Income Amount• Frequency• Hours Per Month
Youth Summary	<ul style="list-style-type: none">• Complete and submit a new, up-to-date Youth Summary
Supports	<ul style="list-style-type: none">• Review existing and edit or add new if applicable:<ul style="list-style-type: none">• First and Last Name• Support Type
Referral Assignment	<ul style="list-style-type: none">• Request Assignment Change



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 found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>