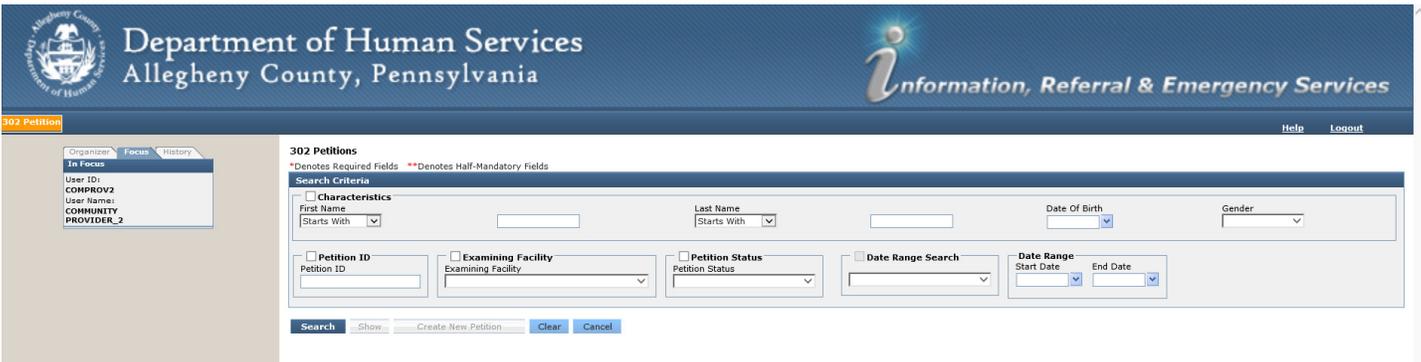




Searching and creating 302 petitions

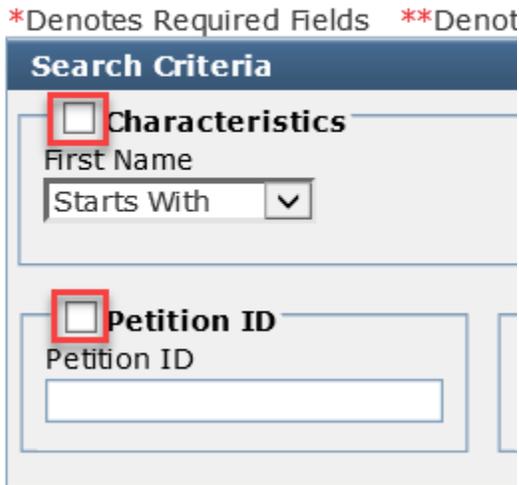
This job aid was created to assist users in understanding how to search and create a 302. A user must search for a 302 before they create a new one.

Ways to Search



1. A user can search by Characteristics, Petition ID, Examining Facility and Petition Status
 - a. To search by any of those criteria you must check the box beside the title

302 Petitions





Search Result: Petition Exists

The screenshot shows the '302 Petitions' search interface. On the left is a sidebar with user information: User ID: COMPROV2, User Name: COMMUNITY PROVIDER_2, Entity Type: Petition, and Entity ID: 2332. The main area is titled '302 Petitions' and includes a legend: *Denotes Required Fields, **Denotes Half-Mandatory Fields. The 'Search Criteria' section has the following fields:
- Characteristics: First Name (Starts With: person), Last Name* (Starts With: person), Date Of Birth, Gender.
- Petition ID: Petition ID.
- Examining Facility: Examining Facility.
- Petition Status: Petition Status.
- Date Range Search: Date Range (Start Date, End Date).
The 'Search Results' section shows 'Results 1 - 1 of 1' with a table:

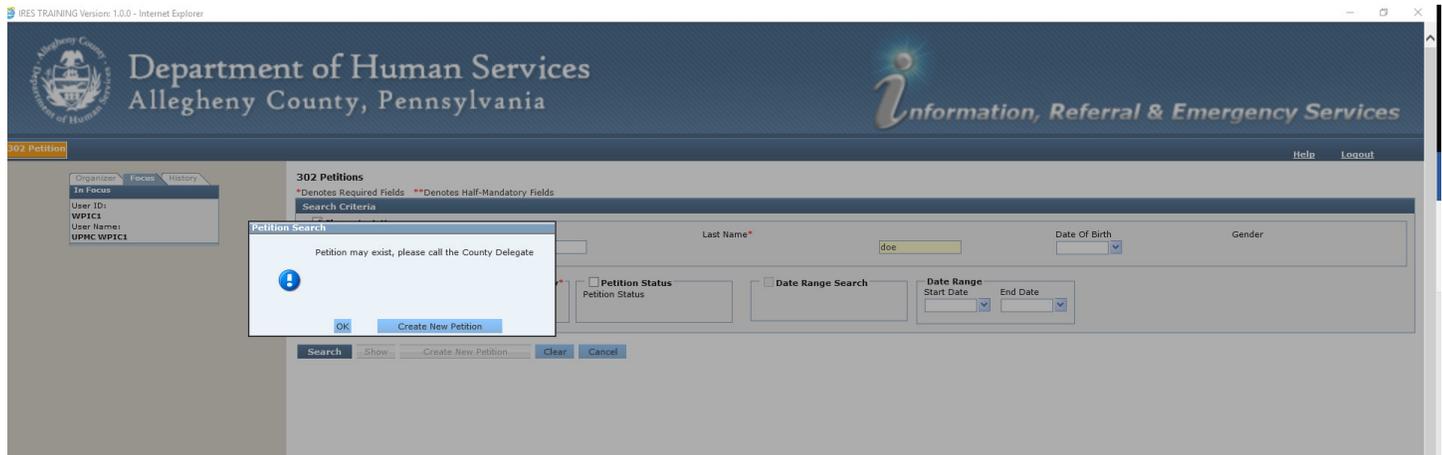
Petition ID	First Name	Last Name	Gender	Date of Birth	Initiated By	Petition Status	Authorized By	Examining Facility
2332	Person	Person	Transgender female to male		Community Provider	In Progress		Community Provider

 Below the table is the 'Client Information' section with tabs for 'Name Revisions' and 'Petition Details'. It contains fields for Prefix, First Name (Person), Middle Initial, Last Name (Person), Suffix, Gender (Transgender female to male), Date of Birth, and SSN. At the bottom are buttons: Search, Show, Create New Petition, Clear, and Cancel.

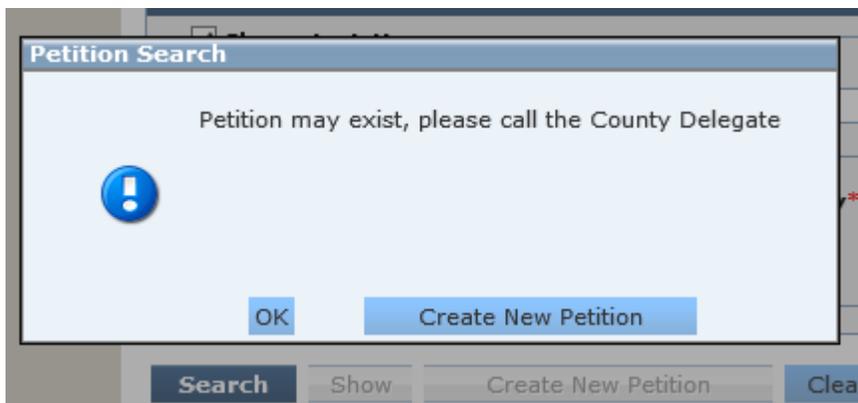
1. A user enters a Characteristics Search and receives Results, as shown in the picture above.
 - a. This means the 302 is in your bucket and you can click the **Show** button to continue the existing 302 form.
 - b. If it is determined this is not the correct 302, you can click the **Create New Petition** button to create a new petition. **ONLY CREATE A NEW PETITION WHEN YOU HAVE DETERMINED THE 302 YOU HAVE IS NOT THE ONE THAT IS NEEDED.**



Search Result: Petition May Exist



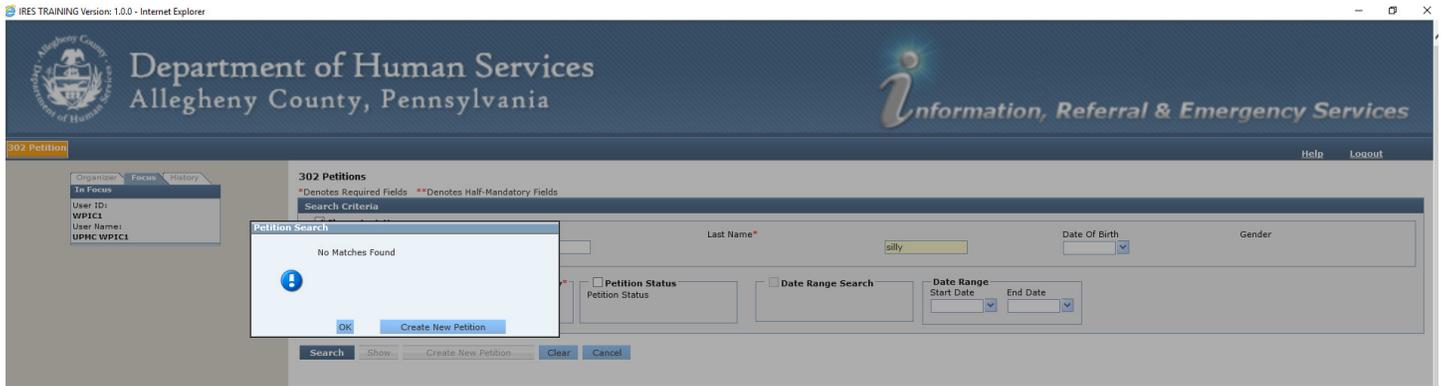
1. A user completes a search and receives **Petition May Exist, Please Call the County Delegate** pop up, as shown in the picture above.



2. A user can go ahead and click Create New Petition. **HOWEVER**, it would in the best interest of the user and the individual the 302 is for, for the user who receives this message to call the county delegate to determine if there is an in-progress petition in another hospital's bucket.
 - a. If there is a 302 in progress for the person, you may not need to continue with the 302 you are creating. Call the county to determine and if you do, you can create new petition.



Search Result: No Matches Found



1. A user completes a search and receives **No Matches Found** pop up.



- a. When a user receives this pop up, they should click Create New Petition button to create a new 302 petition.

For further assistance

For assistance, please contact the Allegheny County Delegates at 412-350-4457 - 24 hours a day, 7 days a week.

During weekdays between 8:30 AM and 4:00 PM, you can email:

DHS Application Specialist Supervisor — Christina Matsook Christina.Matsook@alleghenycounty.us

You may also contact our Service Desk at:

412-350-HELP Option 2 OR email them at servicedesk@alleghenycounty.us