

Placement History – ITM Job Aid

The *Placement History* screen allows the user to view or add to the Client’s placement history.

Placement History screen

Referral Summary - October November

*Denotes Required Fields **Denotes Half Mandatory Fields Ctrl + Click to Multi-Select and Deselect

Referral Date: 04/12/2016 Referral Status: Accepted Assigned Worker: Jane Smith Referral Type: -Select- Referral ID: 1612

Placement History

Type	Date Entered	Date Exited	Facility	Agency	Source System	Address Type	Address Summary
	02/15/2016	03/01/2016	SOUTHWOOD PSYCHIATRIC HOSPITAL	SOUTHWOOD PSYCHIATRIC HOSPITAL	KIDS		
	10/23/2015	10/26/2015	GWEN'S GIRLS RESIDENTIAL PROGRAM - 220 RIDGE AVE	GWEN'S GIRLS INC.	KIDS		
	10/27/2015	02/15/2016	DEBORAH ALSTON	DEBORAH ALSTON	KIDS		
Youth Detention Center	04/03/2016		Shuman		ITM	Home	1234 Weesging St. Pittsburgh,PA

Show 10 entries First Previous 1 Next Last

Type: -Select- Date Entered: Date Exited:

Facility: Agency:

Address Type: -Select- Address 1: Address 2: Primary Address: -Select- County: -Select-

City: Neighborhood/Municipality: -Select- State: -Select- Zip Code: Extension:

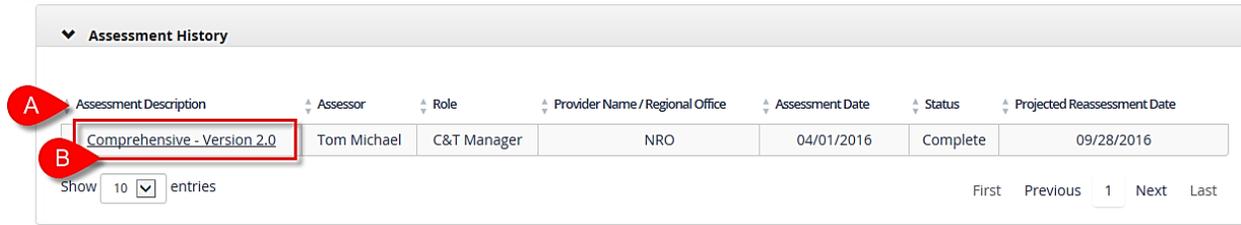
Save Placement History

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 **Placement History** tile.

Placement History

1. **Placement History** pane: This grid contains a list of all the placements the documented for the client in the KIDS system as well as any placement information added by ITM users.



Assessment Description	Assessor	Role	Provider Name / Regional Office	Assessment Date	Status	Projected Reassessment Date
Comprehensive - Version 2.0	Tom Michael	C&T Manager	NRO	04/01/2016	Complete	09/28/2016

Show 10 entries First Previous 1 Next Last

- a. The *Placement History* grid contains the following information: the *Type of placement, Date Entered, Date Exited, Facility, Agency, Source System, Address Type, and Address Summary*.
- b. To view or edit a particular placement click on that placement's line in the *Placement History* grid.
- c. To delete a Placement Entry, click on the delete icon [] to the right of the Placement Entry in the *Placement History* grid. A *Confirm Delete* pop-up will appear:

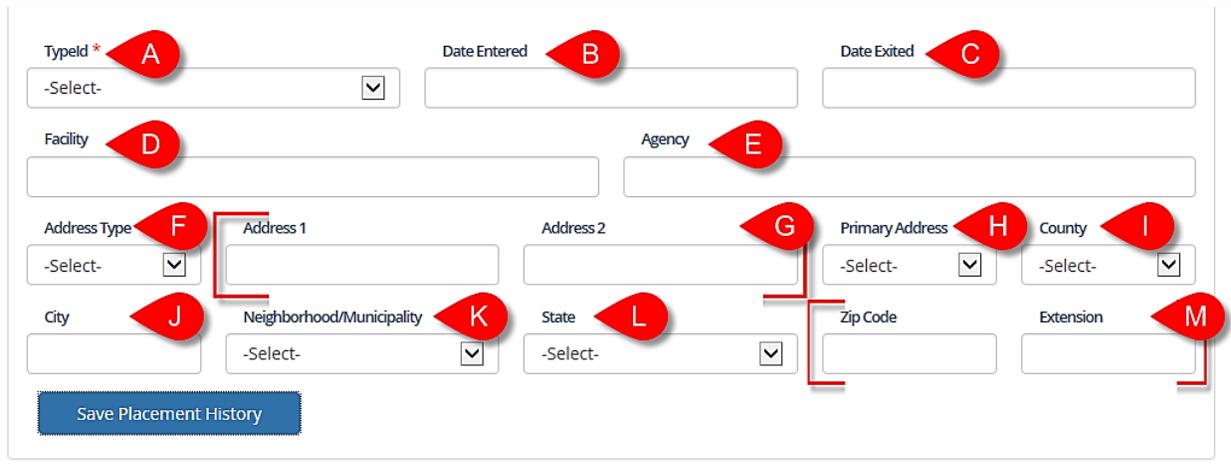
Confirm Delete

Are you sure you want to delete this record?

- i. Clicking will delete the Placement Entry.
- ii. Clicking will cancel the action and the Placement Entry will not be deleted.

Note: Any placement with a Source System of KIDS can only be viewed; it cannot be edited or deleted. If the client's address is being withheld for safety reasons the address will appear as ****confidential**** in the grid.

2. Documenting a Placement:



The screenshot shows a web form for documenting a placement. The fields are as follows:

- Type** (marked A): A dropdown menu with "-Select-" selected.
- Date Entered** (marked B): A text input field.
- Date Exited** (marked C): A text input field.
- Facility** (marked D): A text input field.
- Agency** (marked E): A text input field.
- Address Type** (marked F): A dropdown menu with "-Select-" selected.
- Address 1** (marked G): A text input field.
- Address 2** (marked G): A text input field.
- Primary Address** (marked H): A dropdown menu with "-Select-" selected.
- County** (marked I): A dropdown menu with "-Select-" selected.
- City** (marked J): A text input field.
- Neighborhood/Municipality** (marked K): A dropdown menu with "-Select-" selected.
- State** (marked L): A dropdown menu with "-Select-" selected.
- Zip Code** (marked M): A text input field.
- Extension** (marked M): A text input field.

At the bottom of the form is a blue button labeled "Save Placement History".

- Type: Select the Type of placement from the drop-down.
- Date Entered*: If known, enter the Date that the client entered this placement.
- Date Exited*: If applicable, enter the date that the client exited this placement.
- Facility*: Enter the name of the Facility or Foster Parent.
- Agency*: Enter the name of the Placement Agency.
- Address Type*: Select the type of address being documented from the drop-down.
- Address 1* and *Address 2*: Enter the Address line 1 and Address Line 2 (if applicable).
- Primary Address*: Indicate whether or not this address is the client's Primary Address by selecting "Yes" or "No" from the drop-down.
- County*: Select the County from the drop-down.
- City*: Enter the City
- Neighborhood/Municipality*: If known, select the Neighborhood/Municipality from the drop-down.
- State*: Select the State from the drop-down.
- Zip Code* and *Extension*: Enter the Zip Code and Extension (if known).
- Click **Save Placement History** to save the Placement History information that was entered or edited.

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 the Self Service Tool go to <http://servicedesk.alleghenycounty.us>