



# ACJC Transportation Request: Program Staff Jail Collaborative Job Aid

The *ACJC Transportation Request* allows program staff to request Transportation Assistance and allows Providers to review and document Transportation Assistance distribution.

## ACJC Transportation Request

**Client Details**

John Doe  
Gender: Male  
Date of birth: 1/11/1971  
DOC#: 123456

**Transportation Assistance Distribution History**

| Type               | Created Date | Created By | Status   | Remaining Assistance |
|--------------------|--------------|------------|----------|----------------------|
| Re-Entry - Initial | 1/11/2019    |            | Approved | 12 week(s)           |

Show 10 entries First Previous 1 Next Last

Request Type \*  
-Select-

Request Reason \*  
Job Search  
Medical Appointments Reporting to P.O.  
Training/School  
Treatment  
Work  
Other

Item Requested \*  
-Select-

Request Explanation

SUBMIT CANCEL

**Department of Human Services  
Allegheny County, Pennsylvania**

**ACJC Transportation**

**Search**

First Name  
Last Name  
Date of Birth  
DOC#  
Assigned CSC Caseworker  
-Select-  
SEARCH

**Extension Requests**

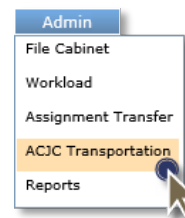
|                                     | DOC#  | First Name | Last Name | Date of Birth | Item Requested * | Request Reason *   | Request Reason Explanation * | Remaining Assistance |
|-------------------------------------|-------|------------|-----------|---------------|------------------|--|------------------------------|----------------------|
| <input checked="" type="checkbox"/> | 11111 | John       | Doe       | 04/09/1984    | Select           | Training/School<br>Treatment<br>Work<br>Other                              |                              | 0 week(s)            |
| <input type="checkbox"/>            | 10111 | Jane       | Doe       | 04/03/1987    | Select           | Job Search<br>Medical Appointments<br>Reporting to P.O.<br>Training/School |                              | 3 week(s)            |

Show 10 entries First Previous 1 Next Last

SUBMIT FOR APPROVAL CANCEL

## Navigation

- Log in to the Jail Collaborative via the KIDS Application login screen:  
<https://kids.county.allegheny.pa.us/KIDS>
- To open the *ACJC Transportation* window navigate to:
  - Admin > ACJC Transportation**



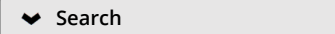


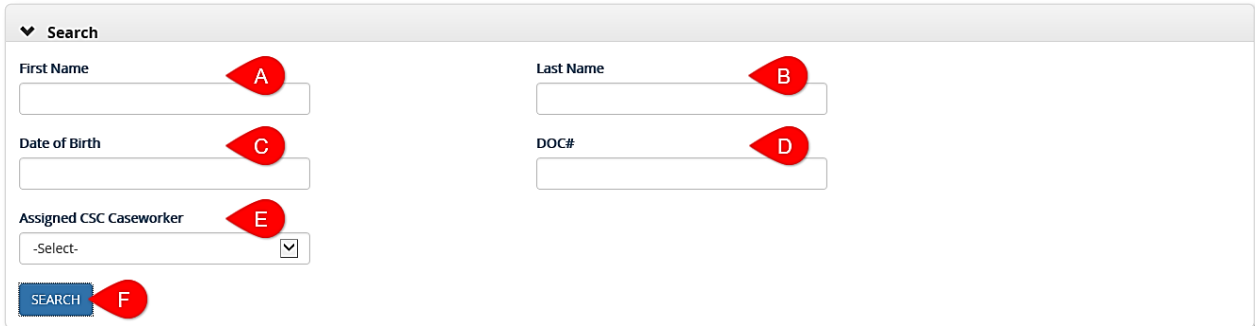
## Quick Overview

1.  : You can search for a specific client by entering a *Name, Date of Birth, DOC#*, and/or selecting the *Assigned CS Caseworker* and clicking  .  
[ SEE [PAGE 3](#) OF THIS JOB AID FOR DETAILED INSTRUCTIONS ]
2. Documenting a Request: [ SEE [PAGE 4](#) OF THIS JOB AID FOR DETAILED INSTRUCTIONS ]
  - a. After you have completed your search, select a client from the  pane and click  .
  - b. In the  pane click  to document a new Request.
    - i. Select the *Request Type, Request Reason(s)* and *Item Requested*.  
**Please pay special attention to whether the request is part of Re-Entry or T2W as this will affect which provider can see and fulfill this request.**
    - ii. Enter the *Request Explanation* and then click  .  
All initial requests are automatically approved for a 12-week period.
3.  : This grid will automatically list your assigned clients with less than 3 weeks remaining on their most recent Request. Extensions can be documented directly within the grid itself.  
[ SEE [PAGE 6](#) OF THIS JOB AID FOR DETAILED INSTRUCTIONS ]
  - a. Select the clients in need of an extension using the checkboxes to the left of each client's *DOC#* in the grid.
  - b. Once each client has been selected, document the *Request Type, Request Reason(s)*, and *Request Reason Explanation* directly in the grid and click  .
  - c. Clicking  will clear the *Item Requested, Request Reason*, and *Request Reason Explanation* entries in the grid without saving the information.  
**Note:** If a new Connect Card is being requested the client will remain listed in the  grid until another Extension Request is completed for the client.
4. Approvals: The Re-Entry Administrator can approve or deny Extension Requests from the main ACJC Transportation screen.  
[ SEE [Page 7](#) of this Job Aid for detailed instructions ]
5. Requests and Distribution history can be viewed within  .  
[ SEE [PAGE 8](#) OF THIS JOB AID FOR DETAILED INSTRUCTIONS ]
  - a. To view a specific Request that has already been submitted, click on that Request's line in the *Transportation Assistance Distribution History* grid. If the Request has been fulfilled there will be information in the  pane.




## Search

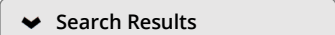
1. : Use this pane to search for a specific client by *Name*, *Date of Birth*, *DOC#*, and/or *Assigned CS Caseworker*. At least one search item must be entered in order to start a search.

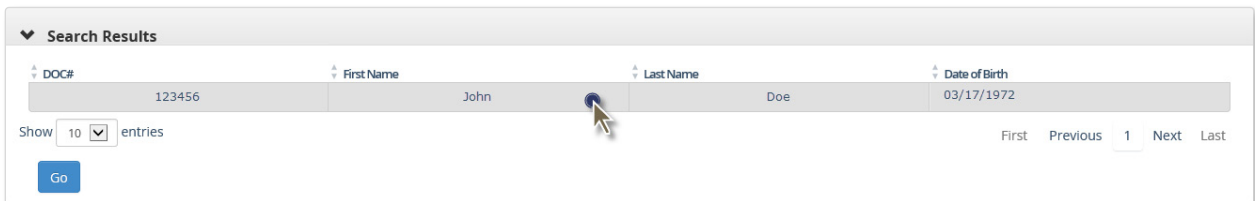


The search form contains the following fields and controls:

- First Name** (Text input, labeled A)
- Last Name** (Text input, labeled B)
- Date of Birth** (Text input, labeled C)
- DOC#** (Text input, labeled D)
- Assigned CSC Caseworker** (Dropdown menu, labeled E, with a "-Select-" option)
- SEARCH** button (labeled F)

- a. *First Name*: Enter part or all of the client's First Name to search by this criteria.
- b. *Last Name*: Enter part or all of the client's Last Name to search by this criteria.
- c. *Date of Birth*: Enter the client's date of birth to search by this criteria.
- d. *DOC#*: Enter the client's Department of Corrections number to search by this criteria.
- e. *Assigned CSC worker*: Select a CSC Worker from the drop-down to search for clients assigned to this worker.
- f. Click  to continue.


2. :



The Search Results interface displays a table with the following data:

| DOC#   | First Name | Last Name | Date of Birth |
|--------|------------|-----------|---------------|
| 123456 | John       | Doe       | 03/17/1972    |

Below the table, there is a "Show 10 entries" dropdown and a "Go" button. At the bottom right, there are pagination controls: "First", "Previous", "1", "Next", and "Last".

Click on the client's name in the grid and click  to begin documenting a Transportation Assistance Request.



## Documenting a Transportation Assistance Request

1. **Client Details** :

BACK TO SEARCH

**Client Details**

John Doe  
Gender: Male  
Date of birth: 1/11/1971  
DOC#: 123456

**Transportation Assistance Distribution History**

| Type               | Created Date | Created By       | Status   | Remaining Assistance |
|--------------------|--------------|------------------|----------|----------------------|
| Re-Entry - Initial | 1/11/2019    | Kimberly Beechan | Approved | 12 week(s)           |

Show 10 entries

First Previous 1 Next Last

ADD NEW VOID

- General client information including *Name*, *Gender*, *Date of Birth*, and *DOC#* will be displayed here.
- Transportation Assistance Distribution History*: If there are previous requests for this client those requests will be listed in the grid. Click on a specific Request's line in the grid to view that record.
- Click **ADD NEW** to document a new request.  
**Note:** Each Pass should be documented in a separate request as extension requests can be made for each individually.
- The **VOID** button can only be used on extension requests before any assistance has been distributed on that request.

**Reminder:** Please pay close attention to which type of request that you select. Providers distributing the assistance can only see the type of assistance that their agency is contracted to provide, Reentry or T2W (Training to Work).



2. Document the Request information: once [ADD NEW](#) has been clicked the request information section will appear.

The screenshot shows a web form for submitting a request. It contains the following fields and buttons:

- Request Type \***: A dropdown menu with "-Select-" as the current selection. Labeled with a red circle and the letter **A**.
- Request Reason \***: A multi-select list box containing the following options: Job Search, Medical Appointments, Reporting to P.O., Training/School, Treatment, Work, and Other. Labeled with a red circle and the letter **B**.
- Item Requested \***: A dropdown menu with "-Select-" as the current selection. Labeled with a red circle and the letter **C**.
- Request Explanation**: A text input field with a magnifying glass icon on the right. Labeled with a red circle and the letter **D**.
- SUBMIT**: A blue button at the bottom left. Labeled with a red circle and the letter **E**.
- CANCEL**: A blue button at the bottom right. Labeled with a red circle and the letter **F**.

- Request Type*: Select the type of Request from the drop-down.
  - Request Reason*: Select the reason(s) for the Request. To select more than one reason from the list, hold down the **[CTRL]** key on the keyboard while clicking on each applicable reason. To de-select a reason hold down the **[CTRL]** key and click on that reason again.
  - Item Requested*: Select the specific type of assistance that is being requested.
  - Request Explanation*: Enter the reason for the Request here.
  - Click [SUBMIT](#) to complete the Request. If this is an Initial Request it will automatically be approved for a period of 12 weeks. Extension Requests must be sent for approval.
  - Clicking [CANCEL](#) will clear out the information entered without saving.
3. To return to the main screen, click [BACK TO SEARCH](#) at the top of the screen.



## Extension Requests

1. **Extension Requests**: This pane can be found on the main screen. This grid will automatically list your assigned clients with less than 3 weeks remaining on their most recent Request. Extension Requests can be documented directly within the grid itself.

Department of Human Services  
Allegheny County, Pennsylvania

ACJC Transportation

Search

Extension Requests

| <input type="checkbox"/>            | DOC#  | First Name | Last Name | Date of Birth | Item Requested * | Request Reason *  | Request Reason Explanation * | Remaining Assistance |
|-------------------------------------|-------|------------|-----------|---------------|------------------|---|------------------------------|----------------------|
| <input checked="" type="checkbox"/> | 11111 | John       | Doe       | 04/09/1984    | Select <b>B</b>  | Job Search<br>Medical Appointments<br>Reporting to P.O.<br>Training/School <b>C</b> | <b>D</b>                     | 0 week(s)            |
| <input type="checkbox"/>            | 10111 | Jane       | Doe       | 04/03/1987    | Select           | Job Search<br>Medical Appointments<br>Reporting to P.O.<br>Training/School          |                              | 3 week(s)            |
| <input type="checkbox"/>            | 11011 | John       | Smith     | 07/12/1960    | Select           | Job Search<br>Medical Appointments<br>Reporting to P.O.<br>Training/School          |                              | 3 week(s)            |
| <input type="checkbox"/>            | 11101 | Jane       | Smith     | 01/23/1965    | Select           | Job Search<br>Medical Appointments<br>Reporting to P.O.<br>Training/School          |                              | 0 week(s)            |

Show 10 entries

First Previous 1 Next Last

**SUBMIT FOR APPROVAL** **E** **CANCEL** **F**

- a. Select the clients in need of an extension using the checkboxes to the left of each client's *DOC#* in the grid. To select all of the clients listed on the current page at the same time, check the checkbox above the first column in the grid.

FOR EACH SELECTED CLIENT COMPLETE THE FOLLOWING:

- b. *Item Requested*: Select the specific type of assistance that is being requested.
- c. *Request Reason*: Select the reason(s) for the Request. To select more than one reason from the list, hold down the **[CTRL]** key on the keyboard while clicking on each applicable reason. To de-select a reason hold down the **[CTRL]** key and click on that reason again.
- d. *Request Reason Explanation*: Enter the reason for the request here.
- e. Once all of the information is entered, click **SUBMIT FOR APPROVAL** to submit all of the selected Extension Requests. There is no alert for denied requests however the client will reappear in this grid and a new Extension Request can then be sent.
- f. Clicking **CANCEL** will clear the *Item Requested*, *Request Reason*, and *Request Reason Explanation* entries in the grid without saving the information.



## Approving or Denying Requests

1. Approvals: The Re-Entry Administrator will be able to view all submitted requests in the

▼ Extension Requests

pane on the main ACJC Transportation screen.

Department of Human Services  
Allegheny County, Pennsylvania

ACJC Transportation

Search

▼ Extension Requests

|                                     | DOC#  | First Name | Last Name | Date of Birth | Item Requested *   | Request Reason *   | Request Reason Explanation *            | Remaining Assistance |
|-------------------------------------|-------|------------|-----------|---------------|--------------------|--|---|----------------------|
| <input checked="" type="checkbox"/> | 11111 | John       | Doe       | 04/09/1984    | Re-Entry - Monthly | Training/School<br>Treatment<br>Work<br>Other                              | MH treatment and employment.            | 0 week(s)            |
| <input type="checkbox"/>            | 10111 | Jane       | Doe       | 04/03/1987    | Re-Entry - Monthly | Job Search<br>Medical Appointments<br>Reporting to P.O.<br>Training/School | Searching for a job, attending meetings | 3 week(s)            |

Show 10 entries

APPROVE DENY CANCEL

First Previous 1 Next Last

- a. The Re-Entry Administrator can select which Extension Requests to approve or deny using the checkboxes to the left of each client's *DOC#* in the grid. To select all of the Extension Requests listed on the current page at the same time, check the checkbox above the first column in the grid.
- b. Click **APPROVE** to approve all of the selected requests.
- c. Click **DENY** to deny all of the selected requests.
- d. Click **CANCEL** to clear all of the checked requests without approving or denying them.

**NOTE:** Workers will not receive any notifications when a Request is approved or denied. Please contact the Program Staff when their request is denied.





## Viewing Request and Distribution History

1. **Search**: Search for a specific client by entering a *Name, Date of Birth, DOC#, and/or Assigned CS Caseworker* and clicking **SEARCH**.
2. Select a client from the **Search Results** pane and click **Go**.
3. *Transportation Assistance Distribution History*:

**Client Details**

John Doe  
Gender: Male  
Date of birth: 1/11/1971  
DOC#: 123456

**Transportation Assistance Distribution History**

| Type               | Created Date | Created By     | Status   | Remaining Assistance |
|--------------------|--------------|----------------|----------|----------------------|
| Re-Entry - Initial | 1/11/2019    | Kimber Beechan | Approved | 12 week(s)           |

Show 10 entries

**ADD NEW**

Request Type \*  
Re-Entry - Initial

Request Reason \*  
Job Search  
Medical Appointments  
Reporting to P.O.  
Training/School  
Treatment

Request Explanation  
Request Explanation

**CANCEL**

**Provider Entry**

| Fulfilled Date | Item Requested     | Start Date | End Date   | Connect Card ID |
|----------------|--------------------|------------|------------|-----------------|
| 1/07/2019      | Re-Entry - Monthly | 01/07/2019 | 01/31/2019 | 123456789       |

Show 10 entries

Item Requested \*  
Re-Entry - Monthly

Start Date \*  
01/07/2019

End Date \*  
01/31/2019

Connect Card ID \*  
123456789

Comments

**CANCEL**

- a. If there are previous requests for this client those requests will be listed in the grid. Click on a specific Request's line in the grid to view that record.
- b. If Assistance has been distributed for this Request that distribution history will be visible in the **Provider Entry** pane. Click on a specific distribution's line in the grid to view that record.





### ***For more information...***

For assistance, please contact your Application Specialists at [ACJCSpecialists@AlleghenyCounty.US](mailto:ACJCSpecialists@AlleghenyCounty.US). The Allegheny County Service Desk can be contacted at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or 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> or <https://alleghenycounty.sharepoint.com/sites/dhsassist> for internal users.