



# ACJC Transportation Request: Provider 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

Department of Human Services  
AllegHENY County, Pennsylvania

ACJC Transportation

▼ Search

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

BACK TO SEARCH

Client Details

▼ 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

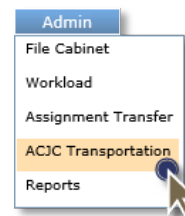
First Previous 1 Next Last

ADD NEW VOID

Item Requested \*  
Re-Entry - Monthly  
Start Date \*  
01/07/2019  
End Date \*  
01/31/2019  
Connect Card ID \*  
123456789  
Comments  
CANCEL

## Navigation

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

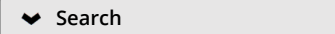
2. Documenting Transportation Assistance:

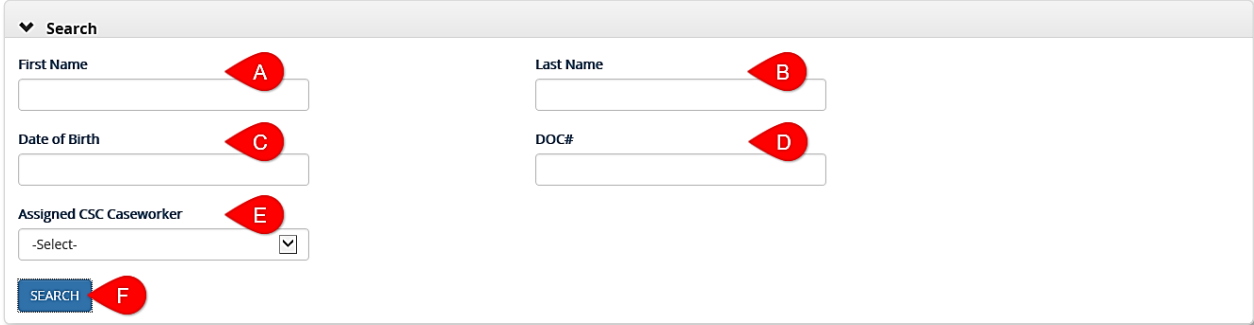
[ SEE [PAGE 4](#) OF THIS JOB AID FOR DETAILED INSTRUCTIONS ]

- a. After you have completed your search, select a client from the  pane and click .
- b. In the  pane click on the newest Request in the grid to view the details of the Request.  
**If you do not see the Request, Program Staff may have selected the wrong Request Type.**
- c. In the  pane click  to document the Transportation Assistance.
  - i. Select the *Item Requested*.
  - ii. Enter the *Start Date*, *End Date*, *Connect Card ID*, and (if applicable) *Comments*.  
**Note:** The Start Date is typically the date the assistance is provided and the End Date is the date that the Assistance is expected to last until.
  - iii. Click  to complete the Entry. Clicking  will clear the information that was entered without saving.
  - iv. The  button can be used to delete an Entry if necessary.




## Search

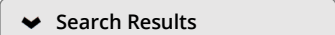
1. : Use this pane to search for a specific client by *Name*, *Date of Birth*, *DOC#*, and/or *Assigned CS Caseworker*. At least one search item must be entered in order to start a search.

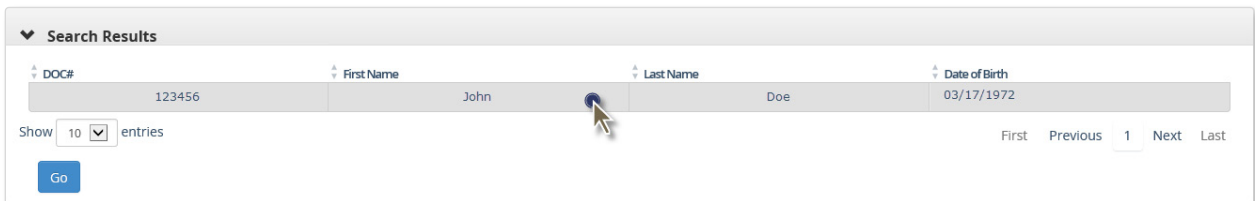


The search form contains the following fields and controls:

- A**: First Name input field
- B**: Last Name input field
- C**: Date of Birth input field
- D**: DOC# input field
- E**: Assigned CSC Caseworker dropdown menu (currently shows "-Select-")
- F**: SEARCH button

- 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" dropdown set to "10 entries" and a "Go" button. Navigation links "First", "Previous", "1", "Next", and "Last" are also present.

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



## Documenting Transportation Assistance

1. **Client Details** :

**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

Request Type \*  
Re-Entry - Initial

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

Request Explanation

CANCEL

**Provider Entry**

Fulfilled Date	Item Requested	Start Date	End Date	Connect Card ID
No data available in table				

Show 10 entries

ADD NEW

- 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 the most recent Request's line in the grid to view that record.
- Clicking **CANCEL** will close the details of the selected Request.
- In the **Provider Entry** click **ADD NEW** to begin documenting the Transportation Assistance.



2. Documenting the Assistance information: once **ADD NEW** has been clicked the assistance information section will appear.

- Item Requested*: Select the type of assistance from the drop-down.
- Start Date*: Enter a Start Date for the Transportation Assistance. Typically, this is the date the Transportation Assistance is being provided.
- End Date*: Enter an End Date for the Transportation Assistance. This is the date that the Transportation Assistance is expected to last until.
- Connect Card ID*: Enter the Connect Card ID for the client here.
- Comments*: If applicable, enter any comments about the Transportation Assistance here.
- Click **SAVE** to complete the Entry. Clicking **CANCEL** will clear the information that was entered without saving.



3. Once the Entry has been completed:

BACK TO SEARCH

Client Details

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

First Previous 1 Next Last

ADD NEW VOID

Item Requested \*

Re-Entry - Monthly

Start Date \*

01/07/2019

End Date \*

01/31/2019

Connect Card ID \*

123456789

Comments

CANCEL

- The **VOID** button will appear can be used to delete the selected Entry if necessary.
- To view another Entry in the grid, click on that Entry's line in the grid.
- Clicking **CANCEL** will close the details of the selected Entry.
- To return to the main screen, click **BACK TO SEARCH** at the top of the screen.

**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.