DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

Jail Collaborative
ALLEGHENY COUNTY

JAIL COLLABORATIVE

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

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**
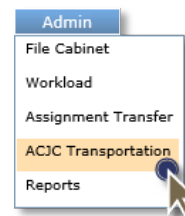
Quick Overview

1. [⌄ Search] : You can search for a specific client by entering a *Name*, *Date of Birth*, *DOC#*, and/or selecting the *Assigned CS Caseworker* and clicking [SEARCH] .

   [SEE **PAGE 3** OF THIS JOB AID FOR DETAILED INSTRUCTIONS]
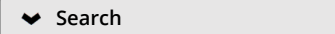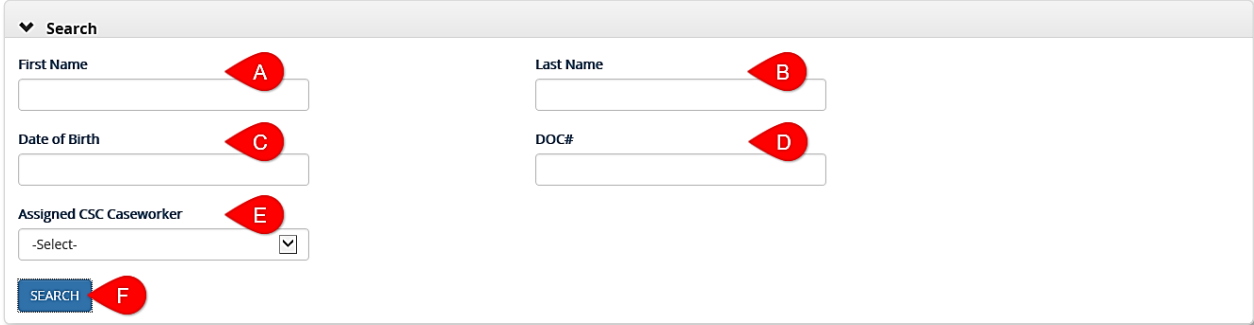
2. Documenting Transportation Assistance:

   [SEE **PAGE 4** OF THIS JOB AID FOR DETAILED INSTRUCTIONS]

   a. After you have completed your search, select a client from the [⌄ Search Results] pane and click [Go] .

   b. In the [⌄ Client Details] 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 [⌄ Provider Entry] pane click [ADD NEW] 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 [SAVE] to complete the Entry. Clicking [CANCEL] will clear the information that was entered without saving.

      iv. The [VOID] button can be used to delete an Entry if necessary.

Search

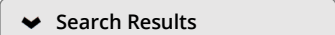1. [⌄ Search] : Use this pane to search for a specific client by *Name*, *Date of Birth*, *DOC#*, and/or *Assigned CS Caseworker*. At least one search item must be entered in order to start a search.
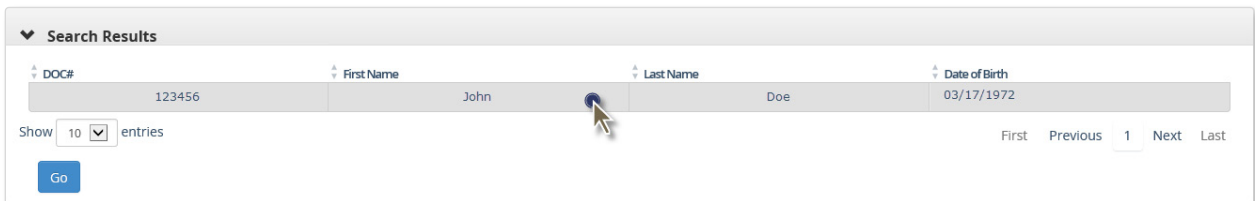

   a. *First Name*: Enter part or all of the client's First Name to search by this criteria.

   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 [SEARCH] to continue.

2. [⌄ Search Results] :

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

Documenting Transportation Assistance

1. **❯ Client Details** :

a. General client information including *Name*, *Gender*, *Date of Birth*, and *DOC#* will be displayed here.

b. *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.

c. Clicking **CANCEL** will close the details of the selected Request.

d. 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.

a. *Item Requested*: Select the type of assistance from the drop-down.

b. *Start Date*: Enter a Start Date for the Transportation Assistance.
   Typically, this is the date the Transportation Assistance is being provided.

c. *End Date*: Enter an End Date for the Transportation Assistance.
   This is the date that the Transportation Assistance is expected to last until.

d. *Connect Card ID*: Enter the Connect Card ID for the client here.

e. *Comments*: If applicable, enter any comments about the Transportation Assistance here.

f. Click [SAVE] to complete the Entry. Clicking [CANCEL] will clear the information that was entered without saving.

3. Once the Entry has been completed:

a. The **VOID** button will appear can be used to delete the selected Entry if necessary.

b. To view another Entry in the grid, click on that Entry's line in the grid.

c. Clicking **CANCEL** will close the details of the selected Entry.

d. 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 The Allegheny County Service Desk can be contacted at 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.