



Abscondence Request - Job Aid

The *Abscondence Request* screen is used by Contracted Placement and Non-Placement Providers to document when a child absconds from their home or a placement facility.

Abscondence Request screen

Abscondence Request
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

A Abscondence Report

Staff Name	Attachment Date	Absconded Date	Returned Date

B Request Information

Primary Worker: Farms-ERO, Tracy K. Unit/Supervisor: Auberle-UNIT/52335 Entered By: Crawford-PCW, Charon Requested By: [Dropdown]

C Abscondence Details

Date*: [Date Picker] Time*: [Time Picker] AM PM
Date of Latest Attachment: [Text Field] Date of Latest Vacate Attachment: [Text Field]

D Physical Characteristics

Eyes: [Text Field] Skin Tone: [Text Field] Relative Resource: [Text Field]
Hair Color: [Text Field] Physical Build: [Text Field]
Height: Feet [Text Field] Inches [Text Field] Weight: Lbs. [Text Field] Oz. [Text Field]

The client has a handicap (physical, emotional, mental or behavioral) that has been diagnosed by a qualified professional†
[Text Field]

Details of Abscondence (Clothing, Special Marking and Additional Information)*
[Text Area]

Suicide Risk Description: [Text Field]
 Health Problems Description: [Text Field]

E Medications

Medication Name, Dosage, and Frequency	Special Instructions	Medication's Purpose

F Missing Person Report

Report#: [Text Field] Date: [Date Picker] Time: [Time Picker] AM PM
Reporter: [Dropdown] Specify: [Text Field]

G Client Returned

Returned Date: [Date Picker]

[New] [Save] [Approval] [People/Places] [Cancel]

1. Bring the Case and Client in to focus form the *My Services* screen.
2. Navigate to the *Abscondence Request* screen.
 - a. **Case > Client > Abscondence Request**

3. Complete the required and applicable fields in the sections of the screen.
4. Click the **[Save]** button to save the record.
5. Click the **[Approval]** button to submit for Supervisor approval.
 - i. *TIP: The Approval request will be sent to the CYF or JPO Supervisor.*
6. Enter the *Returned Date* when the Abscondence has ended.
7. Click the **[Save]** button.
8. Click the **[New]** button to create a new Abscondence record.
 - i. *TIP: A new abscondence cannot be documented until an open abscondence has ended with the entry of the Returned Date.*
 - ii. *TIP: The Returned Date is not required to be completed to have the request approved.*

Completing the Abscondence screen – Abscondence Report section (A)

1. The *Abscondence Report* section displays details of the abscondence and attachment, when applicable, for the child in focus.
 - a. *Staff Name* displays the name of the worker who documented the Abscondence.
 - b. When the CYF Caseworker requests the Attachment, the date of the Attachment is displayed in *Attachment Date*.
 - c. *Abscondence Date* is the *Date* captured in the *Abscondence Details* section.
 - d. The *Return Date* is displayed when the Abscondence is ended by capturing the *Returned Date* and saving the record.

Completing the Abscondence screen – Request Information section (B)

1. The *Primary Worker* field displays the name of the assigned CYF caseworker.
2. The *Unit/Supervisor* field displays the unit and supervisor of the assigned CYF caseworker.
3. *Entered by* displays the name of the logged in user that is entering the Abscondence Request.
4. Select the role of the person for the *Requested By* field.

Completing the Abscondence screen – Abscondence Details section (C)

1. Enter the *Date* of the child absconded.
2. Enter the *Time* the child Absconded.
3. Select the *AM* or *PM* radio button.
4. The *Date of Latest Attachment* is displayed with the date Attachment is granted.
5. The *Date of Latest Vacate Attachment* is displayed when the CYF Caseworker requests to Vacate the Attachment.

Completing the Abscondence screen – Physical Characteristics section (D)

1. The following fields populate from the *Other* tab of the Client's *General Info* screen:
 - a. Eyes
 - b. Skin Tone
 - c. Relative Resource
 - d. Height – Feet and Inches
 - e. Weight – Lbs. and Ozs.
 - f. Hair Color
 - g. Physical Build
 - h. The client has a Handicap that has been diagnosed by a qualified professional?
2. Enter the *Details of Abscondence*.
3. Click the check box to indicate the child is a *Suicide Risk*. Enter narrative *Details* of the risk, if applicable.
4. Click the check box to indicate the child has *Health Problems*. Enter narrative *Details* of the health problems, if applicable.

Completing the Abscondence screen – Medications section (E)

1. The information displayed in the *Medications* section is captured on the Client's *Medication* screen located in the *Health* grouping of screens.

Completing the Abscondence screen – Missing Person Report section (F)

1. Enter the *Report #*.
2. Enter the *Date* of the Missing person report.
3. Enter the *Time* of the report. Select the *AM* or *PM* radio button.
4. Select the role of the *Reporter*.
 - i. *TIP: if 'Other' is selected for Reporter, the Specify field becomes active and required.*

Completing the Abscondence screen – Client Returned section (G)

1. Enter the *Returned Date* of the client.
2. Click the **[Save]** button to save the entry.

Completing the People/Places Information pop-up

The *People/Places Information* pop-up is used to capture information on locations or people that the child may go to if they abscond. If the child were to abscond again, this screen will display previously captured *People/Places* information.

1. Click the **[People/Places]** button.
2. Click the *Person* or *Place* radio button.
3. If *Person* radio button is clicked, select the *Relationship* from the dropdown list.
4. Enter the *Name* of the Person or Place.
5. Enter the *Phone* number of the Person or Place.
6. Enter the *Address* of the Person or Place.
7. Enter any *Comments* about the Person or Place.
8. Click the **[Save]** button to save the entries.
9. Click the **[Cancel]** button to close the *People/Places Information* pop-up.

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>

This job aid and additional user materials are located on the DHS Amazon site at:

<http://dhswebt.s3.amazonaws.com/KIDSJobAids/index.htm>