

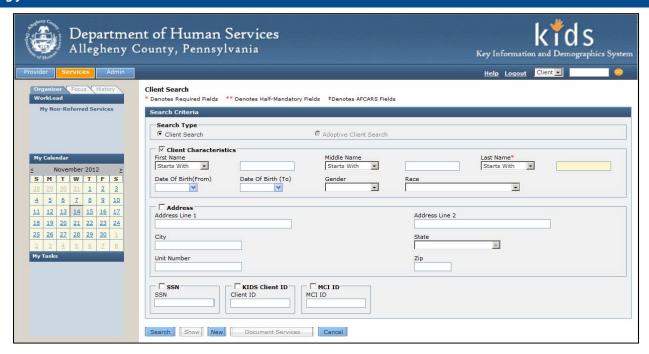
# **ASCI Non-Referred Services – Job Aid**

A Second Chance, Inc. uses the *Non-Referred Service Log* screen to document Administrative charges for children that have had a Permanent Legal Custodian appointed by a Judge.

ASCI will be aware of the court finalization date because they will always accompany the child to the hearing. ASCI will enter the 15 days administrative fee as Prevention and Diversion. The start date will be the date of the hearing at which finalization occurred.

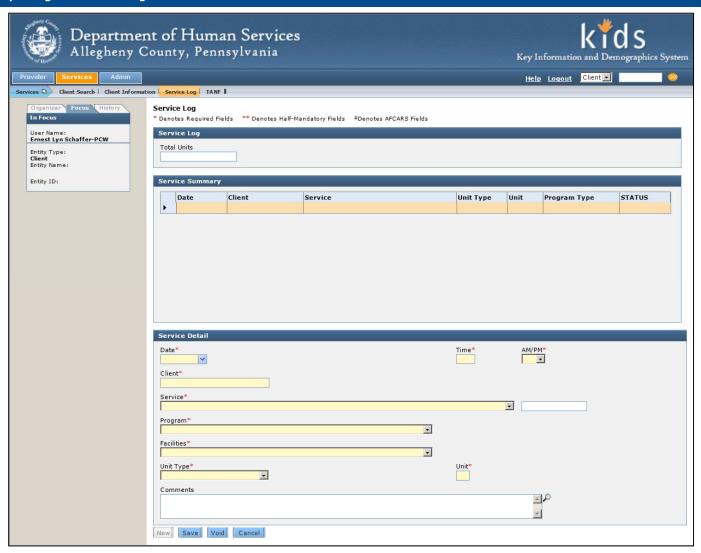
CYF CW will close the placement in KIDS effective the day of court Finalization.

### Searching for a Client



- 1. Navigate to the Client Search screen.
  - a. Services > Client Search
- 2. Enter the Search Criteria in the corresponding fields, such as Name, SSN or KIDS Client ID number.
  - i. TIP: The area header check box must be selected to enable the fields in that area.
  - ii. TIP: For Maximum search results complete less search criteria fields.
- 3. Click the **[Search]** button to search for the child client.
- 4. The search results are displayed in the Search Results grid.
- 5. Use the *Info* and *Address* tabs to review the details of the person selected in the *Search Results* grid.
  - i. TIP: Your client should be displayed in the Search Results grid. If your client is not displayed in the Search Results grid, please contact the DHS Help Desk.
- 6. Click the **[Document Services]** button to bring the selected child in to focus and document a *Service Log* entry.

#### Completing the Service Log screen



# Complete the Service Detail section

- 1. Navigate to the Service Log screen
  - a. Services > Service Log
- 2. Complete the required and applicable fields in the Service Detail section.
  - i. TIP: The screen is completed in a "waterfall" order. Fields are dependent on each other and are to be completed in a left to right, top to bottom order. Once a field is completed it will activate the corresponding options for the following field.
- 3. Select the *Date* the services were provided.
- 4. Enter the *Time* of the service.
- 5. Select AM or PM.
- 6. The name of the child will be displayed in the *Client* field.
- 7. Select 'Administrative Support/Continuing Education' as the Service.
- 8. Select 'Not Applicable' as the Program.
- 9. Select the Facilities.
- 10. Select 'Per Diem' as the Unit Type.
- 11. Enter the number of days the Admin fee is to be paid. This number should not exceed 15.
- 12. Enter any narrative Comments.
- 13. Click the [Save] button to say your entries.

14. Clicking the **[Void]** button will Void a *Service Log* entry. The record will remain in the *Service Summary* grid, but Status column will reflect VOID.

## For more information...

For assistance, please contact the Allegheny County Service Desk at <a href="mailto:servicedesk@alleghenycounty.us">servicedesk@alleghenycounty.us</a> or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <a href="http://servicedesk.alleghenycounty.us">http://servicedesk.alleghenycounty.us</a>.

This Job Aid and additional user materials are located on the DHS Amazon site at <a href="http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html">http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html</a>.

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