



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

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Provider Services Admin

Help Logout Client

Services Client Search Client Information Service Log TANF

Organizer Focus History

In Focus

User Name:
Ernest Lyn Schaffer-PCW

Entity Type:
Client

Entity Name:

Entity ID:

Service Log

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

Service Log

Total Units

Service Summary

Date	Client	Service	Unit Type	Unit	Program Type	STATUS

Service Detail

Date* Time* AM/PM*

Client*

Service*

Program*

Facilities*

Unit Type* Unit*

Comments

New Save Void Cancel

Complete the Service Detail section

- Navigate to the *Service Log* screen
 - Services > Service Log**
- Complete the required and applicable fields in the *Service Detail* section.
 - 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.*
- Select the *Date* the services were provided.
- Enter the *Time* of the service.
- Select *AM* or *PM*.
- The name of the child will be displayed in the *Client* field.
- Select '**Administrative Support/Continuing Education**' as the *Service*.
- Select 'Not Applicable' as the *Program*.
- Select the *Facilities*.
- Select 'Per Diem' as the *Unit Type*.
- Enter the number of days the Admin fee is to be paid. This number should not exceed 15.
- Enter any narrative *Comments*.
- Click the **[Save]** button to save 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 servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS). 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://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html>.