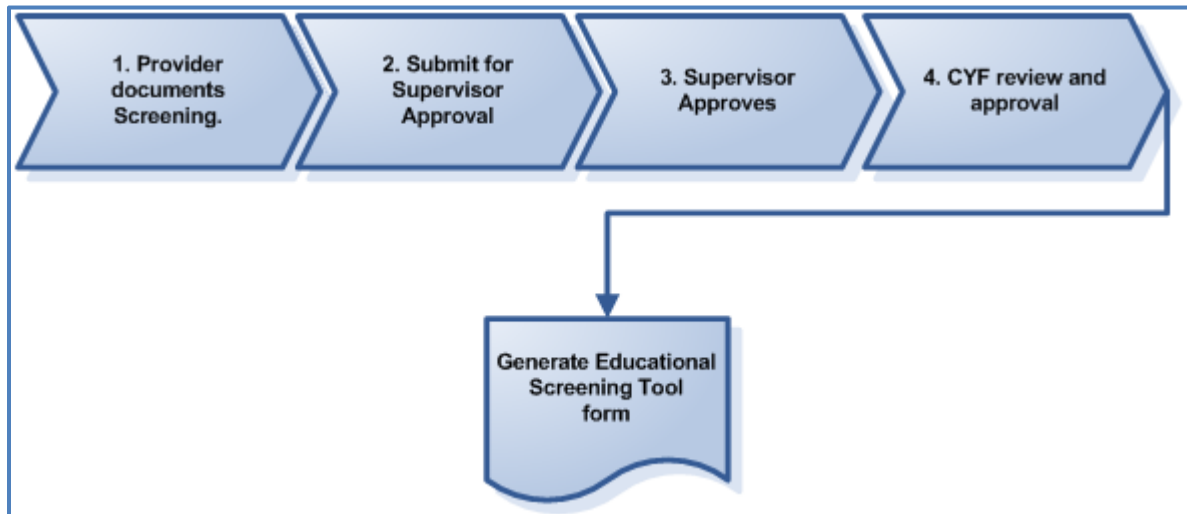


Educational Screening Tool – Provider Approval process

When an Education Screening Tool is documented by a provider, it is the CYF Caseworker Supervisor who will complete the final approval of the screening. Before this final approval is completed, the Provider Agency must manage the documentation of the screening and the first tier of approval by using the *Status* field.

This document describes the Provider's portion of the approval process when the screening is documented by a provider. Additional assistance completing the corresponding screen can be obtained from the Educational Screening Tool Provider Job Aid.



Approving an Educational Screening Tool

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| 1. | Provider documents screening. | <p>The Educational Screening is documented by the provider with a status of 'In Progress'.</p> <p>NOTE: CYF staff is able to view screenings that have a status of 'In Progress', but cannot edit the Educational Screening Tool screen or add document CYF Caseworker Comments.</p> |
| 2. | Submit for Supervisor Approval | <p>After the Educational Screening has been completed, the Status field is updated to reflect 'Sent to Provider Supervisor'. Click the [Save] button to save the updates. The Educational Screening Tool screen will be disabled to editing by the Provider Caseworker.</p> <p>The KIDS application will send an email notification to the Provider Supervisor indicating that the Educational Screening Tool has been documented.</p> <p>NOTE: A verbal notification to the Provider Supervisor should also be made.</p> |



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| 3. | Supervisor Approves | <p>The Provider Supervisor reviews the documented Educational Screening Tool. Edits/updates to the screening can be made by the Provider Supervisor.</p> <p>To Approve the screening, the Provider Supervisor updates the <i>Status</i> field to reflect 'Approved by Provider Supervisor'. Click the [Save] button to save the change(s). The Educational Screening Tool screen will be disabled to editing by the Provider Caseworker and Supervisor.</p> <p>The KIDS Application will send an email notification to the assigned CYF Caseworker advising that the Screening Tool is complete and ready for CYF review.</p> <p>If the screening cannot be approved by the Provider Supervisor, the <i>Status</i> is changed to 'In Progress'. Upon clicking the [Save] button the screen will be enabled to editing by the Provider Caseworker.</p> <p>NOTE: <i>If the screening status is changed to 'In Progress' the application DOES NOT send an email notification. The notification must be completed outside of the KIDS application.</i></p> |
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| 4. | CYF Reviews and Approves | <p>The CYF Caseworker will review the documented Educational Screening Tool.</p> <p>Note: <i>The CYF Caseworker cannot edit the Educational Screening Tool that has been documented by the provider.</i></p> <p>If the screening must be returned to the Provider, the CYF caseworker will add comments to the CYF Caseworker comments field and change the <i>Status</i> to 'Incomplete – Sent Back from Caseworker' and click the [Save] button. The KIDS application will send an email notification to the provider advising that the screening must be revised based on the comments from the CYF Caseworker. The Educational Screening Tool screen will be enabled for editing from the Provider staff.</p> <p>If the screening is complete and does not need revisions from the provider, the CYF Caseworker will submit and receive approval from the CYF Supervisor.</p> |
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| 5. | Generate form | <p>The General and Special Education/Disability Accommodation Screen form is generated by clicking the Preview button.</p> <p>Note: <i>If the General and Special Education/Disability Accommodation Screen is generate prior to final approval, the DRAFT watermark is displayed.</i></p> |
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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://dhswebt.s3.amazonaws.com/KIDSJobAids/index.htm>.