



Health Equipment & Goods – Provider Job Aid

The *Health Equipment & Goods* screen is used by Caseworkers and Providers to document assistive health devices and goods needed by clients.

Health Equipment & Goods screen

Health Equipment & Goods

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

Allergies

Health Equipment/Goods

Equipment/Good	End Date

☒ View Active ☐ View All

Health Equipment/Goods Details

Equipment/Good* Other Specify End Date

Audit

Last Updated Date

Updated By

Navigation

1. Navigate to the *My Services* Screen and bring the Referral/Service Episode into focus.
2. Navigate to the *Client List* screen.
 - a. **Case > Client > Client List**
3. Select the desired client and click .
4. Navigate to the *Health Equipment & Goods* screen.
 - a. **Case > Clients > Health > Health Equipment & Goods**



Health Equipment & Goods

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Allergies

Health Equipment/Goods

A

Equipment/Good	End Date

B ☒ View Active ☐ View All

Health Equipment/Goods Details

C

Tip: The Allergies section at the top of the **Health Equipment & Goods** screen displays all active Allergies listed for the client on the **Health > Allergies/Dietary Needs** screen.

1. The *Health Equipment/Goods* grid contains a list of all of the Health Equipment/Goods documented for this client.
 - a. The *Health Equipment/Goods* grid displays the *Equipment/Good* and *End Date* of the equipment or good.
 - b. The *Health Equipment/Goods* grid defaults to current (Active) Health Equipment/Goods. Active Health Equipment/Goods are Health Equipment/Goods that the client currently uses, if a Health Equipment/Good has been end-dated it will not appear when the *View Active* radio button is selected. Select the *View All* radio button to view all Health Equipment/Goods including end-dated ones.
 - c. The button becomes active after the first Health Equipment/Good has been documented and saved. Use the button to document additional Health Equipment/Goods for the client.
 - adds the information entered in the *Health Equipment/Goods Details* section to the *Health Equipment/Goods* grid.
 - navigates the user back to the **Client > Health** splash screen. Any information not already saved will be lost.



Health Equipment/Goods Details

1. Completing the *Health Equipment/Goods Details*:

- Select the *Equipment/Good* from the drop-down. If the equipment/good being entered is not in the *Equipment/Good* drop-down, select "Other".
 - If "Other" is selected the *Other Specify* field will become mandatory. Enter the equipment or good here.

- Once the *Health Equipment/Goods Details* have been completed click **Save** at the bottom of the screen.
- When **Save** is clicked the *Audit* section in *Health Equipment/Goods Details* will display the date and time of the last update to this screen as well as the name of the KIDS user who completed the update.

2. To enter more Health Equipment or Goods click **New** at the bottom of the screen.



End-Dating Health Equipment or Goods

The screenshot shows the 'Health Equipment/Goods' interface. At the top, there is a table with columns 'Equipment/Good' and 'End Date'. A red callout 'A' points to the 'Eyeglasses' entry in the 'Equipment/Good' column. Below the table are radio buttons for 'View Active' (selected) and 'View All'. Below this is the 'Health Equipment/Goods Details' section. It contains a dropdown menu for 'Equipment/Good*' with 'Eyeglasses' selected, a text field for 'Other Specify', and a date field for 'End Date' with a red callout 'B' pointing to it. To the right is an 'Audit' section with fields for 'Last Updated Date' and 'Updated By'. At the bottom left, there are three buttons: 'New', 'Save' (with a red callout 'C' pointing to it), and 'Cancel'.

1. To end-date Health Equipment or Goods:
 - a. Click on the Health Equipment/Good that is to be end-dated in the *Health Equipment/Good* grid.
 - b. Enter the *End Date* in the *Health Equipment/Good Details* section.
 - a. Click **Save** at the bottom of the screen. The *Audit* section will update with the date, time and name of the KIDS user who end-dated the Health Equipment/Good.

A close-up of the 'Audit' section from the screenshot. It contains two text input fields: 'Last Updated Date' and 'Updated By'.

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>