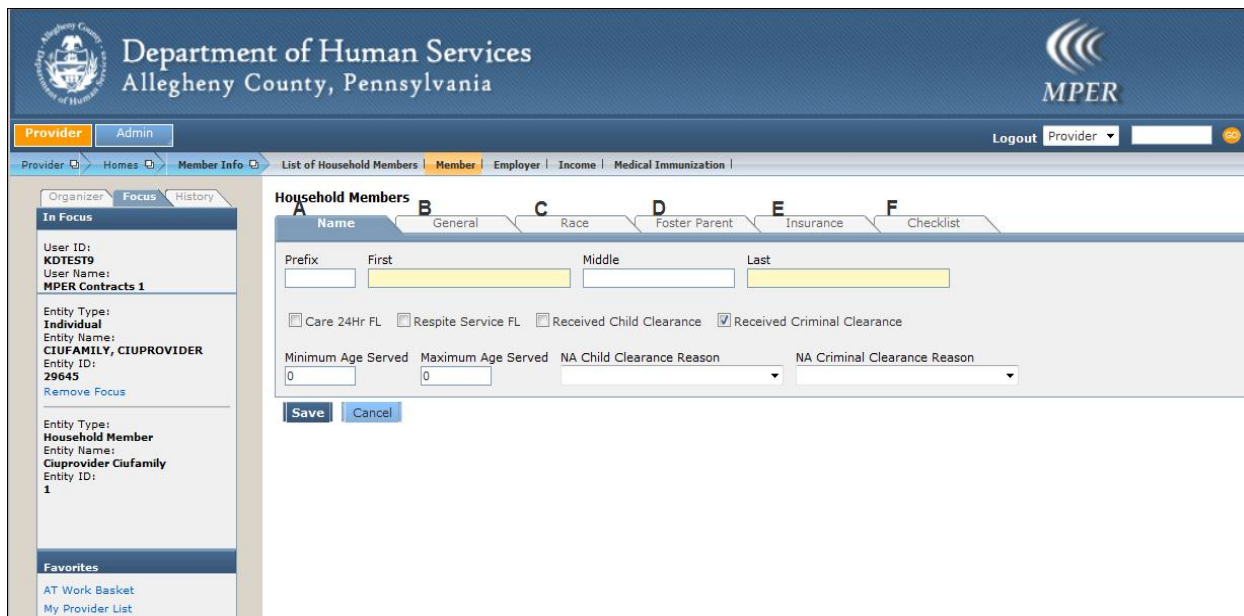


Household Member – Job Aid

The Household Member screen is used to capture information used to capture the core information for the household member of the foster care home.

Accessing and Completing the Household Members screens



1. Logging into the application brings your Agency into focus.
2. To bring existing Facility into focus, click **My Facilities** in the Organizer tab on the left navigate bar. Select the individual from the grid and click **[Show]**.
3. Navigate to *Household Members* screen.
 - a. **Provider > Homes > Member Information > List of Household Members**
 - b. To create a new household member, click the **[New]** button.
 - c. To edit an existing household member, highlight the household member from the *Householder Member(s)* grid, click **[Show]**.
 - d. At the splash screen, select **Member** from the breadcrumb trail.
4. Complete the required and applicable fields in all sections and tabs.
5. Click the **[Save]** button to save the entries.

Completing the Household Members screen –Name tab (A)

1. Enter the name in the *Prefix*, *First*, *Middle* and *Last* fields.
2. Check the applicable box for *Care 25Hr FL*, *Respite Service FL*, *Received Child Clearance* and *Received Criminal Clearance*.
3. Enter *Minimum Age Served* and *Maximum Age Served*.
4. Select the *NA Child Clearance Reason*.
5. Select the *NA Criminal Clearance Reason*.
6. Click **[Save]**.

Completing the Household Members screen –General tab (B)

The screenshot shows the 'General' tab of a form for household members. It contains several dropdown menus and text input fields. The 'Head of Household Member' section has three radio buttons: 'Head of Household 1', 'Head of Household 2', and 'N/A'. The 'N/A' option is selected. To the right of these are two dropdown menus for 'Relationship to Head of Household 1' and 'Relationship to Head of Household 2'. At the bottom of the form are 'Save' and 'Cancel' buttons.

1. Select the household member's *Date of Birth*.
2. Enter the *SSN*.
3. Select the *Gender*.
4. Select the *Date of Death*, if applicable.
5. Select *Religion* and *Marital Status*.
6. Complete the *Head of Household Member* section.
 - a. Select a radio button for *Head of Household 1*, *Head of Household 2* or *N/A*. You can only choose one option.
 - b. Select the relationship to the unselected HOH.
 - i. *TIP: If the Household Member is indicated to be HOH 1, then the relationship to HOH 2 is selected. The Relationship to HOH 1 defaults to 'Self'.*
7. Click **[Save]**.

Completing the Household Members screen –Race tab (C)

The screenshot shows the 'Race' tab of the form. It includes a dropdown menu for 'Ethnicity', a text box for 'Race' with a 'Select' button, and a large blue box for 'Enrolled or Principal Tribe' with a 'Select' button. At the bottom are 'Save' and 'Cancel' buttons.

1. Select the *Ethnicity*.
2. To enter *Race* information, click **[Select]** under the *Race* box. Highlight all that apply, click **[>>]** and click **[OK]**. This information populates the *Race* box.
 - a. If *American Indian or Alaska Native* is selected, click **[Select]** under the *Tribe* box. Highlight all that apply, click **[>>]** and click **[OK]**. This information populates the *Tribe* box.
3. Click **[Save]**.

The screenshot shows a software interface with several tabs: Name, General, Race, Foster Parent (selected), Insurance, and Checklist. The 'Foster Parent' tab contains a section titled 'Back Up Foster Parent'. This section has two input fields: 'Provider Name' and 'Agency Name'. Below these fields is a 'Find' button. At the bottom of the tab, there are 'Save' and 'Cancel' buttons.

1. Click **[Find]** to open the *Provider Search* pop-up.
2. Complete the desired *Search Criteria* fields. These fields are used to limit the search results that are displayed in the *Search Results* grid.
 - a. *Direct Service Provider* is a provider that gives service directly to the clients.
 - b. *Vendor* is XXX.
 - c. *Community* provider is XXX.
 - d. *Provider Category* limits the search results to Contracted providers, Non-Contracted providers or to Both Contracted and Non-Contracted, as selected.
 - e. *Type of Service* will limit the search results to Placement providers, Non-Placement providers or to provider that deliver both, placement and Non-Placement services.
 - f. *Agency/Facility/Individual* checkboxes limits the search results to the selected checkbox.
 - i. Agency is the main location of a provider – this location may or may not deliver services.
 - ii. Facility is a satellite location of an Agency. This location delivers services.
 - iii. Individual is a parental based foster home.
 1. *TIP: The Agency and Facility checkbox can be marked at the same time.*
 - g. *Name Search* fields will limit the search results to the entered name selections.
 - i. *Last Name* will limit the search results to Individual providers that are created with a last name, such as a parental based foster home.
 1. *TIP: This is the only Name Search field that is Active when the Individual checkbox is marked.*
 - ii. *Agency* will limit the search results to the name or portion of the agency.
 - h. The *Open Date* fields, *From* and *To*, limits the provider search results to only the providers opened during the selected date range. Click the area header checkbox to enable the fields.
 - i. The *Close Date* fields, *From* and *To*, limits the provider search results to only providers closed during the selected date range. Click the area header checkbox to enable the fields.
 - j. The *Provider* field returns only the matching result for the entered *Provider ID* number. Click the area header checkbox to enable the ID field.
 - k. The *Contract Number* field returns only the matching result for the entered contract number. Click the area header checkbox to enable the *Contract Number* field.
 - l. The *Availability* radio buttons limits the search results to display only Available, Unavailable or both, as selected. The default setting in KIDS to display 'All', which is Available and Unavailable.
 - m. Click the **[Services]** button to limit the provider search to a specific service or group of *Services*.
 - i. *TIP: The more Search Criteria fields completed, the more limited the Search Results will be.*
3. Click the **[Search]** button to search for providers that match the entered and selected *Search Criteria*.
4. The search results are displayed in the *Search Results* grid.
 - a. The **[Clear]** button will clear any entered *Search Criteria*.

Name	General	Race	Foster Parent	Insurance	Checklist
Insurance Type	Amount	Carrier	Effective Date	Policy Number	End Date

Insurance Type*

Specify

Carrier*

Amount

Policy Number*

Effective Date*

End Date*

Car Year

Car Make

Car Model

Inspection Date

Inspection Due Date

Driver License Number

Comments

New

Save

Cancel

1. Select the *Insurance Type*. If *Other*, complete the *Specify* field.
 - a. If *Auto* is chosen, the fields for information on the car become mandatory.
2. Enter the *Carrier*.
3. Enter the *Amount*.
4. Enter the *Policy Number*.
5. Enter the *Effective Date* and *end Date*.
6. Enter note in *Comments* field as appropriate.
7. Click **[Save]**.
 - a. On first entry, answers populate in the grid.
 - b. On subsequent entries, click **[New]**. Complete the fields and lick **[Save]** to create a new entry in the grid.

Completing the Household Members screen –Checklist tab (F)

Name	General	Race	Foster Parent	Insurance	Checklist
Checklist Item	Date Obtained	Expiration Date	Comments		

Checklist Item	Date Obtained	Expiration Date

Comments

New	Save	Cancel
-----	------	--------

1. Select a *Checklist Item*.
2. Select the *Date Obtained*.
3. Select the *Expiration Date*.
4. Enter note in *Comments* field as appropriate.
5. Click **[Save]**.

For more information...

For more information on this communication or for assistance, please be sure to contact the Help Desk at Helpdesk-dhs@alleghenycounty.us or 412-350-4357 Option 2.