



Concrete Goods – Non Placement Provider Job Aid

Non Placement Providers have the ability to document requests for Concrete Goods in the KIDS application after the caseworker or casework supervisor has verbally approved the expenditure (up to \$500 total). All requests are documented on the Concrete Goods screens within the Client module.

Non Placement Providers can request a maximum of \$500.00 in goods or services per Service Episode.

Concrete Goods – Request Information Screen

The screenshot shows the 'Request Information' screen in the KIDS system. The header includes the Allegheny County Department of Human Services logo and the 'kids' logo. The navigation bar shows 'Referral', 'Case', 'Provider', and 'Admin' tabs, with 'Case' selected. The breadcrumb trail is 'Case > Client > Concrete Goods > Concrete Goods History | Episode List | Request Information |'. The left sidebar contains an 'Organizer' menu with 'In Focus', 'Family Assignment:', 'Entity Type:', 'Entity Name:', and 'Entity ID:' sections. The main content area is titled 'Request Information' and includes a legend: '* Denotes Required Fields', '** Denotes Half-Mandatory Fields', and '† Denotes AFCARS Fields'. The form fields are organized into sections: 'Request Information' (Date Created, Time Created, Request ID, Request Status, Requestor Name, Type, Start Date, End Date, Provider, Prefix, First, Middle, Last, Suffix, Birth Date, Phone*), 'Delivery Address' (text area), 'Purchaser Name' (text field), and a 'Court Order' checkbox. Below this is the 'Request Options' section with radio buttons for 'Provider Request' (selected), 'Contracted Vendor Request', and 'Regular Request'. The 'Initial Items' section has 'Goods or Services*' and 'Total*' labels with an 'Initial Allowance' text field and a yellow total field. The 'Request Need and Expected Outcome' section has a text area with a yellow background and a 'Describe need for this request and expected outcome.*' label. At the bottom, there are buttons for 'Save', 'Send To Fiscal', 'Preview', 'Void', and 'Cancel'.



Navigation

1. Navigate to the *My Services* Screen and bring the non placement Referral/Service Episode and Target Child into focus.
2. Navigate to the *Provider Service Log List* screen.
 - a. **Case > Client > Concrete Goods > Episode List**
3. Click the Show button to navigate to the *Request Information* screen.

Episode List
* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Non Placement Episodes						
Target Child▲	Provider	Status	Start Date	Reauth Date	Provider Request	
▶		Service Authorized	08/21/2015	10/20/2015	N	

View Current Placement Episodes
 View Current Non Placement Services
 This Child is currently Not in Placement OR receiving any Services

Show Cancel

Completing the Request Information screen

1. *Request Information* Section: This section contains information related to the Concrete Goods request.

Request Information

Date Created Time Created Request ID Request Status Requestor Name

Type Start Date End Date Provider

Prefix First Middle Last Suffix Birth Date Phone* a

Delivery Address

Purchaser Name Court Order b

Edit c

The editable fields are:

- a. *Phone* – Note that this field is a yellow, required field.
- b. *Purchaser Name* and *Court Order* checkbox (if applicable)
- c. *Delivery Address*

2. *Initial Items* and *Request Need and Expected Outcome* Sections:

Initial Items

Goods or Services* Total* a

[Initial Allowance]

Request Need and Expected Outcome

Describe need for this request and expected outcome.* b

- a. The Goods or Services field will display "Initial Allowance". Enter the *Total* amount of the Concrete Goods that has been spent per the verbal authorization of the CYF caseworker or CYF supervisor.
- b. *Describe the need for this request and the expected outcome.*



- Click the **Save** button at the bottom of the screen.
- Click the **Send To Fiscal** button at the bottom of the screen.
- Once the **Send To Fiscal** button has been clicked the **Preview** button will become available.
- Click the **Preview** button to generate the *Concrete Goods Procurement* form. This form and all of the original receipts must be sent to the Central Processing Unit for reimbursement.

CONCRETE GOODS PROCUREMENT

Print Date: September 28, 2015

Request ID:	Request Type:	Provider
Requestor:	Requestor Phone:	
Case/Referral#:	Household Name:	
Client Id:	Client Name:	
Client Home Phone:	Client Home Address:	

Vendor

Name:	Phone:
Address:	

Deliver to

Name:	Phone:
Address:	

Item Description	Qty	Price	Amount
Provider Request	1	\$55.00	\$55.00
Subtotal:			\$55.00

Request Total:

FILE DOCUMENTATION FOR SERVICES PROVIDERS ONLY

- Multiple requests/purchases may be made until the \$500.00 maximum has been reached for the Referral/Service Episode.

For more information...

For assistance, please contact the Allegany 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>