



IHSP Meeting Details – Non Placement Provider Job Aid

The *IHSP Meeting Details* screen is used by Non Placement Providers to document the details of the In Home Service Plan meeting. The *Meeting Details* section must be completed and saved before the provider can document the IHSP (In Home Service Plan) itself. Following the IHSP the provider will return to the *IHSP Meeting Details* screen, update the *Status* of the Meeting, and complete the *Post Meeting Details* section.

IHSP Meeting Details Screen

IHSP Meeting Details
 * Denotes Required Fields ** Denotes Half-Mandatory Fields †Denotes AFCARS Fields

Meetings

Date	Type	Status	Location	Hardcopy Sent

Meeting Details

Type* [dropdown] Date* [dropdown] Start Time* [dropdown] [AM] [PM] End Time* [dropdown] [AM] [PM] Meeting Notification Method* [dropdown]

Status* [dropdown] Location* [text field]

Reason For Rescheduling/Cancellation [text field]

Other Individuals Invited [text field]

Individuals Invited* [text field] [Select]

Specify [text field]

Post Meeting Details

IHSP Hardcopy Shared With Family

Individuals Attended* [text field] [Select]

Other Individuals Attended [text field]

Individuals Signed* [text field] [Select]

Other Individuals Signed [text field]

Comments [text field]

[New] [Save] [Cancel]

Navigation and the Meetings Grid

- Navigate to the *My Services* Screen and bring the non placement Referral/Service Episode into focus.
- Navigate to the *IHSP Meeting Details* screen.
 - Case > Service > IHSP > IHSP Meeting Details**
 - This can also be accessed via the breadcrumb trail:



- The *Meetings* grid contains a list of all of the documented IHSP Meetings.

IHSP Meeting Details
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Meetings					
Date	Type	Status	Location	Hardcopy Sent	

Meeting Details

- Meeting Details*

Meeting Details

Type* **a** Date **b** Start Time* End Time* Meeting Notification Method* **c**

Status* **d** Location* **e**

Reason For Rescheduling/Cancellation **f**

Other Individuals Invited **h**

Individuals Invited* **g**

Specify **h**

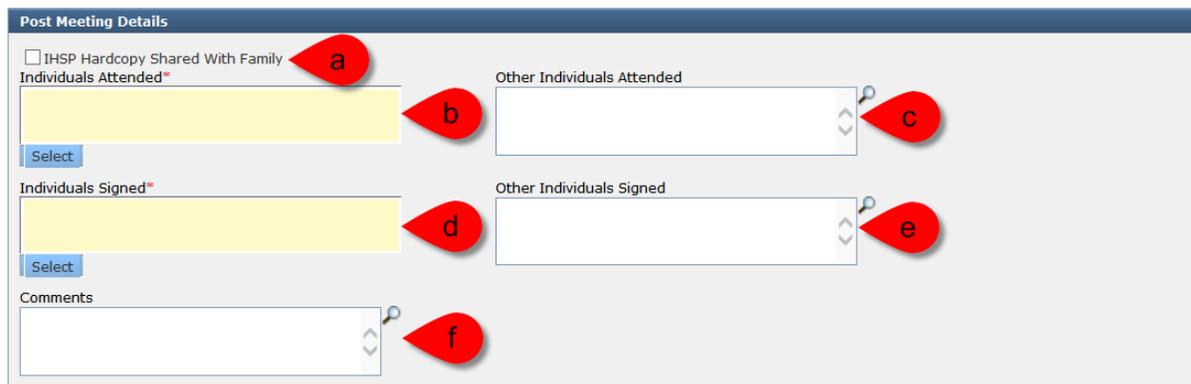
Select

- Select the *Type* of meeting (Initial IHSP or Amended IHSP) from the drop down menu.
 - Enter the *Date*, *Start Time* and *End Time* (select the AM or PM radio buttons).
 - Select the *Meeting Notification Method* from the drop down menu.
 - Select the *Status* of the meeting (Cancelled, Completed, Rescheduled, Scheduled).
 - Enter the *Location* of the IHSP Meeting.
 - If the *Status* is Cancelled or Rescheduled the *Reason for Rescheduling/Cancellation* field becomes mandatory and must be completed.
 - Select the *Individuals Invited* by clicking on the **Select** button. The individuals listed in the Multi-Select pop up are all of the active clients and collateral on the case.
 - If any of the individuals invited to the meeting do not appear in the *Individuals Invited* multi-select; enter their names in the *Other Individuals Invited* field.
- Click the **Save** button at the bottom of the screen.

- When entering the first IHSP Meeting on Service Episode the **New** button at the bottom of the screen will be greyed out (**New**). After the first IHSP Meeting has been saved the user will click the **New** button at the bottom of the screen to document subsequent IHSP Meetings.

Post Meeting Details

- After the IHSP Meeting has occurred: log into KIDS, navigate to the *IHSP Meeting Details* screen, and click on the IHSP Meeting in the *Meetings* grid.
- Update the *Status* of the Meeting under the *Meeting Details* section to "Completed" and click **Save** at the bottom of the screen. Once the Meeting Details *Status* has been updated and saved the *Post Meeting Details* section will become active.
- Post Meeting Details*:



The screenshot shows the 'Post Meeting Details' form with the following elements and callouts:

- a**: Check box for 'IHSP Hardcopy Shared With Family'.
- b**: 'Select' button below the 'Individuals Attended*' multi-select field.
- c**: 'Other Individuals Attended' text input field.
- d**: 'Select' button below the 'Individuals Signed*' multi-select field.
- e**: 'Other Individuals Signed' text input field.
- f**: 'Comments' text input field.

- If a copy of the IHSP has been given to the family check the box beside *IHSP Hardcopy Shared With Family*.
 - Document the individuals who attended the IHSP by clicking on the **Select** button below the *Individuals Attended* field. The individuals listed in the Multi-Select pop up are all of the active clients and collateral on the case.
 - If any of the individuals who attended the meeting do not appear in the *Individuals Attended* multi-select enter their names in the *Other Individuals Attended* field.
 - Select the individuals who signed the IHSP by clicking on the **Select** button below *Individuals Attended*. The individuals listed in the Multi-Select pop up are all of the active clients and collateral on the case.
 - If any of the individuals who signed the IHSP do not appear in the *Individuals Signed* multi-select enter their names in the *Other Individuals Signed* field.
 - Enter remarks regarding the IHSP Meeting (if necessary) in the *Comments* field. Note that this field is not mandatory.
- Click the **Save** button at the bottom of the screen.

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://dhswebt.s3.amazonaws.com/KIDSJobAids/index.htm>