



My Services Screen – Non-Referred Provider Job Aid

The *My Services (My Non-Referred Services)* screen displays the child clients that have received services from the Non-Referred Provider and a Service Log has been documented. This screen is used to bring the client in to focus so additional Service Logs can be documented.

My Services screen



1. Click on the **My Non-Referred Services** link on the *Left Pane* > *Organizer* tab.
2. Select the client in the *Service Log* section.
3. To filter the *Service Log* section, click the desired radio button in the *Client Type* section.
 - a. *Show all clients serviced in the last 30 days* will show only clients that have had a *Service Log* documented in the past 30 days in the *Service Log* grid. This is the default setting in KIDS.
 - b. *Show all clients serviced in the last 60 days* radio button will show the clients that have had a *Service Log* documented in the past 60 days in the *Service Log* grid.
 - c. *Show all clients* radio button will display all child clients that have had a *Service Log* documented.
4. Click the **[Show]** button to bring the client in to focus and display the *Service Log* 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.html>.