



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

| Department of Human Services Allegheny County, Pennsylvania | | Key Information and Demographics System |
|---|---|---|
| Provider Services Admin | | Help Loqout Client 🔍 🥯 |
| Organizer Focus History | My Services | |
| My Non-Referred Services | Service Log | |
| Vy Calendar 2 2 2 3 1 1 2 2 2 3 1 1 2 3 1 1 2 3 1 1 2 3 1 1 2 3 1 1 2 3 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 2 23 24 25 2 20 21 2 23 24 25 2 20 21 2 23 24 25 2 20 21 2 23 24 2 20 21 2 2 20 21 2 2 2 24 2 2 24 2 2 24 2 2 2 24 2 2 2 24 2 2 | Client Type | |
| | Show all clients serviced within the last 30 days | |
| | C Show all clients serviced within the last 60 days | |
| | Show Cancel | |

- 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 <u>servicedesk@alleghenycounty.us</u> or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <u>http://servicedesk.alleghenycounty.us</u>.

This Job Aid and additional user materials are located on the DHS Amazon site at http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.