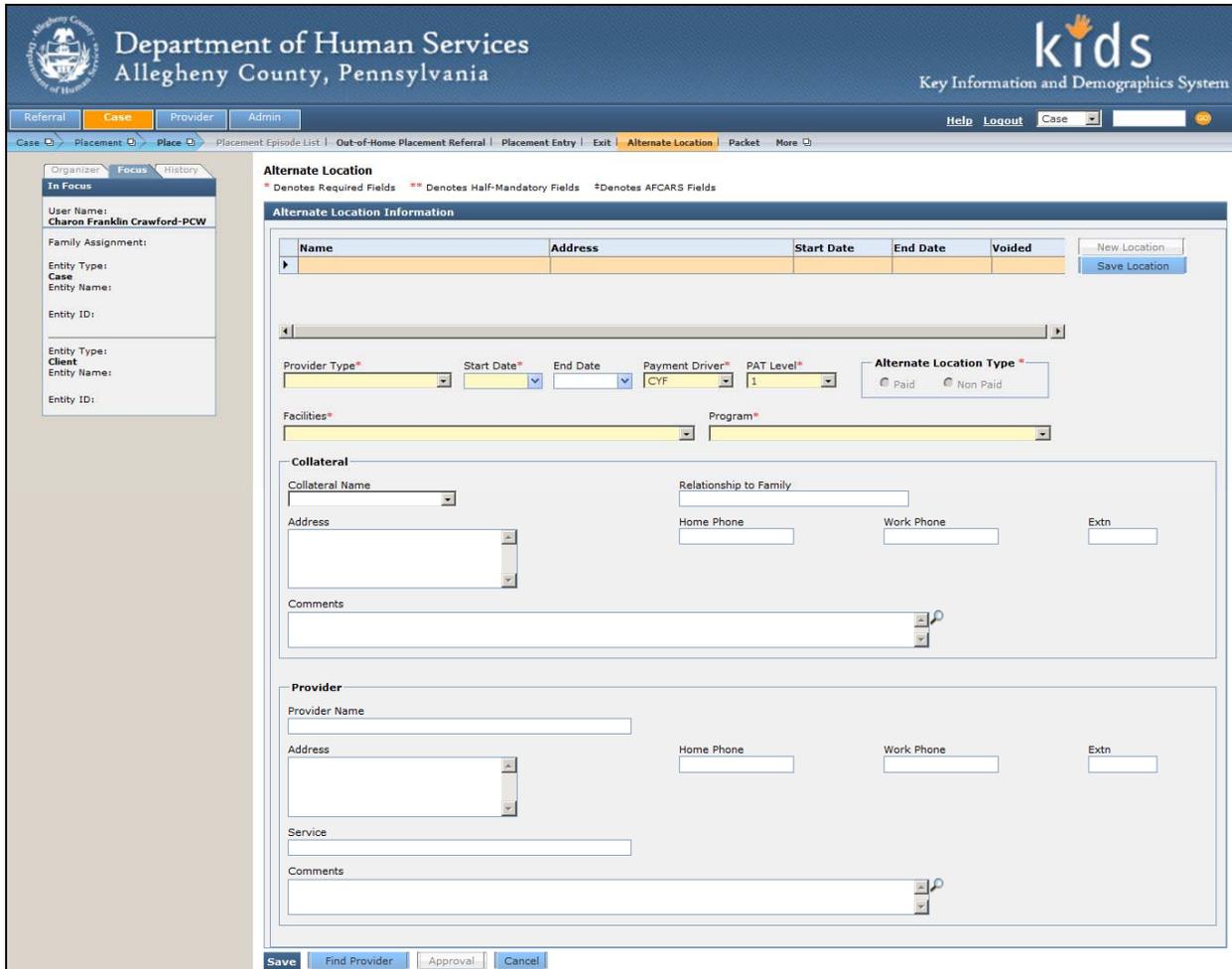


Alternate Location – Provider Job Aid

The *Alternate Location* screen allows Placement Providers to document the dates and location of a Child's alternate location.

Alternate Location screen



1. Bring the client's service episode into focus from the *My Services* screen.
2. Navigate to the *Alternate Location* screen.
 - a. **Case > Placement > Place > Alternate Location**
3. Select the *Provider Type* the child was placed with.
 - i. *Tip: Selection in this field will enable/disable the Collateral or Provider sections.*
4. Enter the *Start Date* of the Alternate Location placement.
5. The *Payment Driver* defaults to CYF for a CYF originated placement.
6. Select the *PAT Level*.
7. Select the *Alternate Location Type*
 - i. *Tip: This area is disabled for the Placement Provider.*
8. Select the *Facility* the child is located at.
 - i. *Tip: This field is active for Providers and only after the Find Provider process has been completed.*
9. Select the Provider's *Program* the child is being served by.
 - i. *Tip: This field is active for Providers and only after the Find Provider process has been completed.*
10. Click the **[Save Location]** button to save the entered information.
 - i. *Tip: Payment(s) to the provider(s) will continue for 7 days from the start of the*

Alternate Location. After seven days the payment(s) will cease if the payments are not extended.

11. Complete the following steps to extend provider payment(s).
 - a. Navigate to the Alternate Location screen.
 - b. Click the **[Approve]** button to request Supervisor approval.
 - c. Upon supervisor approval, KIDS will automatically request approval from the Deputy Director of CYF.
 - d. When all tiers of approval are completed, the provider payments will be extended until the approved Alternate Location is ended.

Completing the Collateral Section

1. Select the *Collateral Name*.
 - i. *Tip: Collateral must exist in the case to be an option. If Collateral is not listed, contact the OCYF Caseworker to have the collateral documented.*
2. The Collateral's *Relationship to Family* populates.
3. The Collateral's *Address* populates.
4. The Collateral's *Home Phone, Work Phone* and *Extension (Extn)* are populated.
5. Enter narrative *Comments*.
6. Click the **[Save Location]** button.

Completing the Provider Section

1. Click the **[Find Provider]** button to open the *Provider Search* window.
2. Search for the Provider and make a Provider selection. (*See Provider Search section below*)
3. The *Provider Name* populates.
4. The *Address* populates.
5. The Provider's *Home Phone, Work Phone* and *Extension (Extn)* are populated.
6. The *Services* are populated.
7. Enter narrative *Comments*.
8. Click the **[Save Location]** button.

Provider Search

The screenshot shows the 'Provider Search' window with the following fields and controls:

- Search Criteria:**
 - Provider Type:** Direct Service Provider, Vendor, Community
 - Provider Category:** [Dropdown menu]
 - Type of Service:** [Dropdown menu], Agency, Facility, Individual
- Name Search:**
 - Last Name:** [Text input], **Starts With:** [Dropdown]
 - Agency:** [Text input], **Starts With:** [Dropdown]
- Open Date:** From: [Dropdown], To: [Dropdown]
- Close Date:** From: [Dropdown], To: [Dropdown]
- Provider ID:** ID: [Text input]
- Contract Number:** Contract Number: [Text input]

Availability: Available, Unavailable, All

Services:** [Text area], **Services** [Button]

Buttons at the bottom: **Save**, **Find**, **Cancel**

1. Click on the **[Services]** button.
2. Select *Level 1* on the *Alternate Location* pop-up.
3. Select *Level 2* on the *Alternate Location* pop-up.
4. Select *Level 3* and *Level 4*, if applicable, on the *Alternate Location* pop-up.
5. Click the **[Ok]** button to close the *Alternate Location* pop-up.

6. Click the **[Find]** button to conduct the Provider search.
7. Select the desired Provider from the Search Results grid.
8. Click the **[Ok]** button.

Exit an Alternate Location

1. Bring the client's service episode into focus from the *My Services* screen.
2. Navigate to the *Alternate Location* screen.
 - a. **Case > Placement > Place > Alternate Location**
3. Enter the *End Date* of the child's *Alternate Location*.
4. Click the **[Save]** button.
5. Click the **[New Location]** button if a new *Alternate Location* record needs to be created.

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>.