



CIU Request – Provider Job Aid

The CIU Request screen allows providers to submit criminal clearance requests to CYF’s Criminal Investigation Unit (CIU) via KIDS. The original signed hardcopy of the OCYF 399 will still need to be sent to the CYF Criminal Investigation Unit. Clearances will not be completed until the hardcopy signed OCYF 399 is received.

CIU Request Details screen

CIU Request Details

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Request Info Participants Charges/Disposition CIU Log CIU Response FBI Clearance

Type of Request

Client/Collateral Provider

Individual/Facility

[Dropdown menu]

Select Applicants/Household Members

Select Household Member	Role	Gender	Birth Date	Age	SSN

Case Information

Initiator: Robert Pieczynski-PCW Supervisor: Crystal Burke Next Court Date: [Dropdown] FBI Clearance Required

Reason For Request

Emergency Caregiver

Anticipated Placement Date: [Dropdown]

Study as ASCI home 30 Days EC payment Non-paid placement

Non-CYF Court Active

Current Caregiver Family Court Placement

Parenting Screen

Custodial Home :

Custodial Mother Custodial Father Household Member

Non-Custodial Home :

Non-Custodial Mother Non-Custodial Father Household Member

Visitation

Provider

Adoptive Home Foster Home Custodianship

New Household Member (EC/KC/FH/LC/AH or Unapproved Home) Only FBI needed

Comment: [Text area]

Associated Children

Children: [Text area]

[Select]

Additional Information

Local Police Department: [Text area] Telephone: [Text area]

Was any household member arrested in the past 7 days? Yes No

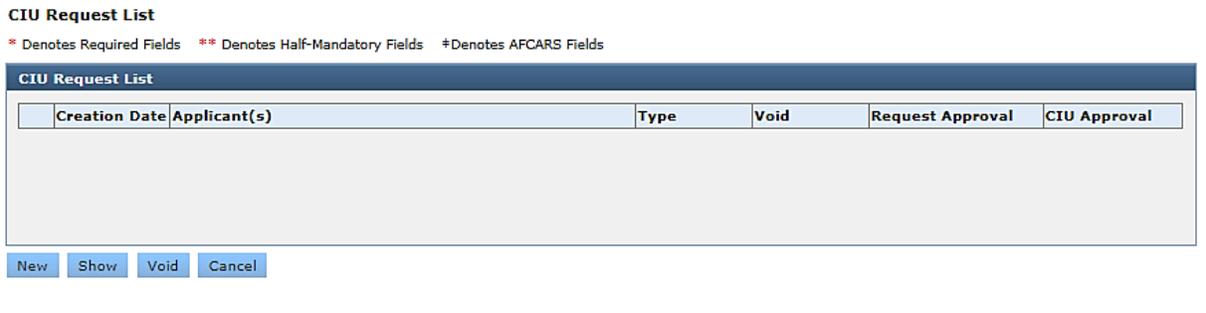
If yes, explain why: [Text area]

[Save] [Cancel]

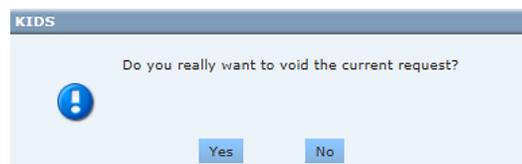
Navigation

1. Navigate to:
Provider > CIU > CIU Request List

CIU Request List screen



1. The *CIU Request List* screen contains a list of all of the requests submitted by the user's agency. The grid contains information on each request including the *Creation Date*, *Applicant(s)*, *Type* of request, *Void* status, *Request Approval*, and *CIU Approval*.
 - a. Click **New** to create a new CIU Request.
 - b. To view an existing request, select that request from the CIU Request List grid and click **Show**.
 - c. To void a request that has been submitted in error, select that request from the *CIU Request List* grid and click **Void**.
 - i. A confirmation pop-up will appear: *Do you really want to void the current request?*



Click **Yes** to void the request, click **No** to close the pop-up without voiding the request.

- ii. Clicking **Yes** will bring up the *Void Reason* pop-up. Type in the reason for voiding the request and click **OK**. Clicking **Cancel** will close the *Void Reason* pop-up and stop the void process.



- iii. A request can only be voided prior to the request being assigned to CIU staff.
- d. Clicking **Cancel** will return the user to the main CIU navigation breadcrumb trail and Splash Screen.



CIU Request Details screen – Request Info tab

Note: All foster home and applicant information in the CIU Request screens comes directly from the information entered in MPER for the foster home and household members. If information is incorrect it must be updated in MPER.

1. Review and complete the **Request Info** tab sections:

a. *Type of Request* will default to *Provider* and is not editable.

Type of Request

Client/Collateral Provider

b. Select the Foster Home from the *Individual/Facility* drop-down menu.

Individual/Facility

[Drop-down menu]

c. Once the Foster Home has is selected the *Applicants/Household Members* section will update to include the Household Members for the selected home. Check the *Select* checkbox next to the names of the Household Members who are being submitted to CIU for clearances.

Select Applicants/Household Members

Select	Household Member	Role	Gender	Birth Date	Age	SSN
<input type="checkbox"/>	Thor Odinson	Head of Household 1	Male	05/01/1985	30	321657186

d. The name of the logged in user and their Supervisor automatically populate to the *Case Information* section under *Initiator* and *Supervisor*. This section is read-only.

Case Information

Initiator: Jordan Louis Supervisor: Crystal Burke Next Court Date: [Drop-down menu] FBI Clearance Required



- e. The *Reason For Request* section will default to Provider Foster Home and the selections are not editable. The *Comment* text box allows the user to type comments for the CIU staff regarding the Reason for Request but is not mandatory.

Reason For Request

Emergency Caregiver

Anticipated Placement Date:

Provider

Adoptive Home

Foster Home

Custodianship

New Household Member (EC/KC/FH/LC/AH or Unapproved Home)

Only FBI needed

Comment

- f. *Associated Children* is read-only and not used for Foster Home CIU requests.

Associated Children

Children

Select

- g. *Additional Information*: If known, answer the following:
- Local Police Department name and Telephone number.
 - Was any household member arrested in the last 7 days?
 - If yes, explain why?

Additional Information

Local Police Department: Telephone:

Was any household member arrested in the past 7 days? Yes No

If yes, explain why:

2. Click **Save** once the **Request Info** tab has been completed. This will enable the **Participants** tab. Click on the **Participants** tab to continue.



CIU Request Details – Participants tab

CIU Request Details
 * Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Request Info **Participants** Charges/Disposition CIU Log CIU Response FBI Clearance

Applicants

Name ▼	Gender	Birth Date	Age	SSN
▶ Thor Odinson	Male	05/01/1985	30	321657186

Applicants Details

Maiden Name/AKA: Race: Last CIU Record:

Emergency Caregiver **ID Submitted**

This person is caregiver Driver's License State-Issued ID Card Government-Issued No ID available

#

Address List

Address	City	State	Zip	Start Date	End Date
245 Midgard Lane	Pittsburgh	PA		07/01/2015	

Phone Number List

Home Phone	Work Phone	Work Ext	Other Number
▶			

Signature

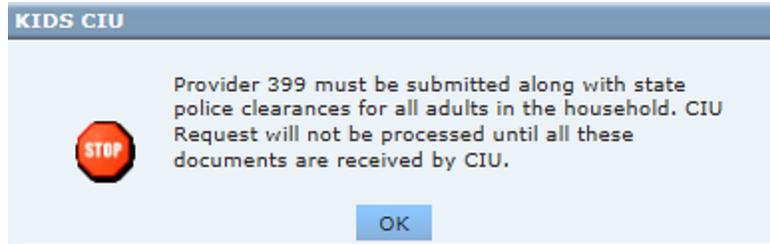
Date* Status* Comments

1. Review the information for each Applicant on this screen for accuracy. Remember that all of the information on this screen comes directly from the MPER foster home information.
 - a. To view information for a specific applicant click on their name in the *Applicants* section. That individual's information will be displayed in *Applicant Details*, *Address List*, and *Phone Number List*.
 - b. The *Signature* section is read-only and cannot be updated.

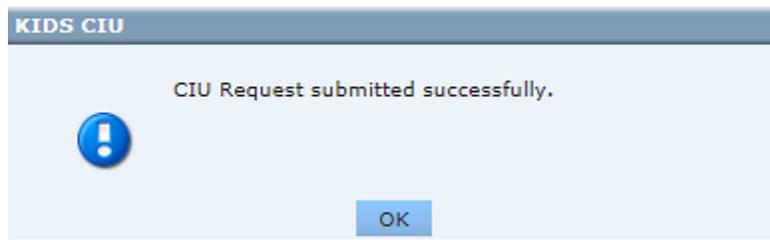
2. If all of the information is correct click .



3. Upon clicking **Save** an informational KIDS CIU pop-up will appear: *Provider 399 must be submitted along with state police clearances for all adults in the household. CIU Request will not be processed until all these documents are received by CIU.*



- a. Click **OK** to close the pop-up.
 - b. Once **OK** is clicked the Provider 399 printable form will open automatically and will include all of the information completed in the KIDS CIU Request tabs. This form should be printed, signed by the applicants, and sent to CIU along with all other required documents.
 - i. If the user needs to access this form again the **Preview** button at the bottom of the screen can be used to open the Provider 399 again.
4. On the KIDS CIU Request screen click **Submit** to electronically submit this request to CIU. Remember that this request will not be processed until the Provider 399 and state clearances for all adults in the household are received by CIU.
 - a. An informational pop-up will appear: *CIU Request submitted successfully.*



- i. Click **OK** to close the pop-up.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>