

Clothing Inventory – Provider Job Aid

The *Clothing Inventory* screen is used to document a child's personal belongings while receiving placement services.

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- 1. Bring the client's service episode into focus from the *My Services* screen.
- 2. Navigate to the Clothing Inventory screen.

a. Case > Placement > Place > Clothing Inventory

- 3. Enter the Date of Clothing Inventory.
- 4. Enter narrative *Clothing Inventory Summary*.
- 5. Click the *Shirts* check box to indicate the child had shirts.
- 6. Enter the Number of shirts.
- 7. Enter narrative *Comments* about the child's shirts.
- 8. Click the Winter Coats check box to indicate the child had Winter Coat(s).
- 9. Enter the Number of Winter Coats.
- 10. Enter narrative *Comments* about the child's Winter Coat(s).
- 11. Continue the above steps until all *Winter Boots*, *Shoes*, *Pants*, *Pajamas*, *Hats*, *Socks*, *Undergarments* and *Other Items* have been accounted for.
- 12. Click the [Save] button.
- 13. Click the **[New]** button to document a new Clothing Inventory.

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.htm.