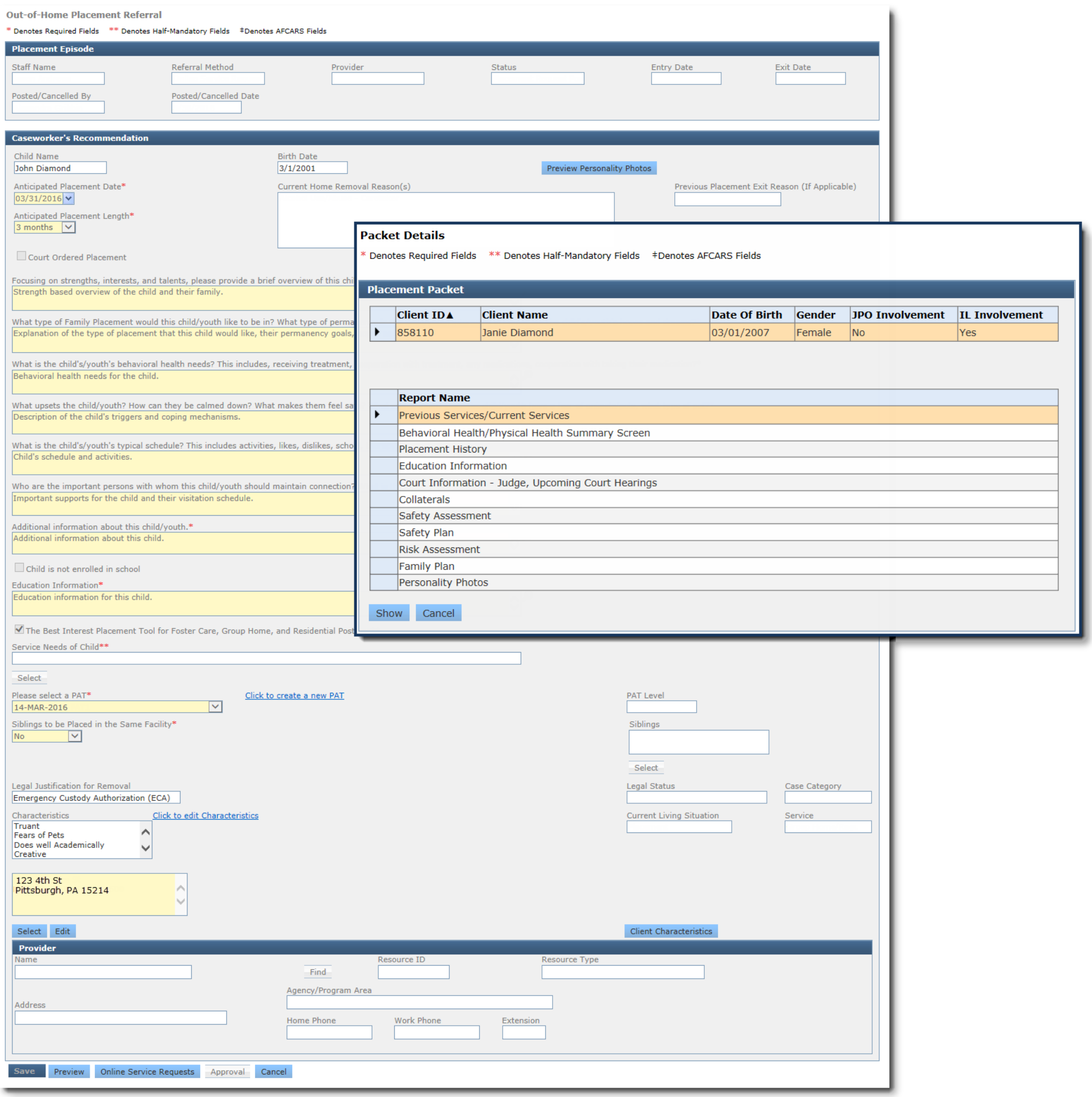
Out-of-Home Placement Referral & Packet Details – Provider Job Aid

The *Out of Home Referral* provides information on the child that has been referred for placement. The *Packet Details* screen provides detailed information on the client(s) including assessments and plans.

Out-of-Home Referral and Packet Details



Navigating to the Referral

1. To view the Referral for an Online Posting navigate to the *Pending Online Service Requests* Screen.

   a. Under the *Organizer* tab in the Left Navigation Pane under **My Tasks** click on the + next to **Online Service Requests**

   b. Click on the Pending Online Service Requests hyperlink.

   c. Under the **Placement** tab click on the desired Posting in the *Cases* grid and click the **Show** button at the bottom of the screen.

2. To view the Referral for a case that is assigned to you or your agency navigate to *My Active Services*.

   a. Under the *Organizer* tab in the Left Navigation Pane under **Workload** click on **My Active Services**

   b. Under the **Placement** tab click on the desired Case in the *Cases* grid and click the **Show** button at the bottom of the screen.

Reviewing the Referral

1. Reviewing the Referral: The Out-of-Home referral captures detailed information about the child's strengths, placement needs, interests, and history.

2. Screen Navigation Elements: The referral is a read-only screen for providers.

   a. Clicking **Preview Personality Photos** will open a PDF in a new window containing information and Personality Photos for the child.

   b. Clicking **Client Characteristics** will open a PDF in a new window with the child's Best Interest Placement Tool (BIPT) information.

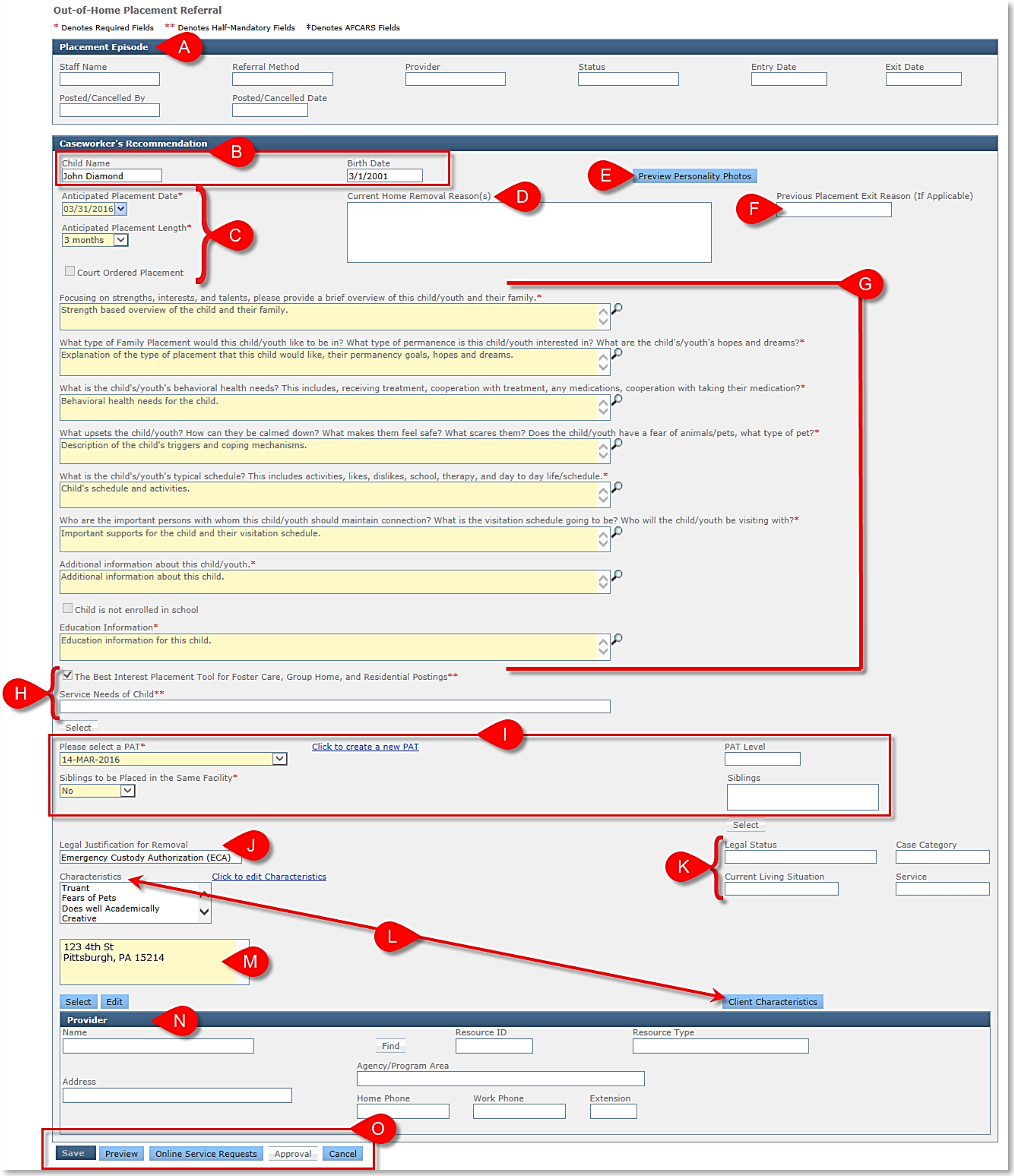
   c. Clicking **Preview** will bring up a printable version of the referral.

   d. Clicking **Online Service Requests** will navigate the user to the *Pending Online Service Requests* screen.

   e. Clicking **Cancel** will navigate the user to *Out-of-Home Placement Referral* splash screen.

> ***Tip:*** *The next section of this Job Aid will review Out-of-Home Referral screen in detail. To go directly to a review of the* ***Packet Details*** *screen go to Page 7 of this Job Aid.*
>
> ***Reminder:*** *The* ***Best Interest Placement Tool*** *(page 5) is available to assist in matching the best fit for* ***any foster home*** *including Teen Foster Homes as well as Group Home and Residential postings.*

Out-of-Home Referral – By Section


Out-of-Home Placement Referral

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

Placement Episode A

Staff Name | Referral Method | Provider | Status | Entry Date | Exit Date

Posted/Cancelled By | Posted/Cancelled Date

Caseworker's Recommendation B

Child Name: John Diamond | Birth Date: 3/1/2001

E Preview Personality Photos

Anticipated Placement Date*: 03/31/2016

Anticipated Placement Length*: 3 months

Court Ordered Placement

C

Current Home Removal Reason(s) D

F Previous Placement Exit Reason (If Applicable)

G

Focusing on strengths, interests, and talents, please provide a brief overview of this child/youth and their family.*
Strength based overview of the child and their family.

What type of Family Placement would this child/youth like to be in? What type of permanence is this child/youth interested in? What are the child's/youth's hopes and dreams?*
Explanation of the type of placement that this child would like, their permanency goals, hopes and dreams.

What is the child's/youth's behavioral health needs? This includes, receiving treatment, cooperation with treatment, any medications, cooperation with taking their medication?*
Behavioral health needs for the child.

What upsets the child/youth? How can they be calmed down? What makes them feel safe? What scares them? Does the child/youth have a fear of animals/pets, what type of pet?*
Description of the child's triggers and coping mechanisms.

What is the child's/youth's typical schedule? This includes activities, likes, dislikes, school, therapy, and day to day life/schedule.*
Child's schedule and activities.

Who are the important persons with whom this child/youth should maintain connection? What is the visitation schedule going to be? Who will the child/youth be visiting with?*
Important supports for the child and their visitation schedule.

Additional information about this child/youth.*
Additional information about this child.

Child is not enrolled in school

Education Information*
Education information for this child.

H

The Best Interest Placement Tool for Foster Care, Group Home, and Residential Postings**

Service Needs of Child**

Select

I

Please select a PAT*: 14-MAR-2016 | Click to create a new PAT | PAT Level

Siblings to be Placed in the Same Facility*: No | Siblings

Select

Legal Justification for Removal: Emergency Custody Authorization (ECA) J

K Legal Status | Case Category

Current Living Situation | Service

Characteristics | Click to edit Characteristics
Truant
Fears of Pets
Does well Academically
Creative

L

123 4th St
Pittsburgh, PA 15214 M

Select | Edit | Client Characteristics

Provider N

Name | Find | Resource ID | Resource Type

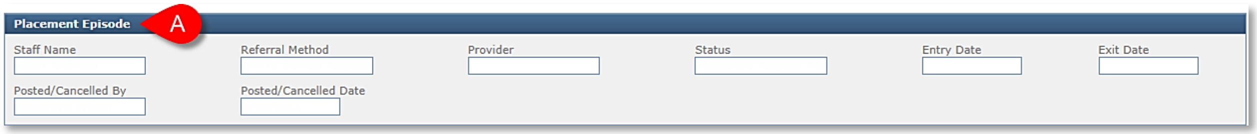
Agency/Program Area

Address

Home Phone | Work Phone | Extension

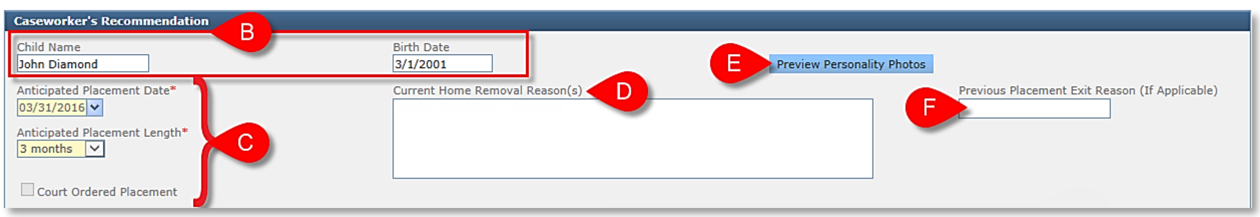
O

Save | Preview | Online Service Requests | Approval | Cancel

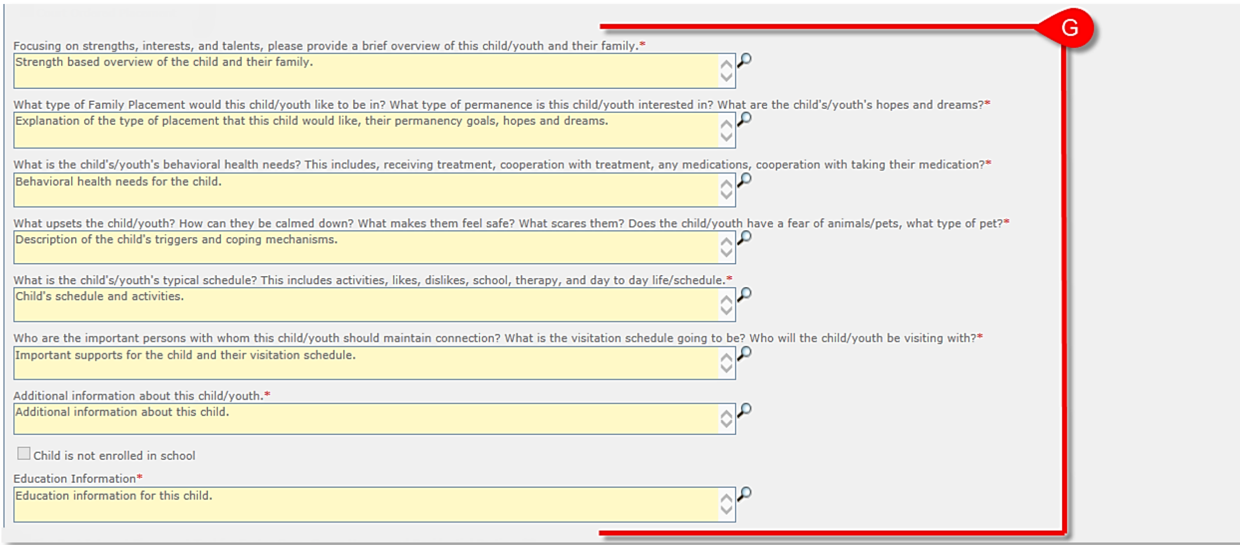


a. *Placement Episode*: This section displays some basic information about the referral including: the *Staff Name* of the individual making the referral, the *Referral Method, Provider, Status, Entry Date*, *Exit Date, Posted/Cancelled By* and *Posted/Cancelled Date*.

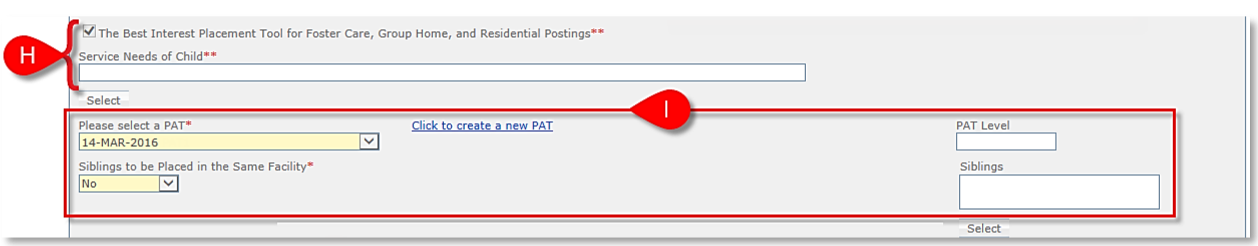
> ***Note:** The Provider and Entry Date fields will be blank for Online referrals until a provider has been chosen by the placing agency and the entry date has been documented.*



b. *Child's Name and Birth Date*
c. *Anticipated Placement Date* (earliest date that the child may be placed), *Anticipated Placement Length*, and *Court Ordered Placement* checkbox.
d. *Current Home Removal Reason(s)* lists the reasons that the child was most recently removed.
e. Clicking **Preview Personality Photos** will open a PDF in a new window containing information and Personality Photos for the child. If there are no Personality Photos for the child this button will be greyed out.
f. *Previous Placement Exit Reason (If Applicable)*



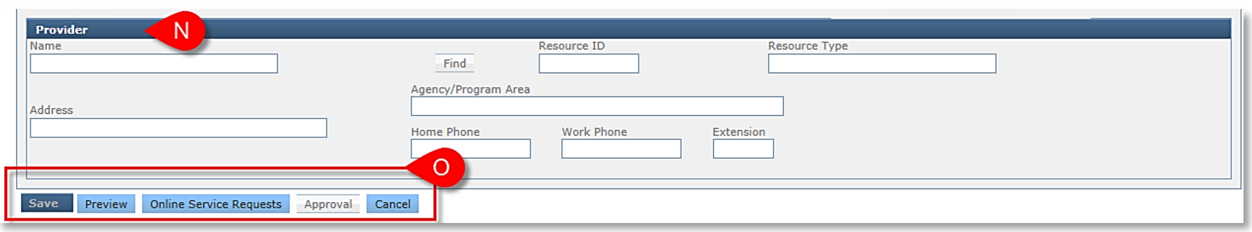
g. This section includes multiple questions that provide detailed information about the child for placement providers to review. These questions include:
- *Focusing on strengths, interests, and talents, please provide a brief overview of this child/youth and their family.*
- *What type of Family Placement would this child/youth like to be in? What type of permanence is this child/youth interested in? What are the child's/youth's hopes and dreams?*
- *What is the child's/youth's behavioral health needs? This includes, receiving treatment, cooperation with treatment, any medications, cooperation with taking their medication?*
- *What upsets the child/youth? How can they be calmed down? What makes them feel safe? What scares them? Does the child/youth have a fear of animals/pets, what type of pet?*
- *What is the child's/youth's typical schedule? This includes activities, likes, dislikes, school, therapy, and day to day life/schedule.*
- *Who are the important persons with whom this child/youth should maintain connection? What is the visitation schedule going to be? Who will the child/youth be visiting with?*
- *Additional information about this youth.*
- *Education Information* – if the *Child is not enrolled in school* checkbox is checked the CYF caseworker will not be required to complete the *Education Information* textbox.



h. *Service Needs Of Child* will contain the applicable MPER placement services for this referral unless *The Best Interest Placement Tool for Foster Care, Teen Foster Care, Group Home, and Residential Postings* checkbox is checked. This checkbox opens the posting for any Foster Care, Teen Foster Care, Group Home and Residential provider to respond.

i. *Please Select a PAT* identifies which PAT has been connected to this referral and the corresponding *PAT Level* will be displayed. If the answer to *Siblings to be Placed in the Same Facility* is "Yes" the other children who are to be placed with the child will be listed in the *Siblings* box.

j. *Legal Justification for Removal* identifies what court order resulted in the child's most recent removal from home.
k. *Legal Status* (Dependent, Delinquent, etc), *Case Category*, *Current Living Situation*, and *Service* (if in placement).
l. Characteristics displays the Strengths, Concerns, and Interests of the child as assessed by the caseworker. Clicking the **Client Characteristics** button will open a PDF in a new window with all of the child's BIPT comparison information including *Client Characteristics* and other demographic information.
m. This address is the location that has been identified as important to keep the child's placement close to. This can be a parent or significant support's address, a school address, or any other important location.



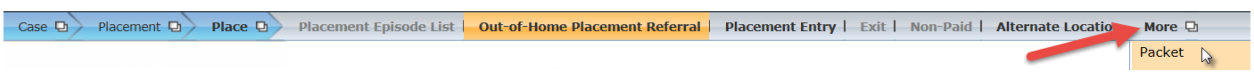
n. *Provider*: This section will be completed once the CYF caseworker selects the specific provider that the child is to be placed with. The information here is generated from the MPER listing for the provider. Any incorrect contact information found here must be corrected by the provider in MPER.
o. Clicking **Preview** will bring up a printable version of the referral.

Clicking **Online Service Requests** will navigate the user to the *Pending Online Service Requests* screen.

Clicking **Cancel** will navigate the user to *Out-of-Home Placement Referral* splash screen.

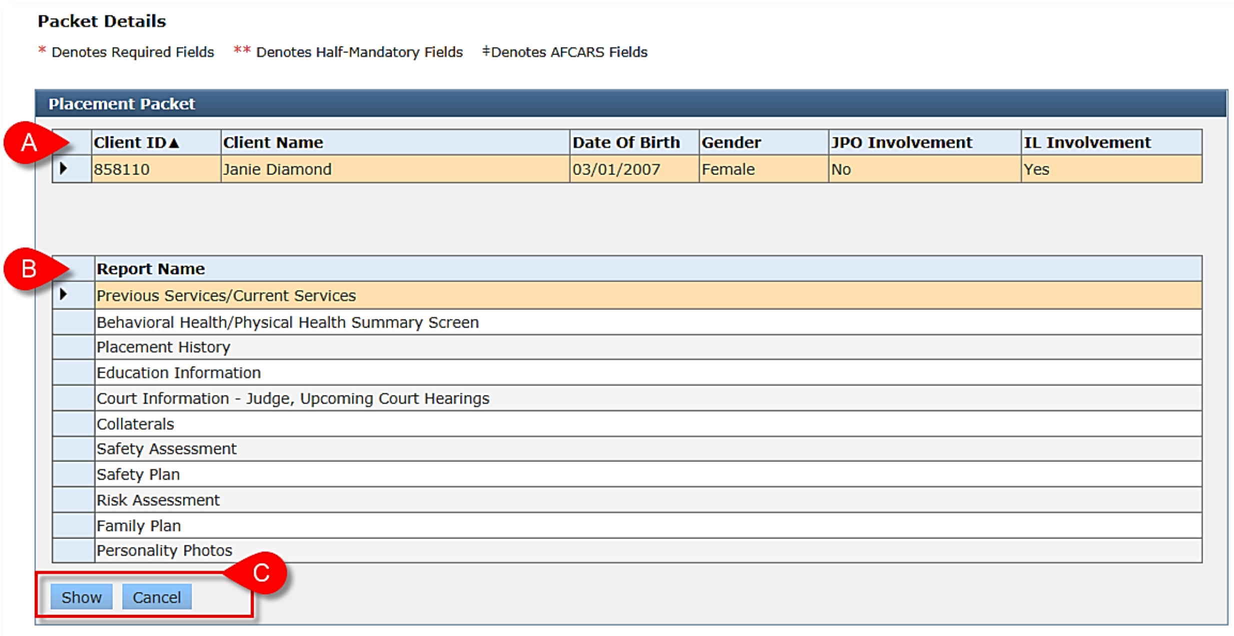
Navigating to the Packet Details screen

1. To view the *Packet Details* screen for an Online Posting navigate to the *Pending Online Service Requests* Screen.
    a. Under the *Organizer* tab in the Left Navigation Pane under **My Tasks** click on the + next to **Online Service Requests**
    b. Click on the Pending Online Service Requests hyperlink.
    c. Under the **Placement** tab click on the desired Case and click the **Show** button at the bottom of the screen to bring the case and target client into focus.
    d. Navigate to **Case > Service > Packet**.
2. To view the Referral for a case that is assigned to you or your agency navigate to *My Active Services*.
    a. Under the *Organizer* tab in the Left Navigation Pane under **Workload** click on **My Active Services**
    b. Under the **Placement** tab click on the desired Case in the *Cases* grid and click the **Show** button at the bottom of the screen to bring the case and target client into focus.
    c. Navigate to **Case > Service > Packet**.
3. Navigating from the *Placement* screens using the Breadcrumb trail: **More > Packet**



Tip: *The Packet Details screen will continue to update with the latest information entered in KIDS for the client(s). It will also continue to update with any new approved assessments, plans, placements and services.*

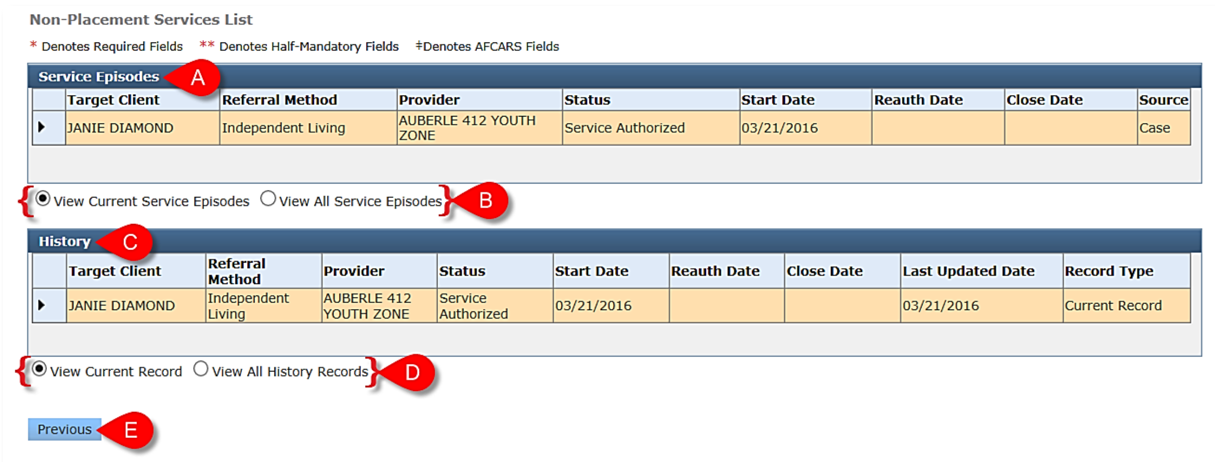
Using the Packet Details screen



1. Using the *Packet Details* screen:
   a. The Client grid will display the target and additional clients identified for this referral. This grid includes some basic information on the client: *Client ID, Client Name, Date of Birth, Gender, JPO Involvement* and *IL Involvement*.
   Click on the client's name in the grid to view the reports for that client.
   b. Select a report from the *Report Name* grid.
   c. Click **Show**. This will either navigate to the selected report's list screen or display a printable pop up with the selected report's information.
   Clicking **Cancel** will navigate the user back to the **Case > Service** splash screen.
      i. Reports with list screens will contain a **Previous** button on their list screen. Clicking **Previous** will navigate the user back to the *Packet Details* screen.
         a. Some list screens will also have a **Preview** button that will open a PDF of the selected item in a new window.

Packet Details screen - Reports

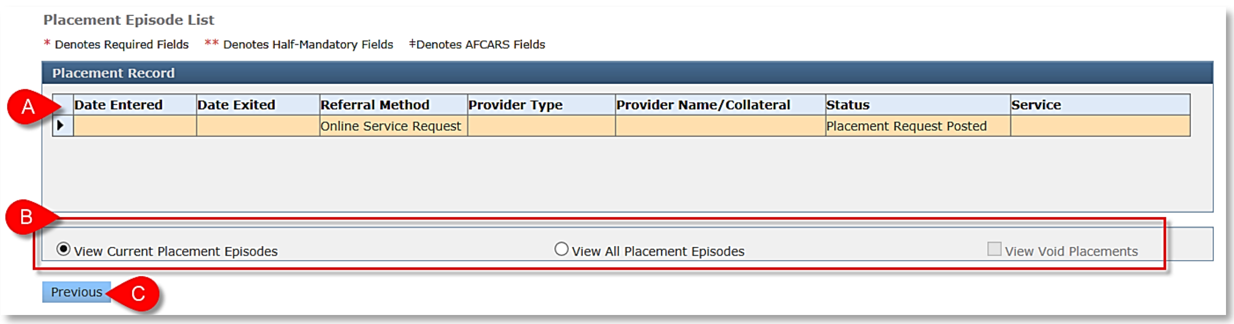
1. *Previous Services/Current Services*: Highlight the *Previous Services/Current Services* report in the grid and click Show. The Packet - *Non-Placement Services List* screen will appear.



a. The *Service Episodes* grid includes the following information: *Target Client, Referral Method* (Example: Online Service Request, CYF Caseworker Direct Referral), *Provider*, *Status* of the referral, *Start Date*, *Reauth Date, Close Date*, and *Source* of the referral (Case or Investigation).
b. The *Service Episodes* grid defaults to displaying services that are Current (Open). Select the *View All Service Episodes* radio button to view the full list including closed services.
c. The *History* grid contains a list of current and historical records for the *Service Episode* highlighted in the *Service Episode* grid. The *History* grid includes the following information: *Target Client, Referral Method* (Example: Online Service Request, CYF Caseworker Direct Referral), *Provider*, *Status* of the referral, *Start Date*, *Reauth Date, Close Date*, and *Source* of the referral (Case or Investigation), *Last Updated Date* of the record, and *Record Type* (Current or Historical).
d. The *History* grid defaults to displaying the Current Record. Select the *View All History Records* radio button to see the full list of records including all historical records.
e. To navigate back to the *Packet Details* screen, click **Previous**.

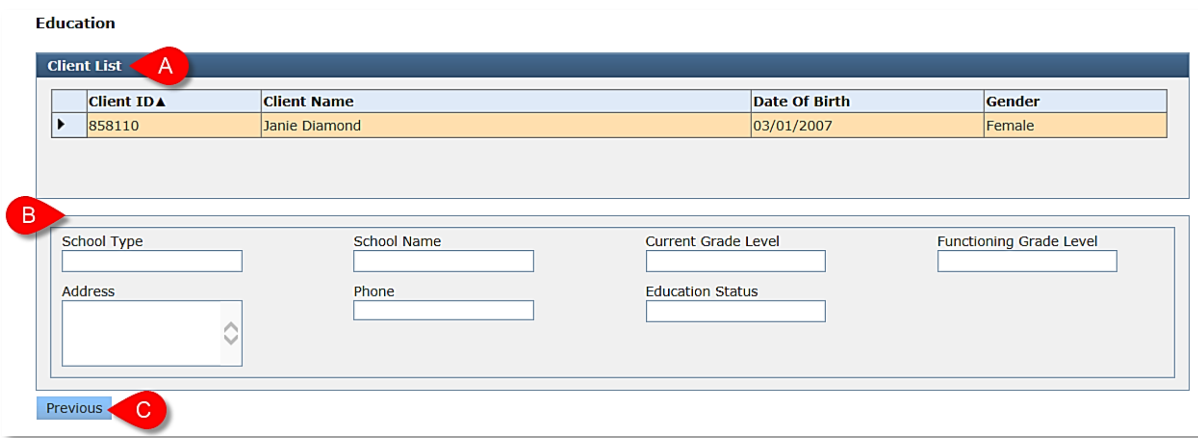
2. *Behavioral Health/Physical Health Summary Screen*: Highlight the *Behavioral Health/Physical Health Summary Screen* report in the grid and click **Show**. A printable PDF version of the *Client Behavioral Health/Physical Health Summary* will open in a new window.

3. *Placement History*: Highlight the *Placement History* report in the grid and click **Show**. The Packet – *Placement Episode List* screen will appear.



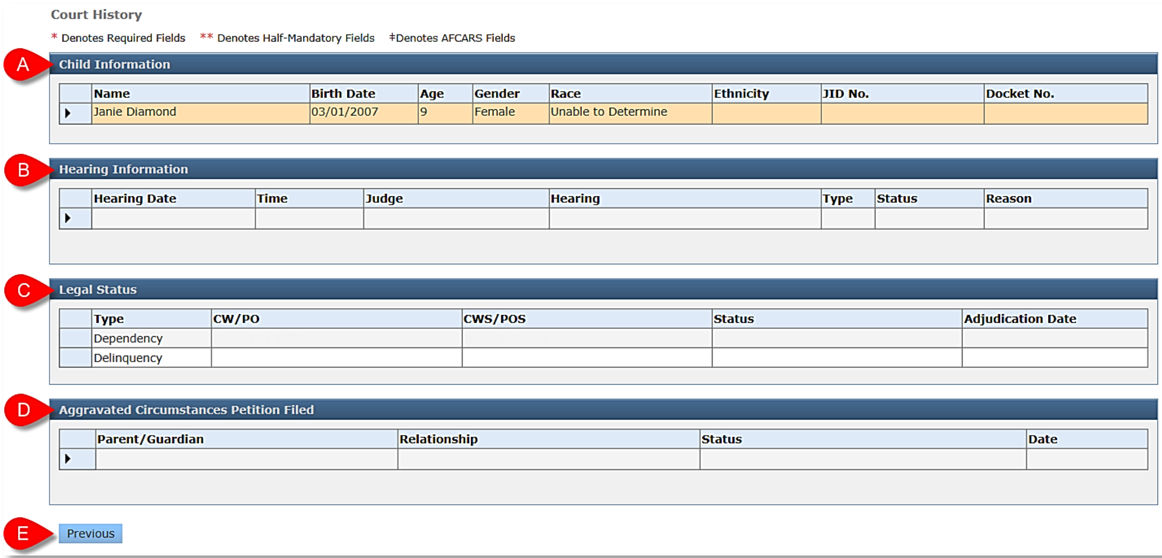
   a. The *Placement Record* grid includes the following information: *Date Entered, Date Exited, Referral Method, Provider Type, Provider Name/Collateral, Status,* and *Service*.
   b. The *Placement Record* grid defaults to the current placement and any Online postings. Select the *View All Placement Episodes* radio button to view the full list including prior placements. Note: *View Void Placements* is disabled; only internal CYF staff have access to view voided placements.
   c. To navigate back to the *Packet Details* screen, click **Previous**.

4. *Education Information*: Highlight the *Education Information* report in the grid and click **Show**. The Packet – *Education* screen will appear. This information comes from the *Education* screen in the **Case > Client** screens.



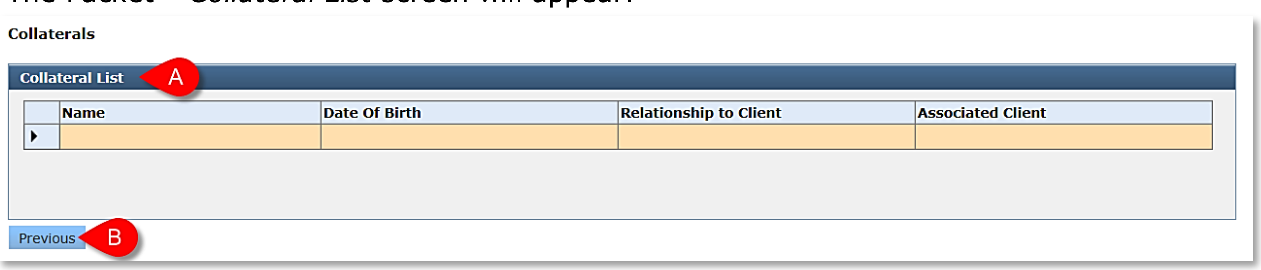
   a. Highlight a client in the *Client List* if there is more than one Client listed.
   b. The Education Information for the highlighted client appears here and includes: *School Type, School Name, Address, Phone, Current Grade Level, Functioning Grade Level*, and *Education Status*. This information comes from the *Education* screen in the **Case > Client** screens.
   c. To navigate back to the *Packet Details* screen, click **Previous**.

5. *Court Information – Judge, Upcoming Court Hearings*: Highlight the *Court Information – Judge, Upcoming Court Hearings* report in the grid and click **Show**. The Packet – *Court History* screen will appear.



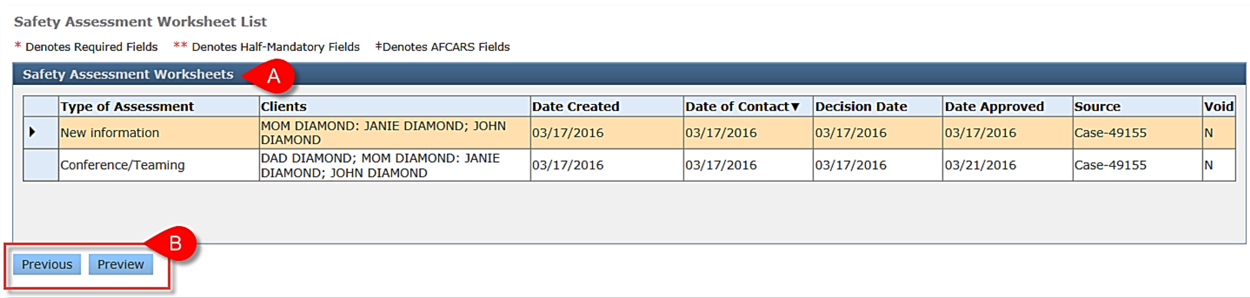
a. *Child Information* grid: Contains basic information on the child including: *Name, Birth Date, Age, Gender, Race, Ethnicity, JID No.* and *Docket No*.
b. *Hearing Information* grid: Lists hearings scheduled for the child highlighted in the *Child Information* grid.
Contains the following hearing information: *Hearing Date, Time, Judge, Hearing, Type, Status* and *Reason*.
c. *Legal Status* grid: Contains information on the child's legal status including: *Type*, *CW/ PO* (Caseworker/ Probation Officer), *CWS/POS* (Casework Supervisor/Probation Officer Supervisor), *Status* and *Adjudication Date*.
d. *Aggravated Circumstances Petition Filed* grid: Contains information if an Aggravated Circumstances Petition has been filed against a parent or guardian for the child.
Contains the following information: *Parent/Guardian* the petition has been filed against, *Relationship* to the child, *Status* and *Date*.
e. To navigate back to the *Packet Details* screen, click **Previous**.

6. *Collaterals*: Highlight the *Collaterals* report in the grid and click **Show**.
The Packet – *Collateral List* screen will appear.



a. *Collateral List* grid: Contains a list of all of the current collaterals associated with the case. Information in the grid includes: *Name* of the Collateral, *Date of Birth*, the Collateral's *Relationship to Client* and the *Associated Client*.
b. To navigate back to the *Packet Details* screen, click **Previous**.

7. *Safety Assessment*: Highlight the *Safety Assessment* report in the grid and click **Show**. The Packet – *Safety Assessment Worksheet List* screen will appear.



Safety Assessment Worksheet List

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

Safety Assessment Worksheets

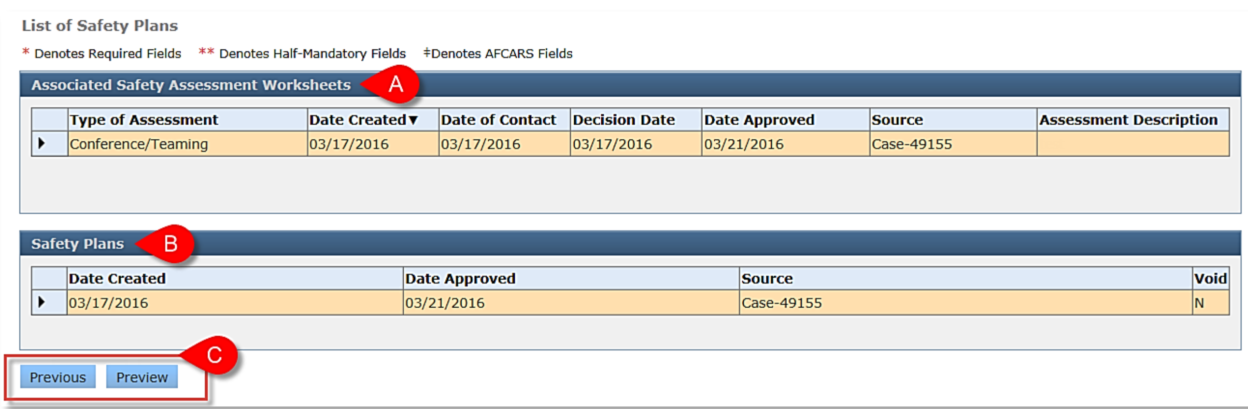
Type of Assessment	Clients	Date Created	Date of Contact▼	Decision Date	Date Approved	Source	Void
New information	MOM DIAMOND: JANIE DIAMOND; JOHN DIAMOND	03/17/2016	03/17/2016	03/17/2016	03/17/2016	Case-49155	N
Conference/Teaming	DAD DIAMOND; MOM DIAMOND: JANIE DIAMOND; JOHN DIAMOND	03/17/2016	03/17/2016	03/17/2016	03/21/2016	Case-49155	N

a. *Safety Assessment Worksheets* grid: Contains a list of all of the approved safety assessments for this case. Information in the grid includes: *Type of Assessment, Clients* involved in the assessment, *Date Created*, *Date of Contact, Decision Date, Date Approved, Source* and *Void* (indicates whether or not the assessment has been voided).

b. Highlight a plan in the *Safety Assessment Worksheets* grid and click **Preview** to generate a printable PDF of the highlighted safety assessment.

To navigate back to the *Packet Details* screen, click **Previous**.

8. *Safety Plan*: Highlight the *Safety Plan* report in the grid and click **Show**. The Packet – *List of Safety Plans* screen will appear.



List of Safety Plans

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

Associated Safety Assessment Worksheets

Type of Assessment	Date Created▼	Date of Contact	Decision Date	Date Approved	Source	Assessment Description
Conference/Teaming	03/17/2016	03/17/2016	03/17/2016	03/21/2016	Case-49155	

Safety Plans

Date Created	Date Approved	Source	Void
03/17/2016	03/21/2016	Case-49155	N

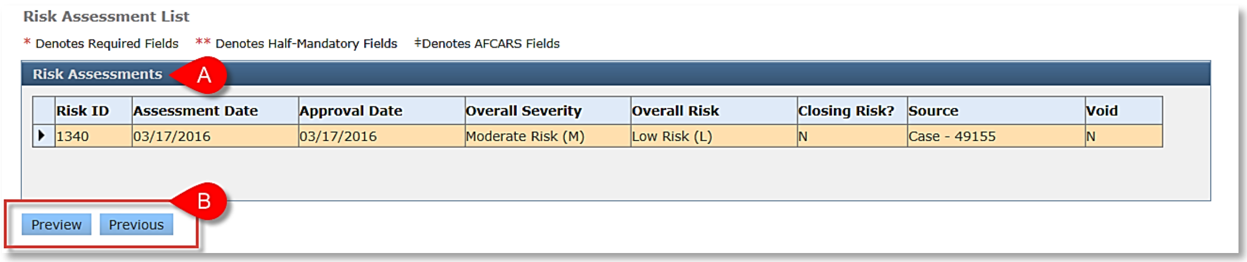
a. *Associated Safety Assessment Worksheets* grid: Contains a list of all of the Safety Assessments for this case that require a Safety Plan. Information in the grid includes: *Type of Assessment,* Date *Created*, *Date of Contact, Decision Date, Date Approved, Source* and *Assessment Description.*

b. *Safety Plans* grid: Contains all of the approved Safety Plans connected to the Safety Assessment highlighted in the *Associated Safety Assessment Worksheets* grid

c. Click **Preview** to generate a printable PDF of the highlighted *Safety Plan* in the *Safety Plans* grid.

To navigate back to the *Packet Details* screen, click **Previous**.

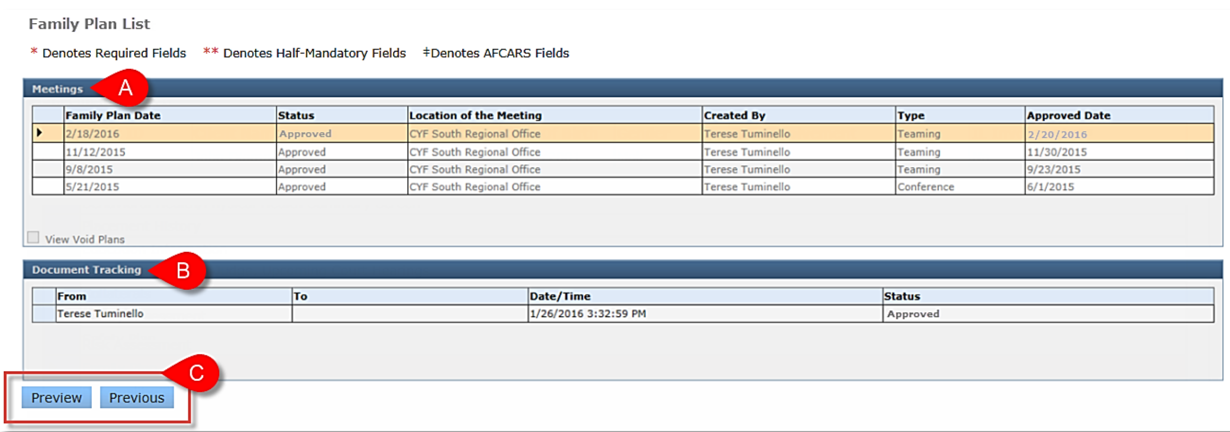
9. *Risk Assessment*: Highlight the *Risk Assessment* report in the grid and click **Show**.
   The Packet – *Risk Assessment Worksheet List* screen will appear.



   a. *Risk Assessments* grid: Contains a list of all of the approved risk assessments for this case. Information in the grid includes: *Risk ID, Assessment Date, Approval Date, Overall Severity, Overall Risk, Closing Risk?* (indicates if the risk assessment was completed for Case Closure) *Source* and *Void* (indicates whether or not the assessment has been voided).
   b. Highlight a plan in the *Risk Assessments* grid and click **Preview** to generate a printable PDF of the highlighted risk assessment.

      To navigate back to the *Packet Details* screen, click **Previous**.

10. *Family Plan*: Highlight the *Family Plan* report in the grid and click **Show**.
    The Packet – *Family Plan List* screen will appear.



   a. *Meetings* grid: Contains a list of all of the approved family plans for this case. Information in the grid includes: *Family Plan Date, Status, Location of the Meeting, Created By, Type* (Conference or a Teaming) and *Approved Date.*
      Note: *View Void Plans* is disabled; only internal CYF staff have access to view voided family plans.
   b. *Document Tracking* grid: Displays the approval process information for the highlighted family plan and includes the following information: *From* (requestor), *To* (approver), *Date/Time* of approval and *Status*.
   c. Highlight a plan in the *Meetings* grid and click **Preview** to generate a printable PDF of the highlighted family plan.

      To navigate back to the *Packet Details* screen, click **Previous**.

11. *Personality Photos*: Highlight the *Personality Photos* report in the grid and click **Show**. A printable PDF version of the *Personality Photos* will open. Personality Photos are used in Placement referrals as a way to assist in finding foster homes for older youth in care.

Tip: *A report for providers is generated on a weekly basis that contains information about cases (both Placement and Non-Placement Services) that were closed in the previous week and the reauthorizations that are due in the current week.*

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://s3.amazonaws.com/dhs-application-support/index.htm