



Placement Discharge – Provider Job Aid

Contracted Placement Providers are required to document a discharge notification for a child who is leaving placement by completing the *Provider Discharge Summary* screen.

Placement Discharge screen

The screenshot shows the 'Placement Discharge' screen in the 'Key Information and Demographics System'. The header includes the Allegheny County Department of Human Services logo and the 'kids' logo. The navigation bar shows 'Referral', 'Case', 'Provider', and 'Admin' tabs. The 'Case' tab is selected, and the breadcrumb trail is 'Case > Placement > Place > Placement Discharge'. The left sidebar shows the 'Organizer' with 'In Focus' and 'History' sections. The main content area is titled 'Placement Discharge' and includes a legend: '* Denotes Required Fields', '** Denotes Half-Mandatory Fields', and '# Denotes AFCARS Fields'. The 'Current Placement Episode' section has fields for 'Provider', 'Status', 'Entry Date', and 'Exit Date'. The 'Discharge Details' section has fields for 'Exit Date*', '30 Day Notice Sent' (checkbox), 'Date', 'Clothing Inventory Complete Upon Discharge' (checkbox), 'Location Child Being Discharged To*', 'Address', 'Reason for Exit*', 'Health Information Updated' (checkbox), 'Education Information Updated' (checkbox), 'Health/Education Summary for Child*', and 'Comments (Recommendations for Child)*'. The 'Save' button is at the bottom left.

1. Bring the client's service episode into focus from the *My Services* screen.
2. Navigate to the Placement Discharge screen.
 - a. **Case > Placement > Place > Placement Discharge**
3. In the *Discharge Details* section, enter the *Exit Date*.
4. Click the checkbox to indicate *30 Day Notice Sent*.
5. Enter the *Date* the notice was sent
6. Click the checkbox to indicate that the *Clothing Inventory Complete Upon Discharge*.
7. Enter the *Location Child Being Discharged To*.
 - a. Address displays the address of the Agency.
8. Select the Reason for Exit.
9. Click the checkbox to indicate that *Health Information Updated*.
10. Click the checkbox to indicate that *Education Information Updated*.
11. Enter narrative *Health/Education Summary for Child*.
12. Enter narrative *Comments (Recommendations for Child)*.
13. Click the **[Save]** button.

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>