

Placement Entry - Job Aid

The *Placement Entry* screen is used by the provider to document the date and time the child entered the placement facility.

Placement Entry screen

Departmer Allegheny C	nt of Human Services ^{County} , Pennsylvania	Key Information and Demographics System
Referral Case Provider	Admin	Help Loqout Case 💟 🧔
Case D Placement D Place D Place Organizer Focus History In Focus	comment Episode List 1 Out-of-Home Placement Referral Placement Entry Esit 1 Alternate Location Packet Placement Entry Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields	More D
User Name: Charon Franklin Crawford-PCW Entity Type: Entity Name: Haskins Entity 10: 48078	Entry Information Creation Date Created By D5/03/2011 YOLANDA BARBER Case ID Provider ID 48078 46	Provider Name Außerste
Entity Type: Client Entity Name: Entity Name: Entity: TO: 653733	Entry Details Supporting Info Provider Details Servi Caseworker Date Child Entered Placement* Entry Time* Last Upd. D4/26/2011 09:00 AM PM VOLAND Medicaid Paid Placement ‡ Type of Care ‡ Itraditional Poster Home Itraditional Poster Home Itraditional Poster Home Itraditional Poster Home 	ces ated By Last Updated Date A BARBER 05/03/2011 ent Signed nent to Adopt Petition for Adoption Filed
	Provider Date Child Entered Placement Entry Time AM PM Facilities	ated By Last Updated Date
	Placement Unit Date Child Entered Placement Save Find Provider Cancel	ated By Last Updated Date

- 1. Bring the client's service episode into focus from the My Services screen.
- 2. Navigate to the Placement Entry screen.

a. Case > Placement > Place > Placement Entry

- 3. On the *Entry Details* tab, enter the *Date Child Entered Placement* in the Provider area. **Note:** *The Caseworker Placement Entry must be documented before a provider can document the entry.*
- 4. Enter the Entry Time.
- 5. Select the AM or PM radio button.
- 6. Select the Facilities.
- 7. Navigate to the Services tab.
- 8. Select the applicable Program.
 - *i.* TIP: The option of 'Not Applicable' is displayed for provider's that do not have specific program rates.
- 9. Click the [Save] button.

For more information...

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