



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

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 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>

This job aid and additional user materials are located on the DHS Amazon site at:

<http://dhswebt.s3.amazonaws.com/KIDSJobAids/index.htm>