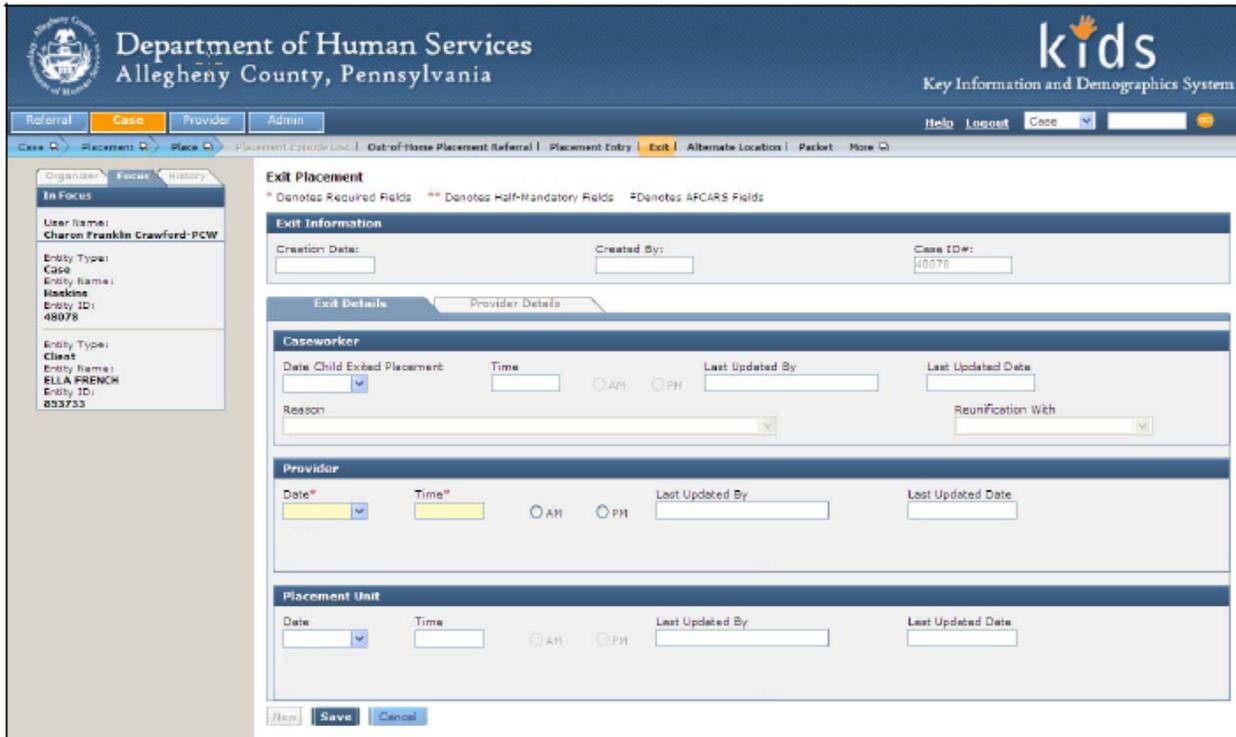


## Exit Placement - Job Aid

The *Exit Placement* screen is used to document the details pertaining to the child leaving the placement facility.

**NOTE:** The Provider Exit date must be documented before a caseworker can document the exit.

### Exit Placement screen



1. Bring the client's service episode into focus from the *My Services* screen.
2. Navigate to the *Exit* screen.
  - a. **Case > Placement > Place > Exit**
3. On the *Exit Details* tab, enter the *Date* child left placement in the Provider area.
  - i. *TIP: The Provider Exit date must be documented before a caseworker can document the exit.*
4. Enter the exit *Time*.
5. Select the *AM* or *PM* radio button.
6. Click the [**Save**] button.

### For more information...

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto: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>