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## **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.

Departme Allegheny (	nt of Human Services County, Pennsylvania	Key Information and Demographics		
erral Case Provider	Admin		Helo Logont Case 💌	
Organizer     Focus     History In Focus	Exit Placement * Denotes Required Fields ** Denotes Helf-Mar	Placement Entry Exit   Alternate Location   Packet Mon	• 9	
User Name: Charon Franklin Crawford-PCW Britty Type: Case Entity Name: Hackina Entity 10: 40079	Exit Information Creation Data: Exit Details Provider Data	Created Sy:	Cese ID#: 48078	
Endby Types Cleat Endby Hama Endby IB Endby ID 833733	Caseworker Date Child Exted Placement Reason	Last Updated By	Lest Updated Date Reunification With	
	Provider Date" Time" C	Last Updated By	Last Updated Date	
	Placement Unit Date Time	Last Updated By	Last Updated Date	

- 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 ca* 
  - *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 <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: <a href="http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.htm">http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.htm</a>