

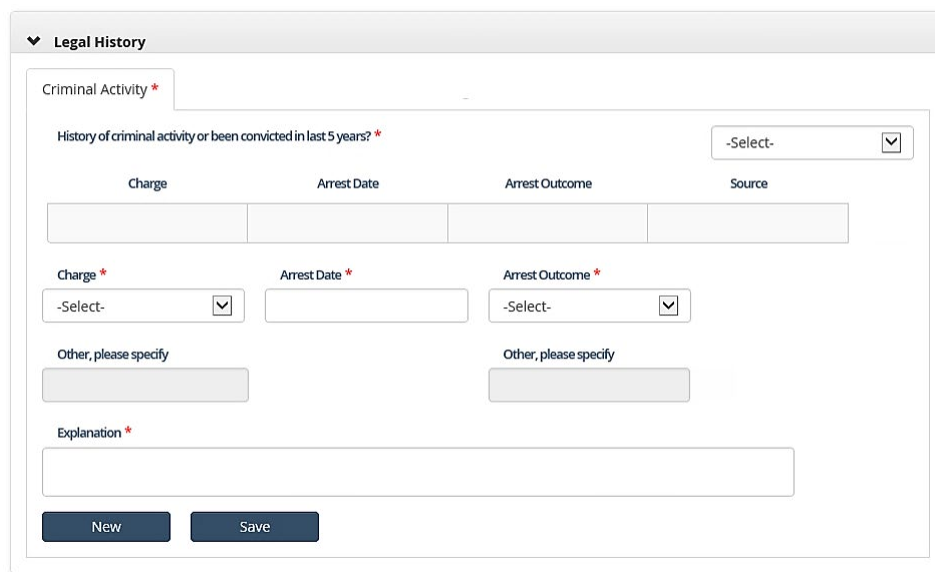


Case – Legal History

MH Residential Job Aid

The *Legal History* screen allows the user to document the Consumer's current involvement in the legal system (if applicable) as well as any prior involvement. Information on this screen is carried over from the Referral but can be updated as needed.

Legal History



The screenshot shows the 'Legal History' form. At the top, there is a tab labeled 'Criminal Activity *'. Below this, a question asks 'History of criminal activity or been convicted in last 5 years? *' with a dropdown menu set to '-Select-'. The form contains several input fields: 'Charge', 'Arrest Date', 'Arrest Outcome', and 'Source'. Below these, there are dropdown menus for 'Charge *' (set to '-Select-'), 'Arrest Date *', and 'Arrest Outcome *' (set to '-Select-'). There are also text input fields for 'Other, please specify' under both 'Charge' and 'Arrest Outcome'. At the bottom, there is a large text input field for 'Explanation *'. Two buttons, 'New' and 'Save', are located at the bottom left of the form.


Navigation

1. From the **Dashboard**: Locate the desired Case and click on the *Case ID* to bring the Case into focus.
 - a. Click on the **Case Information** tile. Then click on the **Legal History** tile.



Legal History – Criminal Activity

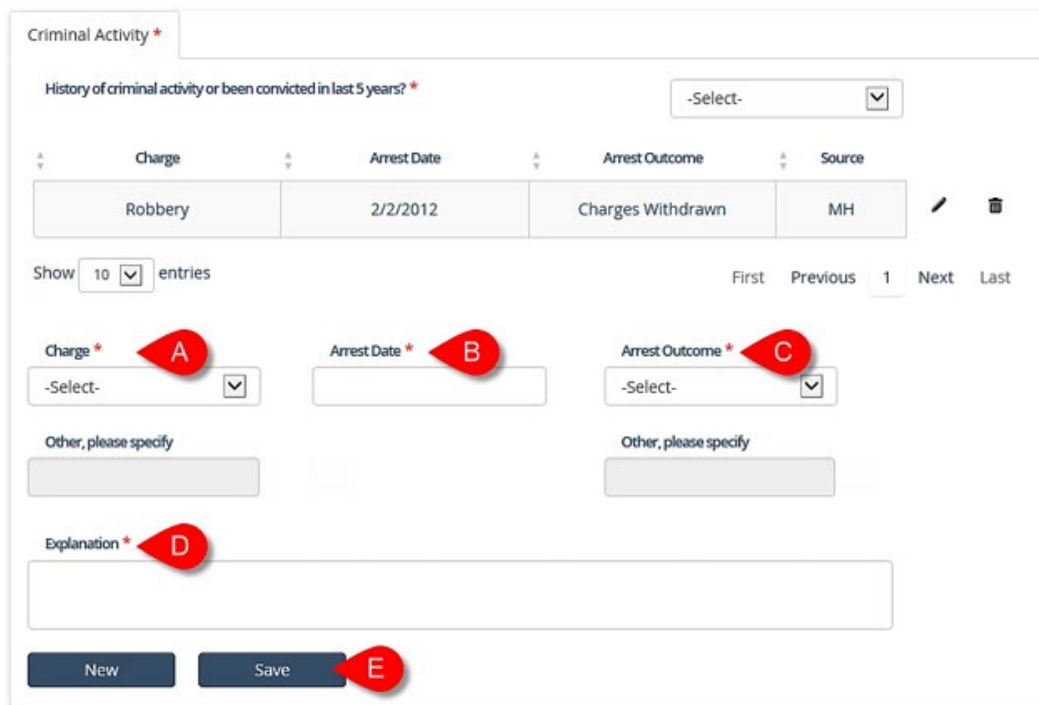
1. **Criminal Activity *** tab:



The screenshot shows the 'Criminal Activity *' tab header. Below the tab name is a question: 'Does the person have a history of criminal activity? *'. To the right of this question is a dropdown menu currently set to '-Select-'.

- Does the person have a history of criminal activity?:* Indicate whether or not the Consumer has a history of criminal activity or has been convicted within the last 5 years by selecting "Yes" or "No" from the drop-down.
- If the answer is No, move on to the next tab.
- If the answer is Yes, complete the rest of the **Criminal Activity *** tab.


2. Documenting criminal history and/or convictions:




The screenshot shows the main form for documenting criminal activity. At the top, it repeats the question 'History of criminal activity or been convicted in last 5 years? *' with a '-Select-' dropdown. Below this is a table with columns: Charge, Arrest Date, Arrest Outcome, and Source. The first row shows 'Robbery', '2/2/2012', 'Charges Withdrawn', and 'MH'. Below the table, there are navigation links: 'Show 10 entries', 'First', 'Previous', '1', 'Next', 'Last'. The form then has four sections, each with a red lettered callout:
- **A** points to the 'Charge *' dropdown menu.
- **B** points to the 'Arrest Date *' text input field.
- **C** points to the 'Arrest Outcome *' dropdown menu.
- **D** points to the 'Explanation *' text input field.
At the bottom, there are 'New' and 'Save' buttons, with **E** pointing to the 'Save' button. Each section also has an 'Other, please specify' text input field below the main dropdown or text field.



- Charge:* Select the specific Charge that is being documented from the drop-down. If the Charge is not one of the options in the drop-down, select "Other" and document the specific Charge in the *Other, please specify* field below the drop-down.
- Arrest Date:* Enter the date of arrest for this Charge.



- c. *Arrest Outcome*: Select the outcome of the arrest from the drop-down. If the outcome is not one of the options in the drop-down, select "Other" and document the outcome in the *Other, please specify* field below the drop-down.
- d. *Explanation*: Enter an explanation of the Charge and outcome in the narrative text field.
- e. Click  to save this record to the *Charge* grid.


3. Click  to add a new Charge to the grid.


4. Editing or deleting an existing Charge:


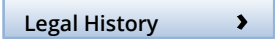
- a. Click the Edit Icon [] to the right of a Charge in the grid to edit that entry.
- b. To delete a Charge, click the Delete Icon [] to the right of the Charge in the grid.
A *Confirm Delete* pop-up will appear:

Confirm Delete

Clicking on "Yes" button will delete this record.
Would you like to proceed?

Clicking  will delete the Charge.

Clicking  will cancel the action and the Charge will not be deleted.

5. Click  at the bottom of the screen before navigating away from the  screen otherwise any information that has been entered or updated will not be saved. The screen cannot be saved unless all of the mandatory [*] information has been entered on every tab.

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 I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm> or <http://dhsassist.dhs.allegheny.local> for internal users.