DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

Housing Eligibility & Referrals – ACDHS Portal Job Aid

The *ACDHS Portal* allows staff to enter information about a Consumer to determine their eligibility across a variety of housing programs as well as initiating an LTSR or Specialized Residence Referral if necessary.

Housing Eligibility & Referrals

Navigation

1. Assessing Housing Eligibility:

    a. From the ACDHS Portal home screen: Click on **Check Eligibility** .

2. Initiating an LTSR or Specialized Residence Referral:

    a. From the ACDHS Portal home screen: Click "Continue with LTSR or Specialized Residence Referral" on the *Housing Eligibility* tile.

3. Navigating from within MH Residential: Clicking on the MH Residential logo [MH RESIDENTIAL] will navigate the user back to the ACDHS Portal home screen and the *Housing Eligibility* tile. The ACDHS Portal home screen can also be reached by selecting "Return to Portal" from the User Menu in the top-right corner of every screen.

DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

Assessing Housing Eligibility

1. Click **Check Eligibility** to open the **Housing Eligibility Calculator** screen:

a. *Date of Birth*: Enter the Consumer's date of birth.

b. *Current Residence Type*: Select the residence type from the drop-down that best describes the Consumer's current living situation.

c. *Household Size*: Enter the size of the household by selecting from the drop-down.

d. *Household Annual Median Income*: Enter the median annual income of the household. If the income is unknown, check the ☐ *Unknown* checkbox.

e. *Disability*: Select the type of disability that applies to the Consumer from the drop-down.

f. *Type of Health Insurance* and *Other Health Insurance Type*: Select the Consumer's health insurance(s) from the multi-select drop-down. If "Other – Please Specify" is one of the selections, enter the name of that insurance in the *Other Health Insurance Type* field.

DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

ACDHS Portal
DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PA

ACDHS PORTAL

g. *Previously served in the military?*: Answer whether or not the Consumer previously served in the military by selecting "Yes" or "No".

h. *Does the applicant require onsite support to manage day-to-day activities successfully in the community?*: Answer whether or not the Consumer requires onsite support in order to manage day-to-day activities in the community by selecting "Yes" or "No".

2. Click **Review Eligibility** to access the results.
Clicking **Cancel** will navigate back to the ACDHS Portal home screen.

Reviewing and Comparing the Results

1. Click **Review Eligibility** to access the results.

a. Returning to the *Housing Eligibility Calculator*: Click **Modify Response** to make changes to the information entered.

b. Returning to the ACDHS Portal home screen: Click **<Back to Home** to return to the home screen.

2. Compare Programs:

a. To compare various programs check the ☑ **Add to Compare** checkbox next to the desired programs.

b. Click **Compare** to get an in-depth comparison of the selected programs.

DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

ACDHS Portal
DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PA

ACDHS PORTAL

3. *Compare Programs*:

a. All of the selected programs are presented side-by-side with the following information: a description of the program, who the program is primarily for, what services are provided, and program contact information.

b. Returning to the Eligibility Results: Click **<Back to Eligibility Results** where different or additional programs can be selected to compare.

c. Returning to the ACDHS Portal home screen: Click **<Back to Home** to return to the home screen.

DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

ACDHS Portal
DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PA

ACDHS PORTAL

Long Term Structured Residence (LTSR) or Specialized Residence (SR) Referral

1. The LTSR or Specialized Residence Referral can be accessed in several ways:
    a. From the **Eligibility Results** or the **Compare Programs** screens:

    If the *Eligibility Results* include MH Residential the screen will include the [Start Referral] button which can be clicked to start the LTSR or Specialized Residence Referral process.

    b. From the ACDHS Portal home screen: Click <u>Continue with LTSR or Specialized Residence Referral</u> on the *Housing Eligibility* tile to start the LTSR or Specialized Residence Referral process.

Housing Eligibility

Determine what housing programs an individual may be eligible for.

[Check Eligibility]

<u>Continue with LTSR or Specialized Residence Referral</u>

2. **Consumer Information**: The LTSR or Specialized Residence referral starts with entering the Consumer's basic information.

ACDHS Portal
DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PA

Jane Smith▾

Consumer Information

Contact Details
Enter information here on the person

First Name *   Last Name *   (A)

Middle Name (B)

SSN (C)

Legal Sex * (D)
-Select-

Cancel   **Save and Next**

* Denotes required field

   a. *First Name and Last Name*: Enter the Consumer's first and last name.

   b. *Middle Name*: If known, enter the Consumer's middle name.

DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

ACDHS Portal
DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PA

ACDHS PORTAL

   c. *SSN*: If known, enter the Consumer's social security name (SSN).

   d. *Legal Sex*: Select the Consumer's legal sex from the drop-down.

3. Click **Save and Next** to continue on to MH Residential.
Clicking **Cancel** to leave the ***Consumer Information*** screen and navigate back to the ACDHS Portal home screen. Information entered will not be saved.

Client Search

1. Click **Save and Next** to continue on to MH Residential. The *Client Search* pop-up will open.

2. If there is already a Referral for this Consumer, that information will appear in the *Search Results* grid. In this instance, a new referral cannot be created and the **Create New Referral** button will be disabled.

	Search Results							
Create New Referral						Search :		
MCI ID	MCI % Match	Referral ID	Client	Client DOB	Client SSN	Status	Assigned Worker	Referral Date
1000859106	91	55818	Susie Sunshine	01/02/1995	XXX-XX-5641	Pending	Kimberley Falk	05/19/2017
Show 10 entries						First Previous 1 Next Last		

DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

ACDHS Portal
DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PA

ACDHS PORTAL

3. If there are no other current Referrals for the Consumer a new Referral can be created.

Client Search

Search was performed and no results were found

❯ **Client Search Criteria**

Client Last Name :	November	Client First Name :	October
Client DOB :	01/02/1995	Client SSN :	
Legal Gender :	Female ▾		

Search   Close

❯ **Search Results**

Create New Referral

Search : [   ]

MCI ID	MCI % Match	Referral ID	Client	Client DOB	Client SSN	Status	Assigned Worker	Referral Date
			No data available in table					

Show 10 ▾ entries   First   Previous   Next   Last

a. Click **Create New Referral** to continue.

b. Clicking **Close** will close the *Client Search* pop-up without creating a new Referral.

c. The *Search Results* can be narrowed down by adding additional information to the *Client Search Criteria* such as the Consumer's social security number (SSN). Click **Search** to re-run the search.

> ● **Completing the Referral:**
>
> *For information on completing the next step in the Referral, go to the* **Individual Info – MH Residential Job Aid** *to begin.*

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.