

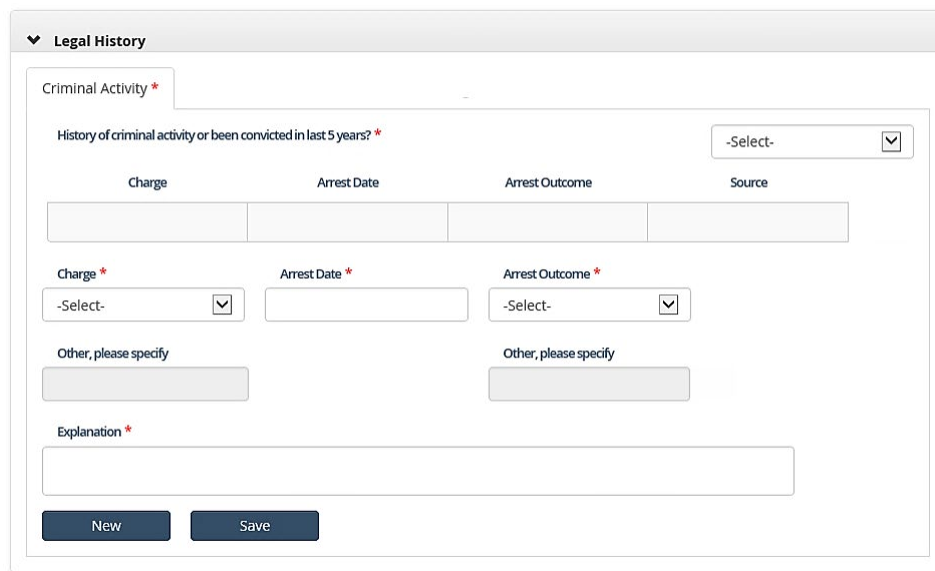


Referral – Legal History

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.

Legal History





The screenshot shows the 'Legal History' form. At the top, there is a dropdown menu for 'Criminal Activity *' with a '-' symbol. Below it is a question: '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 are two more dropdown menus for 'Charge *' and 'Arrest Outcome *', both set to '-Select-'. There are also two text input fields labeled 'Other, please specify'. At the bottom, there is a large text input field for 'Explanation *'. At the very bottom, there are two buttons: 'New' and 'Save'.

Navigation

- From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
 - Click on the **Legal History** tile.
- The **Previous** and **Next** buttons can be used to navigate up or down one screen within the Left Navigation tiles.
 - CAUTION:** The **Back** button at the top of the screen will navigate the user back to the Dashboard and any unsaved information will be lost. If this button is clicked before a new Referral has been saved for the first time, the user will have to start over again on that Referral.
- Once all of the mandatory fields have been entered, click **Save** at the bottom of the screen to complete this screen.



4. The **Submit** button will remain light blue and inactive until all of the mandatory screens have been completed in the Referral.
- Mandatory screens will have a  next to the Left Navigation tile for that screen.
 - Once a screen has been completed, this icon will change to a  which indicates that the mandatory information for this screen has been entered and saved.

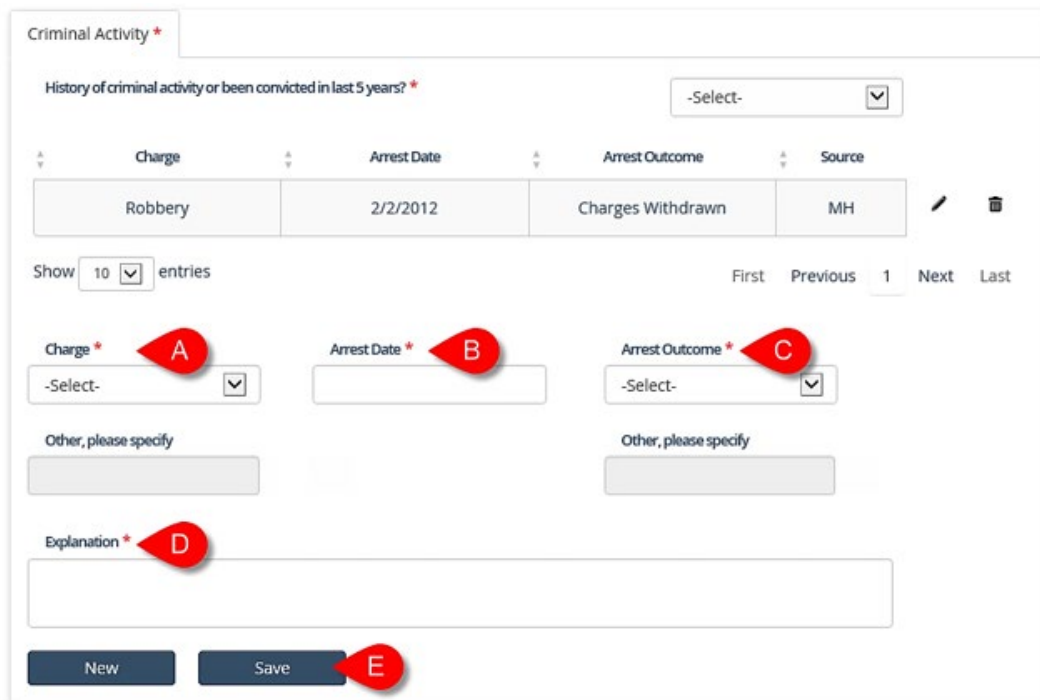
Legal History – Criminal Activity

1. **Criminal Activity *** tab:



- Does the person have a history of criminal activity?:* Indicate whether or not the individual has a history of criminal activity by selecting “Yes” or “No” from the drop-down.
- If the answer is No, click save.
- If the answer is Yes, complete the rest of the **Criminal Activity *** tab.

2. Documenting criminal history and/or convictions:



Charge	Arrest Date	Arrest Outcome	Source
Robbery	2/2/2012	Charges Withdrawn	MH

Show 10 entries First Previous 1 Next Last



Charge * **A** **-Select-** Arrest Date * **B** Arrest Outcome * **C** **-Select-**

Other, please specify

Explanation * **D**

New Save **E**



- a. **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.
 - b. **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.
 - i. A **Confirm Delete** pop-up will appear: 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.
6. The button at the bottom of the screen can be used to navigate to the next screen within the Left Navigation tiles.

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.