



## Referral – Residential Living MH Residential Job Aid

The *Residential Living* screen allows the user to document the Consumer's history of prior Residential Living experiences as well as other housing options that are being explored and the housing programs that the Consumer is eligible for.

### Residential Living

**Residential Living Experience \***

**Living Experience Information**

Has the applicant resided in a residential facility within the last 5 years? (i.e. CRR, LTSR, CYF-RTF or group home etc)? \*

-Select- ☐

Facility Type	Program Name	Date from	Date to	Outcome of Living Experience
24/7 Supportive Housing	Acme Housing	4/3/2017	4/28/2017	Planned Move to Community - Community

Show  entries

First Previous 1 Next Last

Facility Type \*

Other, please specify:

Describe the applicant's experience while living in the facility. Describe accomplishments and challenges experienced there. \*

Program Name \*

Date from:

Date to:

Outcome of living experience \*

Other, please specify:

New Save

**Other Housing Options \***

Are other housing options currently being explored? \*

-Select- ☐

Other housing options



Other, please specify:

**Eligible Housing Programs**

- Mental Health Residential




## Navigation


1. From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
  - a. Click on the **Level of Care** tile.
2. The **Previous** and **Next** buttons can be used to navigate up or down one screen within the Left Navigation tiles.
  - a. **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.
3. Once all of the mandatory fields have been entered, click **Save** at the bottom of the screen to complete this screen.
4. The **Accept** button will remain light blue and inactive until all of the mandatory screens have been completed in the Referral.
  - a. Mandatory screens will have a  next to the Left Navigation tile for that screen.
  - b. 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.





- f. *Outcome of living experience and Other, please specify:* Select the outcome of the Consumer's living experience from the drop-down. If the drop-down does not contain the specific outcome, select "Other-please specify" and specify the outcome in the *Other, please specify:* field.

2. Click **Save** to add this living experience to the grid.
3. Click **New** to document additional living experiences.
4. To delete a living experience from the *Residential Living Experience* grid, click the Delete Icon [  ] to the right of the living experience in the *Residential Living Experience* grid.

Facility Type	Program Name	Date from	Date to	Outcome of Living Experience	
24/7 Supportive Housing	Acme Housing	4/3/2017	4/28/2017	Planned Move to Community - Community	

Show  entries First Previous 1 Next Last

A *Confirm Delete* pop-up will appear:

**Confirm Delete**

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

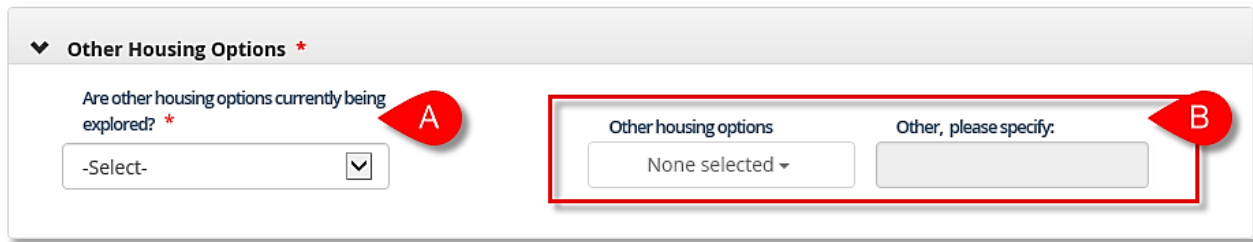
**Yes** **No**

Clicking **Yes** will delete the living experience.

Clicking **No** will cancel the action and the living experience will not be deleted.

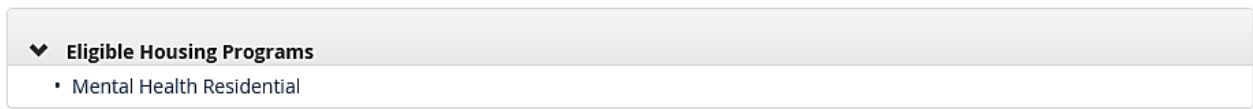


5. **Other Housing Options** :



- Are other housing options currently being explored?:* Indicate whether or not other housing options are being explored by selecting "Yes" or "No" from the grid. If "Yes" is selected, document the other housing options.
- Other housing options:* Select all of the other housing options being explored using the multi-select drop-down. If a housing option that is being explored is not in the drop-down, select "Other, please specify" and specify the option in the *Other, please specify:* field.

6. **Eligible Housing Programs** : This pane displays all of the housing programs that were identified for this Consumer when the Eligibility Check was completed in the ACDHS Portal.



- Click **Save** at the bottom of the screen before navigating away from the **Residential Living** 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.
- The **Next** 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](mailto: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.