



Case Information – Involvement – YSP Job Aid

The Involvement screen allows the user to document the involvements of Household Members in the YSP case. Household Members with closed involvements will not display in other areas of the case such as Contacts and Case Plans.

Case Information – Involvement screen

The screenshot shows the 'Case Information – Involvement' screen. At the top, there's a navigation bar with 'Dashboard', 'Search', 'Case Contact-Quick Entry', and a user dropdown 'Amber Knight'. Below this is a sidebar with a 'Case Information' menu containing 'Summary', 'Household', 'Additional Info', 'Involvement' (selected), 'Supports', 'Tracking', 'Additional Information', and 'Utilities'. The main content area is divided into two sections: 'Case Summary' and 'Case Involvement'. The 'Case Summary' section includes fields for Case ID (51), Case Name (November), Case Status (Open), Case Open Date (12/18/2015), Assignment Category (HFW-JPT), and Assigned Worker (Amber Knight). The 'Case Involvement' section has tabs for 'Add Involvement', 'Open Involvements' (selected), and 'All Involvements'. It contains a table with columns: Involvement ID, Household Member, Start Date, End Date, and Entered By. The table lists two entries: ID 65 for 'October November' and ID 67 for 'September November', both with a start date of 12/18/2015. At the bottom, there's a 'Show 10 entries' dropdown and pagination links: 'First', 'Previous', '1', 'Next', 'Last'.

Involvement ID	Household Member	Start Date	End Date	Entered By
65	October November	12/18/2015		
67	September November	12/18/2015		

Accessing the Involvement screen

- From the **Dashboard**: Locate the desired case and click on the *Case ID* to navigate to the case.
 - Navigating from within the case: **Case Information** → **Involvement**



Case Involvement pane

The screenshot shows the 'Case Involvement' pane. At the top, there is a dropdown menu set to 'Case Involvement'. Below it, there are two radio buttons: 'Open Involvements' (selected) and 'All Involvements'. To the left of these is a button labeled 'Add Involvement'. Below the radio buttons is a table with the following columns: 'Involvement ID', 'Household Member', 'Start Date', 'End Date', and 'Entered By'. The table contains two rows of data. The first row has '65' in the 'Involvement ID' column, 'October November' in the 'Household Member' column, and '12/18/2015' in the 'Start Date' column. The second row has '67' in the 'Involvement ID' column, 'September November' in the 'Household Member' column, and '12/18/2015' in the 'Start Date' column. Below the table, there is a 'Show' dropdown set to '10' and 'entries'. At the bottom right, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'. Callouts A, B, C, and D are placed over the 'Open Involvements' radio button, the 'All Involvements' radio button, the 'Household Member' cell of the first row, and the 'Add Involvement' button, respectively.

Involvement ID	Household Member	Start Date	End Date	Entered By
65	October November	12/18/2015		
67	September November	12/18/2015		

1. The **Case Involvement** pane allows staff to end or re-open YSP involvements on Household Members. The *Involvement* grid contains the Household Members, their Involvement dates and the name of the staff member who last updated the Household Member's Involvement (*Entered By*).
 - a. *Open Involvements*: The *Involvement* grid defaults to *Open Involvements*. Only Household Members with an open YSP involvement will be displayed in the grid.

Note: A Household Member's Involvement can be started from the **Household** screen if "Involved in Program?" is marked as yes.

- b. *All Involvements*: Select this radio button to display all Household Members, including those with closed YSP involvements.
 - c. To view or edit an individual's involvement click on their *Name* or *Involvement ID* in the *Involvement* grid. The *Case Involvement* pop-up will appear.
 - d. To add a new involvement to a Household Member click the **Add Involvement** button above the grid. The *Case Involvement* pop-up will appear.

Note: The YSP involvement of the target Youth cannot be ended. The target Youth is the Household Member with a relationship of "Self (Youth)" to the case.



Case Involvement pop-up

The screenshot shows a 'Case Involvement' pop-up window. It contains several input fields and a table. Callout A points to the 'Program' field (Youth Support Partner), 'Case ID' (180), and 'Worker' (Amber Knight) fields. Callout B points to the 'HH Member' table. Callout C points to the 'Start Date' field (12/18/2015). Callout D points to the 'End Date' field. Callout E points to the 'Cancel' button.

HH Member	Relation	MCI
<input checked="" type="checkbox"/> OCTOBER NOVEMBER	Self (Youth)	1000578697
<input type="checkbox"/> September October	Youth's Other Relation Member	1000579340

1. Using the *Case Involvement* pop-up:

- The *Program*, *Case ID*, and *Worker* fields will automatically populate and are not editable.
- The HH Member grid contains a list of all of the Household Members including those without an active involvement. The Household Member whose information is being viewed or edited will be highlighted in yellow.
 - If no Household Member is highlighted, click on the desired individual in the grid to view or edit their information.
- Start Date*: If the Household Member is already active their start date will be entered and read only. If they are not active the start date will be empty and can be updated. A start date cannot be entered that is either earlier than the case start date or a future date.

Note: Involvement periods cannot overlap. A person's newest Involvement start date cannot be older than or equal to their last Involvement end date.

- End Date*: If the Household Member's involvement with YSP is ending (and they are not the target Youth) enter the *End Date* and click **Save**.
- To close the *Case Involvement* pop-up without making any changes click **Cancel**.



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 the Self Service Tool go to <http://servicedesk.alleghenycounty.us>