



Meeting Prep – IL Job Aid

The *Meeting Prep* screen allows the user to document the pre-Transition Meeting prep sessions with the Youth.

Meeting Prep

Meeting Prep

Referral Summary - Susie Sunshine

Meeting Prep Summary

Prep ID

Prep Status

Prep Date

Created By

Void

Submit

Meeting Prep

Thank you for meeting with me today. I have read some information about you but would prefer to hear your story as to how you got to this point today. *

If you woke up tomorrow and everything was perfect what would it look like to you? *

I see from the FAST and CANS that you have "XXX" identified strengths, can you tell me in your own words your strengths? *

What are the outcomes you would like to achieve? (For example education, housing, finance and employment) Please identify what you want to achieve in each domain listed? *

Are you satisfied with where you are currently placed, your education and your finances? *

Let's talk about building your team. When we come together to plan your desired outcomes, who would you like to be there? Who can help you to be successful? *

When and where is the best place for this meeting? *

Do you see anything that could go wrong at the meeting? Any issues that could arise? *

Back

Save

2/2/2017

MEETING PREP — INDEPENDENT LIVING JOB AID

PAGE 1 OF 3



Navigation

- From the **Dashboard** : Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
 - Click on the **Meeting Prep** tile.
- The **Previous** and **Next** buttons at the bottom of the list screen can be used to navigate up or down one screen within the Left Navigation tiles.

Meeting Prep list screen

- Meeting Prep** :

The screenshot shows a table with columns: Prep ID, Prep Date, Created By, and Status. There are two rows of data. Below the table is a 'Show' dropdown set to '10' entries, and pagination links: First, Previous, 1, Next, Last. A 'New' button is at the bottom right.

Prep ID	Prep Date	Created By	Status
2	1/19/2017		Submitted
1	1/14/2017		Submitted

Show entries

First Previous 1 Next Last

New

- Click **New** to start a new Meeting Prep.
- To view an existing Meeting Prep, click on the *Prep Date* in the *Meeting Prep* grid.

Meeting Prep Summary

- Meeting Prep Summary** : This pane contains some basic information including the *Prep Status*, *Prep Date*, and who the Meeting Prep was *Created By*.

The screenshot shows a form with four input fields: Prep ID, Prep Status, Prep Date, and Created By. Below the fields are two buttons: 'Void' and 'Submit'.

Prep ID	Prep Status	Prep Date	Created By

Void Submit

- When the Meeting Prep has been completed, click **Submit** to finalize.
- Clicking **Void** will open a confirmation pop-up: "Are you sure you want to void this record?" Clicking **Yes** will void the Meeting Prep. Clicking **No** will cancel the action and the Meeting Prep will not be voided.



Completing the Meeting Prep

1. Enter the Youth's answers to each of the Meeting Prep questions in the text field below each question.

Meeting Prep

Thank you for meeting with me today. I have read some information about you but would prefer to hear your story as to how you got to this point today. *

If you woke up tomorrow and everything was perfect what would it look like to you? *

I see from the FAST and CANS that you have "XXX" identified strengths, can you tell me in your own words your strengths? *

What are the outcomes you would like to achieve? (For example education, housing, finance and employment) Please identify what you want to achieve in each domain listed? *

Are you satisfied with where you are currently placed, your education and your finances? *

Let's talk about building your team. When we come together to plan your desired outcomes, who would you like to be there? Who can help you to be successful? *

When and where is the best place for this meeting? *

Do you see anything that could go wrong at the meeting? Any issues that could arise? *

Back Save

2. To save the Meeting Prep without submitting it, click **Save** at the bottom of the screen. Clicking **Back** at the bottom of the screen will navigate the user back to the *Meeting Prep* list screen.

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 accessed at <http://s3.amazonaws.com/dhs-application-support/index.htm>