



Technical Assistance: System Building Dragonfly Job Aid

The *Technical Assistance System Building* screen allows users to document SBL work around building schools' capacity in dealing with mental health and behavioral health needs of students. This may include partnerships with MH providers, OCYF, or JPO.

Technical Assistance: System Building

Technical Assistance

▼ Technical Assistance Summary

TA Date

Technical Assistance ID

Assigned Worker

TA Status *

0

-Select-

Open

This section documents SBL work around building schools capacity in dealing with mental health and behavioral health needs of students. This may include partnerships with MH providers, OCYF, or JPO.

▼ System Building *

Contact Date *

First Name *

Last Name *

Email

Position

-Select-

Partner *

School District

Other District Name

Provider

-Select-

School Building

Provider

Other Provider

Project Type

Other

-Select-

System Building Details *

Save

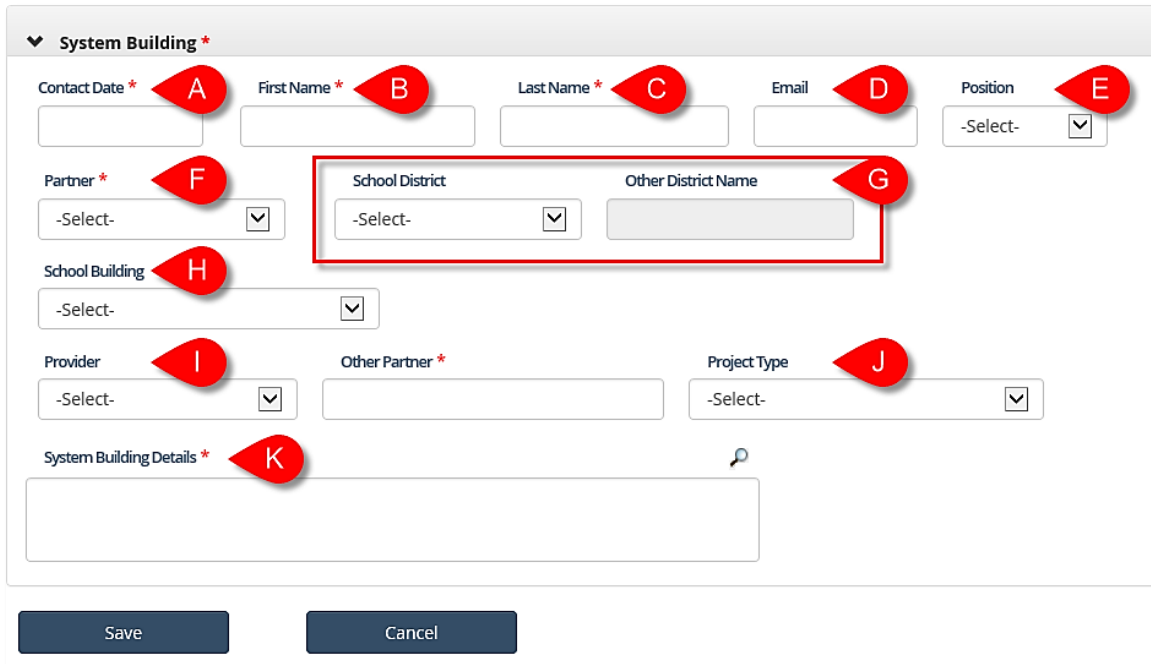
Cancel

Navigation

1. The **Technical Assistance** menu can be found at the top of every screen. Select **System Building** from the **Technical Assistance ▼** drop-down menu.

System Building

1. **System Building** :



System Building *

Contact Date * **A** First Name * **B** Last Name * **C** Email **D** Position **E**

Partner * **F** School District **G** Other District Name

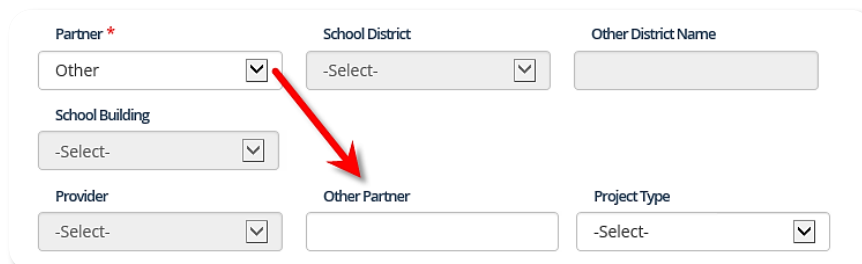
School Building **H**

Provider **I** Other Partner * Project Type **J**

System Building Details * **K**

Save Cancel

- Contact Date*: Enter the date of the contact. Contact dates cannot be future dated.
- First Name*: Enter the First Name of the person contacted.
- Last Name*: Enter the Last name of the person contacted.
- Email*: Enter the email of the person contacted.
- Position*: Enter the Position/Title of the person contacted.
- Partner*: Select the type of partner from the drop-down.
 - If the type is "Provider" select the specific provider from the *Provider* drop-down.
 - If the type is "School" select the *School District* and *School Building*.
 - If the type is "Other" enter the specific type in the *Other Partner* field.



Partner * School District Other District Name

Other -Select- -Select-

School Building

-Select-

Provider Other Partner Project Type

-Select- -Select-



- g. *School District*: If applicable, select the school district from the drop-down.
 - i. If the school district is not one of the options in the drop-down, select "OTHER" and document the specific school district in *Other School District Name* field.
- h. *School Building*: If applicable, select the school building from the drop-down.
 - i. If the building is not one of the options in the drop-down, select "OTHER(OTHER)" and document the specific school building in the *Other School Name* field.

Partner *
School [v]
School District
ABCD District [v]
Other District Name
School Building
OTHER [v]
Provider
-Select- [v]
Other School Name *
Project Type
-Select- [v]

- i. *Provider*: If applicable, select the Provider from the drop-down.
 - i. If the provider is not one of the options, select "Other" and document the specific topic in the *Other Provider* field.

Partner *
Provider [v]
School District
-Select- [v]
Other District Name
School Building
-Select- [v]
Provider
Other [v]
Other Provider
Project Type
-Select- [v]

- j. *Project Type*: Select the type of project/issue that is being addressed.
- k. *System Building Details*: Enter any additional details relevant to the training in the narrative text box.

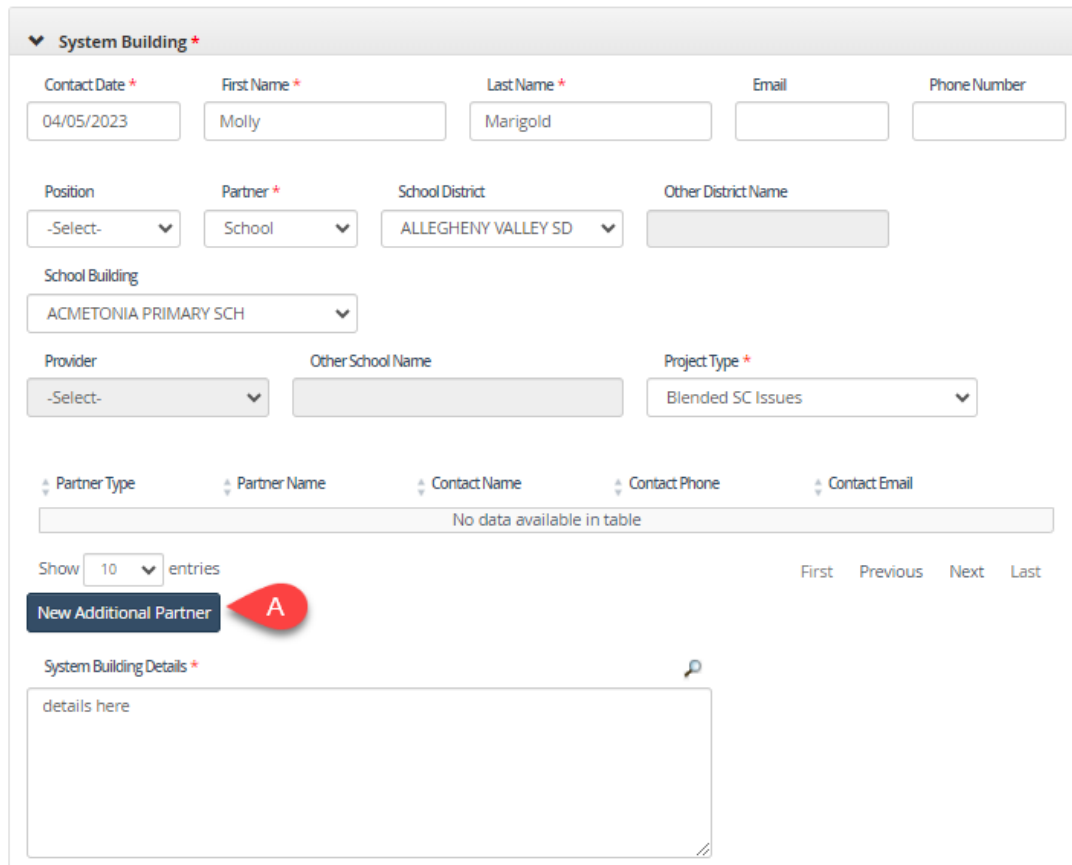
- 2. To save the *System Building* information, click **Save** at the bottom of the screen.
- 3. Clicking **Cancel** will navigate the user back to the **Technical Assistance Dashboard**. Any unsaved information will be lost.

NOTE: The *System Building* must be saved before the *Technical Assistance Summary* pane opens and *Contacts* and *Additional Partners* can be added.



System Building: Additional Partners

1. Additional Partners: Once the screen has been saved for the first time, the Additional Partner section will appear:



System Building *

Contact Date * First Name * Last Name * Email Phone Number

04/05/2023 Molly Marigold

Position Partner * School District Other District Name

-Select- School ALLEGHENY VALLEY SD

School Building

ACMETONIA PRIMARY SCH

Provider Other School Name Project Type *

-Select- Blended SC Issues

Partner Type	Partner Name	Contact Name	Contact Phone	Contact Email
No data available in table				

Show 10 entries First Previous Next Last

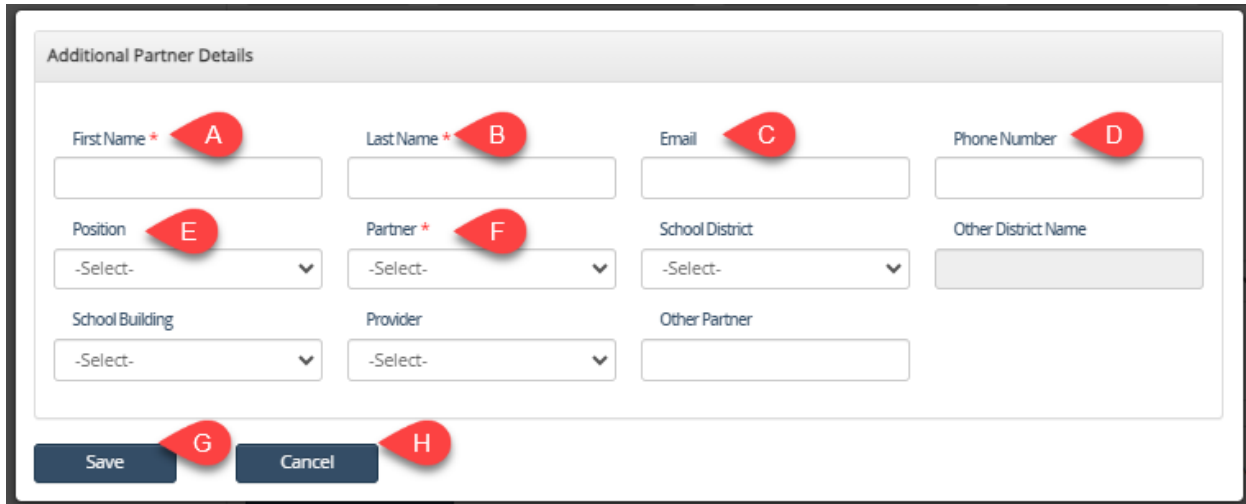
New Additional Partner A

System Building Details *

details here

- a. Click **New Additional Partner** to open the *Additional Partner Details* pop-up.

2. **Additional Partner Details** :



The screenshot shows a form titled "Additional Partner Details". It contains the following fields and controls:

- First Name *** (Text input field, labeled A)
- Last Name *** (Text input field, labeled B)
- Email** (Text input field, labeled C)
- Phone Number** (Text input field, labeled D)
- Position** (Dropdown menu with "-Select-" selected, labeled E)
- Partner *** (Dropdown menu with "-Select-" selected, labeled F)
- School District** (Dropdown menu with "-Select-" selected, labeled F)
- Other District Name** (Text input field, labeled F)
- School Building** (Dropdown menu with "-Select-" selected, labeled F)
- Provider** (Dropdown menu with "-Select-" selected, labeled F)
- Other Partner** (Text input field, labeled F)
- Save** button (labeled G)
- Cancel** button (labeled H)

- a. *First Name*: Enter the First Name of the person contacted.
- b. *Last Name*: Enter the Last name of the person contacted.
- c. *Email*: Enter the email of the person contacted.
- d. *Phone Number*: Enter the phone number of the person contacted.
- e. *Position*: Enter the Position/Title of the person contacted.
- f. *Partner*: Select the type of partner from the drop-down.
 - i. If the type is "Provider" select the specific provider from the *Provider* drop-down.
 - ii. If the type is "School" select the *School District* and *School Building*.
 - iii. If the type is "Other" enter the specific type in the *Other Partner* field.
- g. Click **Save** to save the contact and close the *Contact Details* pop-up.
- h. Clicking **Cancel** will close the *Contact Details* pop-up without saving any of the information entered.

3. System Building Additional Partners grid:

Partner Type	Partner Name	Contact Name	Contact Phone	Contact Email	
Provider	Family Resources	Jill Jolly	(412) 555-1212	jolly@m	 

Show 10 entries

First Previous 1 Next Last

[New Additional Partner](#)

- Editing a Partner: Click the [] to the right of that Partner in the grid to open the *Additional Partner Details* pop-up.
- Removing a Partner: Click the [] to the right of that Partner in the grid to remove/delete the partner.

System Building: Contacts

- Contacts: Once the screen has been saved for the first time, the Contact section will appear:

System Building *

Contact Date *

First Name *

Last Name *

Email

Position

09/01/2017

Jane

Smith

jsmith@email.co

Guidance Co

Partner *

School District

Other District Name

School

ABCD District

School Building

OTHER

Provider

Other School Name *

Project Type

-Select-

DEFG School

Other

System Building Details *

Details of system building.

+ Contact Date Contact Type Time Spent Notes

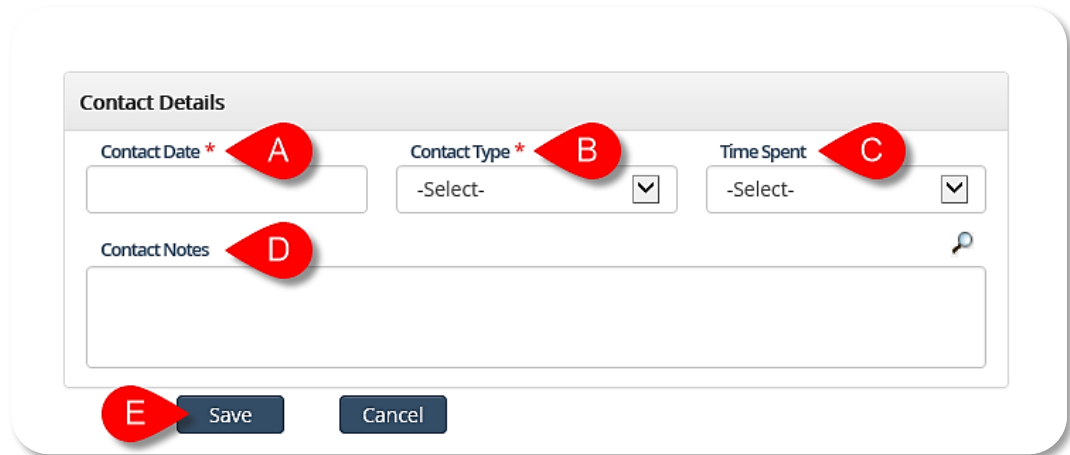
New Contact

Save

Cancel

- Click [New Contact](#) to open the *Contact Details* pop-up

2. **Contact Details** :



The screenshot shows a 'Contact Details' form with the following fields and callouts:

- A**: Points to the 'Contact Date *' text input field.
- B**: Points to the 'Contact Type *' dropdown menu, which currently shows '-Select-'.
- C**: Points to the 'Time Spent' dropdown menu, which currently shows '-Select-'.
- D**: Points to the 'Contact Notes' text area.
- E**: Points to the 'Save' button.

At the bottom right of the form are 'Save' and 'Cancel' buttons.

- Contact Date*: Enter the date of the contact.
- Contact Type*: Select the type of contact from the drop-down.
- Time Spent*: Select the approximate time spent during the contact from the drop-down.
- Contact Notes*: Enter the details of the Contact in the narrative text box.
- Click **Save** to save the contact and close the *Contact Details* pop-up.
- Clicking **Cancel** will close the *Contact Details* pop-up without saving any of the information entered.

CAUTION: *Contacts cannot be edited after saving. Review the contact carefully before saving.*

3. System Building Contacts grid:

	Contact Date	Contact Type	Time Spent	Notes
+	09/05/2017	Email	30 minutes	Emailed the guidance counselor about the incident.
+	09/07/2017	Phone	15 minutes	Left a voicemail for the guidance counselor.
+	09/13/2017	Face to Face	1 hour	Staff met with the Principal and Guidance Counselo...

New Contact

- a. The full *Notes* section of longer Contacts can be viewed by clicking the [+] to the left of that Contact in the grid. To close the *Notes* view, click on the [-] that now appears to the left of that Contact in the grid.

-	09/13/2017	Face to Face	1 hour	Staff met with the Principal and Guidance Counselor for an hour to discuss system building.
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- b. A longer Contact is signaled by [...] at the end of the *Notes* in the grid.

System Building: Technical Assistance Summary pane

1. **Technical Assistance Summary**: After the **System Building** screen has been saved for the first time, the Summary pane will be enabled.

Technical Assistance Summary

TA Date	Technical Assistance ID	Assigned Worker	TA Status *
9/4/2017 12:00:00 AM	198	Samantha Murphy	Open

- a. *Assigned Worker*: This drop-down will default to the user who created the Crisis Response but can be changed by selecting another worker from the drop-down.
- b. *TA Status*: The TA Status will default to "Open". To close this TA, select "Closed" from the drop-down.
- c. Click **Save** at the bottom of the screen to save any changes made in the **Technical Assistance Summary** pane.
- a. If the *TA Status* has been changed to "Closed" a *Status Close Confirmation* pop-up will appear once **Save** has been clicked.



Status Close Confirmation
Saving will close this TA. Are you sure you want to close this TA?

Click to save and close this TA.

Clicking will close the pop-up without saving or closing the TA.

- d. Clicking will navigate the user back to the **Technical Assistance Dashboard**. Any unsaved information will be lost.

For more information...

For assistance, please contact the Allegheny County DHS Service Desk at 412-350-HELP (4357), option 2 for the DHS Service Desk.