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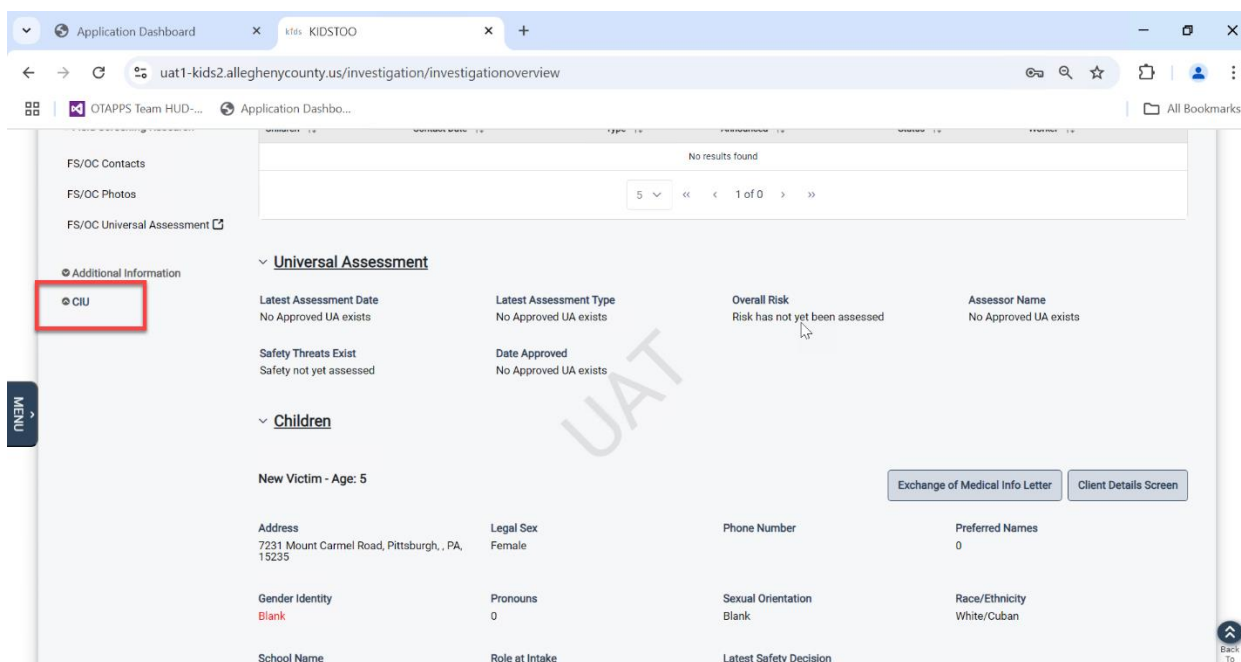
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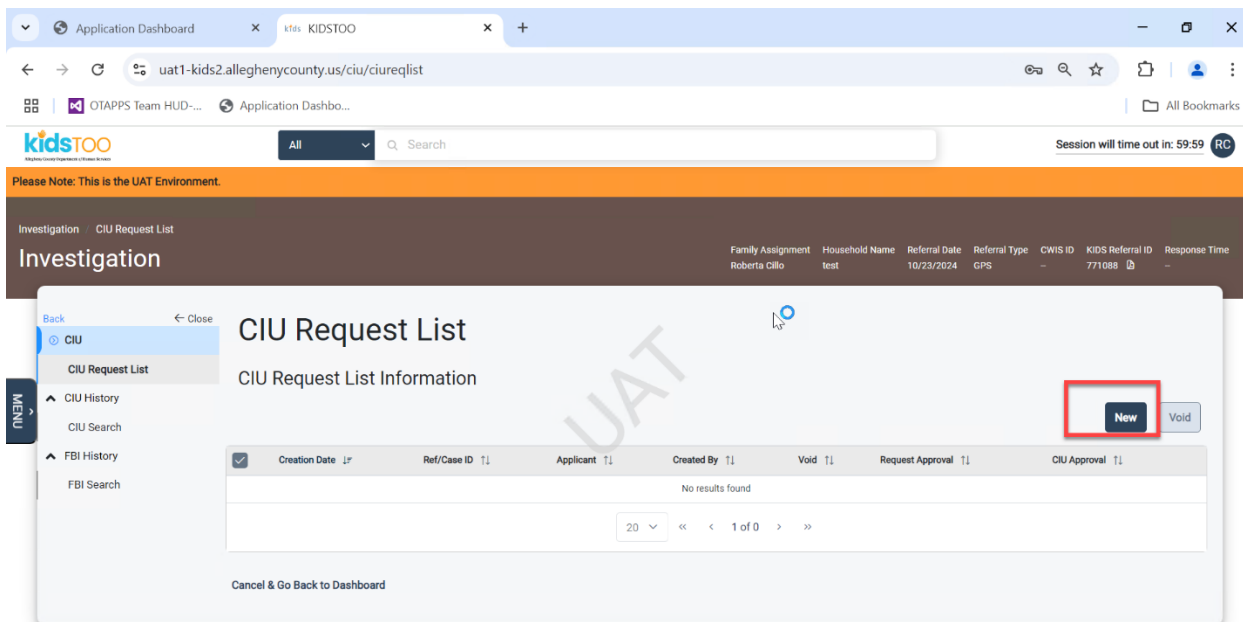
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## CIU Request for Referral

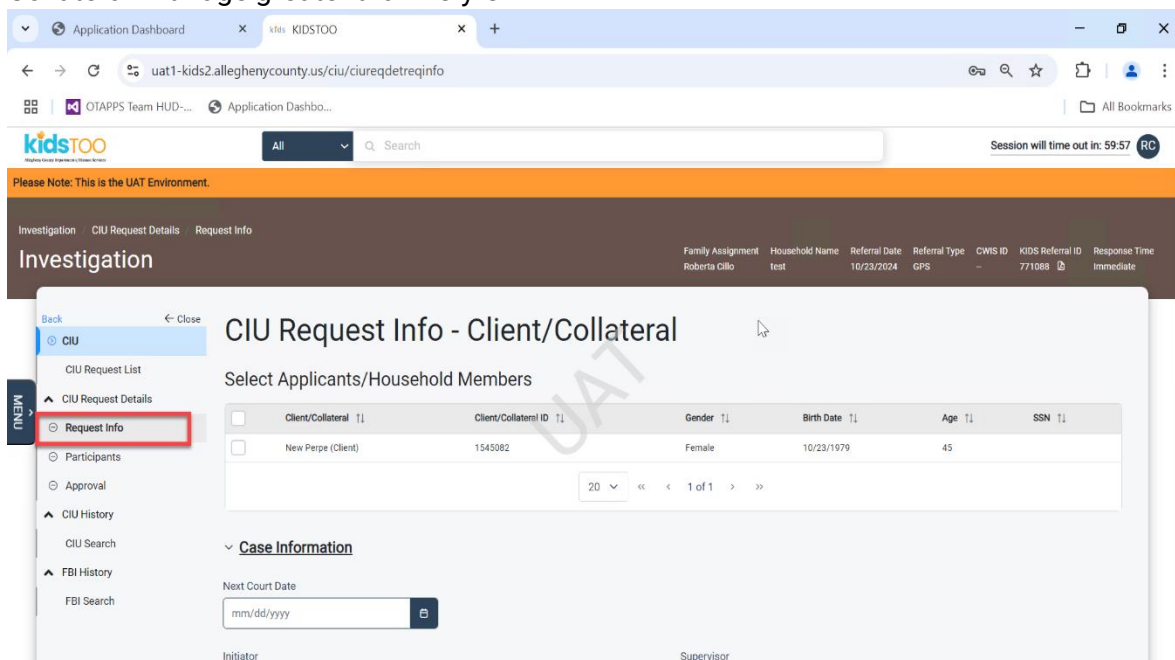
- In KIDS TOO, you can either search for the referral you need to enter CIU request for and put that in focus.  
OR  
Navigate to the referral from Dashboard screen (which is your landing screen upon login, and it shows your workload) and click on the 'Show' button.
- From the left navigation, Click on CIU menu as shown below.



- On click on CIU you will be navigated to the CIU module and the CIU Request list gets displayed. Click on the 'New' button in the CIU Request list screen.

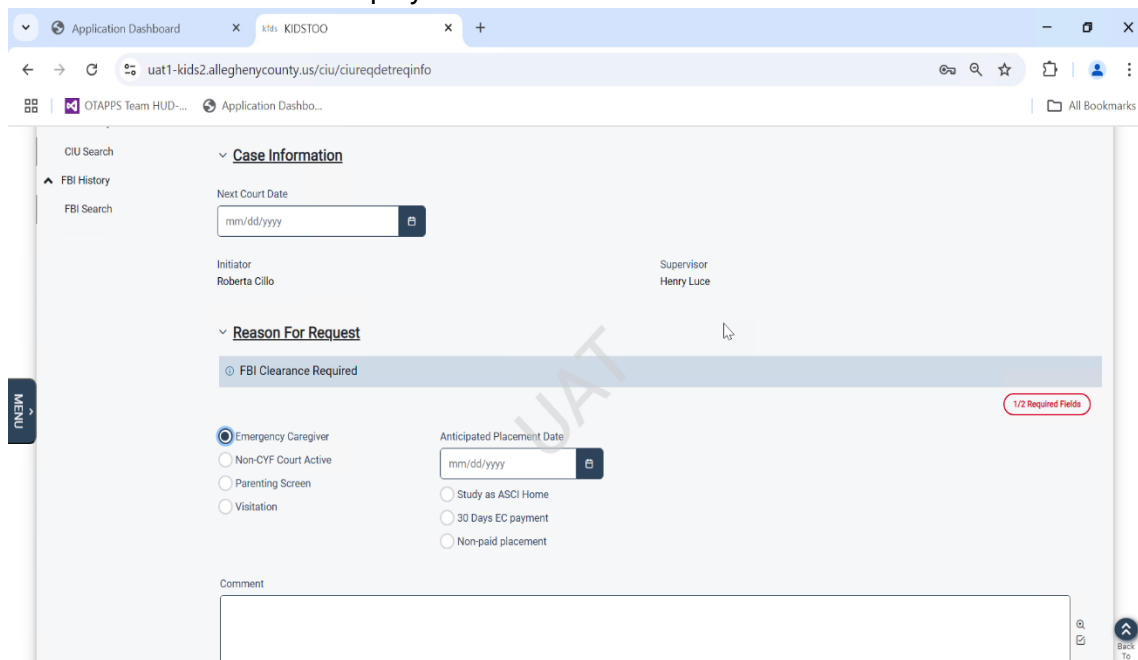


- On click of the 'New' button, the Request info screen gets displayed with the Clients and Collateral with age greater than 18 yrs.

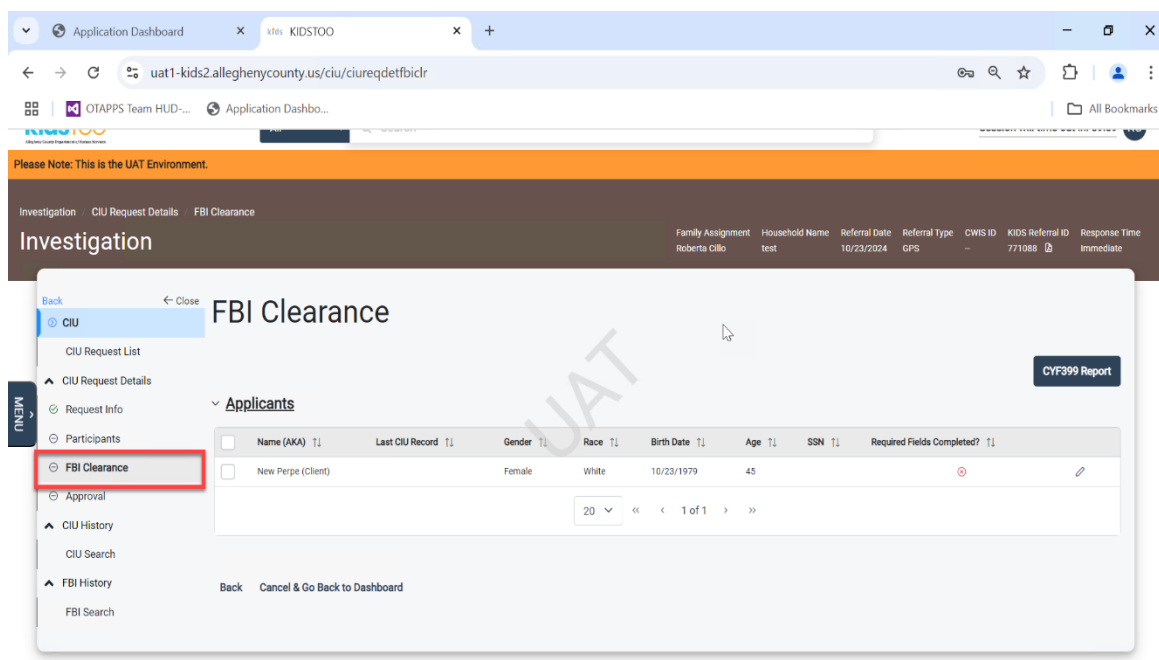


- Now select the Client in the Applicants/Household member grid. If you select the Reason for request as Emergency caregiver, then FBI clearance screen will get

displayed. In case any other option is selected apart from Emergency caregiver then the FBI clearance will not be displayed in the left-hand menu.



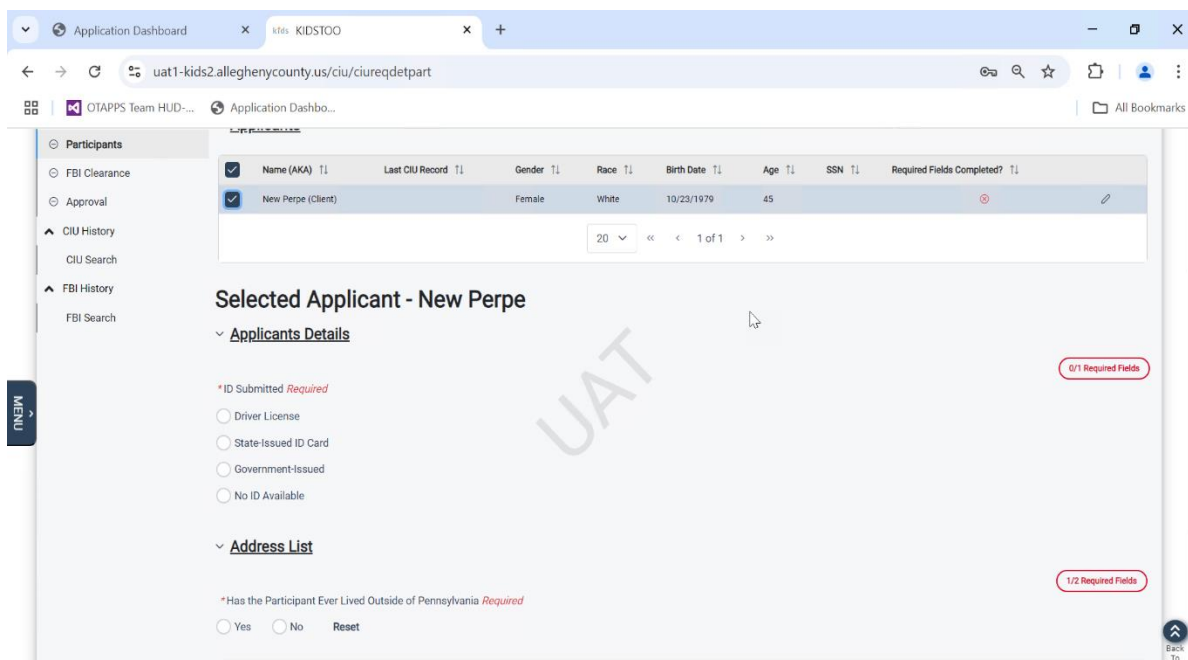
The screenshot shows the 'Case Information' section of the CIU Request Info form. The 'Next Court Date' is set to mm/dd/yyyy. The 'Initiator' is Roberta Cillo and the 'Supervisor' is Henry Luce. The 'Reason For Request' section has 'FBI Clearance Required' selected. Below this, 'Emergency Caregiver' is selected, and 'Anticipated Placement Date' is set to mm/dd/yyyy. Other options include 'Non-CYF Court Active', 'Parenting Screen', 'Visitation', 'Study as ASCI Home', '30 Days EC payment', and 'Non-paid placement'. A 'Comment' field is at the bottom.



The screenshot shows the 'FBI Clearance' screen. The 'Applicants' table lists one applicant: New Perpe (Client). The table has columns for Name (AKA), Last CIU Record, Gender, Race, Birth Date, Age, SSN, and Required Fields Completed?. The 'FBI Clearance' option is highlighted in the left-hand menu.

Name (AKA)	Last CIU Record	Gender	Race	Birth Date	Age	SSN	Required Fields Completed?
New Perpe (Client)		Female	White	10/23/1979	45		

- Fill all the details in the Request info screen and click on the 'Save' button.
- Now navigate to the Participants screen. Select the applicant in the Grid and click on pencil icon as shown in the below image. Fill in all the required details and click on save.



Application Dashboard x KIDSTOO x +

uat1-kids2.allegheycounty.us/ciu/ciureqdetpart

OTAPPS Team HUD... Application Dashbo...

Participants

FBI Clearance

Approval

CIU History

CIU Search

FBI History

FBI Search

Name (AKA)	Last CIU Record	Gender	Race	Birth Date	Age	SSN	Required Fields Completed?
New Perpe (Client)		Female	White	10/23/1979	45		

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### Selected Applicant - New Perpe

Applicants Details

\*ID Submitted *Required*

☐ Driver License

☐ State-Issued ID Card

☐ Government-Issued

☐ No ID Available

Address List

\*Has the Participant Ever Lived Outside of Pennsylvania *Required*

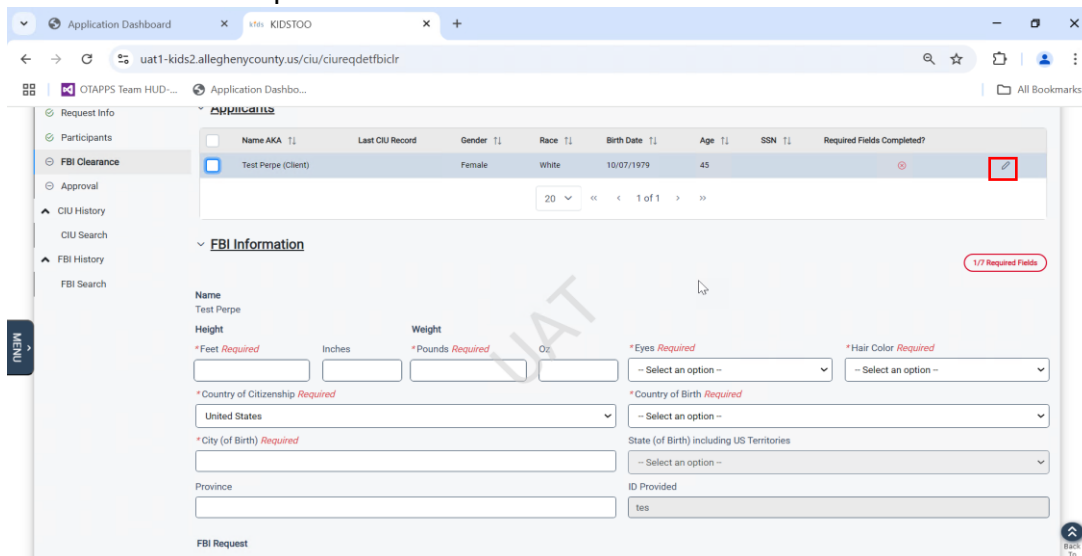
☐ Yes ☐ No

0/1 Required Fields

1/2 Required Fields

Back To

- Navigate to the FBI clearance screen. Select the applicant in the Grid and click on pencil icon. Fill in all the required details and click on the 'Save' button.



Application Dashboard x KIDSTOO x +

uat1-kids2.allegheycounty.us/ciu/ciureqdetbicl

OTAPPS Team HUD... Application Dashbo...

Request Info

Participants

FBI Clearance

Approval

CIU History

CIU Search

FBI History

FBI Search

Name (AKA)	Last CIU Record	Gender	Race	Birth Date	Age	SSN	Required Fields Completed?
Test Perpe (Client)		Female	White	10/07/1979	45		

20 << < 1 of 1 > >>

### FBI Information

Name: Test Perpe

Height: *\*Feet Required*  Inches *\*Pounds Required*  Pounds *Oz*

*\*Eyes Required*  *\*Hair Color Required*

*\*Country of Citizenship Required*  *\*Country of Birth Required*

*\*City (of Birth) Required*  State (of Birth) including US Territories

Province  ID Provided

1/7 Required Fields

FBI Request

Back To

- Now navigate to the approval screen. Fill all the required fields in the approval screen and save the screen. Once all the required fields are completed the 'Request approval' button will get enable. Upon clicking it, the request will be sent to your supervisor/selected approving worker.



Application Dashboard | KIDSTOO

uat1-kids2.allegHENycounty.us/ciu/ciureqdetapr

OTAPPS Team HUD... Application Dashbo...

Participants

FBI Clearance

**Approval**

mm/dd/yyyy

\*Status Required

☐ Paper Copy ☐ Refusal

Comment

**Approval History**

Requested Worker	Requested Date	Approval/Sent Back Worker	Approval/Sent Back Date	Status
No results found				

20 << < 1 of 0 > >>

**Request Approval**

Requesting Worker  
Amber Manning

Requesting Date  
10/7/2024

\*Approving Worker Required

Keaton Brooks-LIO - ERO 7

Application Dashboard | KIDSTOO

uat1-kids2.allegHENycounty.us/ciu/ciureqdetapr

OTAPPS Team HUD... Application Dashbo...

CIU History

CIU Search

FBI History

FBI Search

Comment

**Approval History**

Requested Worker	Requested Date	Approval/Sent Back Worker	Approval/Sent Back Date	Status
No results found				

20 << < 1 of 0 > >>

**Request Approval**

Requesting Worker  
Amber Manning

Requesting Date  
10/7/2024

\*Approving Worker Required

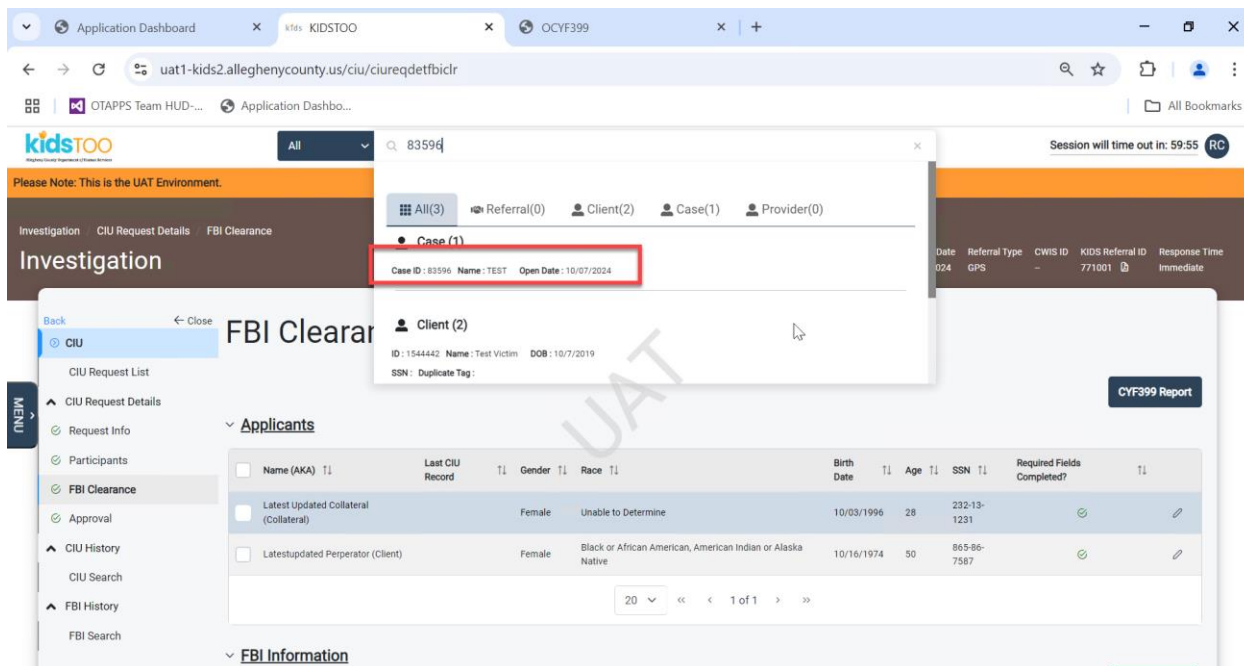
Keaton Brooks-LIO - ERO 7

Back

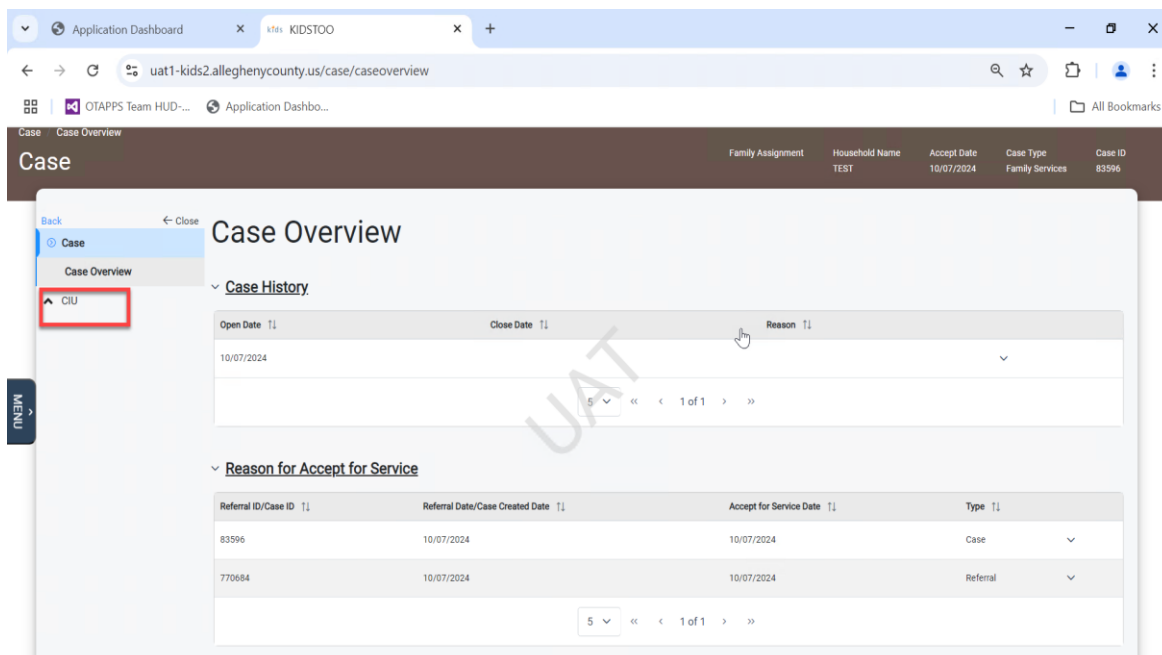
Save Request Approval

## CIU Request for Case

- In Universal search or Advanced search type the case id and click on that. You will be navigated to the Case overview screen. Click on the CIU present on the left-hand side.

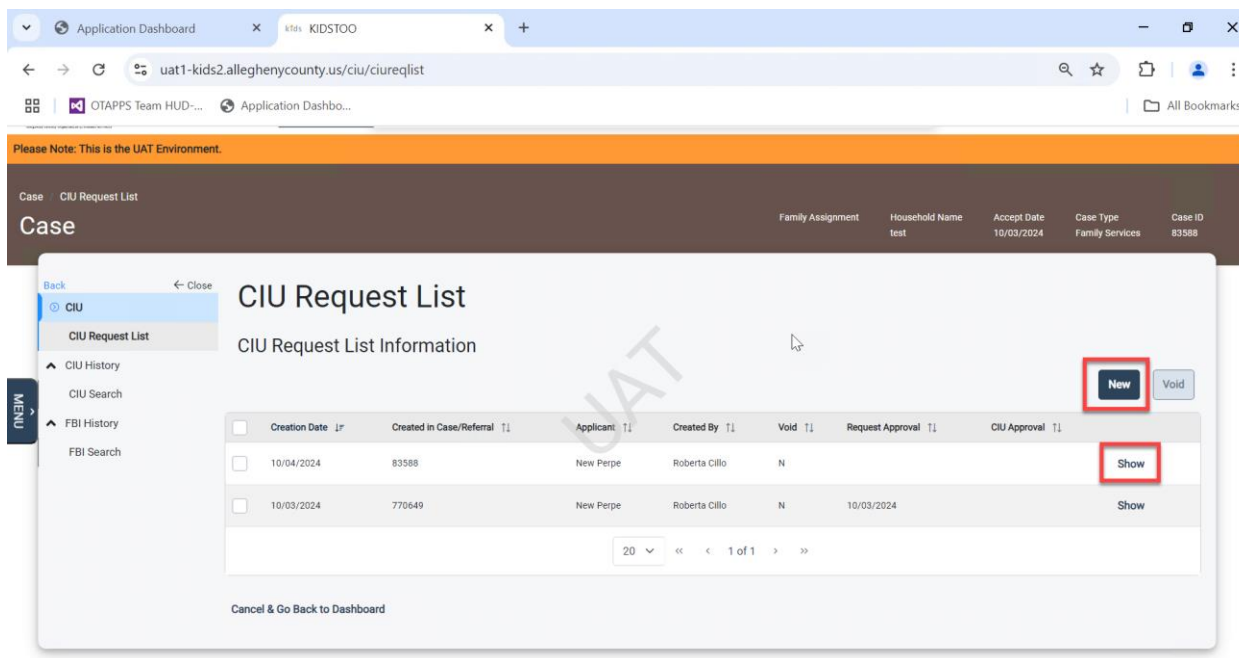


The screenshot shows the KIDSTOO application interface. The top navigation bar includes 'Application Dashboard', 'KIDSTOO', and 'OCYF399'. The main content area displays 'Investigation' details for Case ID: 83596, Name: TEST, Open Date: 10/07/2024. The left-hand menu is visible, with 'CIU' highlighted under the 'FBI Clearance' section. The 'Applicants' table lists two entries: 'Latest Updated Collateral (Collateral)' and 'Latest updated Perpetrator (Client)'. The 'FBI Information' section is also visible.



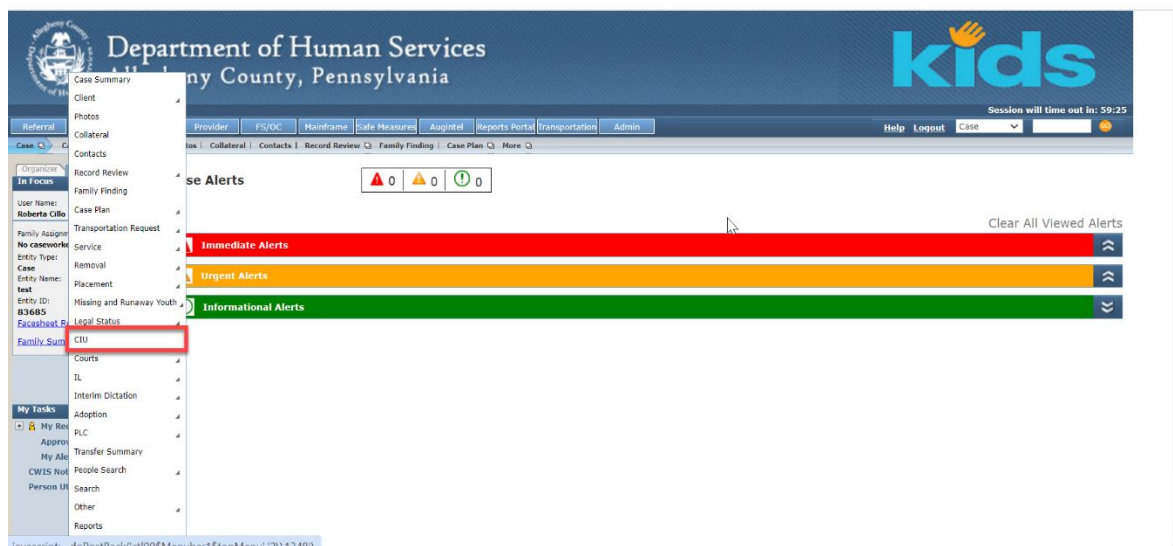
The screenshot shows the KIDSTOO application interface. The top navigation bar includes 'Application Dashboard', 'KIDSTOO', and 'OCYF399'. The main content area displays 'Case Overview' details for Case ID: 83596, Name: TEST, Open Date: 10/07/2024. The left-hand menu is visible, with 'CIU' highlighted under the 'Case' section. The 'Case History' table lists two entries: 'Latest Updated Collateral (Collateral)' and 'Latest updated Perpetrator (Client)'. The 'Reason for Accept for Service' section is also visible.

- Once you click on CIU you will navigate to the CIU Request list. You can either continue working of the existing request or create a new request by clicking on the 'New' button.



## Navigation to CIU Request List via Legacy KIDS

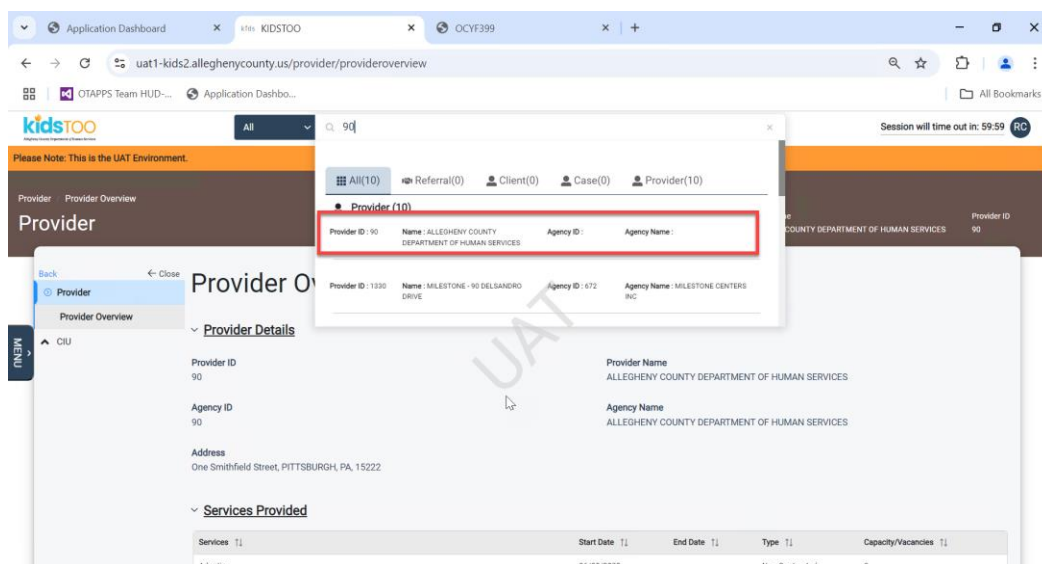
- You can also navigate to CIU Request list for cases and referrals from Legacy KIDS by bringing the case/referral into focus and click on Case -> CIU or Referral -> CIU. You will navigate to KIDSTOO CIU Request list screen.





## CIU Request for Provider (Internal provider)

- In Universal search or Advances search type the Provider ID and upon finding the provider you are looking for, click on that. You will be navigated to the Provider overview screen. Click on the CIU present on the left-hand side.



The screenshot shows the KIDSTOO application interface. The search results for Provider ID 90 are displayed in a modal window. The CIU option is highlighted in the left-hand menu.

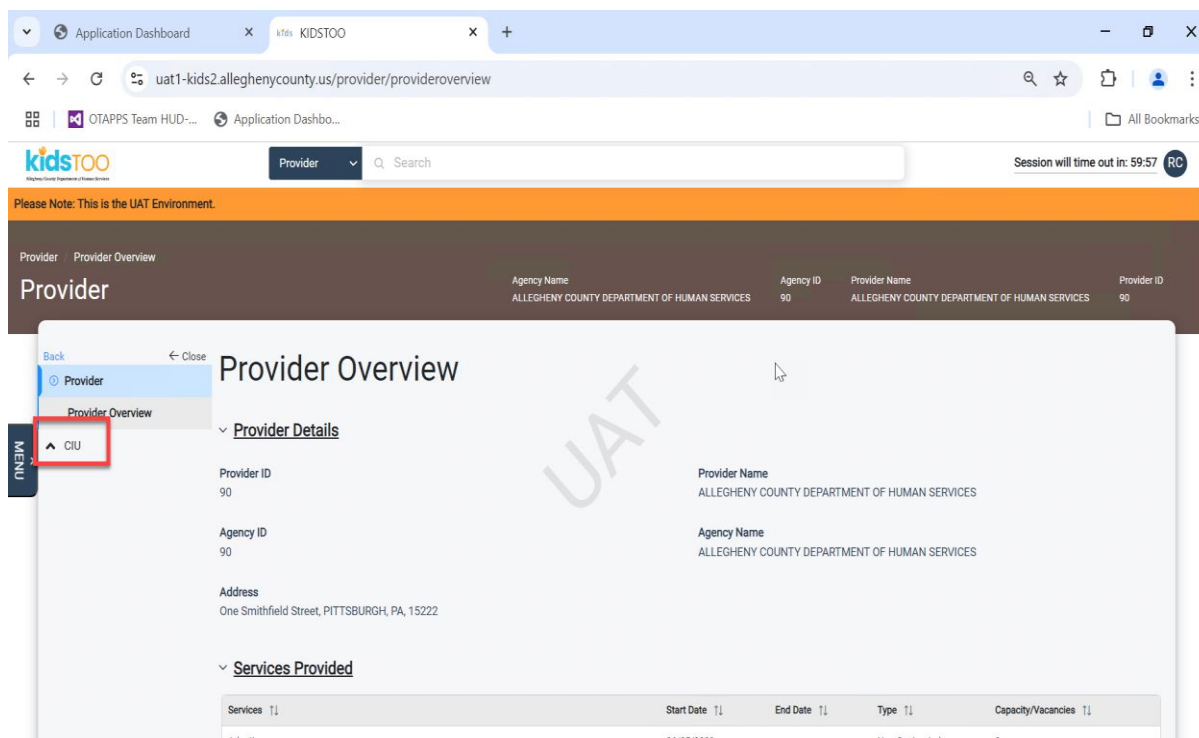
Provider ID	Name	Agency ID	Agency Name
90	ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES		
1330	MELESTONE - 90 DELSANDRO DRIVE	472	MELESTONE CENTERS INC

Provider ID: 90  
 Agency ID: 90  
 Address: One Smithfield Street, PITTSBURGH, PA, 15222

Provider Name: ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES  
 Agency Name: ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES

Services Provided

Services	Start Date	End Date	Type	Capacity/Vacancies
Adoption	06/05/2020		Non-Contracted	0



The screenshot shows the KIDSTOO application interface. The Provider Overview screen is displayed, and the CIU option is highlighted in the left-hand menu.

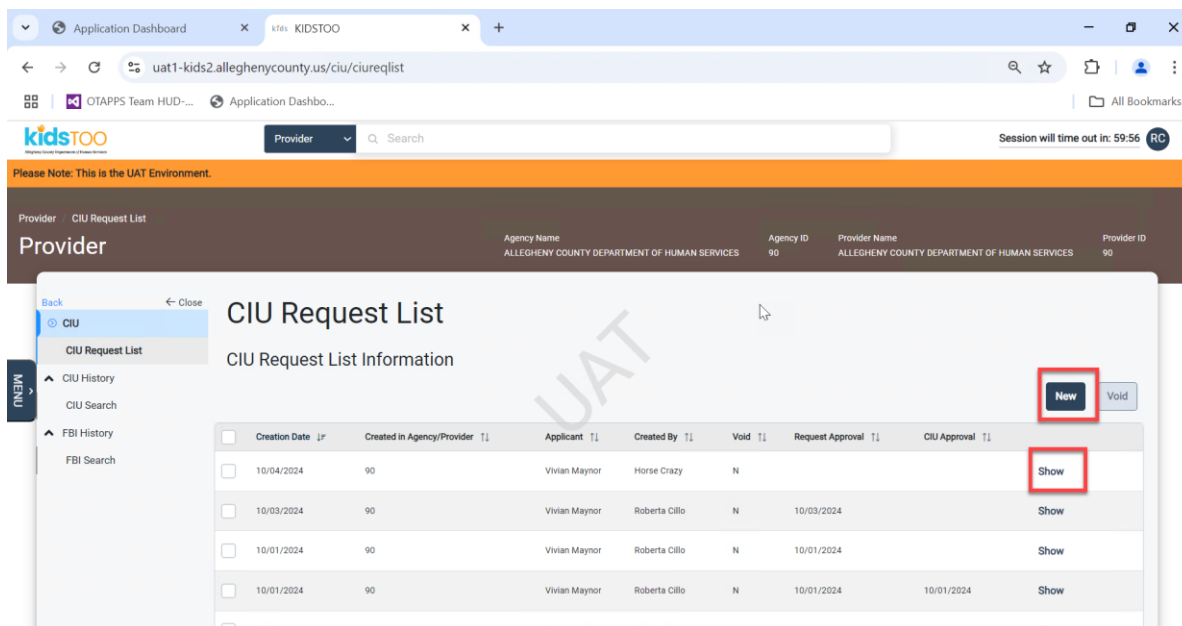
Provider ID: 90  
 Agency ID: 90  
 Address: One Smithfield Street, PITTSBURGH, PA, 15222

Provider Name: ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES  
 Agency Name: ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES

Services Provided

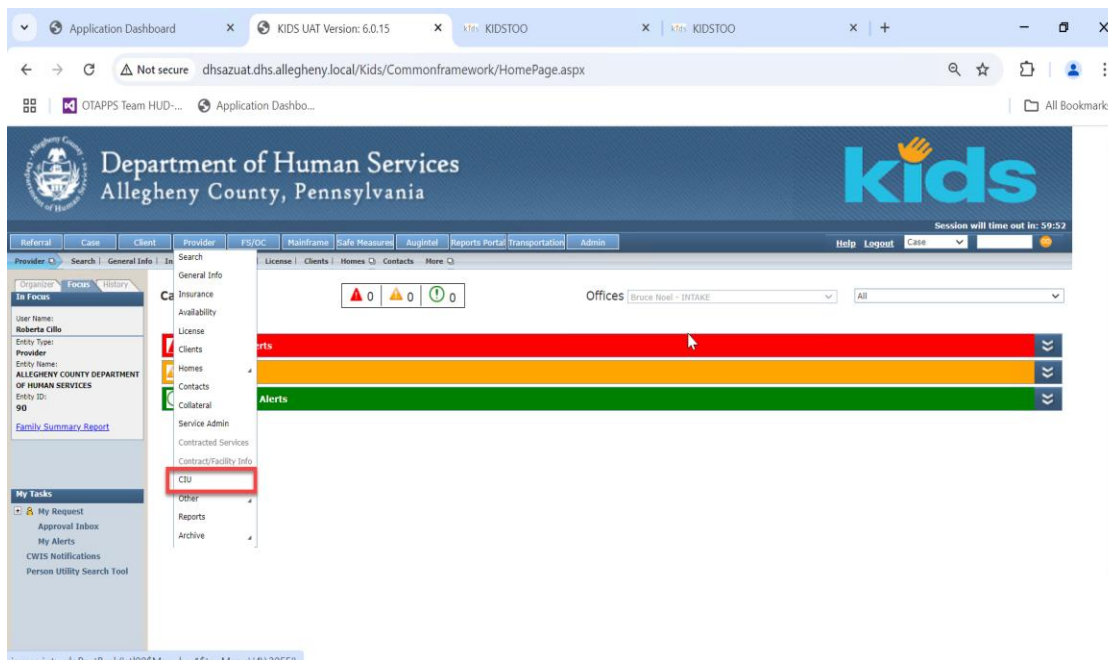
Services	Start Date	End Date	Type	Capacity/Vacancies
Adoption	06/05/2020		Non-Contracted	0

- Once you click on CIU you will be navigated to the CIU Request list. You can select any of the existing requests using 'Show' button or create a new request by clicking on the 'New' button.

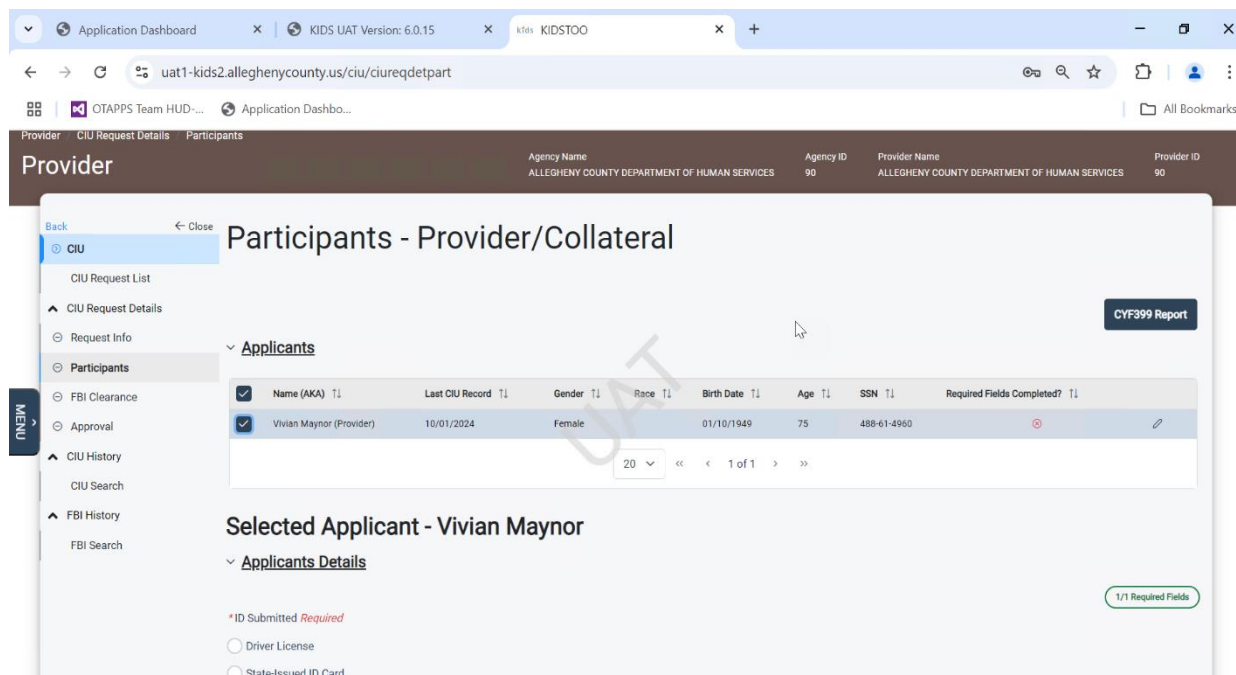


## Navigation to CIU Request list via Legacy KIDS

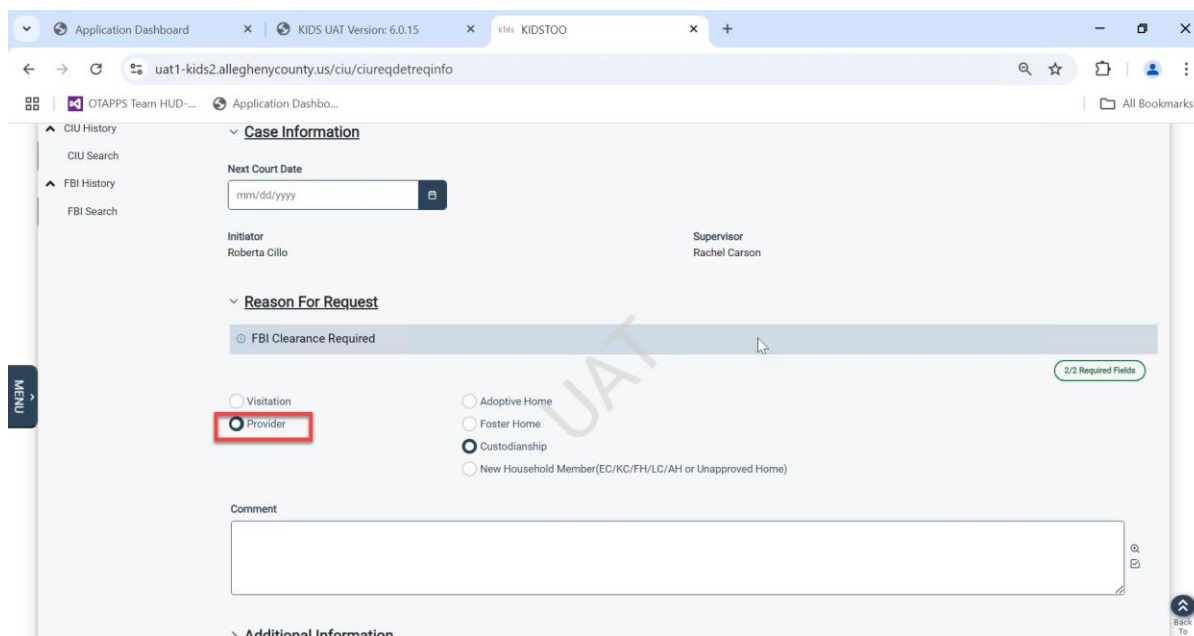
- You can also navigate to CIU Request list for Provider from Legacy KIDS by bringing the Provider into focus and click on Provider -> CIU. You will navigate to KIDSTOO CIU Request list screen.



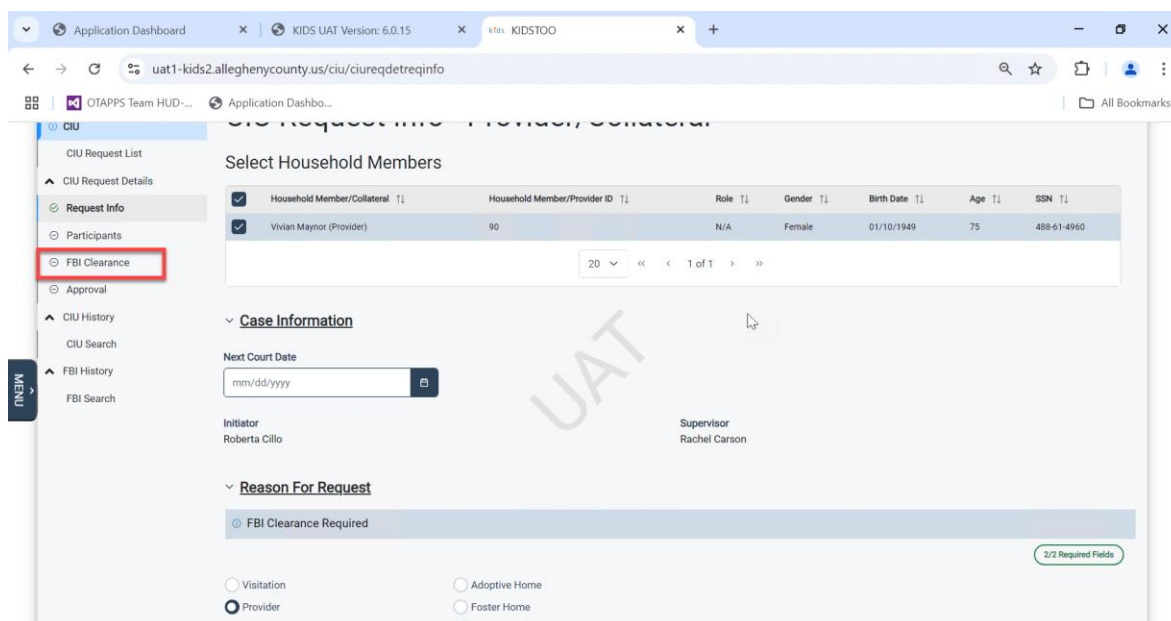
- Once you click on the 'New' button on the CIU Request List screen, you will be navigated to the CIU Request Info screen. Select the applicant in the grid and fill in all the details and click on the 'Save' button.



- If the selected reason for request is Provider, then FBI clearance screen gets displayed if not the FBI clearance is not applicable for that request.



The screenshot shows the 'Case Information' and 'Reason For Request' sections of the CIU Request Form. The 'Next Court Date' is set to 'mm/dd/yyyy'. The 'Initiator' is Roberta Cillo and the 'Supervisor' is Rachel Carson. Under 'Reason For Request', 'FBI Clearance Required' is selected. Below this, the 'Provider' option is selected, highlighted with a red box. Other options include Visitation, Adoptive Home, Foster Home, Custodianship, and New Household Member (EC/KC/FH/LC/AH or Unapproved Home). A 'Comment' field is also present.

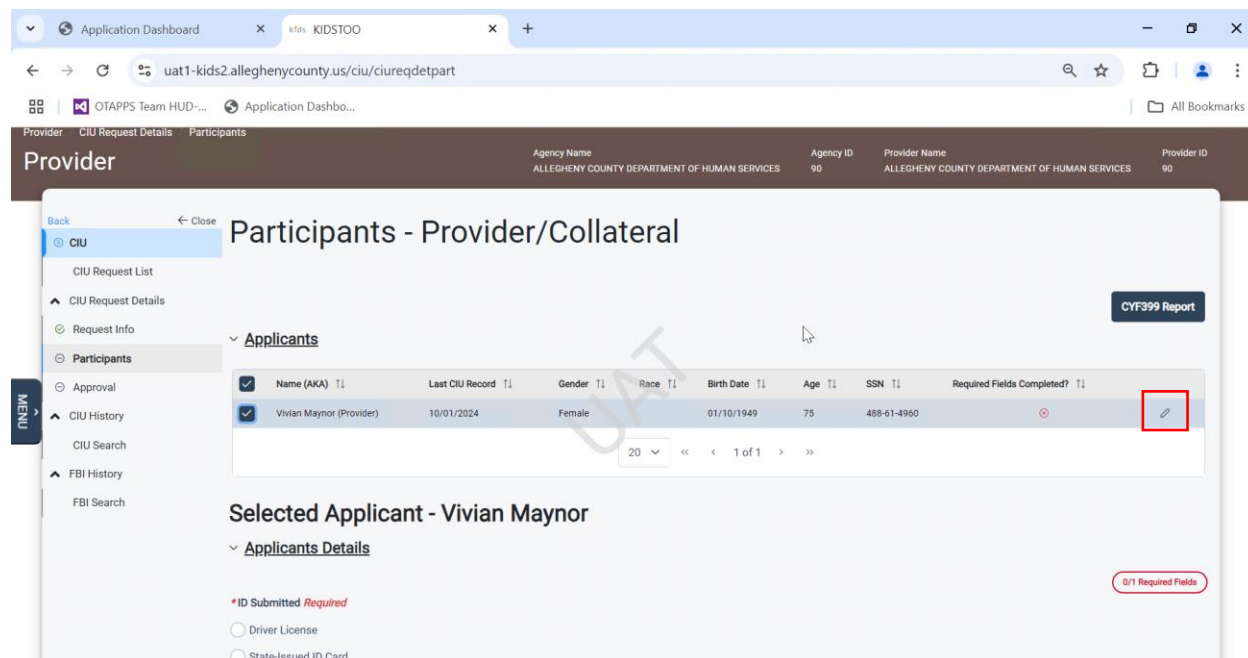


The screenshot shows the 'Select Household Members' table, which is part of the 'FBI Clearance' section. The table lists household members and their details. The 'FBI Clearance' option is selected in the left sidebar, highlighted with a red box.

	Household Member/Collateral	Household Member/Provider ID	Role	Gender	Birth Date	Age	SSN
<input checked="" type="checkbox"/>	Household Member/Collateral						
<input checked="" type="checkbox"/>	Vivian Maynor (Provider)	90	N/A	Female	01/10/1949	75	488-61-4960

Below the table, the 'Case Information' and 'Reason For Request' sections are visible, showing 'FBI Clearance Required' selected.

- After filling all the details in the Request info screen, you can navigate to the participant screen. Select the applicant in the Grid and click on pencil icon. Fill in all the required details and click on save.



Provider: CIU Request Details Participants

Agency Name: ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES Agency ID: 90 Provider Name: ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES Provider ID: 90

## Participants - Provider/Collateral

Back Close

CIU Request List

CIU Request Details

Request Info

Participants

Approval

CIU History

CIU Search

FBI History

FBI Search

Applicants

Name (AKA)	Last CIU Record	Gender	Race	Birth Date	Age	SSN	Required Fields Completed?
Vivian Maynor (Provider)	10/01/2024	Female		01/10/1949	75	488-61-4960	0/1

20 << < 1 of 1 > >>

Selected Applicant - Vivian Maynor

Applicants Details

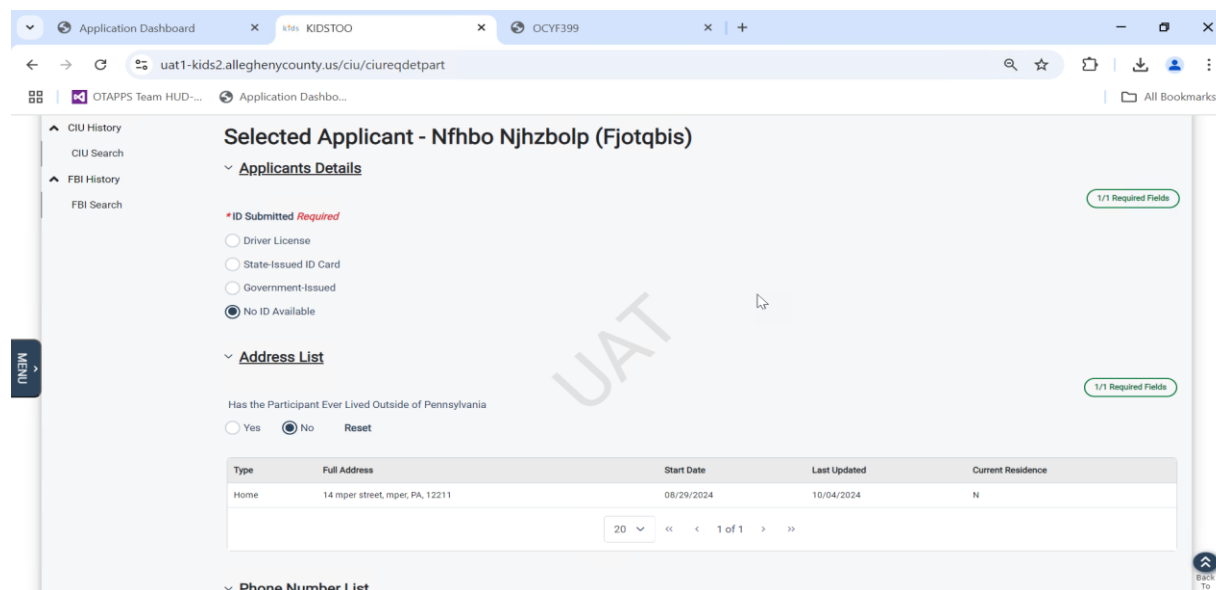
0/1 Required Fields

\* ID Submitted Required

☐ Driver License

☐ State-Issued ID Card

☐ No ID Available



Application Dashboard KIDSTOO OCYF399

uat1-kids2.alleghecounty.us/ciu/ciureqdetpart

OTAPPS Team HUD... Application Dashbo...

CIU History

CIU Search

FBI History

FBI Search

## Selected Applicant - Nfhbo Njhzbolp (Fjotqbis)

Applicants Details

1/1 Required Fields

\* ID Submitted Required

☐ Driver License

☐ State-Issued ID Card

☐ Government-Issued

☒ No ID Available

Address List

Has the Participant Ever Lived Outside of Pennsylvania

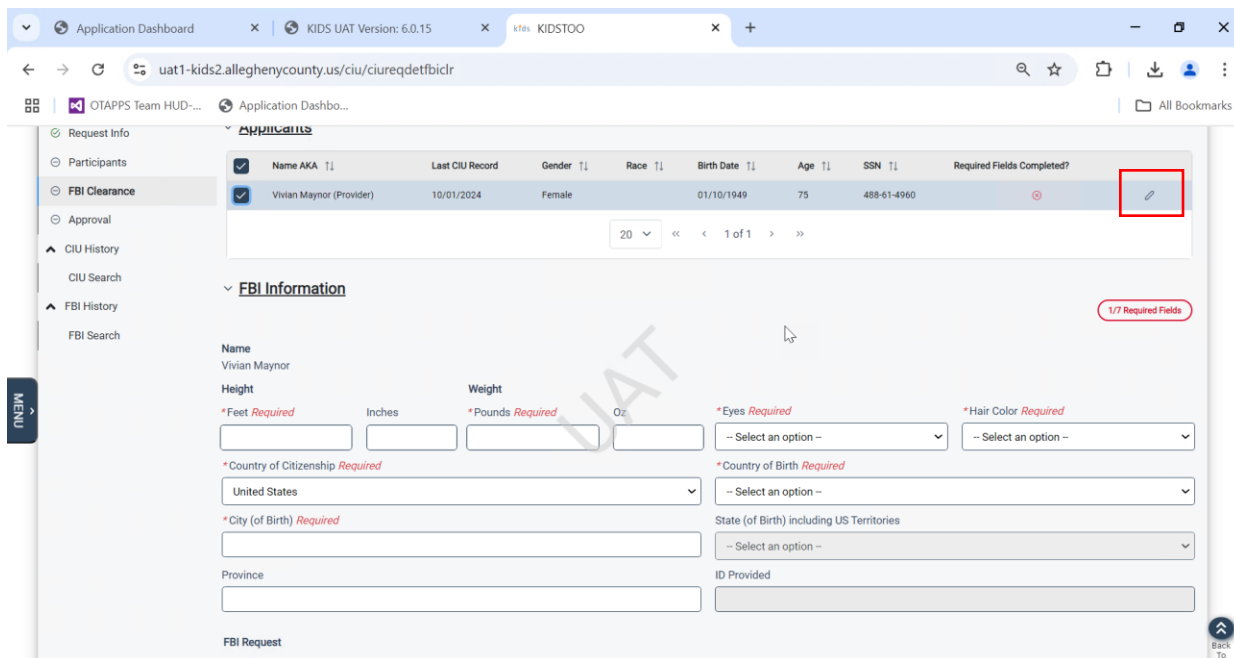
☐ Yes ☒ No Reset

Type	Full Address	Start Date	Last Updated	Current Residence
Home	14 mper street, mper, PA, 12211	08/29/2024	10/04/2024	N

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Phone Number List

- Now navigate to the FBI clearance screen and select the applicant in the grid and click on pencil icon as shown in the below image. Fill in all the required details and click on save.



Application Dashboard x KIDS UAT Version: 6.0.15 x kides KIDSTOO

uat1-kids2.alleghecounty.us/ciu/ciureqdetfbiclr

OTAPPS Team HUD... Application Dashbo... All Bookmarks

Request Info

Participants

FBI Clearance

Approval

CIU History

CIU Search

FBI History

FBI Search

NAME AKA | Last CIU Record | Gender | Race | Birth Date | Age | SSN | Required Fields Completed?

Vivian Maynor (Provider) | 10/01/2024 | Female | | 01/10/1949 | 75 | 488-61-4960 |

20 << < 1 of 1 > >>

FBI Information

1/7 Required Fields

Name  
Vivian Maynor

Height  
\*Feet Required Inches \*Pounds Required Oz

\*Eyes Required -- Select an option -- \*Hair Color Required -- Select an option --

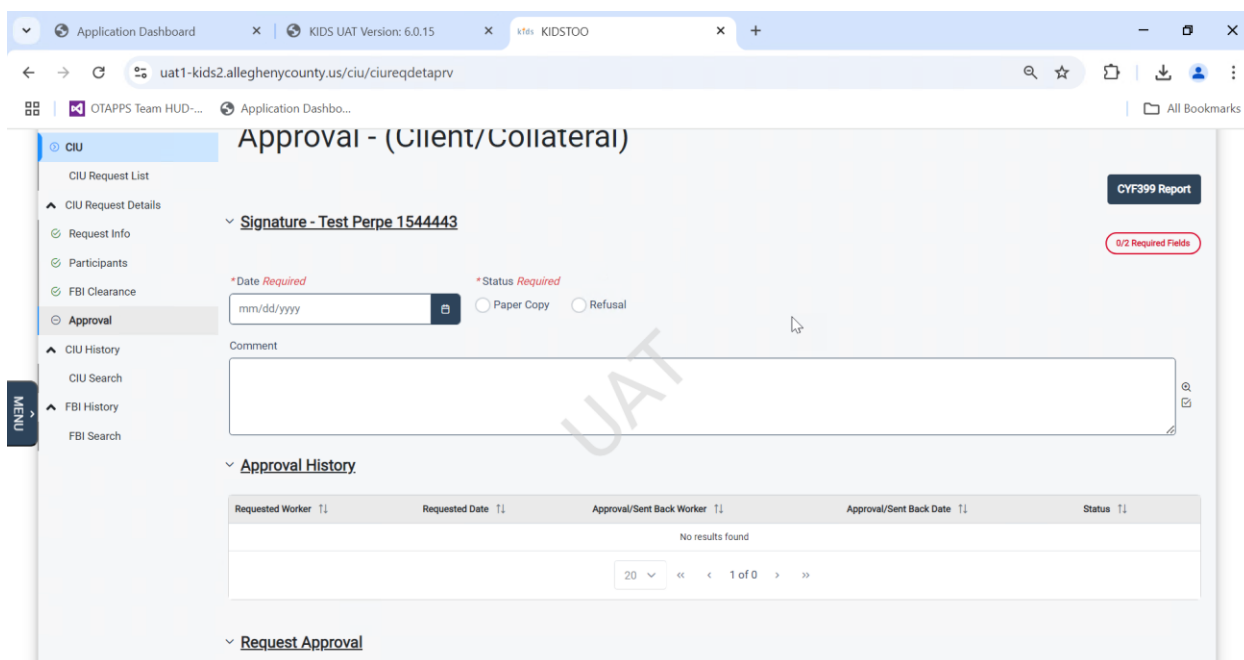
\*Country of Citizenship Required United States \*Country of Birth Required -- Select an option --

\*City (of Birth) Required State (of Birth) including US Territories -- Select an option --

Province ID Provided

FBI Request

- Now navigate to the approval screen. Fill in all the required details and initiate the request.



Application Dashboard x KIDS UAT Version: 6.0.15 x kides KIDSTOO

uat1-kids2.alleghecounty.us/ciu/ciureqdetaprv

OTAPPS Team HUD... Application Dashbo... All Bookmarks

CIU

CIU Request List

CIU Request Details

Request Info

Participants

FBI Clearance

Approval

CIU History

CIU Search

FBI History

FBI Search

Approval - (Client/Collateral)

CYF399 Report

Signature - Test Perpe 1544443

\*Date Required mm/dd/yyyy \*Status Required Paper Copy Refusal

Comment

Approval History

Requested Worker | Requested Date | Approval/Sent Back Worker | Approval/Sent Back Date | Status

No results found

20 << < 1 of 0 > >>

Request Approval

- The request will be sent to your supervisor/selected approving worker and it will appear in their approval inbox.