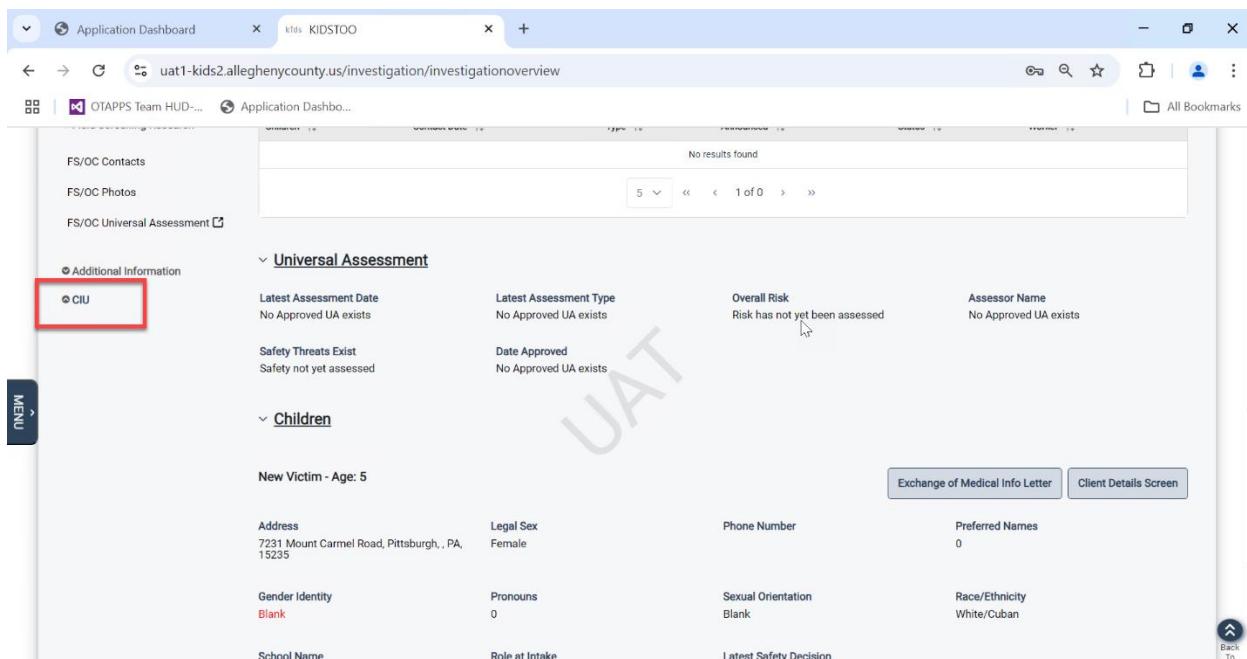


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CIU Request for Referral

- 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.



The screenshot shows the KIDS TOO Application Dashboard. The left navigation menu is visible, with the 'CIU' option highlighted by a red box. The main content area displays 'Universal Assessment' details for a 'New Victim - Age: 5'. The 'CIU' section is expanded, showing fields for 'Latest Assessment Date' (No Approved UA exists), 'Latest Assessment Type' (No Approved UA exists), 'Overall Risk' (Risk has not yet been assessed), and 'Assessor Name' (No Approved UA exists). Below this, the 'Children' section is expanded, showing fields for 'Address' (7231 Mount Carmel Road, Pittsburgh, PA, 15239), 'Legal Sex' (Female), 'Phone Number' (0), and 'Preferred Names' (0). Other fields shown include 'Gender Identity' (Blank), 'Pronouns' (0), 'Sexual Orientation' (Blank), 'Race/Ethnicity' (White/Cuban), 'School Name', 'Role at Intake', and 'Latest Safety Decision'. Buttons for 'Exchange of Medical Info Letter' and 'Client Details Screen' are also visible.

- 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.

JOB AID: CIU REQUEST



CIU Request List Information

Creation Date	Ref/Case ID	Applicant	Created By	Void	Request Approval	CIU Approval
No results found						

Cancel & Go Back to Dashboard

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

CIU Request Info - Client/Collateral

Select Applicants/Household Members

Client/Collateral	Client/Collateral ID	Gender	Birth Date	Age	SSN
New Perpe (Client)	1545082	Female	10/23/1979	45	

Case Information

Next Court Date: mm/dd/yyyy

Initiator: [Redacted] Supervisor: [Redacted]

- 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

JOB AID: CIU REQUEST



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.

Application Dashboard | KIDS KIDSTOO | uat1-kids2.allegenycounty.us/ciu/ciureqdetreqinfo

Case Information

Next Court Date: mm/dd/yyyy

Initiator: Roberta Cillo | Supervisor: Henry Luce

Reason For Request

FBI Clearance Required: Emergency Caregiver Non-CYF Court Active Parenting Screen Visitation

Anticipated Placement Date: mm/dd/yyyy

Study as ASCI Home 30 Days EC payment Non-paid placement

Comment:
 [Large text area]

Application Dashboard | KIDS KIDSTOO | uat1-kids2.allegenycounty.us/ciu/ciureqdetfbiclr

Please Note: This is the UAT Environment.

Investigation | CIU Request Details | FBI Clearance

Investigation

Family Assignment: Roberta Cillo | Household Name: test | Referral Date: 10/23/2024 | Referral Type: GPS | CWIS ID: - | KIDS Referral ID: 771088 | Response Time: Immediate

FBI Clearance

Back | Close

CIU Request List | CIU Request Details | Request Info | Participants | **FBI Clearance** | Approval | CIU History | CIU Search | FBI History | FBI Search

Applicants

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

CYF99 Report | Back | Cancel & Go Back to Dashboard

- 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.

JOB AID: CIU REQUEST



Application Dashboard kids KIDSTOO

uat1-kids2.allegenycounty.us/ciu/ciureqdetpart

OTAPPS Team HUD... Application Dashbo...

All Bookmarks

Participants

Name (AKA)	Last CIU Record	Gender	Race	Birth Date	Age	SSN	Required Fields Completed?
New Perpe (Client)		Female	White	10/23/1979	45		0/1 Required Fields

20 < < 1 of 1 > >

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 Reset

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 kids KIDSTOO

uat1-kids2.allegenycounty.us/ciu/ciureqdetfbiclr

OTAPPS Team HUD... Application Dashbo...

FBI Clearance

Name AKA	Last CIU Record	Gender	Race	Birth Date	Age	SSN	Required Fields Completed?
Test Perpe (Client)		Female	White	10/07/1979	45		0/1 Required Fields

FBI Information

Name: Test Perpe

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

Weight: *Eyes **Required** *Hair Color **Required**

*Country of Citizenship **Required**: United States

*Country of Birth **Required**: Select an option

*City (of Birth) **Required**: Select an option

State (of Birth) including US Territories: Select an option

Province: tes

ID Provided: tes

FBI Request:

1/7 Required Fields

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.

JOB AID: CIU REQUEST



Application Dashboard KIDS KIDSTOO

uat1-kids2.allegenycounty.us/ciu/ciureqdetapr

OTAPPS Team HUD... Application Dashbo...

All Bookmarks

Approval

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

Requesting Worker: Amber Manning Requesting Date: 10/7/2024

* Approving Worker Required: Keaton Brooks-LIO - ERO 7

Back To

Application Dashboard KIDS KIDSTOO

uat1-kids2.allegenycounty.us/ciu/ciureqdetapr

OTAPPS Team HUD... Application Dashbo...

All Bookmarks

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

Back To

JOB AID: CIU REQUEST



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 displays two browser windows of the KIDS TOO application. The top window is titled 'CIU Request for Case' and shows the 'FBI Clearance' section. The left sidebar menu is open, with 'CIU' highlighted. The main content area shows a table of applicants with one row selected, showing details for a female client. The bottom window is titled 'Case Overview' and shows the 'Case History' section. The left sidebar menu is open, with 'Case' highlighted. The main content area shows a table of case history entries, with one entry for '10/07/2024' selected. Both windows have a watermark 'UAT' across them.

CIU Request for Case (Top Window):

- Left Sidebar:** MENU, CIU Request Details, Request Info, Participants, **FBI Clearance** (highlighted), Approval, CIU History, CIU Search, FBI History, FBI Search.
- Content Area:** **FBI Clearance** section. Sub-section: **Applicants**. Table:

Name (AKA)	Last CIU Record	Gender	Race	Birth Date	Age	SSN	Required Fields Completed?
Latest Updated Collateral (Collateral)	Female	Unable to Determine		10/03/1996	28	232-13-1231	<input checked="" type="checkbox"/>
Latestupdated Perpetrator (Client)	Female	Black or African American, American Indian or Alaska Native		10/16/1974	50	865-86-7587	<input checked="" type="checkbox"/>

Case Overview (Bottom Window):

- Left Sidebar:** MENU, Case, Case Overview, **CIU** (highlighted).
- Content Area:** **Case History** section. Table:

Open Date	Close Date	Reason
10/07/2024		

JOB AID: CIU REQUEST



- 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.

Please Note: This is the UAT Environment.

Case / CIU Request List

Case

Family Assignment: test

Household Name: test

Accept Date: 10/03/2024

Case Type: Family Services

Case ID: 83588

CIU Request List

CIU Request List Information

Creation Date	Created in Case/Referral	Applicant	Created By	Void	Request Approval	CIU Approval
10/04/2024	83588	New Perpe	Roberta Cillo	N		
10/03/2024	770649	New Perpe	Roberta Cillo	N	10/03/2024	Show

20 << < < 1 of 1 > >>

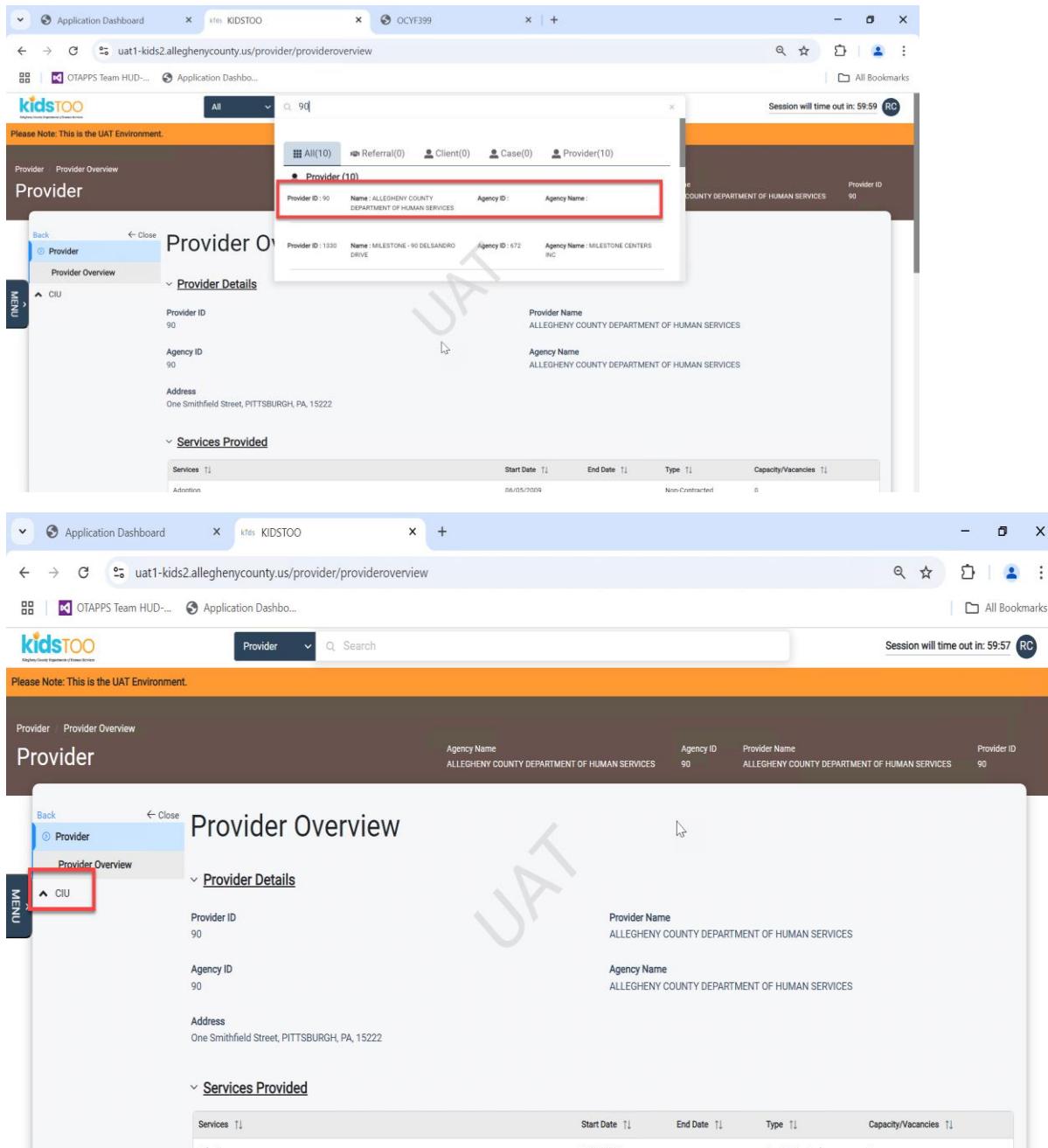
Cancel & Go Back to Dashboard

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 two instances of the KIDS TOO Provider Overview screen. The top instance is a modal window, and the bottom instance is the main page. Both screens display provider details for 'ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES' with Provider ID 90. The left navigation menu on both screens includes a 'CIU' link, which is highlighted with a red box in the bottom screenshot. The top screenshot shows the 'CIU' link in the left navigation menu.

JOB AID: CIU REQUEST



- 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.

The screenshot shows the 'CIU Request List' page. At the top, there is a navigation bar with 'Provider' and a search bar. Below the navigation bar, the agency information is displayed: Agency Name - ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES, Agency ID - 90, Provider Name - ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES, and Provider ID - 90. A note says 'Session will time out in: 59:56'.

The main content area is titled 'CIU Request List' and contains a table with the following columns: Creation Date, Created in Agency/Provider, Applicant, Created By, Void, Request Approval, CIU Approval, and Void. The table lists several requests, each with a 'Show' button and a 'New' button. The 'New' button and the 'Show' button for the first request are highlighted with red boxes.

Creation Date	Created in Agency/Provider	Applicant	Created By	Void	Request Approval	CIU Approval	Void
10/04/2024	90	Vivian Maynor	Horse Crazy	N			Show
10/03/2024	90	Vivian Maynor	Roberta Cillo	N	10/03/2024		Show
10/01/2024	90	Vivian Maynor	Roberta Cillo	N	10/01/2024		Show
10/01/2024	90	Vivian Maynor	Roberta Cillo	N	10/01/2024	10/01/2024	Show
10/01/2024	90	Vivian Maynor	Roberta Cillo	N	10/01/2024		Show

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.

JOB AID: CIU REQUEST



The screenshot shows the KIDS UAT Version 6.0.15 Application Dashboard. The main menu includes Referral, Case, Client, Provider, FS/OC, Mainframe, Safe Measures, Augintel, Reports Portal, Transportation, and Admin. The 'Provider' menu is open, showing sub-options like Search, General Info, Insurance, Availability, License, Clients, Homes, Contacts, Collateral, Service Admin, Contracted Services, Contract/Facility Info, and CIU. The 'CIU' option is highlighted with a red box. The 'My Tasks' section on the left includes options like My Request, Approval Inbox, My Alerts, CWIS Notifications, and Person Utility Search Tool. The top right shows a session timeout of 59:52.

- 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.

The screenshot shows the KIDS UAT Version 6.0.15 Application Dashboard. The main menu and provider menu are the same as the previous screenshot. The 'Participants' tab is selected in the 'CIU Request Details' section. The grid shows a single participant: Vivian Maynor (Provider). The 'Selected Applicant - Vivian Maynor' section shows her details: Last CIU Record (10/01/2024), Gender (Female), Race (Not specified), Birth Date (01/10/1949), Age (75), SSN (488-61-4960), and Required Fields Completed (1/1). The bottom of the screen shows notes about ID submission and driver license/state-issued ID card options.

JOB AID: CIU REQUEST



- 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.

Application Dashboard | KIDS UAT Version: 6.0.15 | kids KIDSTOO

Case Information

Next Court Date: mm/dd/yyyy

Initiator: Roberta Cillo | Supervisor: Rachel Carson

Reason For Request

FBI Clearance Required

Visitation

Provider

Adoptive Home

Foster Home

Custodianship

New Household Member(EC/KC/FH/LC/AH or Unapproved Home)

Comment:

Additional Information

Application Dashboard | KIDS UAT Version: 6.0.15 | kids KIDSTOO

Case Information

Next Court Date: mm/dd/yyyy

Initiator: Roberta Cillo | Supervisor: Rachel Carson

Reason For Request

FBI Clearance Required

Visitation

Provider

Adoptive Home

Foster Home

Custodianship

JOB AID: CIU REQUEST



- 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.

Participants - Provider/Collateral

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

Selected Applicant - Vivian Maynor

Applicants Details

Address List

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

1/1 Required Fields

- 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.

JOB AID: CIU REQUEST



The screenshot shows the 'Participants' section of the CIU Request form. It displays a table with columns for Name AKA, Last CIU Record, Gender, Race, Birth Date, Age, SSN, and Required Fields Completed?. The 'Required Fields Completed?' column shows a red '0' with a red box around it, indicating no required fields have been completed. The table also shows a row for 'Vivian Maynor (Provider)' with values: 10/01/2024, Female, 01/10/1949, 75, 488-61-4960, and a red '0'.

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

The screenshot shows the 'Approval - (Client/Collateral)' screen. The 'Signature' section contains fields for Date Required (mm/dd/yyyy) and Status Required (Paper Copy or Refusal). The 'Status Required' field is highlighted with a red box. Below this is a Comment field and an Approval History table which is empty. The Approval History table has columns for Requested Worker, Requested Date, Approval/Sent Back Worker, Approval/Sent Back Date, and Status. The status column shows a red '0/2 Required Fields' indicator.

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