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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.
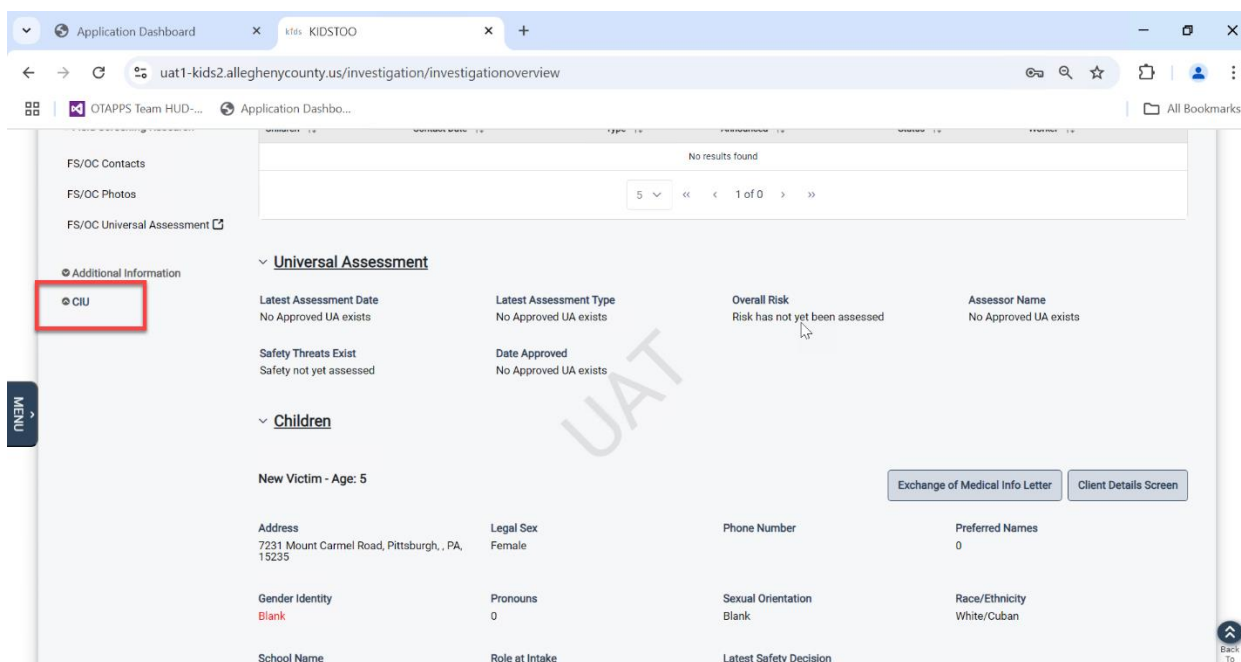
- On click on CIU you will be navigated to the CIU module and the CIU Request list gets displayed. Click on the 'New' button in the CIU Request list screen.
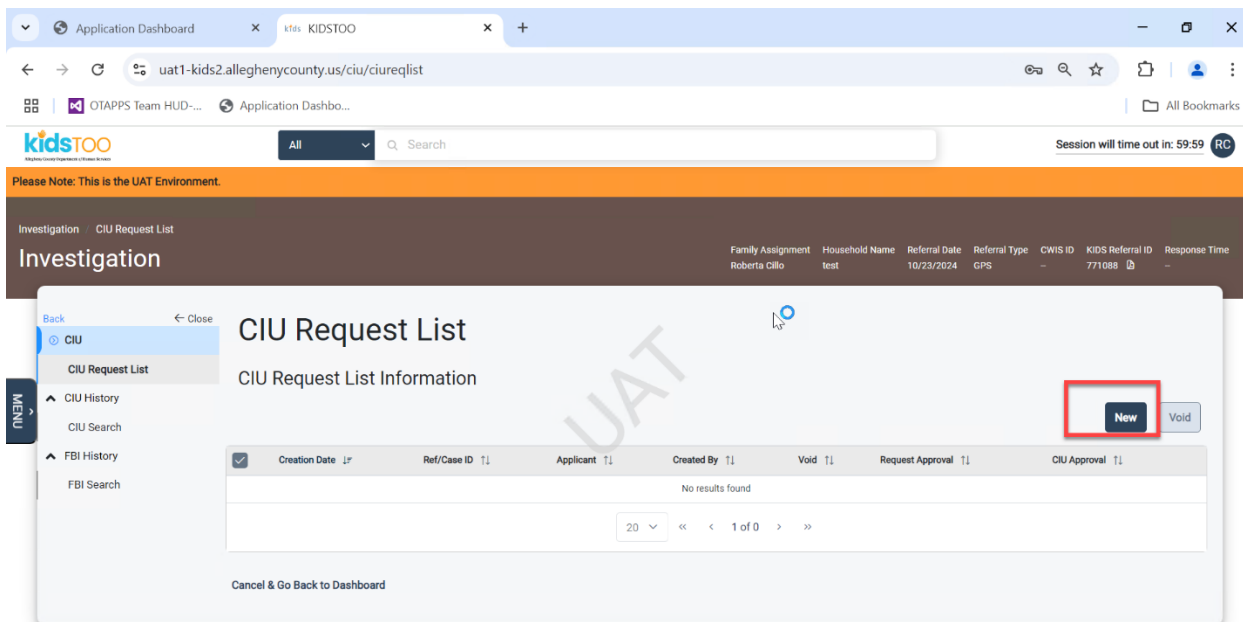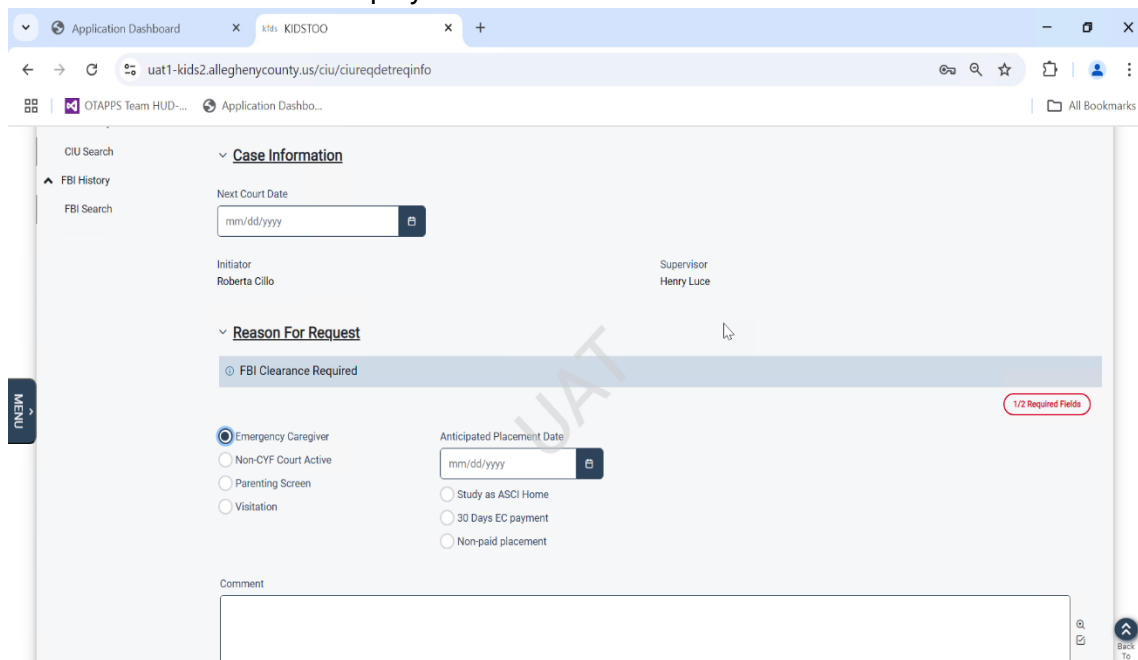
- On click of the 'New' button, the Request info screen gets displayed with the Clients and Collateral with age greater than 18 yrs.
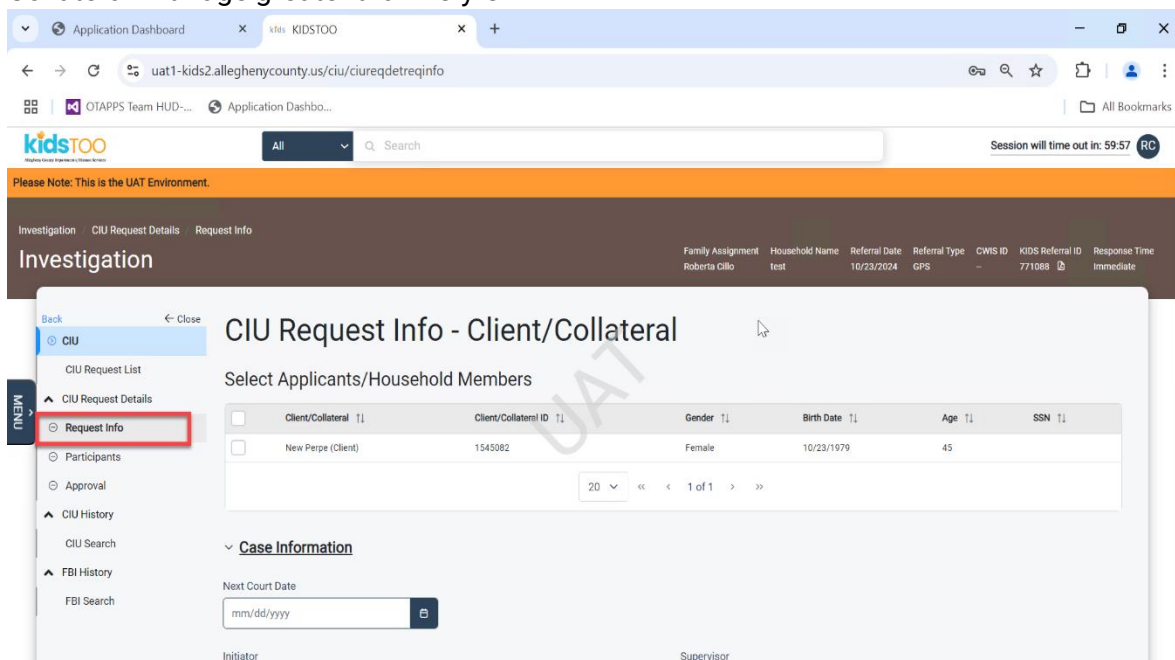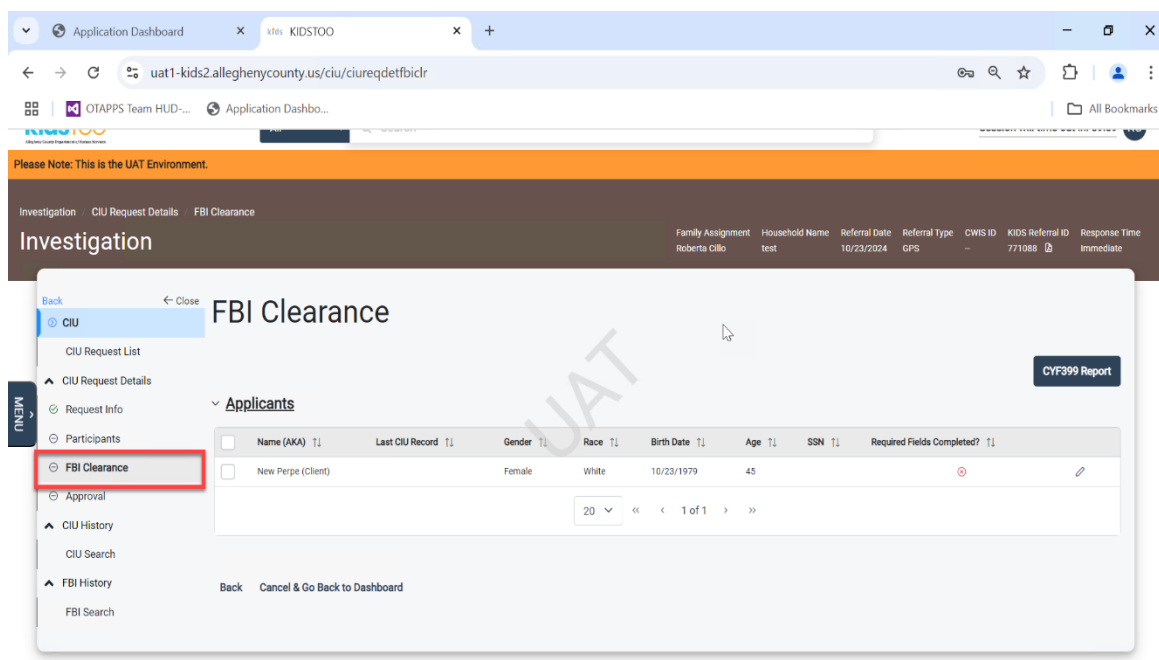

- Now select the Client in the Applicants/Household member grid. If you select the Reason for request as Emergency caregiver, then FBI clearance screen will get

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.
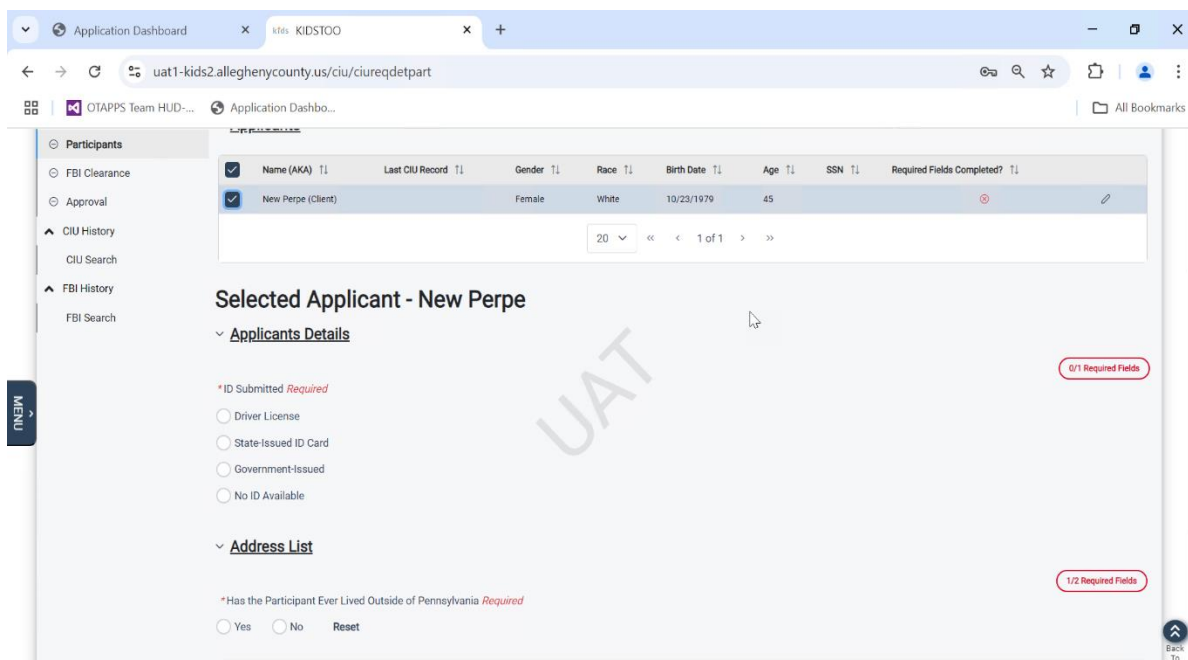

- Fill all the details in the Request info screen and click on the 'Save' button.
- Now navigate to the Participants screen. Select the applicant in the Grid and click on pencil icon as shown in the below image. Fill in all the required details and click on save.

- 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.

- 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.
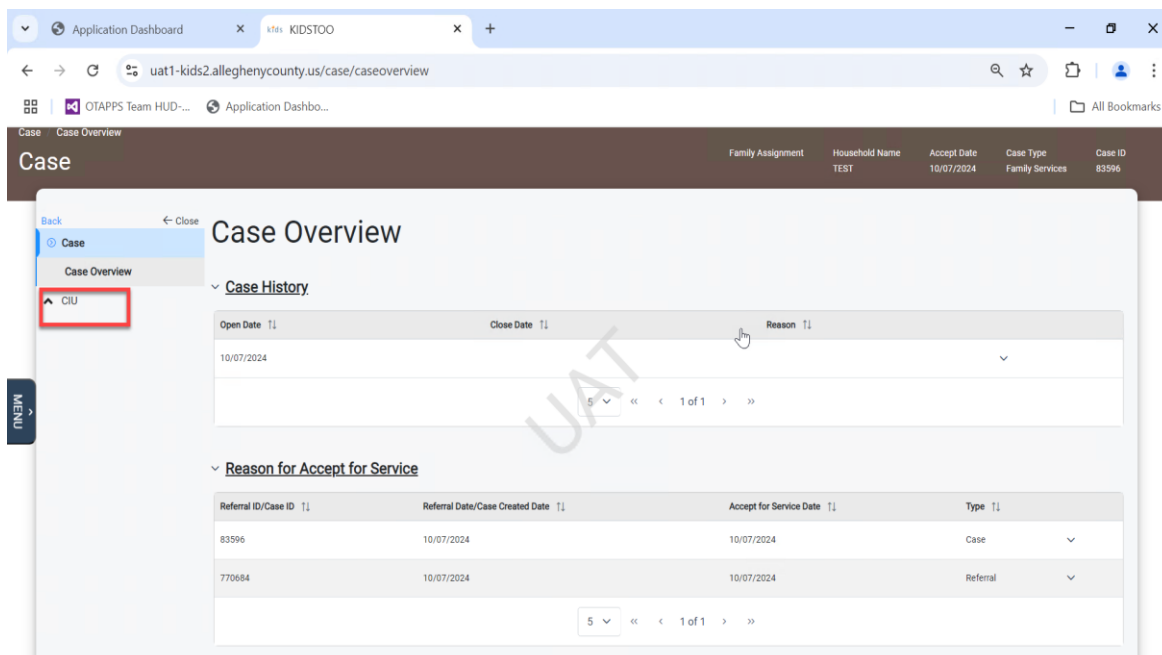
CIU Request for Case

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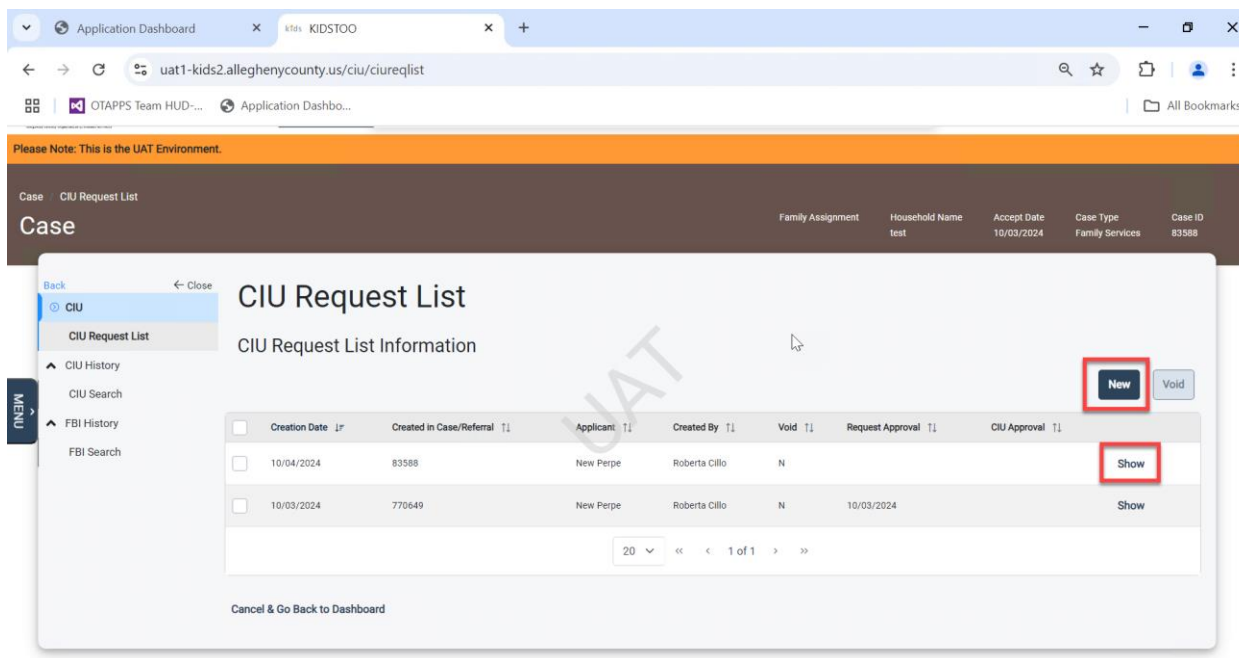
- Once you click on CIU you will navigate to the CIU Request list. You can either continue working of the existing request or create a new request by clicking on the 'New' button.

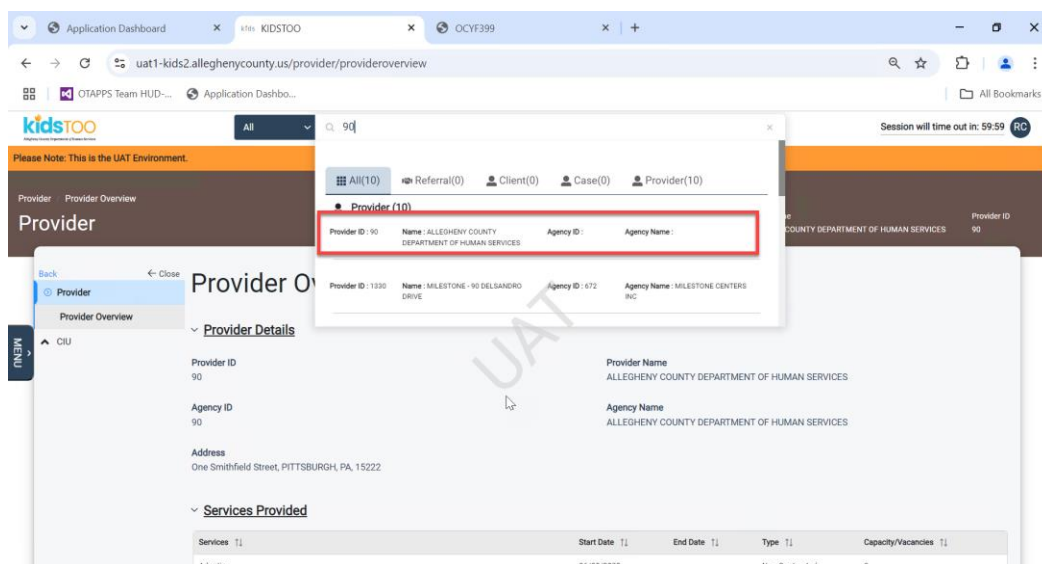## Navigation to CIU Request List via Legacy KIDS

- 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.

![kids logo]
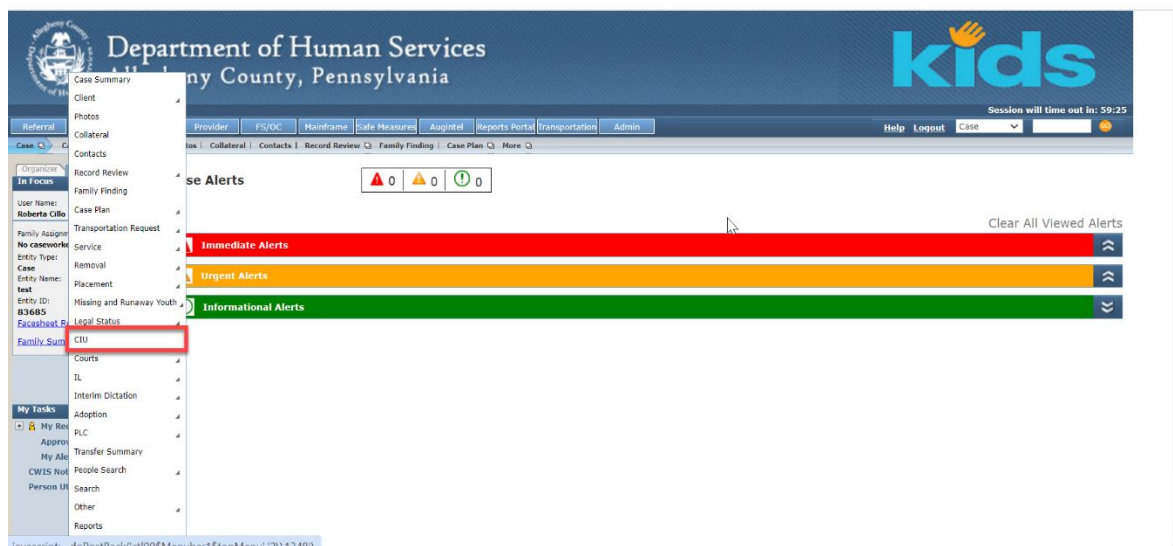
CIU Request for Provider (Internal provider)

- 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.

- 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.
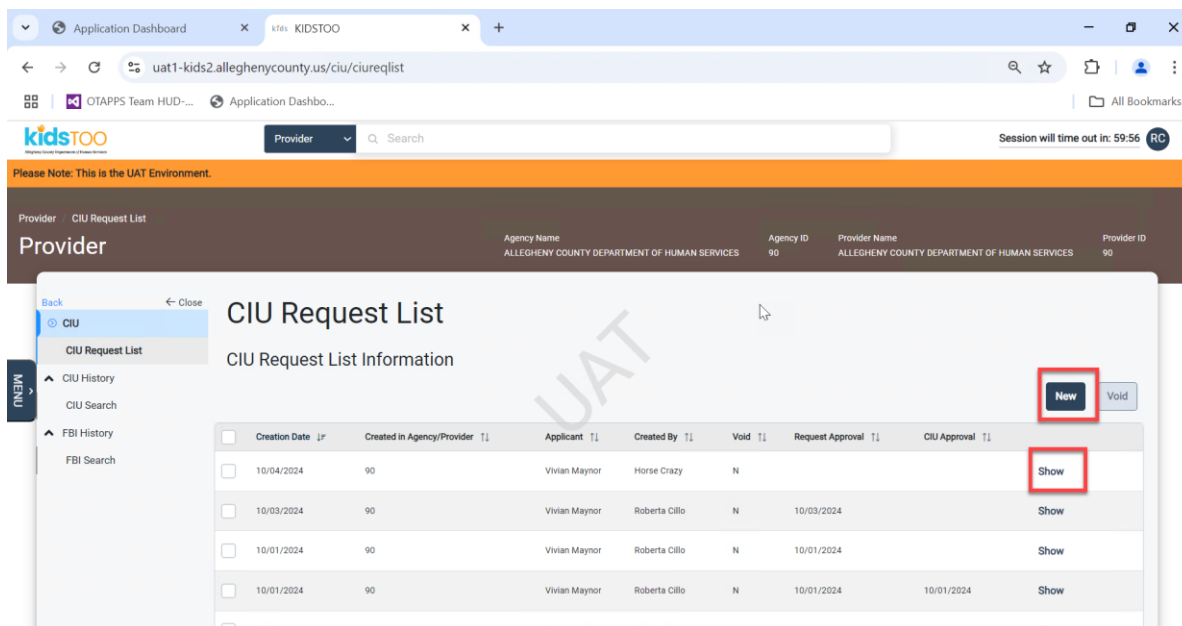

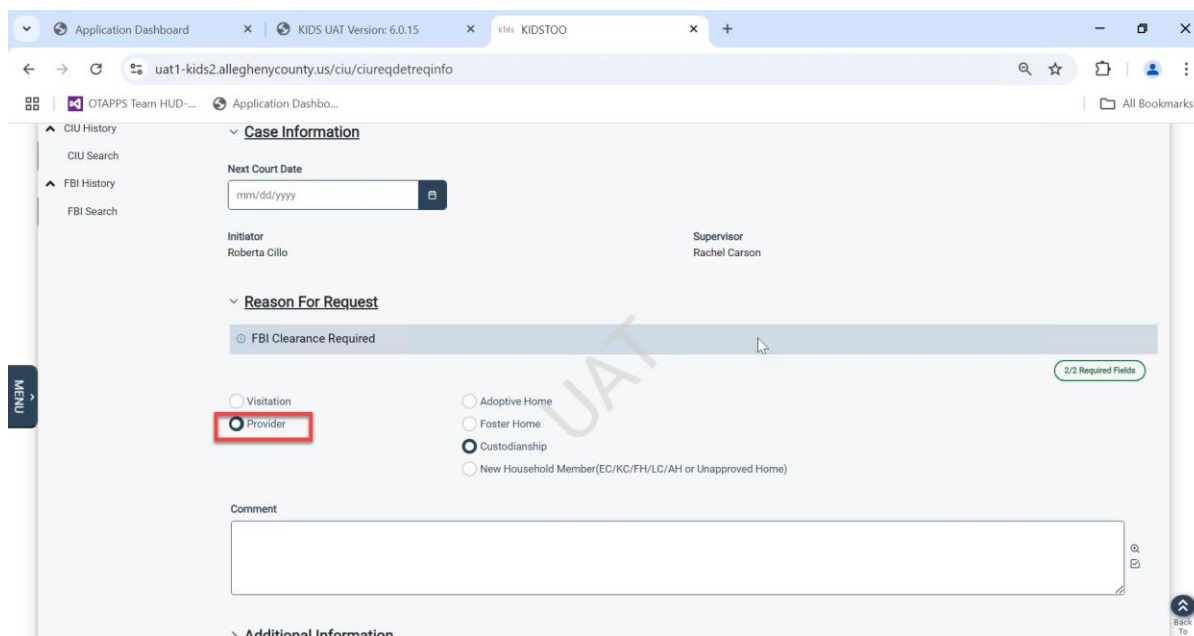## Navigation to CIU Request list via Legacy KIDS

- 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.
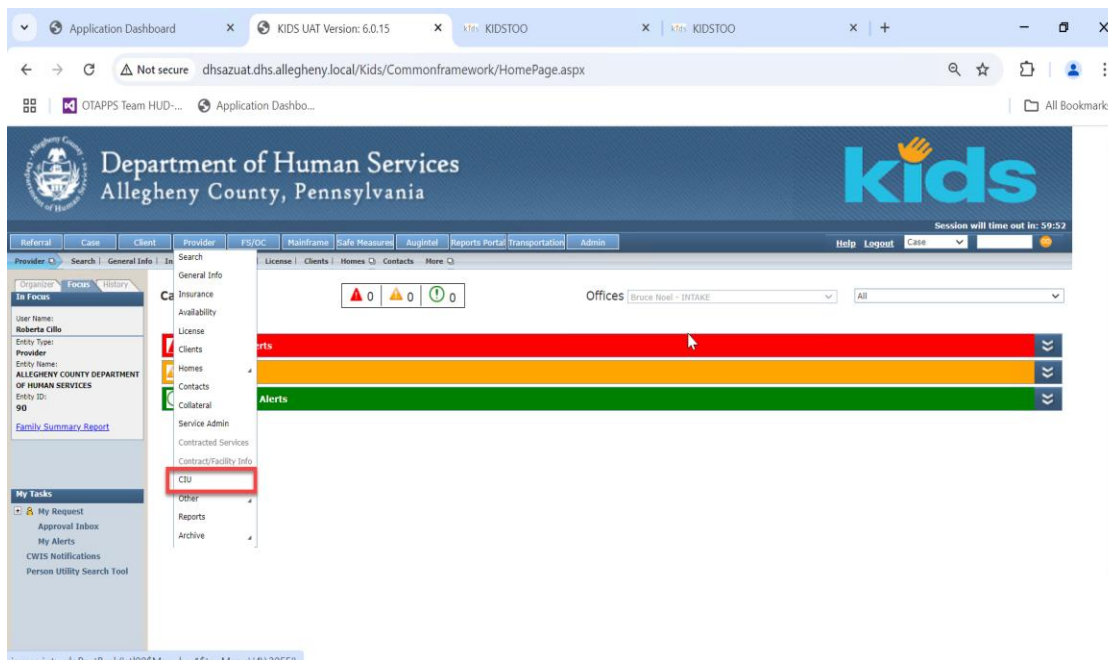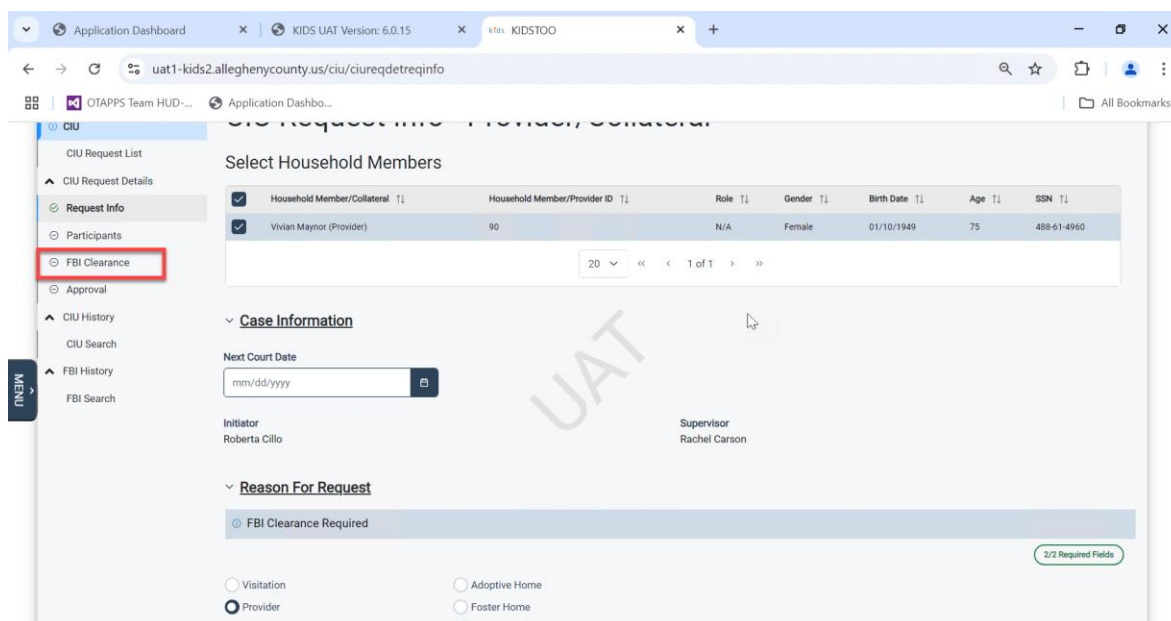
- Once you click on the 'New' button on the CIU Request List screen, you will be navigated to the CIU Request Info screen. Select the applicant in the grid and fill in all the details and click on the 'Save' button.
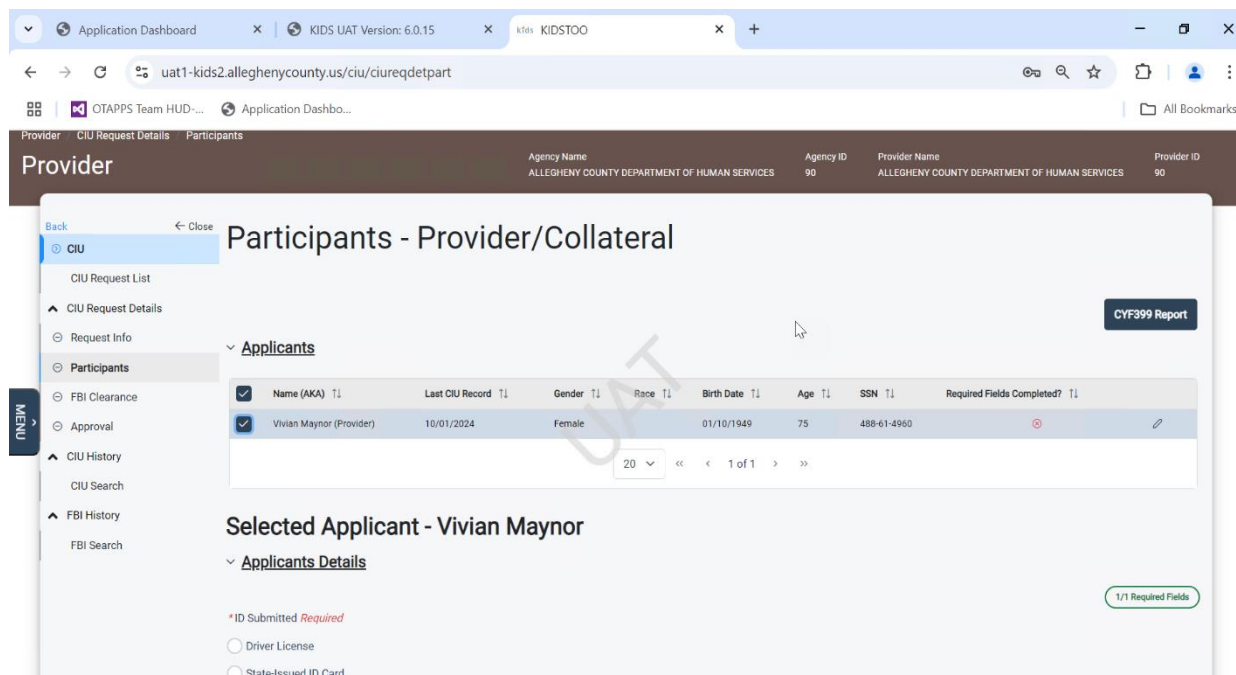
- If the selected reason for request is Provider, then FBI clearance screen gets displayed if not the FBI clearance is not applicable for that request.

- 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.

- 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

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

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