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## Diligent Search Request Email

Caseworkers will be documenting the Diligent Search request in KIDS TOO. Upon submitting the request, you will receive the email notification if you are selected as the recipient Paralegal of the request by the caseworker.

Below is the sample email for reference.

[EXT] Diligent Search Request for Case ID: 83930



DHS-Notify-NP@AlleghenyCounty.US

To Venkateswarlu, Konda

Reply Reply All Forward ...

Wed 2/12/2025 1:17 AM

Hi Ashley Rice,

A Diligent Search Request has been assigned to you for **Case ID: 83930**.

**Requestor:** Amber Manning

**Search Person:** Test Child

**Notes:**

To view the details of this request, please login to KIDS TOO. Once the requested details are shared with caseworkers, close this request in KIDS TOO. Follow below steps:

1. Login to KIDS TOO.
2. Upon successful login, you will be redirected to Dashboard -> Assigned Workload.
3. Use the Referral/Case ID or Search Person filter to find the request.
4. Select the request using checkboxes and click 'Close Request' button.

# JOB AID: Diligent Search for Paralegals



## Diligent Search Request Tracking:

- Upon login to KIDS TOO, you will be able to the table for People Search Requests on your Assigned Workload tab.

Assigned Workload

Assigned Workload    Unassigned Workload    Approval Inbox    My Requests

**Filters**

Program Area	Unit	Worker Name	Type
Bruce Noel - INTAKE	*** - INTAKE - Paralegals 2234	Keadron Sonderek	All

**People Search Requests (4)**

**Filters**

Referral/CASE ID	Search Person	Status	Request Date From	Request Date To
<input type="text"/>	<input type="text"/>	All	<input type="text"/> mm/dd/yyyy	<input type="text"/> mm/dd/yyyy

**Search**   **Reset**

**Forward to Family Division**   **Close Request**   **Assign/Transfer**

<input type="checkbox"/> Search Person	Request Date/Time	Requestor Name	Assigned Paralegal	Referral/CASE ID	Referral/CASE Name	Search Type	Status	Show
<input type="checkbox"/> Dibvodfz Q Xbmifls	2/24/2025 12:16:47 PM	Stephanie Svolos	Keadron Sonderek	776932	Rankin	Diligent Search	Submitted	Show
<input type="checkbox"/> Efs(fpo M Xftu	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sonderek	776932	Rankin	Diligent Search	Submitted	Show
<input type="checkbox"/> Mbnnb Dpdisbo	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sonderek	776932	Rankin	Diligent Search	Submitted	Show
<input type="checkbox"/> Csjboob Xftu	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sonderek	776932	Rankin	Diligent Search	Submitted	Show

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# JOB AID: Diligent Search for Paralegals



- Select the request that needs to be worked upon and click on 'Show' button to view the details. The details get displayed.

Back ← Close

People Search People Search List

Search Request ▼ Diligent Search Request

MENU >

**People Search Request**

**Send To**  
Keadron Sondereker - Muralidhar.Inukurthi@AlleghenyCounty.US

**\*Recipient Paralegal *Required***  
Keadron Sondereker

**\*Search Person Name *Required***  
Dibvodfz Q Xbmlfs

**▼ Search Person Details**

**DIBVODFZ Q XBMLFS**

Social Security #	Relationship
Unknown SSN	-
Legal Sex	
Male	
Date of Birth	Age
05/14/2005	19
Address	
5712 Iroquois Ave, Harborcreek, PA, 16421 - 1009 - Home	(last updated: 01/17/2025)

**Notes**

Cancel & Go Back to People Search List Cancel Request

# JOB AID: Diligent Search for Paralegals



- Once the Diligent Search work is completed and additional details are needed from Family Division, the request can be easily forwarded to the Family Division using '**Forward to Family Division**' button. Confirmation popup will be displayed and upon clicking 'Yes' button the request will be forwarded to Family Division user. The Diligent Search Request can be closed.

A screenshot of a web application interface. At the top, there is a navigation bar with a 'MENU' button. Below it, a section titled 'People Search Requests (1)' is expanded. A 'Filters' dropdown is open, showing fields for 'Referral/Case ID' and 'Search Person', with 'Search' and 'Reset' buttons. A modal dialog box titled 'Forward to Family Division' is centered. It contains a radio button group with 'Yes' and 'No' options, and a note: 'Selected request will be forwarded to the Family Division team. Do you want to continue?'. The 'Yes' button is highlighted with a red box. Below the dialog is a table with one row of data. The table has columns: 'Search Person' (checkbox checked), 'Request Date/Time' (2/12/2025 6:04:05 AM), 'Requestor Name' (Amber Manning), 'Referral/Case ID' (777793), 'Referral/Case Name' (Sampledata), 'Search Type' (Diligent Search), and 'Status' (Submitted). At the bottom of the table are navigation buttons: '20', '<', '<', '1 of 1', '>', and '>'. A disclaimer at the bottom of the page states: 'Disclaimer: You have entered the private network of Allegheny County. All information on this site is confidential. Access is limited to persons with user identification assigned by Allegheny County. Unauthorized access to this system or unauthorized use of the information contained therein is a violation of County, State and Federal Laws and will be punished to the full extent of the law.'

Search Person	Request Date/Time	Requestor Name	Referral/Case ID	Referral/Case Name	Search Type	Status
<input checked="" type="checkbox"/> Search Person	2/12/2025 6:04:05 AM	Amber Manning	777793	Sampledata	Diligent Search	Submitted

- To close the request, click on the 'Close Request' button. On click of 'Close Request' button the confirmation popup gets displayed and on clicking 'Yes', the Diligent Search request will be closed.

A screenshot of the same web application interface as the previous image. The 'People Search Requests (1)' section is expanded. A 'Close Request' confirmation dialog box is centered. It contains a radio button group with 'Yes' and 'No' options, and a note: 'Closing the request(s) indicates that the response has been sent to requester via email. Do you want to close this request(s)?'. The 'Yes' button is highlighted with a red box. Below the dialog is the same table with one row of data, showing the same information as the previous screenshot. A disclaimer at the bottom of the page is identical to the one in the previous screenshot.

Search Person	Request Date/Time	Requestor Name	Referral/Case ID	Referral/Case Name	Search Type	Status
<input checked="" type="checkbox"/> Search Person	2/12/2025 6:04:05 AM	Amber Manning	777793	Sampledata	Diligent Search	Submitted

# JOB AID: Diligent Search for Paralegals



- To move the request(s) from one Paralegal to another, select the request(s) and click on 'Assign/Transfer' button. This will open the section with User dropdown. Select the Paralegal in the drop down and click on 'Update Assignment' button. The request will be assigned to the selected Paralegal and the email will be sent to the Paralegal about the request assignment.

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▼ People Search Requests (4)

REFERRAL CASE ID:  SEARCH PERSON:  STATUS:  REQUEST DATE FROM:  REQUEST DATE TO:

ASSIGN TO:

<input type="checkbox"/> Search Person ↑↓	Request Date/Time ↑↓	Requestor Name ↑↓	Assigned Paralegal ↑↓	Referral/CASE ID ↑↓	Referral/CASE Name ↑↓	Search Type ↑↓	Status ↑↓	Show
<input checked="" type="checkbox"/> Dibvodfz Q Xbmifis	2/24/2025 12:16:47 PM	Stephanie Svolos	Keadron Sonderek	776932	Rankin	Diligent Search	Submitted	Show
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<input type="checkbox"/> Mbnbs Dpdisbo	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sonderek	776932	Rankin	Diligent Search	Submitted	Show
<input type="checkbox"/> Csjobob Xftu	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sonderek	776932	Rankin	Diligent Search	Submitted	Show

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