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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:**

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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 WorkloadUnassigned WorkloadApproval InboxMy Requests

Filters

Program AreaUnitWorker NameType

Bruce Noel - INTAKE\*\*\* - INTAKE - Paralegals 2234Keadron SonderekerAll

Reset

People Search Requests (4)

Filters

Referral/Case IDSearch PersonStatusRequest Date FromRequest Date To

All

mm/dd/yyyy

mm/dd/yyyy

SearchReset

Forward to Family DivisionClose RequestAssign/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 Xbmifs	2/24/2025 12:16:47 PM	Stephanie Svolos	Keadron Sondereker	776932	Rankin	Diligent Search	Submitted	Show
<input type="checkbox"/>	Efs(fpo M Xftu	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sondereker	776932	Rankin	Diligent Search	Submitted	Show
<input type="checkbox"/>	Mbmbs Dpdisbo	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sondereker	776932	Rankin	Diligent Search	Submitted	Show
<input type="checkbox"/>	Csjboob Xftu	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sondereker	776932	Rankin	Diligent Search	Submitted	Show

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# JOB AID: Diligent Search for Paralegals



Allegheny County Department of Human Services

- 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 Request

People Search List

Search Request

MENU >

▼ Diligent Search Request

\* Recipient Paralegal *Required*

Keadron Sondereker

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

\* Search Person Name *Required*

Dibvodfz Q Xbmifs

▼ 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.

The screenshot shows a web application interface for 'People Search Requests (1)'. A modal window titled 'Forward to Family Division' is open, asking 'Selected request will be forwarded to the Family Division team. Do you want to continue?'. The 'Yes' button is highlighted with a red box. In the background, a table lists search requests, with the first row 'Test Data' selected. The table columns include Search Person, Request Date/Time, Requestor Name, Referral/Case ID, Referral/Case Name, Search Type, and Status.

Search Person	Request Date/Time	Requestor Name	Referral/Case ID	Referral/Case Name	Search Type	Status
Test Data	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.

The screenshot shows the same web application interface. A modal window titled 'Close Request' is open, asking '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. The background table and interface elements are identical to the previous screenshot.

Search Person	Request Date/Time	Requestor Name	Referral/Case ID	Referral/Case Name	Search Type	Status
Test Data	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.

**People Search Requests (4)**

**Filters**

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	
<input checked="" type="checkbox"/>	Dibvodfz Q Xbmifs	2/24/2025 12:16:47 PM	Stephanie Svolos	Keadron Sondereker	776932	Rankin	Diligent Search	Submitted	Show
<input type="checkbox"/>	Efs(fpo M Xftu	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sondereker	776932	Rankin	Diligent Search	Submitted	Show
<input type="checkbox"/>	Mbnbs Dpdisbo	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sondereker	776932	Rankin	Diligent Search	Submitted	Show
<input type="checkbox"/>	Csjboob Xftu	2/24/2025 12:16:46 PM	Stephanie Svolos	Keadron Sondereker	776932	Rankin	Diligent Search	Submitted	Show

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