**kids**TOO
Allegheny County Department *of* Human Services

# Document Request Screen Updates

## Document Request

**Document Request** screen has been moved from KIDS to KIDS TOO. When the user clicks on Document Request from the Case menu, KIDS TOO will launch in a new window and open to the Document Request screen.

## Application Information

**Child's Name** will now allow the user to select one child or multiple children for each document request. (Ex: Birth Certificates for all children in a case.)
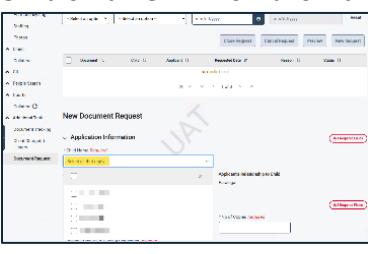


A **Vital Records Banner** will display to indicate if the system has complete vital information on the child(ren) to make the request. If the information is incomplete, a yellow banner will be displayed. Updated information on this screen will also be updated on the Vital Information screen.



If the vital information for the child(ren) is complete, a blue banner will be displayed along with the relevant data from the Vital Information screen.
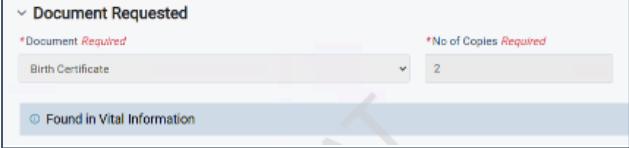


**Reason for Request** has been updated to a dropdown that user can select from a pre-determined list, based on the document type that was selected. Users also select "Other" and specify additional reasons.
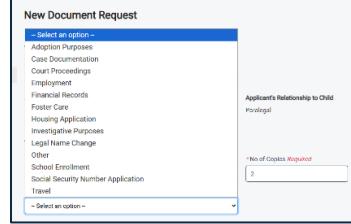


**Upload Documents Button** will allow the user to upload any supplemental documentation related to the request.



A **Document Upload Banner** informs the user to save the document request prior to the Upload Document button being enabled.
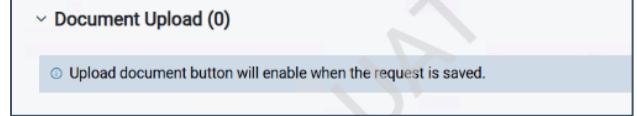


**Send to Fiscal Button** will generate a cover letter, the requested form with the requestor's e-signature, and send these files to Fiscal via an email.
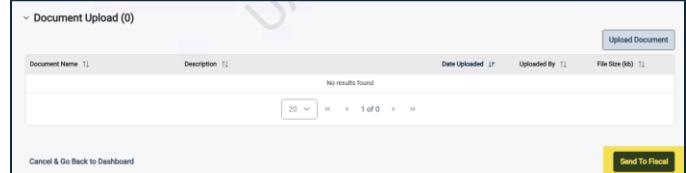


**Preview Button** will allow the user to preview the request documentation and print for their files.
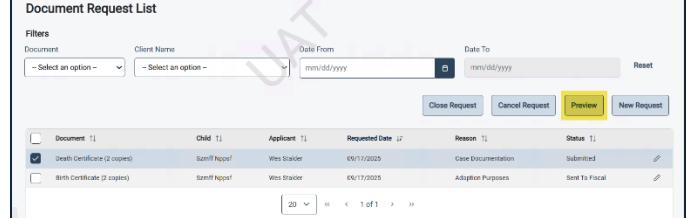
**Close Button** allows the user to close a request after it has been submitted to Fiscal.



**Cancel Request** button should be used when the requestor wants to retract their submitted request.