

JOB AID: ENHANCED FUNCTIONALITY



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Redesigned Dashboard/Landing Page

Upon login, users will be navigated to the Dashboard where they can view their Assigned Workload, Unassigned Workload, Approval Requests etc. based on their role. To switch views, the user can click any of the tabs on the Dashboard screen (Assigned Workload, Unassigned Workload, Approval Inbox, My Requests).

Assigned Workload: This shows the referrals assigned to a user. Based on user's role they will be able to see another user's workload. Using Program Area, Unit and Worker dropdowns above the grid.

A screenshot of the "Assigned Workload" section on the "Home - Dashboard". The section title is "Assigned Workload" with tabs for "Assigned Workload (9)", "Unassigned Workload", "Approval Inbox", and "My Requests". Below the tabs are "Filters" for Program Area (Bruce Noel - INTAKE), Unit (Emily Fries - INTAKE 136), Worker Name (Emily Fries), and Type (All). A dropdown for "Investigation (9)" shows "Indicates 15 days remain before day 60". At the bottom are buttons for "Transfer Summary", "Resolve", "Contact", and "Assign/Transfer".

Unassigned Workload: The referrals that are not assigned to any worker but rather just assigned to either unit or program area will land in this tab. This tab will be visible only to Supervisors, Clinical Managers, RODs, and Specialists.

To view the referral assigned to a unit within a Program Area, select the corresponding unit from the Unit dropdown.

To view the referral assigned to a program area (without any unit assignment), select the Unassigned Inbox in the Unit dropdown.

A screenshot of the "Unassigned Workload" section on the "Home - Dashboard". The section title is "Unassigned Workload" with tabs for "Assigned Workload (0)", "Unassigned Workload (11)", "Approval Inbox", and "My Requests". Below the tabs are "Filters" for Program Area (Bruce Noel - INTAKE), Unit (Emily Fries - INTAKE 136), and Type (All). A dropdown for "Investigation (11)" shows "Indicates 15 days remain before day 60". At the bottom are buttons for "Transfer Summary", "Resolve", "Contact", and "Assign/Transfer".

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Approval Inbox: This tab will also be visible only to Supervisors, Clinical Managers, RODs and Specialists. This is where all the approvals sent to them will reside. Users will have the ability to filter the approval inbox by Unit and Approval Type.

A screenshot of the Approval Inbox page. The top navigation bar includes the kidsTOO logo, a dropdown menu, a search bar, and a session timer. The main content area is titled "Approval Inbox" and shows three tabs: "Assigned Workload" (9), "Unassigned Workload" (11), "Approval Inbox" (88), and "My Requests". The "Approval Inbox" tab is selected, showing 88 awaiting approvals. Below this are sections for "Filters" (Unit dropdown set to "Emily Fries - INTAKE 1 - INTAKE" and Approval Request Type dropdown set to "All"), and a "Awaiting Approval Table" which is currently empty. A "Send Back" button is located at the bottom right of the table area.

My Requests: This tab will display all the requests sent for approval by the logged in user. The requests that are approved will stay on this tab for 10 days and then will be removed after that.

A screenshot of the My Requests page. The top navigation bar is identical to the Approval Inbox page. The main content area is titled "My Requests" and shows four tabs: "Assigned Workload" (9), "Unassigned Workload" (11), "Approval Inbox" (88), and "My Requests" (5). The "My Requests" tab is selected, showing 5 awaiting approvals. Below this are sections for "Filters" (Approval Request Type dropdown set to "All" and Status dropdown set to "- Select an option -") and a "My Request Table" which is currently empty. A "Cancel Request" button is located at the bottom right of the table area.

Assigned Workload Enhancements

In KIDSTOO, the Assigned Workload Dashboard includes additional column names such as Family Name, Parent Name, Date Assigned, Intake Date, Days Remaining (with 15 Days Remaining indicator), Day 60 Date, Family Worker Name, Admin Worker Name, Individual Count, etc.

Commented [CP1]: @Goodwin, Caroline if the target audience of this document is all INV users then they don't see Call screening Review tab. Can we take a screenshot from UAT with 'Emily Fries' as logged in user?

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Please Note: This is the UAT Environment.

Assigned Workload

Home - Dashboard

Assigned Workload

Assigned Workload (9) Unassigned Workload (11) Approval Inbox (86) My Requests (5)

Filters

Program Area: Bruce Neal - INTAKE Unit: Emily Fries - INTAKE 136 Worker Name: Emily Fries Type: All

Investigation (9) ! indicates 15 days remain before day 60

ID	Referral Type	Family Name	Parent Name	Date Assigned	Intake Date	Days Remaining	Day 60 Date	Family Worker Name	Admin Worker Name	Individual Count
764859	GPS	name-client	CLIENT FIRST NAME	06/11/2024	06/10/2024	57	06/09/2024	Emily Fries		2
764461	GPS	asdad		05/22/2024	05/22/2024	38	07/21/2024	Emily Fries		2

Transfer Summary, Reassign, Contacts, Assign/Transfer

Commented [CP2]: Can we change this screenshot also, please?

Commented [CP3R2]: Also since these are INV referrals we are talking about, let's take the screenshot from that grid.

In Legacy KIDS, the column names only include New, ID, Type, Responsibility, Referral Type, Name, Client, Date Assigned, Open Date, Worker Name, and Family Case Type.

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Allegheny County, Pennsylvania

Referral Case Client Provider PSYC Minifame Safe Resource Assigned Reports Portal Admin

Workload Transfer Tools Alerts File Cabinet Reports Audit Trail Workload CSV

Workload List

Case / Intake / Other Listing

Program Area: Bruce Neal - INTAKE

Unit: Fries, Emily - INTAKE 1 36

Workers: Emily Fries

New	ID	Type	Responsibility	Referral Type	Name	Client	Date Assigned	Open Date	Worker Name	Family Case Type
Y	764859	INV	Family	GPS	name-client		06/11/2024	06/10/2024	Emily Fries	
Y	764461	INV	Family	GPS	asdad		05/22/2024	05/22/2024	Emily Fries	
Y	764335	INV	Administrative	CPS	Shaleesh		05/23/2024	05/01/2024	Emily Fries	
Y	764327	INV	Family	GPS	TRAINING 2		05/15/2024	05/15/2024	Emily Fries	
Y	764293	INV	Family	CPS	TRAINING MATERIALS		05/17/2024	05/17/2024	Emily Fries	
Y	764277	INV	Administrative	CPS	Bug 23853 retrot		05/12/2024	05/12/2024	Emily Fries	
Y	83193	CAS	Family		asdd		06/11/2024	06/01/2024	Emily Fries	Family Services

** indicates Restricted or * indicates Restricted & Adoption Security or A indicates Adoption Security

Commented [CP4R2]: We can then call out enhancements in INV grid - Family Name, Parent Name, Days Remaining (with 15 days remaining indicator), Day 60 Date, Family Worker Name, Admin Worker Name, Individual Count etc.

You can find these details in the UST for INV dashboard.

Commented [CP5]: Take this screenshot also from Emily's login in legacy.

Assign/Transfer Functionality

Ability to End-Date Admin Assignments, Transfer Summary Popout (on dashboard)

Investigation (9) ! indicates 15 days remain before day 60

ID	Referral Type	Family Name	Parent Name	Date Assigned	Intake Date	Days Remaining	Day 60 Date	Family Worker Name	Admin Worker Name	Individual Count
764859	GPS	name-client	Client First Name	06/11/2024	06/10/2024	49	06/09/2024	Emily Fries		2
764461	GPS	asdad	JOB EBOTCZ	05/22/2024	05/22/2024	30	07/21/2024	Emily Fries		2

Transfer Summary, Reassign, Contacts, Assign/Transfer

1. Select a referral from the Dashboard using the checkbox.

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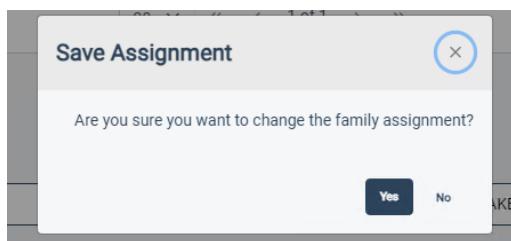
2. Click the Assign/Transfer button in the top right of the grid.

The screenshot shows the 'Assign / Transfer Details' window for Referral 764859. The grid at the top displays one row: Program Area (INTAKE), Unit (Emily Fries - INTAKE 1), Worker (Emily Fries), Responsibility (Family), and Start Date (06/11/2024). Below the grid is a 'New Assignment' section. The 'Assignment Type' radio buttons are shown, with 'Family' selected. The 'Program Area Required' dropdown is set to 'Bruce Noel - INTAKE'. The 'Unit' dropdown is set to 'Emily Fries - INTAKE 1 - INTAKE'. The 'Worker' dropdown is currently empty, showing the placeholder 'Select an option -'. A summary text area is present but empty. At the bottom of the window are 'Close' and 'Save' buttons.

3. Select the Assignment Type, Program Area, Unit, and Worker.

The screenshot shows the 'Assign / Transfer Details' window for Referral 764859. The grid at the top displays one row: Program Area (INTAKE), Unit (Emily Fries - INTAKE 1), Worker (Emily Fries), Responsibility (Family), and Start Date (06/11/2024). Below the grid is a 'New Assignment' section. The 'Assignment Type' radio buttons are shown, with 'Family' selected. The 'Program Area Required' dropdown is set to 'Bruce Noel - INTAKE'. The 'Unit' dropdown is set to 'Emily Fries - INTAKE 1 - INTAKE'. The 'Worker' dropdown now contains 'Stephanie Svolos', with a blue selection bar indicating it is selected. A summary text area is present but empty. At the bottom of the window are 'Close' and 'Save' buttons, with the 'Save' button being the one being clicked.

4. Click the Save button.

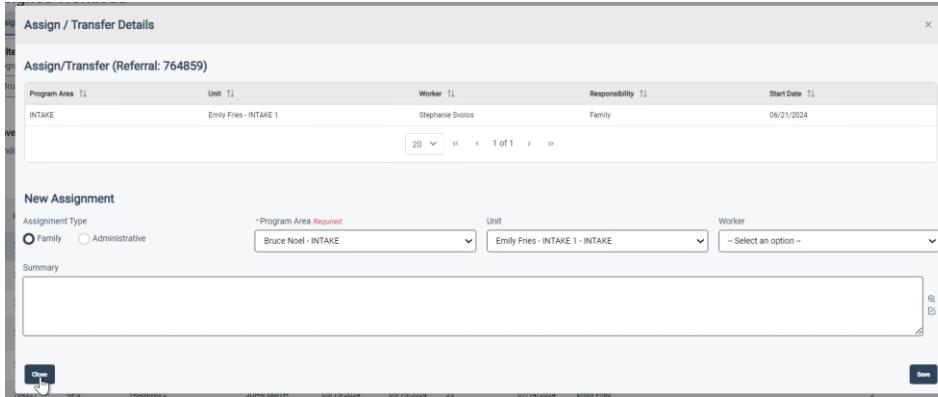


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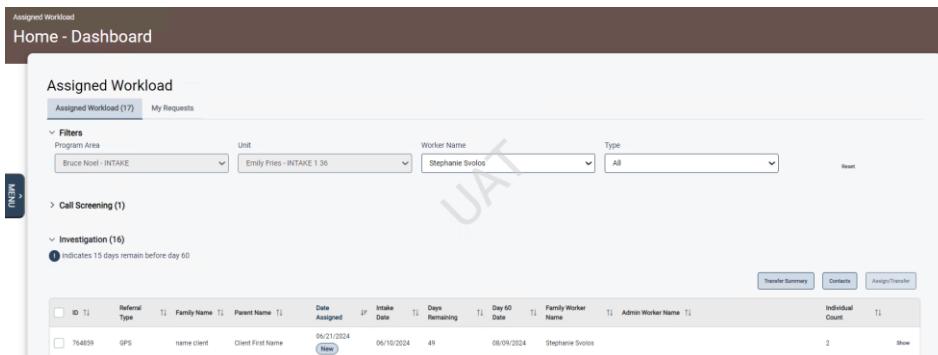


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5. A confirmation popup will appear. To confirm, click the Yes button.

A screenshot of a modal window titled "Assign / Transfer Details". It shows a table with columns: Program Area, Unit, Worker, Responsibility, and Start Date. The data is: INTAKE, Emily Fries - INTAKE 1, Stephanie Svolos, Family, 06/21/2024. Below the table is a "New Assignment" section with dropdowns for Program Area (Bruce Noel - INTAKE), Unit (Emily Fries - INTAKE 1 - INTAKE), and Worker (a dropdown menu). A "Summary" text area is empty. At the bottom are "Close" and "Save" buttons, with "Close" being highlighted with a mouse cursor.

6. The Assign/Transfer Details popup will remain open where users can view the current assignment and assignment history.
7. To go back to the Dashboard, users click the Close button.

A screenshot of the "Assigned Workload" grid on the "Home - Dashboard" page. The grid shows a list of referrals with columns: ID, Referral Type, Family Name, Parent Name, Date Assigned, Intake Date, Days Remaining, Family Worker Name, Admin Worker Name, and Individual Count. One row is selected, showing ID 764859, Referral Type GPS, Family Name name client, Parent Name Client First Name, Date Assigned 06/21/2024, Intake Date 06/10/2024, Days Remaining 49, Family Worker Name Stephanie Svolos, Admin Worker Name null, and Individual Count 2. There are buttons for Transfer Summary, Contacts, and Assign/Transfer at the top of the grid.

8. The assigned worker will then have the referral in their Assigned Workload with a New tag in the Date Assigned column.
9. Users will have the ability to make multiple Admin assignments. And creating a new admin assignment will not auto-end date previous admin assignment.
10. Users can manually end date the Admin assignment using End Assignment button within grid for admin assignments.

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Assign / Transfer Details

Program Area	Unit	Worker	Responsibility	Start Date	
INTAKE	Emily Fries - INTAKE 1	Adebimpe Akitoye	Administrative	07/11/2024	End Assignment
INTAKE	Cathy Long - INTAKE 7		Family	07/11/2024	

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New Assignment

Assignment Type: Family Administrative

*Program Area **Required**: Bruce Noel - INTAKE

Unit: Emily Fries - INTAKE 1 - INTAKE

Worker: -- Select an option --

Summary:
[Large text area with a search icon]

Restrict Functionality

Users can restrict referrals from the Dashboard.

Assigned Workload

Assigned Workload (142) Call Screening Review Unassigned Workload Approval Inbox My Requests

Filters: Program Area (Bruce Noel - INTAKE), Unit (Emily Fries - INTAKE 1 36), Worker Name (Amber Manning), Type (All)

Call Screening (51)

Investigation (91)

Indicates 15 days remain before day 60

Buttons: Transfer Summary, Restrict, Contacts, Assign/Transfer

ID	Referral Type	Family Name	Parent Name	Date Assigned	Intake Date	Days Remaining	Day 60 Date	Family Worker Name	Admin Worker Name	Individual Count	Show
764571	GPS	CWIS Referral	Bailey Jurczak	05/28/2024	04/18/2024	20	06/17/2024	Amber Manning	Amber Manning	7	Show
764568	GPS	ashley	KRISTEN RAYMOND	05/28/2024	06/18/2023	Overdue	10/17/2023	Amber Manning	Amber Manning	3	Show
764567	GPS	test	NEW PERFE	05/28/2024	05/14/2024	46	07/13/2024	Amber Manning	Amber Manning	2	Show
764564	GPS	test		05/28/2024	05/28/2024	60	07/27/2024	Amber Manning	Amber Manning	2	Show
764563	GPS	Test Collateral	LPOOFU1BNJNMPD	05/28/2024	05/28/2024	60	07/27/2024	Amber Manning	Amber Manning	2	Show

1. The user selects a referral using the checkboxes in the leftmost column.
2. The user then clicks the Restrict button and the below Restriction/Unrestriction Reason box appears.

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Investigation (91)
1 indicates 15 days remain before day 60

Restriction / Unrestriction Reason Required
test

Transfer Summary | Restrict | Contacts | Assign/Transfer

ID	Referral Type	Family Name	Parent Name	Date Assigned	Intake Date	Days Remaining	Day 60 Date	Family Worker Name	Admin Worker Name	Individual Count	Show
764371	CPS	CWIS SAI Referral	Bailey Junczak	05/28/2024	04/18/2024	20	06/17/2024	Amber Manning	Amber Manning	7	Show
764568	CPS	ashay	KRISTEN RAYMOND	05/28/2024	08/18/2023	Overdue	10/17/2023	Amber Manning	Amber Manning	3	Show
764567	CPS	test	NEW PERPE	05/28/2024	05/14/2024	46	07/13/2024	Amber Manning	Amber Manning	2	Show
<input checked="" type="checkbox"/> 764564	CPS	test		05/28/2024	05/28/2024	60	07/27/2024	Amber Manning	Amber Manning	2	Show

3. The user puts a restriction reason in the textbox and then clicks the Restrict button.

Investigation (91)
1 indicates 15 days remain before day 60

Transfer Summary | Restrict | Contacts | Assign/Transfer

ID	Referral Type	Family Name	Parent Name	Date Assigned	Intake Date	Days Remaining	Day 60 Date	Family Worker Name	Admin Worker Name	Individual Count	Show
764371	CPS	CWIS SAI Referral	Bailey Junczak	05/28/2024	04/18/2024	20	06/17/2024	Amber Manning	Amber Manning	7	Show
764568	CPS	ashay	KRISTEN RAYMOND	05/28/2024	08/18/2023	Overdue	10/17/2023	Amber Manning	Amber Manning	3	Show
764567	CPS	test	NEW PERPE	05/28/2024	05/14/2024	46	07/13/2024	Amber Manning	Amber Manning	2	Show
<input type="checkbox"/> 764564	CPS	test		05/28/2024	05/28/2024	60	07/27/2024	Amber Manning	Amber Manning	2	Show

4. A Restricted tag will then appear below the referral ID in the grid.

Putting Referral in Focus from Dashboard

Once the user navigates to the Dashboard, the user can see the list of referrals getting displayed in the grid. To select any referral and view it the user can select the show button which is present beside each referral in the grid.

Transfer Summary | Restrict | Contacts | Assign/Transfer

ID	Referral Type	Family Name	Parent Name	Date Assigned	Intake Date	Family Worker Name	Admin Worker Name	Individual Count	Field Screening Assigned?	
794927	CPS/GPS	OutcomeApprovalTesting	TEST ADULT	1/16/2024 New	1/16/2024	Amber Manning		2	No	Show
794923	CPS/GPS	testing	Test Parent	1/16/2024 New	1/10/2024	Alison Mullinary	Alison Mullinary	2	No	Show
794921		Shannon Marsara-Wadley		1/10/2024	5/9/2019	Amber Manning	Amber Manning	5	No	Show
794920		qwqdqwdsq		1/10/2024	1/10/2024	Amber Manning	Amber Manning	0	No	Show
794919		test		1/8/2024	1/8/2024	Amber Manning	Amber Manning	1	No	Show
794918		Shannon Marsara-Wadley		1/5/2024	5/9/2019	Amber Manning	Amber Manning	5	No	Show

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Left Navigation – Additional Information

The Left Navigation gives users a recommended screen flow, so they know which screens they have or have not completed. Additionally, users are able to move between screens without using dropdowns. Within the left navigation there is a section labeled **Additional Information**. It is collapsed by default but can be expanded by clicking the arrow. The menu will then appear, and users can use any of the links below. The selected link will open in a new window.

A screenshot of a software interface showing the 'Left Navigation – Additional Information' section. The 'Additional Information' link is highlighted with a red box and an arrow pointing to it. The interface includes fields for Incident Address (radio buttons for In State, Out of State, Foreign), a search bar for Type Address to Search, checkboxes for Unknown Address and Homeless, Business Name and Location Detail fields, and three sets of Phone fields (Phone 1 Type, Phone 1 No, Phone 1 Ext; Phone 2 Type, Phone 2 No, Phone 2 Ext; Phone 3 Type, Phone 3 No, Phone 3 Ext). At the bottom, there are fields for Household Address (radio buttons for In State, Out of State, Foreign), a search bar for Type Address to Search, and checkboxes for Same As Incident Address, Unknown Address, and Homeless.

Commented [CP6]: @Goodwin, Caroline Can we add some details about left navigation itself first? It might be there in our CS documents. If not, we can write 2-3 lines about how left navigation makes it easier to navigate between screens and provides a structure to the workflow.

To view the options present under the Collapsed View, click on the arrow to open and view the options available.

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Additional Information

- CIU
- Courts
- Services
- Shelter
- Missing & Runaway Youth
- Reports
- Record Review
- Supervisor Log
- CWIS Data Correction

Search – Universal and Advanced

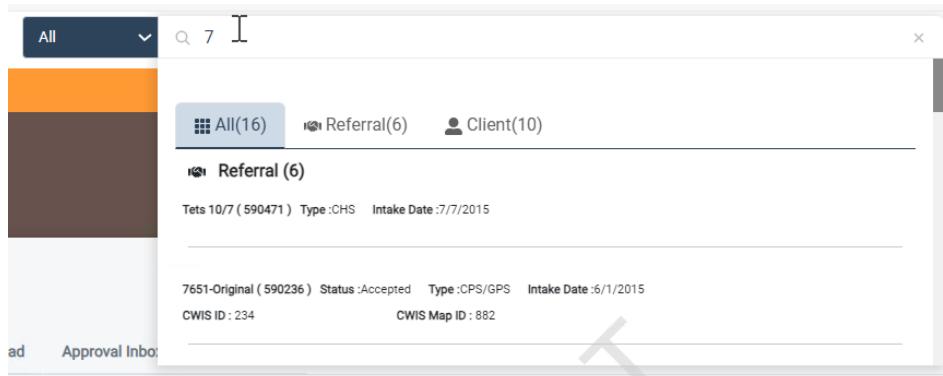
There are two main ways for users to complete a search. At this stage, users are only able to search for Referrals and Clients but as functionality is added to KIDSTOO, there will be more options available. At the top of the screen there is Universal Search which is the quickest and easiest search option.

A screenshot of the KIDSTOO application interface. At the top, there is a search bar with a dropdown menu set to "All" and a search input field containing the letter "d". Below the search bar, there are three categories: "All(20)", "Referral(10)", and "Client(10)". The "Referral(10)" category is currently selected. Under this category, there are two search results for "Referral":

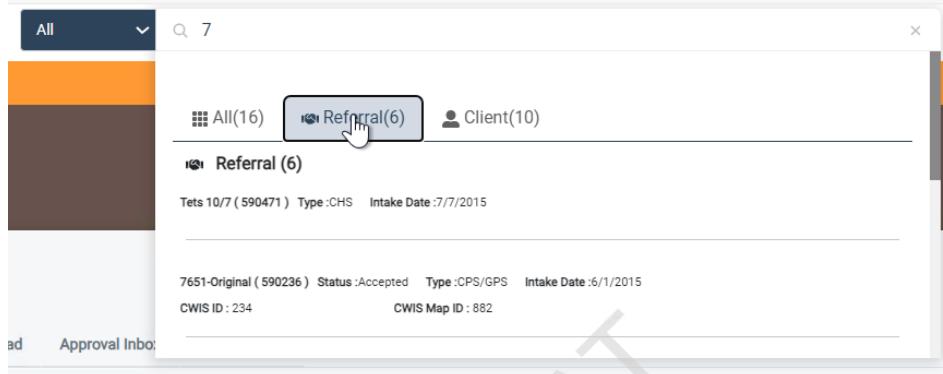
- Dadey (763243) Status: Screened Out Type: CPS/GPS Intake Date: 4/3/2024
CWIS ID: 20063107 CWIS Map ID: 202751
- Dailey (711878) Status: Accepted Type: CPS/GPS Intake Date: 3/7/2024
CWIS ID: 20035113 CWIS Map ID: 151355

1. Users can enter any number of characters (even 1) and return results.

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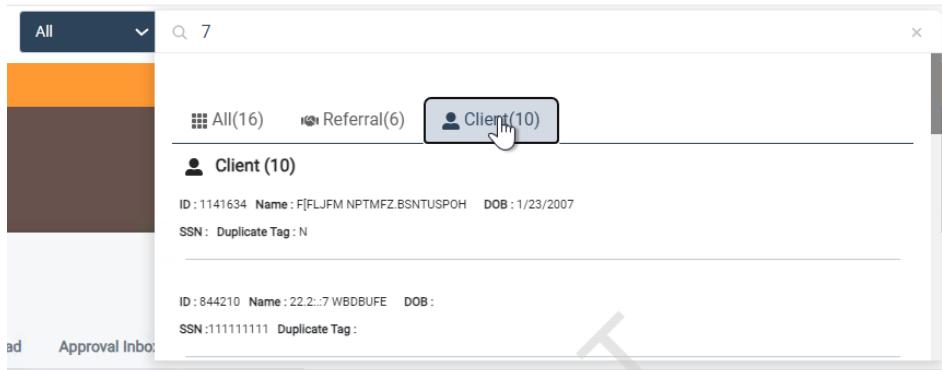


2. Users can also enter numbers, such as referral IDs.

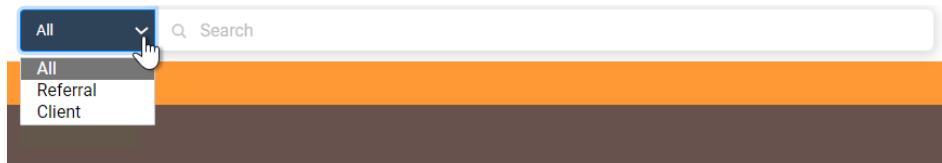


3. If the user is searching for a referral specifically and want to filter out the other results, they can click on the referral tab within the search dropdown.

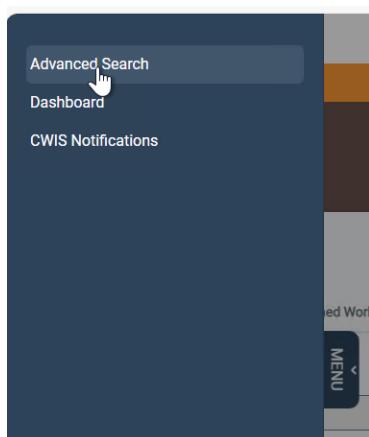
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4. Users can do the same for clients.



5. If the user would like to filter the results before searching, they can also use the dropdown to the left of the search bar.



1. To access Advanced Search, users need to click on the floating Menu button.

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Please Note: This is the UAT Environment.

Advanced Search

Keywords

> Advanced Options

Client Referral

Entity ID	Entity Type	First Name	Middle Name	Last Name	DOB	SSN	MCI ID	Duplicate
No results found								

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2. The Advanced Search screen will open as shown above.

Keywords

> Advanced Options

> Client

Legal First Name <input type="text"/>	Legal Middle Name <input type="text"/>	Legal Last Name <input type="text"/>	Date of Birth <input type="text"/>
Legal Sex <input type="text"/>	Race <input type="text"/>	Address Line 1 <input type="text"/>	City <input type="text"/>
Address Line 2 <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>	
KIDS Client ID <input type="text"/>	MCI ID <input type="text"/>	State MCI ID <input type="text"/>	
SSN <input type="text"/>	Recipient ID Number <input type="text"/>		

> Referral

Client Referral

3. Using the arrow to the left of Advanced Options, users can open the collapsed section.
4. Within that collapsed section there is also a section for Client which can be opened, and the above fields are available.

Keywords

> Advanced Options

> Client

> Referral

Referral Name <input type="text"/>	KIDS Referral ID <input type="text"/>	CWIS Referral ID <input type="text"/>	CWIS Map ID <input type="text"/>
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Client Referral

5. Additionally, there is a section for referral information if the user is trying to search for a referral.

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A screenshot of a search interface. At the top, there is a search bar with the text "sanders" and a "Search" button. Below the search bar are sections for "Advanced Options", "Client", and "Referral". Under "Client", there is a "Referral Name" input field. Under "Referral", there are fields for "KIDS Referral ID", "CWIS Referral ID", and "CWIS Map ID". Below these fields are tabs for "Client" and "Referral", with "Client" being the active tab. A table below the tabs shows search results:

Entity ID	Entity Type	First Name	Middle Name	Last Name	DOB	SSN	MDI ID	Duplicate
1388013	Client	Martin		Sanders	07/13/2007		1001098214	N
928801	Client	KPZ	F		UPSCJDR	05/30/2001	1000548274	N

6. To search using keywords, the top search box can be used. The search results are defaulted to show the Client tab.

A screenshot of the same search interface as above, but with the "Referral" tab selected. The "Client" tab is now grayed out. The table below shows search results for referrals:

Referral ID	Type	Referral Name	Family Worker	Referral Date	Outcome Date	Referral Status
763899	CPS/GPS	Sanders	Brittany Smith	04/16/2024	04/16/2024	
763899	CPS/GPS	Nems	Sanders, Megan	04/16/2024	04/17/2024	Accepted

5. To view Referrals, the Referral tab must be opened.

Auto Complete Address Control

The auto-complete functionality is present for all address search fields.

A screenshot of an "Auto Complete Address Control" form. At the top, there are radio buttons for "Household Address": "In State" (selected), "Out of State", and "Foreign". Below this is a section for "Type Address to Search" with two input fields, both of which are highlighted with a red box. To the right of these fields are three checkboxes: "Same As Incident Address", "Unknown Address", and "Homeless". Below this section is a "Business Name" input field. Further down the form are sections for "Phone 1 Type" (dropdown menu), "Phone 1 No" (input field), and "Phone 1 Ext" (input field). Below these are sections for "Phone 2 Type" (dropdown menu), "Phone 2 No" (input field), and "Phone 2 Ext" (input field).

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When the user types part of an address, minimum 5 characters, the related address suggestions are displayed in the drop down shown below.

A screenshot of a software interface, likely a database or form. On the left, there's a sidebar with tabs: Client Relationships (selected), Collateral, Critical Information, Allegation Info, Referral Outcome, Field Screening Research, FS/OC Contacts, FS/OC Photos, FS/OC Universal Assessment (with a help icon), and Additional Information. The main area has fields for Date (01/12/2024), Time (06:55 AM), E-Mail, Household Name (Required, red text), Staff Name (Amber Manning), Referral Area (CPS/GPS), Incident Address (Required, red text), and Incident Type (In State selected). Below these are sections for FS/OC Contacts, FS/OC Photos, FS/OC Universal Assessment, and Additional Information. A search bar contains "1st main" and a dropdown menu with "1st main" and "1st Street Arona, PA 15617" listed. To the right are fields for Location Detail, Phone 1 Ext, and Phone 2 Ext.

The user can select any of the values displayed in the drop down. Once the address is selected, it will be displayed with the Verified tag.

A screenshot of a software interface for address entry. It includes fields for Household Address (Household Address Type dropdown, In State selected), Address (Address field containing "1st Street, Smithfield, Fayette, PA, 15478 - 1620" with a "Verified" tag and edit/trashcan icons), Address Line 2 (empty), and Address Type (dropdown with "Select an option" and "Current Residence" checkbox). There's also a "More Address Information" link and fields for Business Name and Location Detail.

Commented [CP7]: Can we please add details about what edit and bin icon does? There seems to be some confusion around it so it's a good to have info in the training doc.

Pencil and trashcan icons are shown to the right of the address for the editing and deletion of addresses. When a user clicks the pencil icon, they are able to make edits to the previously

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saved address. If a user would like to completely clear the address, they can click the trashcan icon and the address will be removed.

Photos - Bulk Upload

On the photos screen, there is the ability to upload photos using the Upload Photo button.

A screenshot of a web-based application interface for managing photos. At the top, there are three dropdown menus labeled 'Client', 'Photo Type', and 'Approval Status', each with a 'Select all that apply' option. Below these are four buttons: 'Delete', 'Send back', 'Approve', and 'Request', followed by a prominent dark blue 'Upload Photo' button which is highlighted with a red box. The main area is a table with columns for 'Thumbnail', 'Approval Status', 'Photo Type', 'Client Name', 'Description', and 'Date Taken'. A checkbox is checked in the 'Thumbnail' column. The table shows a single row with the message 'No results found'. At the bottom of the table are navigation buttons for page number (5), previous, next, and last. Below the table, there are links for 'Back' and 'Cancel & Go Back to Dashboard', and a 'Next' button on the right.

The user can choose a file by clicking in the field or dragging and dropping files into the section. Once the photos are selected, the user can fill in the required fields below.

A screenshot of a photo upload form. At the top is a large red-bordered input field with an upward arrow icon and the placeholder text 'Choose files or drag them here'. Below this is a section for a selected file: 'Screenshot (105).png' with a 'Delete' link. Underneath are four required fields: 'Photo Type Required' (Developmental), 'Client Name Required' (dropdown menu), 'Date Required' (date and time pickers), and 'Time Required' (time picker). Below these are three optional fields: 'Child Line' (dropdown menu), 'Witness Required' (dropdown menu), and 'Photographer Required' (dropdown menu). At the bottom are three buttons: 'Caseworker Assignment', 'Supervisor Assignment', and 'Uploaded By'.

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If the user selects more than one photo to upload simultaneously, they can click Apply to All Photos to apply all entered details to all photos.

A screenshot of a "Upload Photos" dialog box. It contains a "Description" field, a "Screenshot (108).png" preview, and an "Apply to All Photos" button highlighted with a red box. Below these are fields for "Photo Type", "Client Name", "Date", "Time", "Child Line", "Witness", and "Photographer", each marked as required with a red asterisk. A "Delete" link is also visible.

After applying the details to all photos, you can still edit the information for individual photos. For example, if the client's name is different but all other details are the same, use the 'Apply to All Photos' option and then update the Client Name for individual photos.

Once all the required details are added, the user can click the Upload button and the photos will be uploaded with entered details.

A screenshot of an "Address" dialog box. It shows a search result for "Amber Manning" and fields for "Address", "Address Type", "Description", and "Client Name". The "Client Name" field is also "Amber Manning". At the bottom are "Cancel" and "Upload" buttons, with "Upload" highlighted with a red box.

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State MCI Clearance

Users can perform the state MCI clearance by using the magnifying glass for State MCI under Additional Client Information section. The State MCI will show 'Not available' until the client has state MCI.

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Client Details

Selected Client - Sawyer Barnes

Additional Client Information

Race and Ethnicity

Distinguishing Characteristics

State MOI ID

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On click of the magnifying glass below popup will open. User can either select one of the existing state MCI from the Search Results or Create New State MCI by clicking the button at the top.

User can also see additional information about the Search Results by using the drop arrow towards the end of the table row.

A screenshot of a web-based application window titled "State MCI Clearance". The window has a header with dropdown menus and a "Create New State MCI" button, which is highlighted with a red box. Below this is a form with fields for First Name (James), Middle Initial (), Last Name (Smith), Date of Birth (03/04/1975), SSN (), Gender (Male), and Address (1326 WILMENDING AVE, EAST MC KEEPORT, PA, 15035). Below the form is a "Search Results" table with the following data:

Type	ID	First	Middle Initial	Last	Suffix	SSN	DOB	Gender	% Match
Client	61722232	JAMES		SMITH		683154417	09/15/1975	Male	83
Client	76090994	JAMES		SMITH			07/07/2010	Female	67
Client	90385871	JIMMY		SMITH			01/01/2015	Male	32
Client	140387218	JIMMY		SMITH		256749648	01/15/1953	Male	32
Client	830388040	JIMMY		SMITH			01/01/2018	Male	32

At the bottom of the table are navigation buttons for sorting and filtering. The "Select Person" button, located at the bottom right of the table, is also highlighted with a red box. There are "Cancel" and "Back To" buttons at the very bottom.

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Type	ID	First	Middle Initial	Last	Suffix	SSN	DOB	Gender	% Match
Client	61732232	JAMES		SMITH		683154417	09/15/1975	Male	83
Client	760390994	JAMES		SMITH			07/07/2010	Female	67
Client	90385871	JIMMY		SMITH			01/01/2015	Male	32

Upon selecting or Creating the new state MCI, it will start reflecting on the screen. However, it will not be saved until the Save button is clicked. The message next to State MCI ID field will indicate the same.

Easy-to-Use Approval Control

In the photos and contacts screens there are options to approve and send back. The user can directly select the record and click on Approve or Send back.

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Allegheny County Department of Human Services

Client Photo Type Approval Status

Select all that apply Select all that apply All

Thumbnail	Approval Status	Photo Type	Client Name	Description	Date Taken
<input checked="" type="checkbox"/>	Send Back	Environmental	Created By: Price Donna on 05/...	05/02/2024	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Requested	Environmental	Created By: Price Donna on 05/...	05/09/2024	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Requested	Environmental	Created By: Price Donna on 05/...	05/09/2024	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

5 << < 1 of 1 > >>

Back Cancel & Go Back to Dashboard Next

1. For approvals, users will select the entry for which they would like to request approval. Then they click the Request button.

Request Approval

Requesting Worker: Donna Price Requesting Date: 6/21/2024

* Approving Worker **Required**

Emily Fries - INTAKE 1

Thumbnail	Approval Status	Photo Type	Client Name	Description	Date Taken
<input checked="" type="checkbox"/>	Send Back	Environmental	Created By: Price Donna on 05/...	05/02/2024	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Requested	Environmental	Created By: Price Donna on 05/...	05/09/2024	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Requested	Environmental	Created By: Price Donna on 05/...	05/09/2024	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

5 << < 1 of 1 > >>

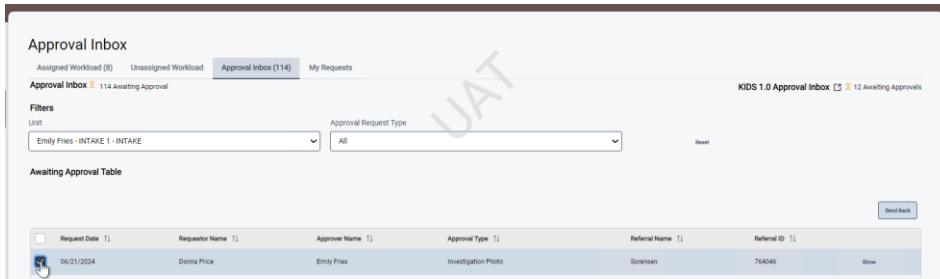
Back Cancel & Go Back to Dashboard Next

2. Users are then prompted to select an Approving Worker from the dropdown.
3. After selecting an Approving Worker, click the Request Approval button.
4. The request will be sent to the Approving Worker's Approval Inbox.

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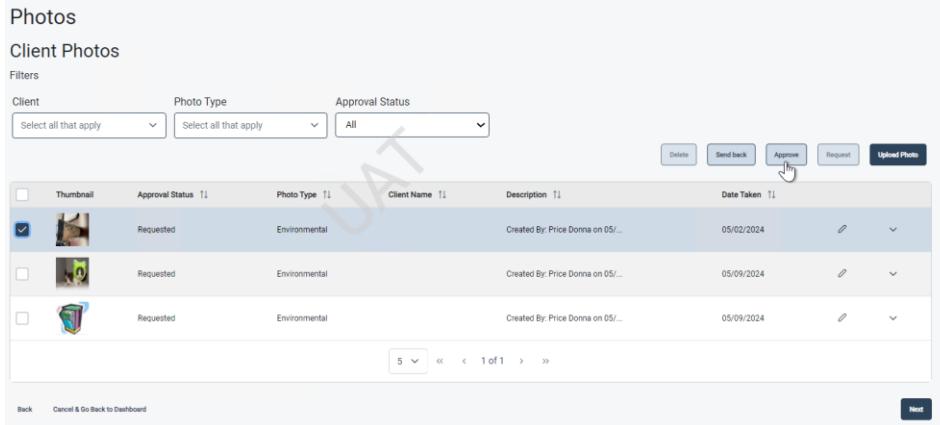


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The screenshot shows the 'Approval Inbox' interface. At the top, there are tabs for 'Assigned Workload (6)', 'Unassigned Workload', 'Approval Inbox (114)', and 'My Requests'. The 'Approval Inbox' tab is selected, showing '114 Awaiting Approval'. Below this is a 'Filters' section with a 'Unit' dropdown set to 'Emily Fries - INTAKE 1 - INTAKE' and an 'Approval Request Type' dropdown set to 'All'. A 'Reset' button is also present. The main area is titled 'Awaiting Approval Table' and contains a table with columns: Request Date, Requestor Name, Approver Name, Approval Type, Referral Name, and Referral ID. The first row shows data for 06/21/2024, Donna Price, Emily Fries, Investigation Photo, Scorsen, and 764046. A 'Show' button is at the end of this row. A 'Send Back' button is located at the bottom right of the table.

5. The above screenshot shows the request in the Approving Worker's Approval Inbox.
6. To view the request, click Show at the end of the row.



The screenshot shows the 'Client Photos' interface. At the top, there are dropdowns for 'Client' (set to 'Select all that apply'), 'Photo Type' (set to 'Select all that apply'), and 'Approval Status' (set to 'All'). Below these are buttons for 'Delete', 'Send back', 'Approve' (with a hand cursor icon), 'Request', and 'Upload Photo'. The main area is a table with columns: Thumbnail, Approval Status, Photo Type, Client Name, Description, and Date Taken. The first row has a checked checkbox in the 'Thumbnail' column, 'Requested' in 'Approval Status', 'Environmental' in 'Photo Type', 'Created By: Price Donna on 05/...', '05/02/2024', and a 'Send back' button. The second and third rows have unchecked checkboxes, 'Requested' in 'Approval Status', 'Environmental' in 'Photo Type', 'Created By: Price Donna on 05/...', '05/09/2024', and a 'Send back' button. At the bottom of the table are navigation buttons for '5', '<<', '<', '1 of 1', '>', and '>>'. Below the table are buttons for 'Back' and 'Cancel & Go Back to Dashboard', and a 'Next' button on the right.

7. If the request should be approved, the approving worker clicks the approve button and the request will be approved.
8. If the request is unsatisfactory, the user can either click the Send Back button to the left of the approve button, or they can send back from the dashboard.

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Approval Inbox

Assigned Workload (8) Unassigned Workload Approval Inbox (114) My Requests

Approval Inbox 114 Awaiting Approval

Filters

Unit: Emily Fries - INTAKE 1 - INTAKE Approval Request Type: All

KIDS 1.0 Approval Inbox 11 Awaiting Approvals

Awaiting Approval Table

Request Date	Requester Name	Approver Name	Approval Type	Referral Name	Referral ID	Show
<input type="checkbox"/> 05/14/2024	Donna Price	Amber Manning	Investigation Photo	Sorenson	714046	Show

Send Back button highlighted with a red box.

9. From the Approval Inbox, the user can choose the entry and select the Send Back button.

Awaiting Approval Table

Send Back Comments *Required*

10. The user will then be prompted to add Send Back Comments.
11. If the request is sent back it will appear in the My Requests tab of the requesting worker's Dashboard.

Developmental Investigative Environmental Personality Photos Finalization School Photos

Thumbnail Description Date Taken

Thumbnail	Description	Date Taken
	Created By: Sherosky Kristy on 1/22/2024 1:33:50 AM	1/22/2024

Results 1 - 1 of 1

Remove Reassign

Save Preview Cancel

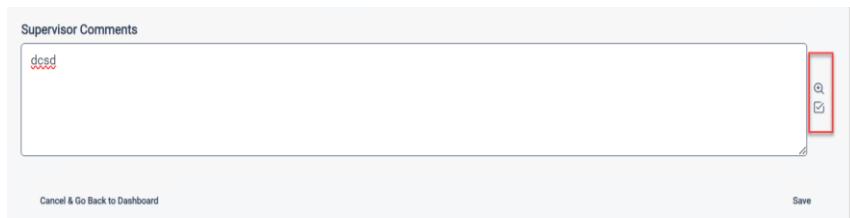
In Legacy KIDS, this functionality is not available. The user cannot directly select a request and approve it.

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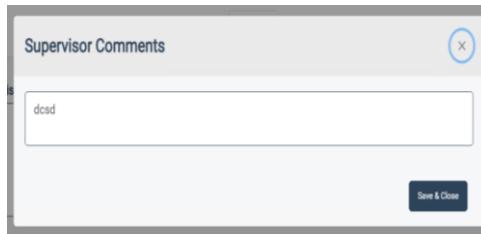


Magnifier and Spell Check

Magnifier and spell check tools are present in for text areas like Notes or Comments throughout the application.

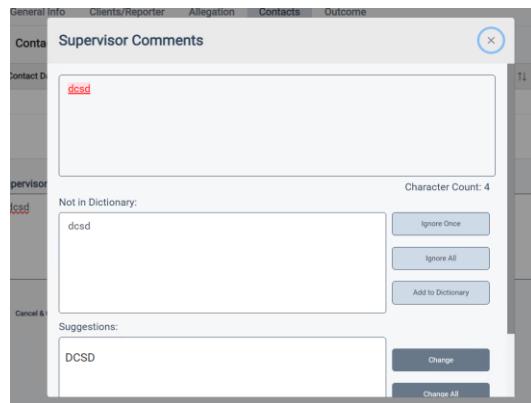


When the user selects the Magnifying Glass icon, the Comments pop up is displayed. From here, the user can view comments and also edit as required. Click the Save & Close button to save any changes.



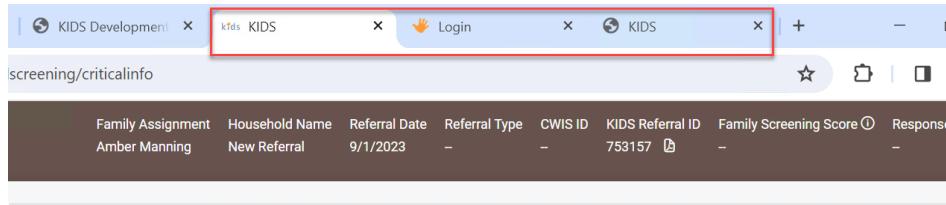
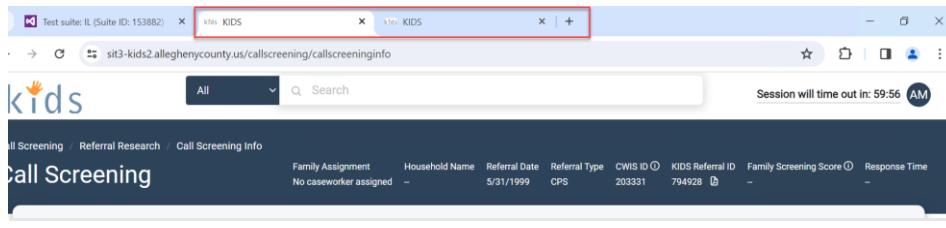
The user can also use spell check by clicking on the spell checker icon which is beside the Comments text box. If there is an internally used word or acronym that is showing up as misspelled, users can click the Add to Dictionary box so it will not be shown as misspelled in the future. After clicking, the below pop up is displayed and the user can go forward in updating the text.

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Multiwindow Usage

Users are now able to have more than one window of KIDSTOO open at a time.



Selection of Roles (For Users with Multiple Roles)

When logging in, the user selects their desired role using the radio buttons and then clicks Login.

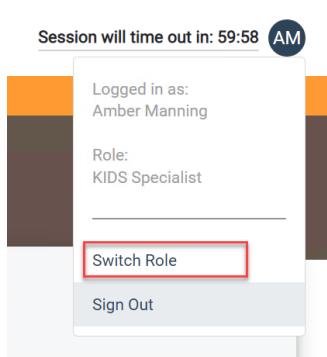
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Please select which role you wish to continue as

Role ↑↓	Staff Name ↑↓	Program Office ↑↓	Unit ↑↓
<input type="radio"/> KIDS Specialist	Amber Manning	INTAKE	INTAKE 1
<input type="radio"/> Call Screening Supervisor	Amber Manning	ERO	ERO 7

For users with multiple roles, they can switch roles without closing the application using Switch Role. Select the user icon (user initials) and then click Switch Role. The user can switch roles without closing the application.



Bulk Assignment Transfer

The user can assign multiple referrals at the same time by selecting the checkboxes of the referrals and clicking the Assign/Transfer button at the top of the grid.

	ID ↑↓	Referral Type	Family Name ↑↓	Parent Name ↑↓	Date Assigned ↑↓	Intake Date ↑↓	Family Worker Name ↑↓	Admin Worker Name ↑↓	Individual Count ↑↓	Field Screening Assigned? ↑↓	Assign/Transfer
<input checked="" type="checkbox"/>	744786	conversion testing dfsd	Xc Xcxc	8/26/2023	6/1/2012	Amber Manning	Crazy Horse	7	No	Show	
<input checked="" type="checkbox"/>	698679	GPS Subcategory Check	Akshay Perp	1/15/2024	1/15/2024	Amber Manning		2	No	Show	
<input checked="" type="checkbox"/>	698678	GPS	Cassandra Lightner	1/15/2024	2/27/2023	Amber Manning		3	No	Show	

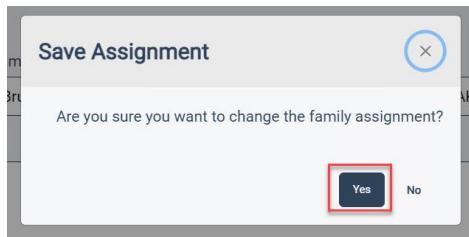
JOB AID: ENHANCED FUNCTIONALITY



The Assign/Transfer Details pop up is displayed. The user can select the Program Area, Unit, Worker, and add Summary Comments if required and then click Save.

A screenshot of a modal window titled "Assign / Transfer Details". The window has a light gray header and a white content area. In the content area, there is a section titled "New Assignment". It includes fields for "Assignment Type" (radio buttons for "Family" and "Administrative", with "Family" selected), "Program Area" (a dropdown menu with "Required" validation text and an option for "*** - Bruce Noel - INTAKE - ***"), "Unit" (a dropdown menu showing "Emily Fries - INTAKE 1 - INTAKE"), and "Worker" (a dropdown menu showing "Briahna Jo Serwatka-LIO"). Below these fields is a "Summary" text area containing the text "test". At the bottom of the window are two buttons: "Close" on the left and "Save" on the right, with the "Save" button highlighted by a red box.

After clicking Save, the confirmation pop up is displayed. When the user clicks Yes, all selected referrals will be assigned to the selected worker.



Investigation Milestones

This is a new addition in KIDS TOO for Investigation Referrals to get a quick overview of different milestones as part of investigation process and their status. Since it's not a linear process, the milestones can be completed in no particular order. Some of these milestones have due date while others can be completed within the period of 60 days. The ones having due date will show the Due date to start with and will start showing the completion date as soon as it's completed.

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Allegheny County Department of Human Services

A screenshot of the kids TOO software interface. The top navigation bar includes "All", a search bar, and a session timeout message "Session will time out in: 59:26 FE". Below the navigation is a header with tabs: "Investigation", "Investigation Outcome", and "Investigation Closure". The main content area is titled "Investigation" and shows a list of "Investigation Milestones (7/9)". The milestones are: Intake Date (05/13/2024) (checked), First Visit and Contact (05/13/2024) (checked), Input Photos (05/13/2024) (checked), Safety Universal Assessment (05/13/2024) (checked), Additional Visit and Contact (05/14/2024) (checked), Full Universal Assessment (05/14/2024) (checked), Service Decision (05/13/2024) (checked), CWIS Summary (Due 07/12/2024) (unchecked), and Investigation Closure (unchecked). The top right of the content area shows filters: Family Assignment (Emily Fries), Household Name (TRAINING MATERIALS), Referral Date (05/13/2024), Referral Type (CPS), CWIS ID (764291), KIDS Referral ID (764291), and Response Time (Priority (Within 24 Hours)).

- Intake Date - defaults as checked and pulls intake date.
- First Visit and Contact - checks when first face to face contact is completed and pulls the date of that contact.
 - Contact is complete when "Completed" radio button is selected.
- Input Photos - checks once a photo is entered for all child clients (participating as a child = Yes) and pulls date of photo entered on last child
- Safety Universal Assessment - checks once UA - Safety is approved and pulls the assessment date.
 - Count only Safety-UA (does not count Safety On-Call)
 - Always pulls latest assessment date of latest Safety UA listed on UA History List screen for referral.
- Additional Visit and Contact - checks once a new face to face contact is entered after the initial face to face contact.
 - Always pulls the date of the latest face to face contact if there are more than one documented after the initial face to face contact.
- Full Universal Assessment:
 - By default, shows Due Date. Due date is 60 days after the Intake date.
 - Once Full UA is approved, it changes the due date to the Assessment date.
 - Always pulls latest assessment date of latest Full UA listed on UA History List screen for referral
- Service Decision:
 - By default, shows the Due Date. Due date is 60 days after Intake date.
 - Once Service Decision is approved, it changes the due date to the approval date.
- CWIS Summary - checks once CWIS summary is approved and pull approval date.
 - By default, it shows the Due Date. Due date is 60 days after Intake date.

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- Once CWIS Summary is approved, it changes the due date to the approval date.
 - Pulls approval date of highest tier approval.
- Does not update approval date in amend scenario. If INV is amended, it keeps the original approval date.
- CWIS id merge scenario - it shows approval date once all CWIS IDs have approved CWIS Summary
 - For latest approval date it uses the date of the highest tier approval
- Investigation Closure - checks once referral is closed and pulls the date when INV was closed.
 - Does not update approval date in amend scenario. If INV is amended, it keeps the original approval date.

KIDS Specialist Functionality

CWIS Notification

To access the CWIS Notification screen, users click the floating Menu button and then select CWIS Notification. The CWIS Notification list screen will open and default to the Missing Outcomes/Untimely Referrals tab. From here, users can search to find both active and resolved items. Multiple filters are available to pare down results.

Additionally, results can be marked as resolved. The user selects the result using the checkboxes in the leftmost column and then clicks the Mark as Resolved button in the bottom right corner.

Commented [CP8]: This should be moved to Specialist Functionality Doc.

A screenshot of a web-based application window titled "Notification List". At the top, there is a navigation bar with a floating menu icon, a search bar, and tabs for "Missing Outcomes/Untimely Referrals" (which is selected), "Case Communications", and "Action Required". Below the tabs are "Filters" for Program Area (set to "Bruce Now - INTAKE"), Unit (set to "Emily Fries - INTAKE 1 36"), Worker Name (set to "Amber Manning"), and Notification Type (set to "All"). There are also dropdowns for Referral Type (set to "All") and CWIS Referral ID. Below the filters is a table with columns: CWIS Referral ID, CWIS Referral ID, Notification Type, Notification Date, Office, Assigned Worker, and Assigned Supervisor. A message "No results found" is displayed. At the bottom right of the table area is a blue button labeled "Mark as Resolved".

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To view Case Communications, users click the Case Communications tab at the top of the screen. The same filters are available to pare down results. To view a result, users click the Show button to the far right of the row. Users can also add new by clicking the New button above the top right corner of the grid.

Notification List

KIDS Referral ID	CWIS Referral ID	Notification Date	Notification Source	Notification Type	Notification Status	Office
764486	99001034	05/27/2024	Sent to CWIS	Referral Clarification	Transmission Successful	INTAKE
764481	99001032	05/27/2024	Sent to CWIS	Appeal Request	Transmission Successful	INTAKE

After clicking the New button, The Notification Details screen will open with blank fields available for users to input known information.

Notification List

Notification Details

Notification

Worker Name	Notification Type	Subject	Source
-------------	-------------------	---------	--------

No results found

Notification Details

Worker Name	Worker ID	Supervisor Name	County
Amber Manning	KOTEST1	Emily Fries	Allegheny
*CWIS Referral ID <i>Required</i>	*Notification Type <i>Required</i>	*Date <i>Required</i>	*Time <i>Required</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

User Narrative

Subject
<input type="text"/>
Narrative
<input type="text"/>

After completing the required fields, the user can send the details to the state by clicking the Send button in the bottom right corner.

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Allegheny County Department of Human Services

Notification List

CWIS Notification List

Missing Outcomes/Ultimely Referrals Case Communications Action Required

Filters

Program Area: Bruce Note - INTAKE

Unit: Emily Fries - INTAKE 1 36

Worker Name: Amber Manning

Notification Type: All

Referral Type: All

CWIS Referral ID: CWIS Referral ID

KIDS Referral ID: KIDS Referral ID

Reset

Show Active Show Resolved

KIDS Referral ID	CWIS Referral ID	Notification Type	Notification Date	Office	Assigned Worker	Assigned Supervisor	Notes
645229	899492	Change of Status received from State	05/27/2024				
666078	9127084	Change of Status received from State	10/10/2023				
426354	8946962	Change of Status received from State	10/05/2023				

CWIS Data Correction

Specialists can access CWIS Data Correction screen from within the referral using the left navigation menu as highlighted below. The similar menu is available when the referral is still in Call Screening.

KIDS 2.0 INV UAT Dashboard KIDSTOO

uat1-kids2alleghenycounty.us/investigation/investigationoverview

Field Screening Research Children Contact Date Type Announced Status Worker

No results found

5 < < 1 of 0 > >

FS/OC Contacts

FS/OC Photos

FS/OC Universal Assessment

Additional Information

CIU Latest Assessment Date No Approved UA exists Latest Assessment Type No Approved UA exists Overall Risk Risk has not yet been assessed Assessor Name No Approved UA exists

Courts Safety Threats Exist Safety not yet assessed Date Approved No Approved UA exists

Services

Shelter

Missing & Runaway Youth

Children

KAREN KIDD - Age: 10

Address: 22 Bakers Drive, Washington Crossing, United States 18977 Legal Sex: Male Phone Number: Preferred Names: Exchange of Medical Info Letter Client Details Screen

Gender Identity: Blank Pronouns: Sexual Orientation: Blank Race/Ethnicity: White/Cuban

School Name: Role at Intake: Alleged Victim/ Subject Child/Child Latest Safety Decision: Not Available

Reports

Record Review

Supervisor Log

CWIS Data Correction

Type here to search

7:52 PM 7/10/2024

The user will have 2 options – Delete Referral or Remove Outcome Approval.

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The screenshot shows the 'CWIS Data Correction' dialog box. On the left is a sidebar with 'Referral Research' sections: 'Call Screening Overview', 'Call Screening Info', 'Client Details', 'Client Relationships', 'Collateral', 'Critical Information', 'Allegation Info', and 'Referral Outcome'. Below these are 'Field Screening Research' sections: 'FS/OC Contacts', 'FS/OC Photos', 'FS/OC Universal Assessment', and 'Additional Information' with a 'Contacts' link. The main area has radio buttons for 'Delete Referral' and 'Remove Outcome Referral', with a required field 'Reason' below them. Buttons for 'Cancel & Go Back to Dashboard' and 'Complete Action' are at the bottom. The top of the dialog box shows 'Call Screening' and 'CWIS Data Correction' tabs, and the bottom shows 'Family Assignment: Amber Manning', 'Household Name: test', 'Referral Date: 06/06/2024', 'Referral Type: CPS/GPS', 'CWIS ID: 90001179, 90001180', 'KIDS Referral ID: 764182', 'Family Screening Score: -', and 'Response Time: Immediate'.

If it's a CWIS created Referral, upon selecting the Delete Referral option, user will be asked to decide whether to put the referral back to workbasket or not.

Selecting 'No' will completely wipe off the referral from the system.

The screenshot shows the 'CWIS Data Correction' dialog box. The sidebar and main area are identical to the first screenshot. The 'Delete Referral' radio button is selected. Below it is a dropdown menu with the option 'Return to Workbasket' and a sub-option 'Select an option'. Buttons for 'Cancel & Go Back to Dashboard' and 'Complete Action' are at the bottom. The top of the dialog box shows 'Call Screening' and 'CWIS Data Correction' tabs, and the bottom shows 'Family Assignment: Amber Manning', 'Household Name: test', 'Referral Date: 06/06/2024', 'Referral Type: CPS/GPS', 'CWIS ID: 90001179, 90001180', 'KIDS Referral ID: 764182', 'Family Screening Score: -', and 'Response Time: Immediate'.

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CWIS Update (Magic Wand)

When the state sends the update on existing referral, instead of manually typing those updates in the system, specialists or ROD can perform the CWIS update on the referral on the Workbasket. This applies updates received from state to the KIDS referral. The update process is done asynchronously, and user can continue with tasks in the application.

The CWIS Update functionality is available in two places:

- Existing Referral tab: The button CWIS Update can be clicked after selecting the referral that needs to be updated.

The screenshot shows the KIDS TOO Workbasket Referral List screen. At the top, there are tabs for 'Referral List' (selected), 'Urgent (9)', 'Non-Urgent (0)', 'Contacts Only (11)', 'Existing Referrals (121)' (highlighted in blue), and 'Do Not Create Log (14)'. Below the tabs are search and filter fields. The main area is titled 'Workbasket' and contains a table of referrals. The table columns include: CWIS Referral ID, KIDS Referral ID, Referral Type, Allegation Type, CWIS Created Date/Time, CYF Received Date/Time, Mother, Victim(s), Age of Youngest Victim, Primary County, and Previewed. A red box highlights the 'CWIS Update' button in the top right corner of the table header. The table data includes several rows of referrals with various details like conduct by parent, caregiver, or household member, and specific allegation types like 'Inadequate Basic Needs' or 'Causing Bodily Injury To Child Through Recent Act'.

- On all 4 Referral Review Screen: The CWIS Update button can be found when user clicks on the View Referral from Workbasket and opens the Referral Review Screen for reviewing the information received from the state.

JOB AID: ENHANCED FUNCTIONALITY



Allegheny County Department of Human Services

Session will time out in: 59:58 AM

Please Note: This is the UAT Environment.

Referral Review

Referral & Reporter Information

Referral Information

CWIS Referral ID	Intake Date	Intake Time	Contact Type	Primary County	Incident Address
9721800	02/23/2023	4:15 PM	Telephone	Allegheny	105 OLT, R5, PITTSBURGH, PA, 15229

Reporter Information

CWIS Referral ID	Reporter Name	Reporter Type	Source of Knowledge of Situation	Relationship to Report
9721800	Defective James Notice	Mandated Reporter	Told by Another Party	Law Enforcement Agency

Mark as Do Not Create Referral

Back Cancel & Go Back to Workbasket CWIS Update Next