

# JOB AID: REPORT CHANGES



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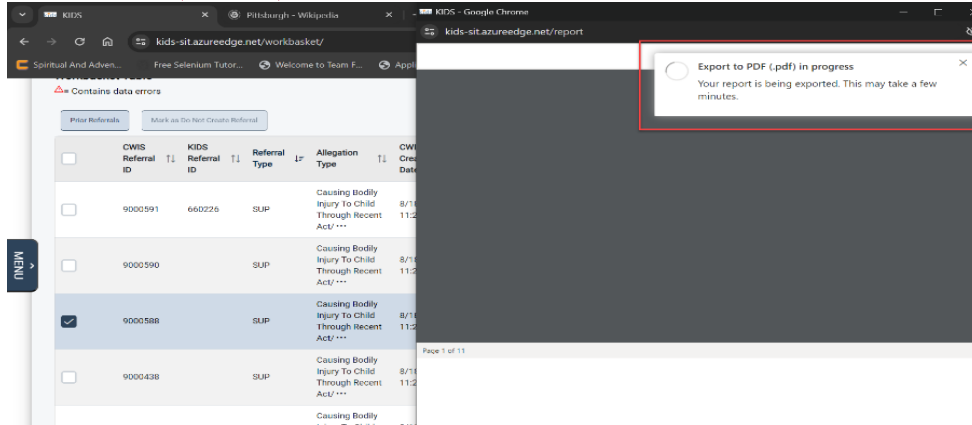
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# JOB AID: REPORT CHANGES



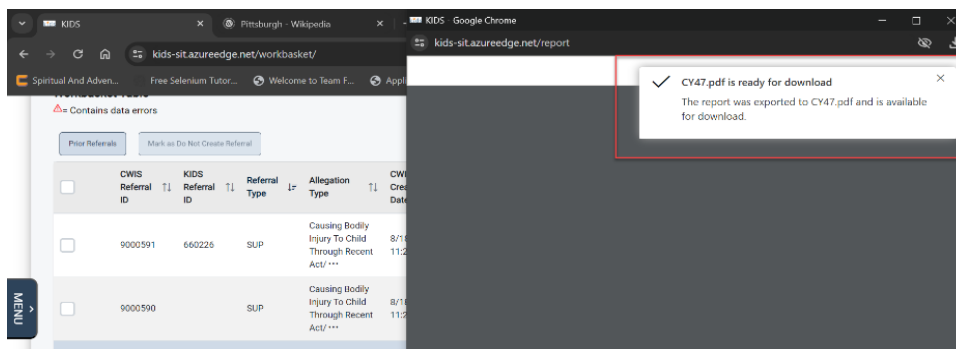
## Exporting a Report



Commented [CP1]: Can we move this section and Report options section either to bottom or top? Have all reports explained in an order of how they appear on the application (All Header and investigation overview reports first and independent screen reports later?)

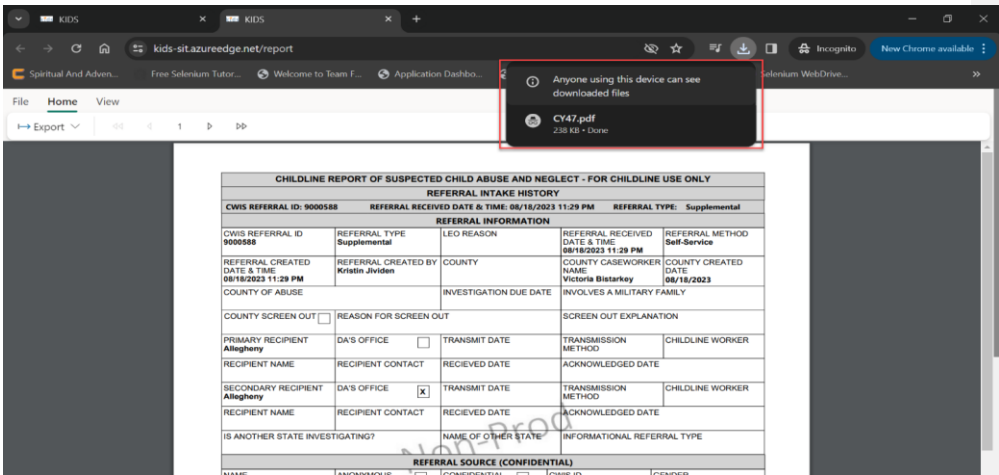
### Navigation:

1. Preview any report, for example, Snapshot Report. It will open a new browser window as shown in the image above.
2. Click on Export and select an option.
3. This browser window will have a small notification bar at the top right corner to indicate the progress of report being exported as PDF as shown above.

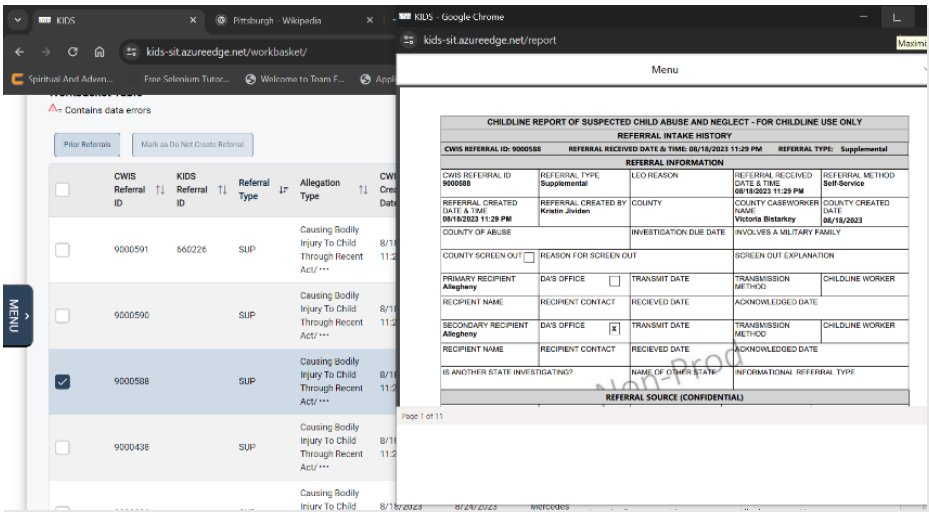


4. Once the export is completed, the notification bar will indicate the status as "ready for download" as indicated above.

# JOB AID: REPORT CHANGES



5. Once the report is downloaded, users can view the report by clicking on the download symbol on the popup shown above.



6. The report can also be viewed within the browser window as shown above. Users can use the downloaded version of the report or use the report opened in the browser window.

# JOB AID: REPORT CHANGES



## Report Options

File Home View

Export

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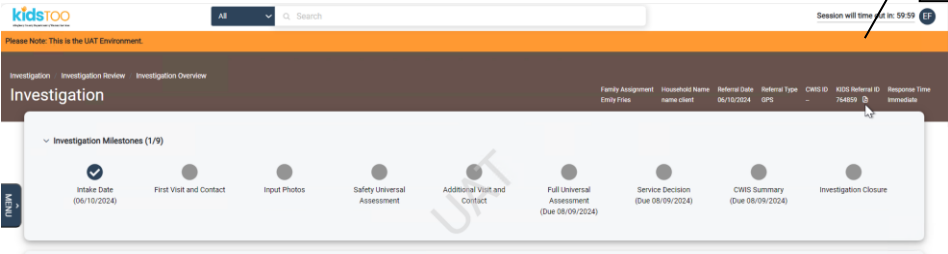
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# JOB AID: REPORT CHANGES



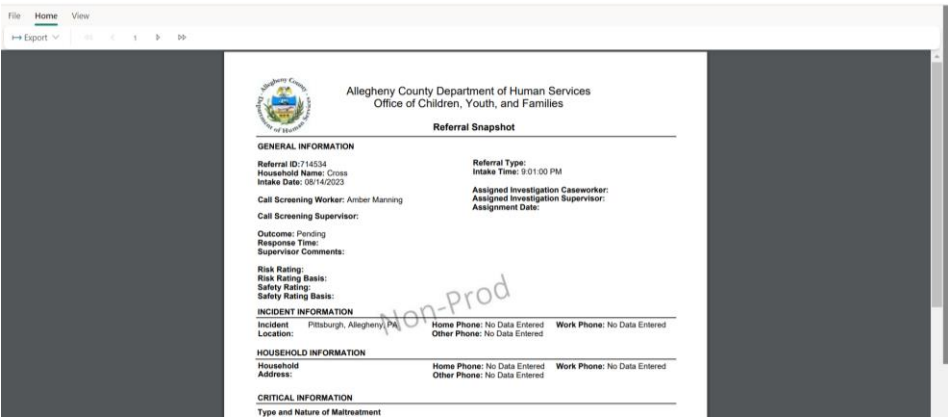
## Referral Snapshot Report

Clicking this button will generate the Referral Acceptance Snapshot Report



### Navigation:

1. Login to KIDS Application.
2. Navigate to Dashboard, select any referral, and click Show.
3. Click on the Kids Referral ID with the PDF icon next to it.
4. PDF Reports will be generated in a new window.



There is a collection of reports available on the Investigation Overview screen: Face Sheet, Consent for Release and Acquisition of Information, and Accept for Service/Closing Letter.

# JOB AID: REPORT CHANGES



## Facesheet Report

**Investigation Overview**

Investigation Milestones (1/9)

- Intake Date (04/20/2024)
- First Visit and Contact
- Input Photos
- Safety Universal Assessment
- Additional Visit and Contact
- Full Universal Assessment (Due 06/19/2024)
- Service Decision (Due 06/19/2024)
- CWIS Summary (Due 06/19/2024)
- Investigation Closure

Investigation Overview

Referral Information

Intake Date and Time: 04/20/2024 12:40 PM

Service Decision: Not Yet Approved

Most Recent Record Review Entry Date: Not Available

Investigation Assessment/Outcome

Type of Maltreatment

Buttons: Parents Hand Book, Facesheet Report, Release of Information Letter, Accept for Service Letter

### Navigation:

1. Login to KIDS Application.
2. Bring the Investigation Referral in focus either through Search screen or Dashboard.
3. Investigation Overview screen will open.
4. Click on the Facesheet Report button on the Investigation Overview screen.

File Home View

Export

Allegheny County Department of Human Services  
Children, Youth And Families On-Line Face Sheet

Family Information

Family Name: TRAINING MATERIALS

Address: Previous Address

Cross Reference Information:  
Case/Referral Number: 763291

Cross Type:

Open Date: 05/13/2024 Referral: Accept For Service Risk Level: High

Accept Date: 05/13/2024

Current Caseworker: Emily Fries

Supervisor: Amber Manning

Previous Caseworker:

Adult Information

Relationship: Name/Address

Father: George Stein SSN: 05/19/1981

Client ID: 1555491 100 Smithfield Street, Pittsburgh, PA 15222 DOB: M/White

Home Phone: (412) 555-4822

Work Phone:

Cell Phone:

Email Address:

5. The report will open in a new tab from where it can be exported and printed.

# JOB AID: REPORT CHANGES



## Consent for Release and Acquisition of Information – CYF102

The screenshot shows the 'Investigation Overview' screen in the KIDS Application. At the top, there's a navigation bar with 'Investigation', 'Investigation Review', and 'Investigation Overview'. Below this, a 'Please Note: This is the UAT Environment.' banner is visible. The main content area shows 'Investigation Milestones (1/9)' with a progress bar. Below the milestones, the 'Investigation Overview' section is displayed. It includes a 'Referral Information' tab, a 'Parents Hand Book' button, a 'Facesheet Report' button, a 'Release of Information Letter' button (highlighted with a red box), and an 'Accept for Service Letter' button. The 'Release of Information Letter' button is the one to be clicked according to the instructions.

### Navigation:

1. Login to KIDS Application.
2. Bring the Investigation Referral in focus either through Search screen or Dashboard.
3. The Investigation Overview screen will open.
4. Click on the Release of Information Letter button on the Investigation Overview screen.

The screenshot shows the 'Select Report Input' popup. It has a 'Report Language' dropdown menu set to 'English'. Below this is a 'Select Clients' section with a table of clients. The table has columns for Name, ID, DOB, Legal Sex, and Type. There are four clients listed: John Smith, Parker Stein, George Stein, and Will Cambridge. The 'Preview' button is at the bottom right of the popup.

	Name T1	ID T1	DOB T1	Legal Sex T1	Type T1
<input type="checkbox"/>	John Smith	1535398	05/06/2021	Male	Client
<input type="checkbox"/>	Parker Stein	1535490	05/06/2021	Female	Client
<input type="checkbox"/>	George Stein	1535491	05/13/1981	Male	Client
<input type="checkbox"/>	Will Cambridge	449767		Male	Collateral

5. The Select Report Input popup will open.
6. Select Report Language and Clients and click the Preview button.

## JOB AID: REPORT CHANGES



- The report will open in a new tab from where it can be exported and printed.

## Closing Letter – CY311

### Navigation:

- Login to KIDS Application.
- Bring the Investigation Referral in focus either through Search screen or Dashboard.
- The Investigation Overview screen will open.
- Click on the Accept for Service Letter button on the Investigation Overview.



# JOB AID: REPORT CHANGES



**Investigation**

Investigation Milestones (1/9)

**Service Decision**

Accept for Service Letter

Connection

Accept

Connect to an Open Family Services/JPD Case

Connect to a Closed Family Services/JPD Case and Re-Open the Case

Do Not Accept for Service

Do Not Accept for Service and Connect to a Closed Case

Comments

Comments

5. Users can also navigate to the Service Decision screen using the left navigation and click the Accept for Service Letter button.

**Select Report Input**

Report Type Required

Accept for Service

Closing

Report Language Required

English

Select Client

	Name T1	ID T1	DOB T1	Legal Sex T1	Type T1
<input type="checkbox"/>	John Smith	1555398	05/06/2021	Male	Client
<input type="checkbox"/>	Parker Stein	1555490	05/06/2021	Female	Client
<input type="checkbox"/>	George Stein	1555491	05/13/1981	Male	Client

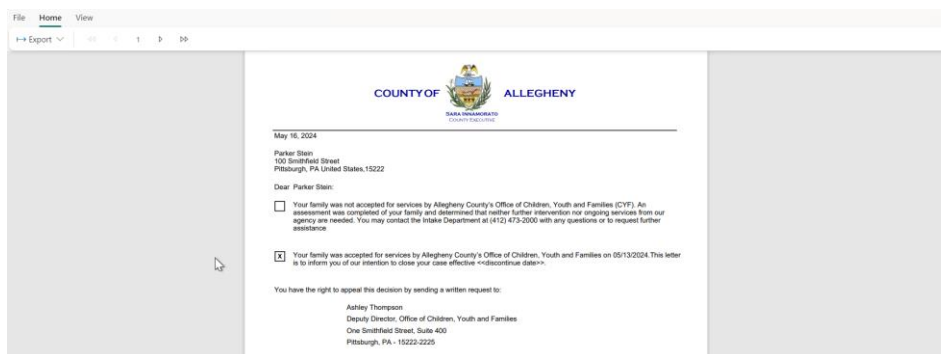
10 << < 1 of 1 > >>

Cancel Preview

6. The Select Report Input popup will open.

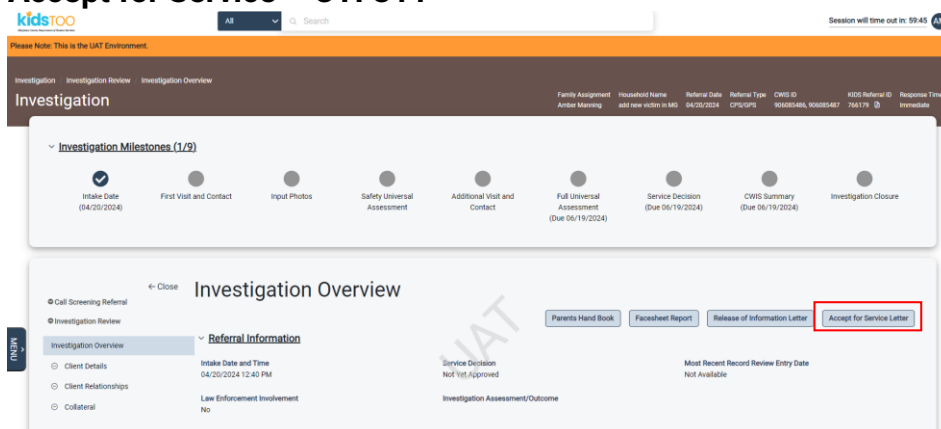
7. Select Report Type, Report Language, and Clients and click the Preview button.

## JOB AID: REPORT CHANGES



- The report will open in a new tab from where it can be exported and printed.

## Accept for Service – CYF311



### Navigation:

- Login to KIDS Application.
- Bring the Investigation Referral in focus either through Search screen or Dashboard.
- The Investigation Overview screen will open.
- Click on the Accept for Service Letter button on the Investigation Overview.

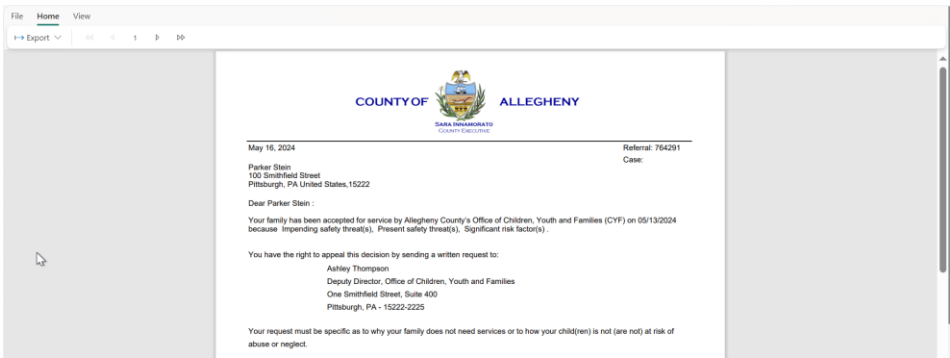
# JOB AID: REPORT CHANGES



5. Users can also navigate to the Service Decision screen using the left navigation and click the Accept for Service Letter button.

6. The Select Report Input popup will open.
7. Select Report Type, Report Language, and Clients and click the Preview button.

# JOB AID: REPORT CHANGES

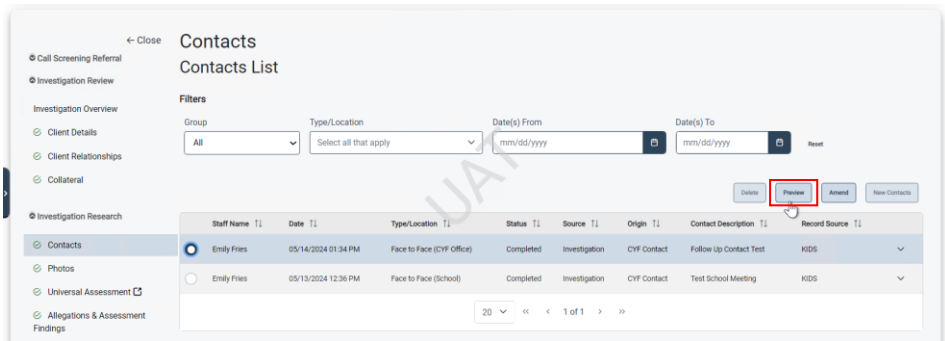


8. The report will open in a new tab from where it can be exported and printed.

## Contact Report

### Navigation:

- 1. Login to KIDS Application.
- 2. Bring the Investigation Referral in focus either through Search screen or Dashboard.
- 3. The Investigation Overview screen will open.
- 4. Navigate to the Contacts screen using the left navigation.



- 5. Select a Contact using the radio buttons on the Contact List.
- 6. Click the Preview button above the grid.

## JOB AID: REPORT CHANGES



Allegheny County Department of Human Services Office of Children, Youth, and Families

**Contact Report**

Referral ID/Case ID/Provider ID: 764291

Assigned CYF Caseworker: Emily Fries Household/Provider Name: TRAINING MATERIALS

**CONTACTS**

Contacted By	Contact Date	Type/Location	ParticipantName(s)	Child(ren)	Purpose	Status
Emily Fries	05/14/2024	Face to Face (CYF Office)	John Smith Parker Stein		CYF Casework Supervision	Completed

7. The report will open in a new tab from where it can be exported and printed.

### Notification Letter

\*City/Township or Borough Where Crime/Abuse Occurred *Required*

Pittsburgh

Reason for Notification(Select all that apply)

Alleged Maltreater is not a Relative

Law Enforcement Agency

Bradford Woods Borough Northern Regional PD.

Law Enforcement Agency Address

230 Pearce Mill Road, Westford, PA, 15090

Clicking this button will generate the Police Notification Letter

Download Police Notification Letter

3/3 Required Fields

#### Navigation:

1. Login to KIDS Application.
2. Bring the Investigation Referral in focus either through Search screen or Dashboard.
3. The Investigation Overview screen will open.
4. Navigate to the Allegation screen and click the edit icon for the target allegation.
5. When the Law Enforcement Notification is answered as Yes, the section for Law Enforcement Notification will be displayed which will also have the button for Download Police Notification Letter.
6. On click of this button, the PDF Report will be generated in a new window.

## JOB AID: REPORT CHANGES



**CHILD WELFARE REPORT TO LAW ENFORCEMENT OFFICIAL**

County agency/OCYF regional staff shall immediately send a copy of this completed form to the appropriate law enforcement officials when a report of suspected child abuse gives evidence that the abuse is a criminal offense pursuant to Title 23 Pa.C.S.A §6340 (Child Protective Services Law) or when a child is identified as missing or abducted as per Title 23 Pa.C.S.A §5702. The county agency/OCYF regional staff shall keep a copy of this completed form for its records.

**REPORT SENT BY:**

COUNTY AGENCY / REGIONAL OFFICE: <b>INTAKE</b>	DATE REPORT RECEIVED BY COUNTY AGENCY/OCYF REGIONAL OFFICE: <b>08/14/2023</b>	CWIS REFERRAL ID: <b>9000542</b>
INVESTIGATING WORKER: <b>Manning, Amber</b>	PHONE: <b>(412) 473-2000</b>	

**REPORT SENT TO:**

LAW ENFORCEMENT #1: <b>Bradford Woods Borough Northern Regional P.D.</b>	LAW ENFORCEMENT # 2 (IF APPLICABLE):
DATE SENT: <b>2/6/2024</b>	DATE SENT: <b>2/6/2024</b>

**A. IDENTIFYING INFORMATION**

NAME OF CHILD (Last, First, Middle Initial) <b>Dspt, Kvel</b>	SOCIAL SECURITY NO <b>553-70-1902</b>	BIRTH DATE: <b>03/29/2020</b>	SEX: <input checked="" type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Include street, city, state, ZIP code) <b>6630 Library Rd, Unit B, South Park, PA 15129 - 8534</b>		COUNTY: <b>Allegheny</b>	
PRESENT LOCATION IF DIFFERENT THAN ABOVE:			

## Parents Handbook – CY199

### Navigation:

**kidsTOO** AB Search Session will time out in: 59:45

Please Note: This is the UAT Environment.

Investigation Investigation Review Investigation Overview

**Investigation**

Family Assignment	Household Name	Referral Date	Referral Type	CWIS ID	KIDS Referral ID	Response Time
Amber Manning	add new action in MB	04/20/2024	CPU/CPS	90005456, 90005457	746179	Immediate

**Investigation Milestones (1/9)**

- Intake Date (04/20/2024) ☒
- First Visit and Contact ☐
- Input Photos ☐
- Safety Universal Assessment ☐
- Additional Visit and Contact ☐
- Full Universal Assessment (Due 06/19/2024) ☐
- Service Decision (Due 06/19/2024) ☐
- CWIS Summary (Due 06/19/2024) ☐
- Investigation Closure ☐

**Investigation Overview**

Call Screening Referral Investigation Review

**Referral Information**

Investigation Overview

- Client Details
- Client Relationships
- Collateral

Intake Date and Time  
04/20/2024 12:40 PM

Service Decision  
Not Yet Approved

Law Enforcement Involvement  
No

Investigation Assessment/Outcome

Type of Maltreatment

Parents Hand Book Facesheet Report Release of Information Letter Accept for Service Letter

Most Recent Record Review Entry Date  
Not Available

1. Login to KIDS Application.
2. Bring the Investigation Referral in focus either through Search screen or Dashboard.
3. The Investigation Overview screen will open.
4. Click the Parents Hand Book button.

# JOB AID: REPORT CHANGES



Select Report Input

\*Report Language *Required*

English

Select Client/ Collateral

	Name T1	ID T1	DOB T1	Legal Sex T1	Type T1
<input type="checkbox"/>	George Stein	1535491	05/13/1981	Male	Client
<input type="checkbox"/>	Will Cambridge	448797		Male	Collateral

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CancelPreview

Photos

5. Select Report Language and Client/Collateral and click the Preview button.

FileHomeView

Export

COUNTY OF ALLEGHENY

SANA INNOVAMUR  
COUNTY EDUCATION

Date - 05/16/2024

George Stein  
100 Smithfield Street  
Pittsburgh, PA 15222

Dear George Stein,

Enclosed is your copy of "A Parent's Handbook". This handbook contains helpful information about what to expect during the course of your involvement with the Office of Children, Youth and Families. It also contains information about your rights and responsibilities.

6. The report will open in a new tab from where it can be exported and printed.

## JOB AID: REPORT CHANGES



### Notification of Suspected Child Abuse – CYF201

The screenshot shows the 'Children' section of the KIDS Application. Under 'New Victim - Age: 5', there is a form with fields for Address, Legal Sex, Phone Number, Preferred Names, Gender Identity, Promiscuity, Sexual Orientation, Race/Ethnicity, School Name, Role at Intake, and Latest Safety Decision. A red box highlights the 'Notification of Suspected Child Abuse Letter' button in the 'Adults' section. Below this, there is a form for 'New Person - Age: 45' with fields for Address, Legal Sex, Phone Number, Race/Ethnicity, Role at Intake, and CUI Has Been Completed Within the Past Year.

#### Navigation:

1. Login to KIDS Application.
2. Bring the Investigation Referral in focus either through Search screen or Dashboard.
3. The Investigation Overview screen will open.
4. Navigate to the client section of the Investigation Overview screen.
5. Click the Notification of Suspected Child Abuse Letter button.

The screenshot shows the 'Select Report Input' dialog box. It has a 'Select Clients' section with a table of clients. The table has columns for Child Line Number, Client Name, Date of Birth, and Gender. One client is listed: Child Line Number 20022996, Client Name Gonda Edwogosa, Date of Birth 04/26/2012, and Gender Female. There is a 'Preview' button at the bottom right.

6. Select the Clients and click the Preview button.
7. The report will open in a new tab from where it can be exported and printed.



JOB AID: REPORT CHANGES



CYF211 – CPS Summary Screen

Navigation:

- 1. Login to KIDS Application.
- 2. Bring the Investigation Referral in focus either through Search screen or Dashboard.
- 3. The Investigation Overview screen will open.
- 4. Navigate to the CPS Summary Screen.
- 5. Click the Download 211 Childline Investigative Summary Letter button.

- 6. The report will open in a new tab from where it can be exported and printed.

# JOB AID: REPORT CHANGES



## CY48

← Close

Call Screening Referral

Investigation Review

Investigation Overview

Client Details

Client Relationships

Collateral

Investigation Research

Contacts

Photos

Universal Assessment

CWIS Summary

CWIS Summary List

Clear

Download CY 48

CWIS Referral Id	Client Name	Date Created	Date Investigation Summary & Assessment Start	CWIS Referral Type	Caseworker Name	Supervisor Name	Required Fields Completed?
<input checked="" type="checkbox"/>	Parker Stein	5/15/2024		CPS	Emily Fries	Fries, Emily	<input checked="" type="checkbox"/>

20 1 of 1

Back Cancel & Go Back to Dashboard

Next

### Navigation:

- 1. Navigate to the CWIS Summary screen.
- 2. Select a record from the list and click the Download CY 48 Button.
- 3. The report will open in a new tab from where it can be exported and printed.

File Home View

Export

1 of 1

CHILD PROTECTIVE SERVICES INVESTIGATION REPORT (TITLE 23 P.A. C.S.A CHAPTER 63)

Not an official document

1. IDENTIFYING INFORMATION

DATE OF INCIDENT BEGIN

DATE OF INCIDENT END

REFERRAL RECEIVED DATE

REFERRAL ID

REFERRAL TYPE

1. ALLEGED VICTIM/SUBJECT CHILD

UNKNOWN INDICATOR

DOES NOT EXIST INDICATOR

NAME

DATE OF BIRTH

GENDER

SOCIAL SECURITY NUMBER

RACE

ETHNICITY

ROLE AT INTAKE

RELATIONSHIP

CHILD LIVING ARRANGEMENT AT TIME OF INCIDENT/ABUSE

SAI INDICATOR

SAI NOTIFICATION TYPE

BIRTH HOSPITAL

UNKNOWN BIRTH HOSPITAL

ADDRESS UNKNOWN

ADDRESS TYPE

ADDRESS

COUNTY

2. PARENT/LEGAL GUARDIAN

UNKNOWN INDICATOR

DOES NOT EXIST INDICATOR

NAME

DATE OF BIRTH

GENDER

SOCIAL SECURITY NUMBER

RACE

ETHNICITY

RELATIONSHIP TO VICTIM/SUBJECT CHILD

ROLE AT INTAKE

MILITARY SERVICE

MILITARY BRANCH

ADDRESS UNKNOWN

ADDRESS TYPE

PRISON ID

BUSINESS NAME

ADDRESS

COUNTY

3. ALLEGED PERPETRATOR/PERSON RESPONSIBLE

# JOB AID: REPORT CHANGES



## Exchange of Medical Information Letter

The screenshot shows the 'FS/OC Universal Assessment' screen. Under the 'Children' section, there is a card for a 'New Victim - Age: 5'. The card contains fields for Address, Legal Sex, Phone Number, Preferred Names, Gender Identity, Pronouns, Sexual Orientation, Race/Ethnicity, School Name, Role at Intake, and Latest Safety Decision. A button labeled 'Exchange of Medical Info Letter' is highlighted with a red box. To the right of this button is a 'Client Details Screen' button. At the bottom of the card are 'Back', 'Cancel & Go Back to Dashboard', and 'Next' buttons.

### Navigation:

1. Login to KIDS Application.
2. Bring the Investigation Referral in focus either through Search screen or Dashboard.
3. The Investigation Overview screen will open.
4. Click on the Download Exchange of Medical Info Letter button.
5. Select the Clients from the popup below and click on Preview button.

The screenshot shows a 'Select Report Input' popup window. It has a 'Select Clients' section with a table. The table has columns for Client Id, Client Name, Role, Date of Birth, and Gender. There is one row of data: Client Id 1535480, Client Name Parter Stein, Role Child, Date of Birth 05/04/2021, and Gender Female. Below the table is a pagination bar showing '10' and '< 1 of 1 >'. At the bottom are 'Cancel' and 'Preview' buttons.

6. The report will open in a new tab from where it can be exported and printed.

## JOB AID: REPORT CHANGES



Date: 06/20/2024

## Provider &amp; Address

Re: Sjdibse Nbsjmmb (09/17/2008)  
Siblings: Tpqijb Nbsjmmb (02/01/2016)

Dear [Recipient name]

The Department of Human Services Office of Children Youth and Families is currently conducting an assessment involving the above listed child(ren) and their family. To better inform a thorough assessment and subsequent decision making please accept this correspondence as confirmation of Sjdibse Nbsjmbb's current involvement with OCYF, pursuant to the Child Protective Services Law, specifically at 23 Pa.C.S. § 6340.1 (Exchange of information). Please provide the following records requested to Amber Manning

1. Relevant medical information known to the certified medical practitioner regarding the child's prior and current health.
2. Information from a subsequent examination.
3. Information regarding treatment of the child.
4. Relevant medical information known regarding any other child in the child's household where such information may contribute to the assessment, investigation or provision of services by the county agency to the child or other children in the household.

We appreciate your time to provide this information as it is vital to this investigation and case planning.

All requested information is to be sent to the attention of:  
Amber Manning  
CYF - ERO  
10700 Frankstown Road, Suite 101, Penn Hills, PA 15235  
Office Number: (412) 473-1100  
Fax Number: (412) 473-1119

Please contact me immediately if there are any questions or problems with this request.

Sincerely,