

JOB AID: REPORT CHANGES



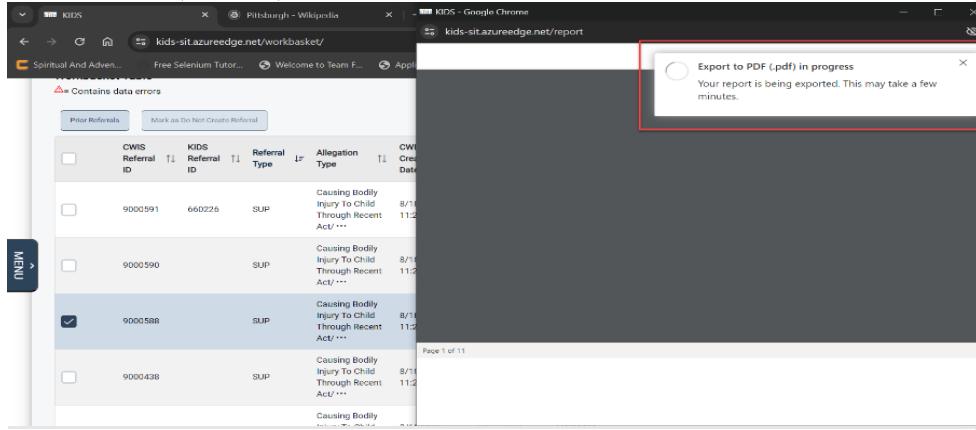
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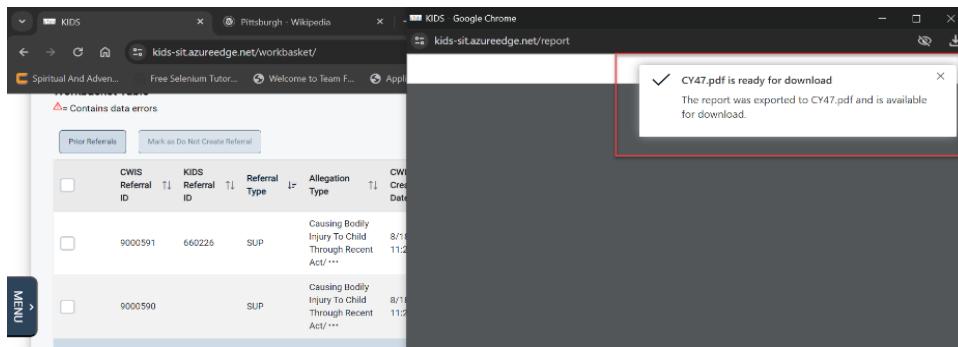
Exporting a Report



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?)

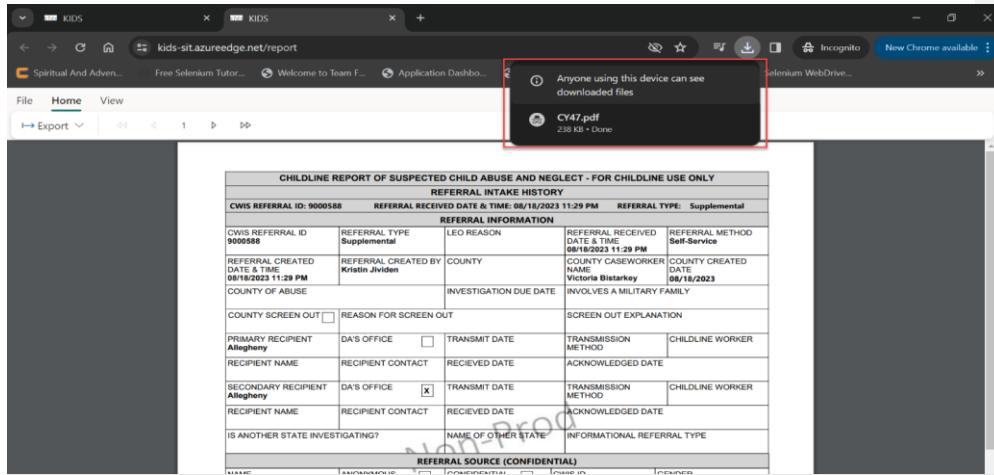
Navigation:

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.

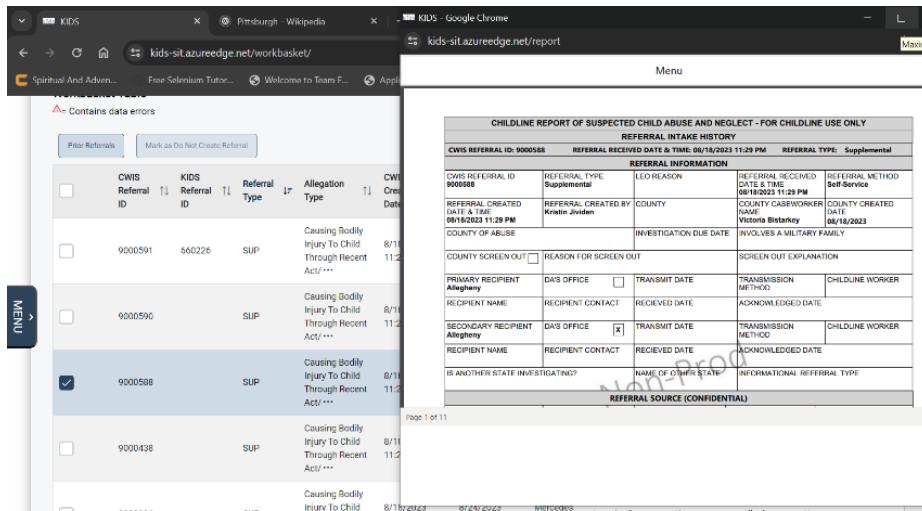


4. Once the export is completed, the notification bar will indicate the status as "ready for download" as indicated above.

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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.

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Report Options

File Home View

Export ▾

1 2 3 ▶

Users can navigate to the first page directly from any page.

Page number currently in view.

By clicking the double right arrow button, users can move to the last page.

CHILDLINE REPORT

CHILD ABUSE AND NEGLECT - FOR CHILDLINE USE ONLY

REFERRAL INTAKE HISTORY

DATE & TIME: 03/08/2019 09:29 AM REFERRAL TYPE: CPS

REFERRAL INFORMATION

REFERRAL TYPE CPS	LEO REASON	REFERRAL RECEIVED DATE & TIME 03/08/2019 09:29 AM	REFERRAL METHOD Phone
REFERRAL CREATED BY NormaJean Walker	COUNTY	COUNTY CASEWORKER NAME	COUNTY CREATED DATE
COUNTY OF ABUSE	INVESTIGATION DUE DATE 05/07/2019	INVOLVES A MILITARY FAMILY	
COUNTY SCREEN OUT <input type="checkbox"/>	REASON FOR SCREEN OUT	SCREEN OUT EXPLANATION	
PRIMARY RECIPIENT Erie	DA'S OFFICE <input type="checkbox"/>	TRANSMIT DATE	TRANSMISSION METHOD
RECIPIENT NAME	RECIPIENT CONTACT	RECEIVED DATE	ACKNOWLEDGED DATE

Details:

1. Once the report is loaded, the user will see page 1 opened by default.
2. If users want to view the next page of the report, they can click the arrow.
3. By clicking on the back arrow, users can navigate to the previous page.
4. When users click Web Layout, the report will show in Legacy KIDS format.

CHILDLINE REPORT OF SUSPECTED CHILD ABUSE AND NEGLECT - FOR CHILDLINE USE ONLY

REFERRAL INTAKE HISTORY

CWIS REFERRAL ID: 9000588 REFERRAL RECEIVED DATE & TIME: 08/18/2023 11:29 PM REFERRAL TYPE: Supplemental

REFERRAL INFORMATION			
CWIS REFERRAL ID 9000588	REFERRAL TYPE Supplemental	LEO REASON	REFERRAL RECEIVED DATE & TIME 08/18/2023 11:29 PM
REFERRAL CREATED DATE & TIME 08/18/2023 11:29 PM	REFERRAL CREATED BY Kristin Jiliden	COUNTY	COUNTY CASEWORKER NAME Victoria Blasterkey
COUNTY OF ABUSE		INVESTIGATION DUE DATE	INVOLVES A MILITARY FAMILY
COUNTY SCREEN OUT	<input type="checkbox"/> REASON FOR SCREEN OUT	SCREEN OUT EXPLANATION	
PRIMARY RECIPIENT Allegheny	DA'S OFFICE	<input type="checkbox"/> TRANSMIT DATE	TRANSMISSION METHOD
RECIPIENT NAME	RECIPIENT CONTACT	RECEIVED DATE	ACKNOWLEDGED DATE
SECONDARY RECIPIENT Allegheny	DA'S OFFICE	<input checked="" type="checkbox"/> TRANSMIT DATE	TRANSMISSION METHOD
RF/CP/PI/NT NAME	RF/CP/PI/NT CONTACT	RF/CP/PI/NT DATE	ACKNOWLEDGED DATE

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Referral Snapshot Report

Please Note: This is the UAT Environment.

Investigation Investigation Review Investigation Overview

Family Assignment Household Name Referral Date Referral Type CWIS ID KIDS Referral ID Response Time

Emily Fries name client 06/10/2024 GPS - 76489 3 Immediate

Session will time out in: 59:59 EF

Investigation Milestones (1/9)

- Intake Date (06/10/2024)
- First Visit and Contact
- Input Photos
- Safety Universal Assessment
- Additional Visit and Contact
- Full Universal Assessment (Due 06/09/2024)
- Service Decision (Due 06/09/2024)
- CWIS Summary (Due 06/09/2024)
- Investigation Closure

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.

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

Referral Snapshot

GENERAL INFORMATION

Referral ID: 76489
Household Name: Cross
Intake Date: 06/14/2023
Call Screening Worker: Amber Manning
Call Screening Supervisor:
Outcome: Pending
Response: None
Supervisor Comments:
Risk Rating:
Risk Rating Basis:
Safety Rating:
Safety Rating Basis:

INCIDENT INFORMATION

Incident: Pittsburgh, Allegheny, PA
Location: Home Phone: No Data Entered
Other Phone: No Data Entered
Work Phone: No Data Entered

HOUSEHOLD INFORMATION

Household Address: Home Phone: No Data Entered
Other Phone: No Data Entered
Work Phone: No Data Entered

CRITICAL INFORMATION

Type and Nature of Maltreatment

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.

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Facesheet Report

The screenshot shows the KIDS TOO application interface. At the top, there is a navigation bar with links for 'Investigation', 'Investigation Review', and 'Investigation Overview'. Below this is a sub-navigation bar for 'Investigation' with various status indicators. The main content area is titled 'Investigation Overview' and contains sections for 'Investigation Milestones' (with 8 items listed) and 'Referral Information'. The 'Referral Information' section includes fields for 'Client Details', 'Intake Date and Time', 'Service Decision', and 'Investigation Assessment/Outcome'. At the bottom of this section, there are buttons for 'Parents Hand Book', 'Facesheet Report' (which is highlighted with a red box), 'Release of Information Letter', and 'Accept for Service Letter'. A watermark 'DRAFT' is visible across the center of the screen.

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.

The screenshot shows a detailed report titled 'Allegheny County Department of Human Services Children, Youth And Families On-Line Face Sheet'. It is divided into two main sections: 'Family Information' and 'Adult Information'. The 'Family Information' section includes fields for Family Name (TRAINING MATERIALS), Address, Previous Address, Cross Reference Information (Case Number 76491), Case Type, Open Date (05/30/2024), Referral (Accept For Service), Reason, and Risk Level (High). The 'Adult Information' section includes fields for Relationship (Father), Name/Address (George Stein, 100 Smithfield Street, Pittsburgh, PA 15222), SSN, DOB, Race, Home Phone, Work Phone, Cell Phone, and Email Address. A Client ID (1535491) is also listed.

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

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Consent for Release and Acquisition of Information – CYF102

A screenshot of the Investigation Overview screen in the kidsTOO application. The top navigation bar shows "All" and a search bar. The main content area is titled "Investigation Overview" and includes tabs for "Call Screening Referral", "Investigation Review", and "Referral Information". The "Referral Information" tab is selected and highlighted with a red box. It displays client details, intake date and time (04/20/2024 12:40 PM), service decision (Not Yet Approved), and investigation assessment/outcome. Below this, there is a section for "Release of Information Letter" which is also highlighted with a red box. Other tabs include "Parents Hand Book", "Facsheet Report", and "Accept for Service Letter".

Session will time out in: 59:45 AM

Investigation Overview

Call Screening Referral

Investigation Review

Referral Information

Release of Information Letter

Parents Hand Book

Facsheet Report

Accept for Service Letter

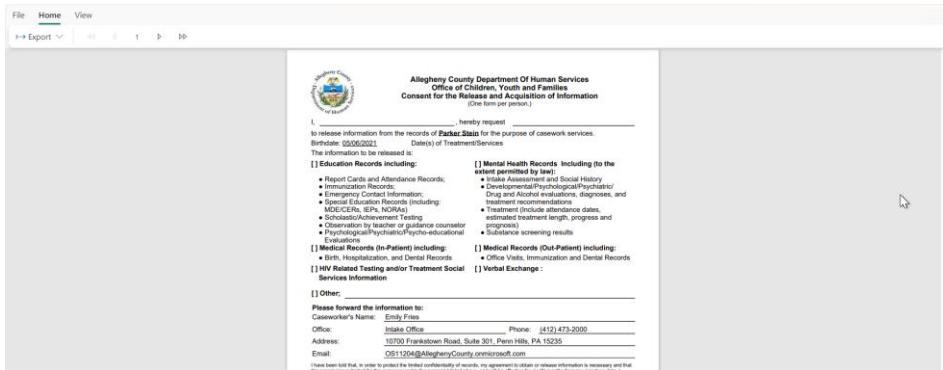
Navigation:

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.

A screenshot of the "Select Report Input" popup. It shows a dropdown for "Report Language Required" with "English" selected. Below this is a table titled "Select Clients" with columns for Name, ID, DOB, Legal Sex, and Type. The table lists four clients: John Smith, Parker Stein, George Stein, and Will Cambridge. At the bottom of the table is a "Preview" button.

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

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

Closing Letter – CY311

The screenshot shows the KIDS Application's Investigation Overview screen. At the top, there are tabs for 'All', 'Search', and 'Session will time out in: 59:45 AM'. Below the tabs, there are buttons for 'Investigation', 'Investigation Review', and 'Investigation Overview'. The 'Investigation Overview' button is highlighted. The main content area shows 'Investigation Milestones (1/9)' with a list of steps: 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), and Investigation Closure. The 'Service Decision' step is currently selected. At the bottom of the screen, there is a 'Referral Information' section with tabs for 'Investigation Overview' (selected), 'Client Details', 'Client Relationships', and 'Collateral'. The 'Accept for Service Letter' button is located in the 'Referral Information' section, highlighted with a red box.

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 Accept for Service Letter button on the Investigation Overview.

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The screenshot shows the 'Service Decision' screen within the kidsTOO software. The top navigation bar includes tabs for 'Investigation', 'Investigation Outcome', and 'Service Decision'. The 'Investigation' tab is selected. On the left, a sidebar lists various sections: 'Call Screening Referral', 'Investigation Review', 'Investigation Overview', 'Client Details', 'Client Relationships', 'Collateral', 'Investigation Research', 'Comments', 'Photos', 'Universal Assessment', 'Allegations & Assessment Findings', and 'Investigation Outcome'. The 'Comments' section is expanded, showing a text input field. The main content area is titled 'Service Decision' and contains a sub-section 'Accept for Service Letter' with a red box around it. Other options in this section include 'Connection' (with radio buttons for 'Accept', 'Connect to an Open Family Services/JPO Case', 'Connect to a Closed Family Services/JPO Case and Re-Open the Case', 'Do Not Accept for Service', and 'Do Not Accept for Service and Connect to a Closed Case'), 'Comments' (with a text input field), and a 'Required Fields' indicator. At the bottom of the main content area, there is a 'Comments' section with a text input field and a 'Required Fields' indicator.

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

The screenshot shows a 'Select Report Input' modal window. It contains fields for 'Report Type Required' (radio button for 'Accept for Service' and 'Closing' selected, highlighted with a red box), 'Report Language Required' (dropdown set to 'English'), and a 'Select Client' table. The table lists four clients: John Smith (ID 1335398, DOB 05/06/2021, Male, Client), Parker Stein (ID 1335490, DOB 05/06/2021, Female, Client), and George Stein (ID 1335491, DOB 05/13/1981, Male, Client). Below the table are navigation buttons (10, <<, <, >, >>) and a 'Preview' button. The bottom of the modal shows the 'Investigation Outcome' section with fields for 'Case ID' (784218), 'SEARCH' (UNKNOWN), 'GPS', 'Amber Manning', '05/06/2024', and '05/06/2024'.

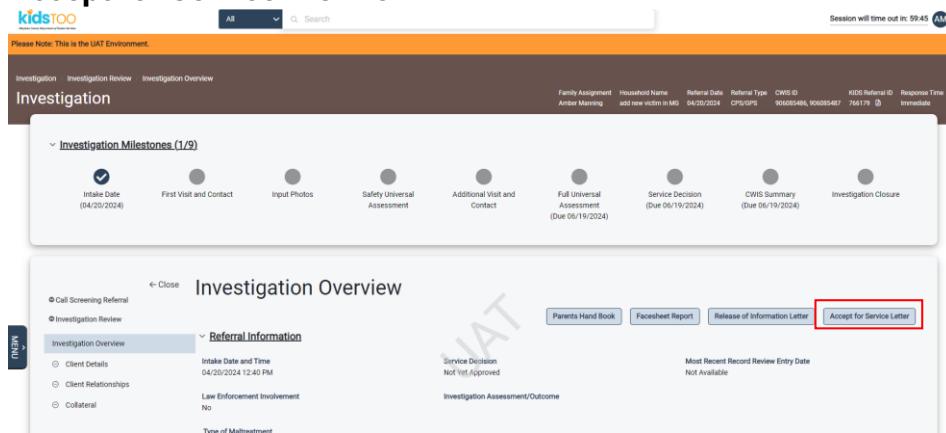
6. The Select Report Input popup will open.
7. Select Report Type, Report Language, and Clients and click the Preview button.

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

Accept for Service – CYF311



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 Accept for Service Letter button on the Investigation Overview.

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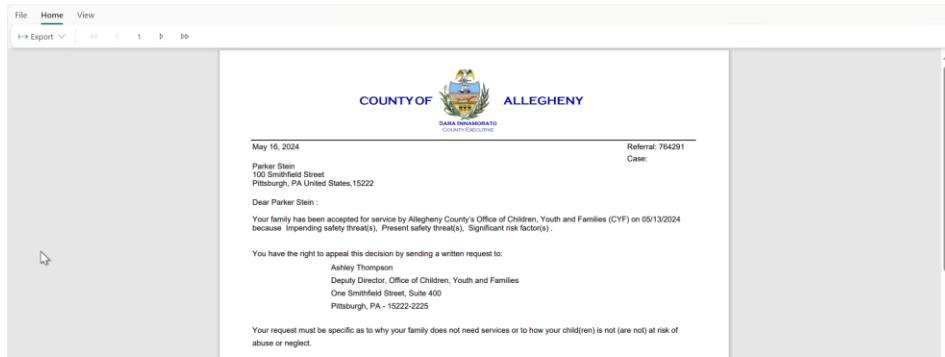
The screenshot shows the 'Service Decision' screen within the kidsTOO software. The top navigation bar includes tabs for 'Investigation', 'Investigation Outcome', and 'Service Decision'. The 'Investigation' tab is selected. The main content area is titled 'Service Decision' and contains several sections: 'Call Screening Referral', 'Investigation Review', 'Investigation Overview' (with sub-options for 'Client Details', 'Client Relationships', 'Collateral', and 'Investigation Research'), 'Comments' (with a text input field), and 'Allegations & Assessment Findings' (with a text input field). A red box highlights the 'Accept for Service Letter' button in the 'Investigation Review' section.

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

The screenshot shows a 'Select Report Input' modal window. It contains fields for 'Report Type Required' (radio buttons for 'Accept for Service' and 'Closing', with 'Accept for Service' selected and highlighted with a red box), 'Report Language Required' (a dropdown menu set to 'English'), and a 'Select Client' table. The table lists three clients: John Smith, Parker Stein, and George Stein, each with a checkbox next to their name. The 'Accept for Service' radio button is also highlighted with a red box in this modal.

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

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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.

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

Notification Letter

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.

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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: AGENCY/OCYF REGIONAL OFFICE DATE REPORT RECEIVED BY COUNTY: 08/14/2023 08/14/2023 INVESTIGATING WORKER: Manning, Amber PHONE: (412) 473-2000													
REPORT SENT TO:		LAW ENFORCEMENT #1: Bradford Woods Borough Northern Regional P.D. LAW ENFORCEMENT #2 (IF APPLICABLE): DATE SENT: 2/6/2024 DATE SENT: 2/6/2024 <i>prod</i>													
A. IDENTIFYING INFORMATION <table border="1"> <tr> <td>NAME OF CHILD (Last, First, Middle Initial) Dept. Kvel</td> <td>SOCIAL SECURITY NO 853-70-1902</td> <td>BIRTH DATE 03/29/2020</td> <td>SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F</td> </tr> <tr> <td>ADDRESS (Include street, city, state, ZIP code) 6830 Library Rd, Unit B, South Park, PA 16129 - 8534</td> <td colspan="3">COUNTY: Allegheny</td> </tr> <tr> <td colspan="4">PRESENT LOCATION IF DIFFERENT THAN ABOVE:</td> </tr> </table>				NAME OF CHILD (Last, First, Middle Initial) Dept. Kvel	SOCIAL SECURITY NO 853-70-1902	BIRTH DATE 03/29/2020	SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	ADDRESS (Include street, city, state, ZIP code) 6830 Library Rd, Unit B, South Park, PA 16129 - 8534	COUNTY: Allegheny			PRESENT LOCATION IF DIFFERENT THAN ABOVE:			
NAME OF CHILD (Last, First, Middle Initial) Dept. Kvel	SOCIAL SECURITY NO 853-70-1902	BIRTH DATE 03/29/2020	SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F												
ADDRESS (Include street, city, state, ZIP code) 6830 Library Rd, Unit B, South Park, PA 16129 - 8534	COUNTY: Allegheny														
PRESENT LOCATION IF DIFFERENT THAN ABOVE:															

Parents Handbook – CY199

Navigation:

The screenshot shows the KIDS Application interface. At the top, there is a navigation bar with links for 'Investigation', 'Investigation Review', and 'Investigation Overview'. The 'Investigation Overview' link is highlighted. Below the navigation bar, there is a sub-navigation menu with 'Investigation Overview' and 'Referral Information' sections. The 'Referral Information' section is expanded, showing details like 'Client Details', 'Client Relationships', 'Collateral', 'Intake Date and Time' (04/20/2024 12:40 PM), 'Law Enforcement Involvement' (No), and 'Type of maltreatment'. At the bottom of this section, there is a button labeled 'Parents Hand Book' which is highlighted with a red box. Other buttons in this section include 'Facsheet Report', 'Release of Information Letter', and 'Accept for Service Letter'. The top right corner of the screen shows a message: 'Session will time out in: 59:45 AM'.

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.

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Select Report Input

*Report Language **Required**

English

Select Client/ Collateral

	Name	ID	DOB	Legal Sex	Type
<input type="checkbox"/>	George Stein	1535491	05/13/1981	Male	Client
<input type="checkbox"/>	Will Cambridge	446797		Male	Collateral

10 << < 1 of 1 > >>

[Cancel](#) [Preview](#)

[Photos](#)

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

File Home View

Export

COUNTY OF ALLEGHENY

SARA INNAMORATO COUNTY EXECUTIVE

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.

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Notification of Suspected Child Abuse – CYF201

This screenshot shows the 'Notification of Suspected Child Abuse' screen. It is divided into two sections: 'Children' and 'Adults'. The 'Children' section contains fields for a 'New Victim - Age: 5' with a photo, address (7231 Mount Carmel Road, Pittsburgh, United States 15235), legal sex (Female), pronouns (Blank), phone number, preferred names, gender identity (Blank), sexual orientation (Blank), race/ethnicity (White/Cuban), school name, role at intake (Alleged Victim/ Subject Child/Child), and latest safety decision (Not Available). The 'Adults' section contains fields for a 'New Perp - Age: 40' with a photo, address (7231 Mount Carmel Road, Pittsburgh, United States 15235), legal sex (Female), phone number, race/ethnicity (White/Cuban), role at intake (Alleged Perp/Responsible Person/Parent), and CIU Has Been Completed Within the Past Year (No). Buttons for 'Exchange of Medical Info Letter' and 'Client Details Screen' are visible at the top right. Navigation buttons 'Back', 'Cancel & Go Back to Dashboard', and 'Next' are at the bottom.

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.

This screenshot shows the 'Select Report Input' dialog box. It displays a table with columns for 'ChildLine Number', 'Client Name', 'Date of Birth', and 'Gender'. Two rows are visible: one for '20022996' and 'Ozimbi Ebwofopou' with a date of birth of '04/26/2012' and 'Female'. Below the table is a navigation bar with buttons for '10', '<', '>', and '>>'. At the bottom are 'Cancel' and 'Preview' buttons. A note at the bottom states 'Client Has Been Completed Within the Past Year'.

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.

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CYF211 – CPS Summary Screen

The screenshot shows the 'CPS Summary' screen. On the left, a sidebar lists navigation options: 'Call Screening Referral', 'Investigation Review', 'Investigation Overview' (Client Details, Client Relationships, Collateral), 'Investigation Research', 'Contacts', and 'Photos'. The main area is titled 'CPS Summary' and 'CPS Summary List'. It displays a table with one row: CWIS Referral ID (10001201), Victim Name (Test Childmw), Date Completed (6/4/2024), and Required Fields Completed (1). A 'Download 211 Childline Investigative Summary' button is highlighted with a red box. At the bottom, there are pagination controls (20, <, >, 1 of 1, >>) and a 'Cancel & Go Back to Dashboard' button.

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.

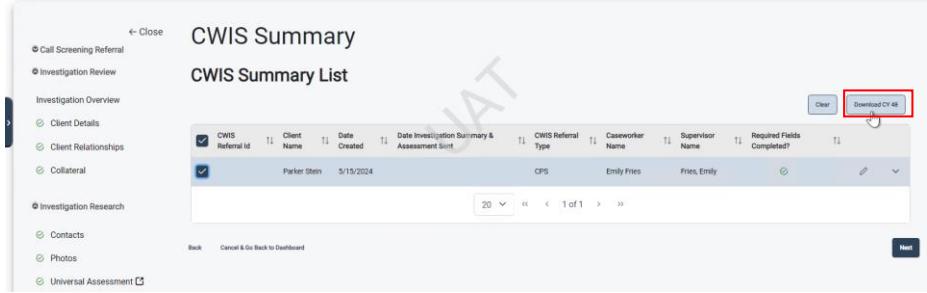
The screenshot shows the 'ChildLine Investigative Summary' report. It includes the Allegheny County Department of Human Services logo and the title 'ChildLine Investigative Summary'. The report details the investigation, including household and caseworker information, victim details, and specific allegations. The report is a standard Microsoft Word document with tables and sections for specific allegations and interview details.

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

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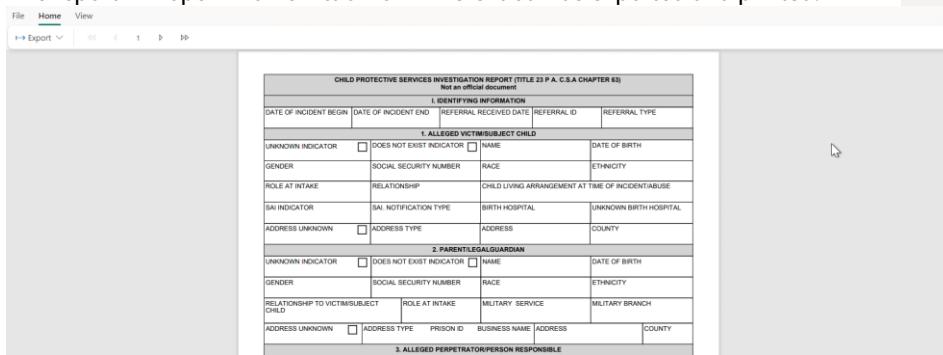
CY48



The screenshot shows the CWIS Summary screen with a list of records. The list includes columns for CWIS Referral Id, Client Name, Date Created, Date Investigation Summary & Assessment Start, CWIS Referral Type, Caseworker Name, Supervisor Name, and Required Fields Completed. A red box highlights the "Download CY 48" button in the top right corner of the grid. The left sidebar contains navigation links for Call Screening Referral, Investigation Review, Investigation Overview, Client Details, Client Relationships, Collateral, Investigation Research, Contacts, Photos, and Universal Assessment.

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.



The screenshot shows the Child Protective Services Investigation Report (Title 23 P.A. C.S.A Chapter 63). The report is divided into several sections:
1. IDENTIFYING INFORMATION: Contains fields for DATE OF INCIDENT BEGIN, DATE OF INCIDENT END, REFERRAL RECEIVED DATE, REFERRAL ID, and REFERRAL TYPE.
2. ALLEGED VICTIM/SUBJECT CHILD: Contains fields for UNKNOWN INDICATOR, DOES NOT EXIST INDICATOR, NAME, and DATE OF BIRTH. It also includes fields for GENDER, SOCIAL SECURITY NUMBER, RACE, and ETHNICITY.
3. RELATIONSHIP: CHILD LIVING ARRANGEMENT AT TIME OF INCIDENT/ABUSE.
4. BAI INDICATOR: SA/ NOTIFICATION TYPE, BIRTH HOSPITAL, and UNKNOWN BIRTH HOSPITAL.
5. ADDRESS UNKNOWN: ADDRESS TYPE, ADDRESS, and COUNTY.
6. 2. PARENT/GUARDIAN: UNKNOWN INDICATOR, DOES NOT EXIST INDICATOR, NAME, and DATE OF BIRTH. It includes fields for GENDER, SOCIAL SECURITY NUMBER, RACE, and ETHNICITY.
7. RELATIONSHIP TO VICTIM/SUBJECT CHILD: ROLE AT INTAKE, MILITARY SERVICE, and MILITARY BRANCH.
8. ADDRESS UNKNOWN: ADDRESS TYPE, PRISON ID, BUSINESS NAME, ADDRESS, and COUNTY.
9. 3. ALLEGED PERPETRATOR/PERSON RESPONSIBLE: This section is currently empty.

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Exchange of Medical Information Letter

The screenshot shows the 'Universal Assessment' section of the KIDS Application. It includes fields for 'Latest Assessment Date' (07/03/2024), 'Safety Threats Exist' (No), 'Assessor Name' (McCoy Pam), and 'Overall Risk' (Risk has not yet been assessed). Below this, the 'Children' section is expanded, showing a 'New Victim - Age: 5' record. The victim's address is 7231 Mount Carmel Road, Pittsburgh, United States 15239. The victim is female. The 'Exchange of Medical Info Letter' button is highlighted with a red box. The 'Client Details Screen' button is also visible. The 'Adults' section is collapsed, showing a 'New Perp - Age: 45' record with the same address and gender. The 'Client Details Screen' button is also visible here. Navigation buttons 'Back', 'Cancel & Go Back to Dashboard', and 'Next' are at the bottom.

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 'Select Report Input' dialog box shows a table of clients. There are two clients listed: Client ID 1535490 and Client Name Parker Stein, both of whom are female children born on 05/06/2021. The 'Preview' button is visible at the bottom right of the dialog.

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 & Address

Re: Sjibee Nbsjnmmb (09/17/2008)
Siblings: Tqib Nbsjnmmb (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 children and their family. To better inform a thorough assessment and subsequent decision making please accept this correspondence as confirmation of Sjibee Nbsjnmmb's involvement with CYF, 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
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,