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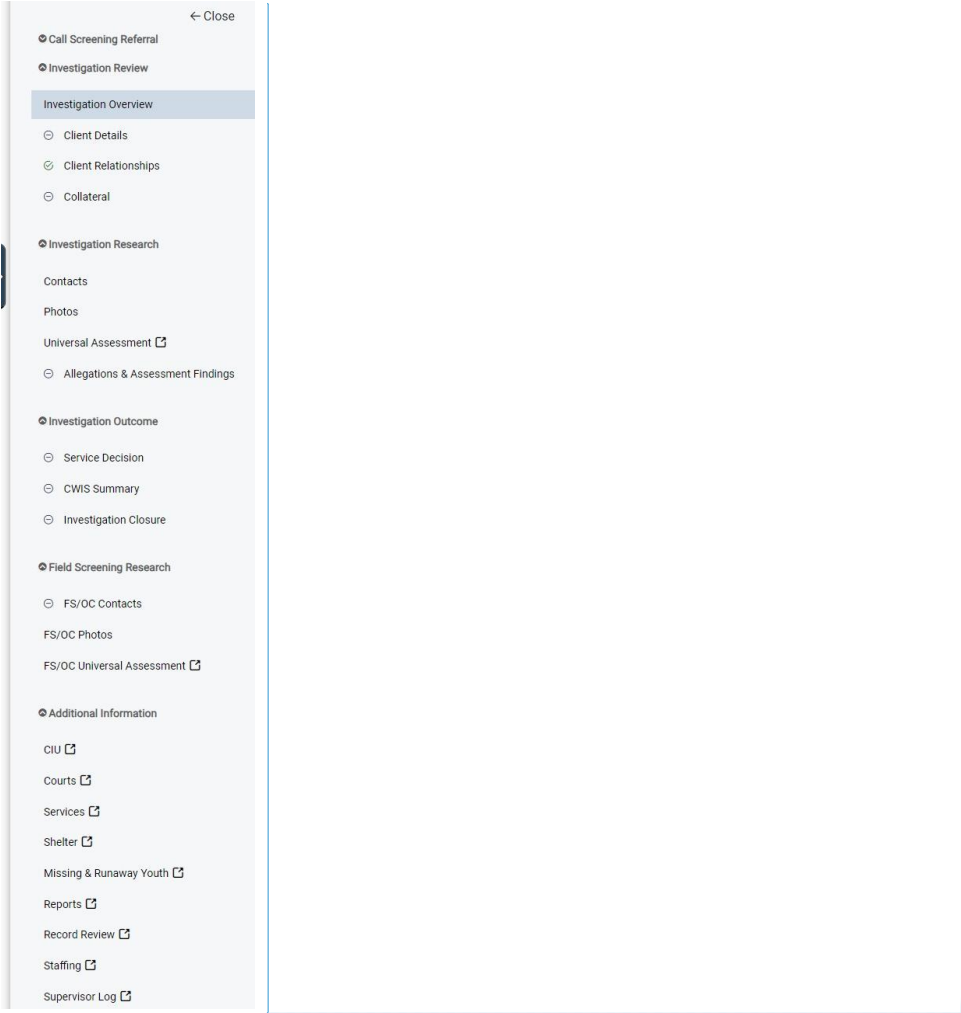
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Left Navigation

There is a list of options on the left-hand side of the screen to help users navigate. Before details are added to a section, the blue circular icon will be displayed as shown.



Commented [WJ1]: Is this supposed to be on page 1 or page 2?

Commented [CP2]: @Goodwin, Caroline - Can we please grab INV left navigation screenshots?

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Once all required fields are completed, the icon changes to a green checkmark as shown below. This functionality is present for all the screens that are required to be completed to complete the investigation.

Commented [CP3]: Same for this one too. INV screenshot would be nice

If you accidentally collapse the left navigation, and it looks something like below, just use the highlighted arrow to restore it back to its original state which shows complete names of the screens.

Auto Complete

Auto complete functionality is present for all address search fields.

When the user begins typing an address, suggestions will populate in the drop down.

*Address Required
☒ In State ☐ Out of State ☐ Foreign

Type Address to Search

100 S

- 100 South Route 100 Allentown, PA 18106-9207
- 100 South Pa-Ha Lane Bishop, CA 93514-3002
- 100 South Pottstown Pike Exton, PA 19341-2743
- 100 South Creek Road Chadds Ford, PA 19317-9761
- 100 South Street Philadelphia, PA 19147-2419

☐ Unknown Address ☐ Homeless



Extn

Commented [CP4]: Here as well

The user can select any of the suggested addresses displayed in the drop down. Once the value is selected from the suggestions below, it will be displayed below with the Verified tag.

Household Address
☒ In State ☐ Out of State ☐ Foreign

Address

1st Street, Smithfield, Fayette, PA, 15478 - 1620 **Verified**  

Address Line 2

Commented [WJ5]: Is it possible to add something about how to select an unverified address?

In certain situations when the address entered by user is not giving the expected suggestions or is not giving any suggestions, user can decide to enter the unverified address by selecting the option as shown below.

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As soon as 'No Matches Found – Enter Unverified Address' option is selected, input controls will start displaying to allow user to enter the address. Once all required fields are completed for the address, user can click Save Address button to save the address in the address control.

Upon saving the entered address will be displayed like below with Unverified tag next to it.



Multiselect Drop Down

There are multiselect dropdowns in the Investigation module, allowing users to select more than one value at a time.

Commented [CP6]: We can grab a screenshot from INV Client details screen - Race/Role Multiselect.

Commented [CP7R6]: Same fore Select All and clear screenshots below

If the user wants to select all values in the drop down, they can select the checkbox above the list of options and all values will be selected. To unselect all, uncheck the highlighted checkbox.

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When the user clicks the X, the selected value will be removed.

UAT

▼ Race and Ethnicity

* Race (select all that apply) AFCARS Required ⓘ

White ⓘ

Black or African American ⓘ

Agency has made inquiries as to whether child is an "Indian Child" under ICWA? AFCARS

☐ Yes ☐ No

☐

X

✓ White

✓ Black or African American

☐ American Indian or Alaska Native

▼ Race and Ethnicity

* Race (select all that apply) AFCARS Required ⓘ

Black or African American ⓘ

☐

X

☐ White

✓ Black or African American



Floating Back to Top Button

A new feature has been added to bring users to the top of the screen from anywhere on the page. When the user would like to return to the top of the screen, they can click this floating button and they will be navigated to the top.

Commented [WJ8]: Is it possible to cut to a new page, so that the words and pictures on the same page?

MENU

<input type="checkbox"/>	765550	GPS	GIOTTO	ANGELA PERRY	06/27/2024	06/27/2024	46	08/26/2024	Amber Manning	2	Show
					New						
<input type="checkbox"/>	765549	GPS	SHARELLE	ROSA MEEK	06/27/2024	06/27/2024	46	08/26/2024	Amber Manning	2	Show
					New						
<input type="checkbox"/>	765548	CPS	test		06/27/2024	06/16/2024	35	08/15/2024	Amber Manning	3	Show
<input type="checkbox"/>	765547	GPS	HOWARD	LORI PHILLIPS	06/27/2024	06/27/2024	46	08/26/2024	Amber Manning	2	Show
					New						
<input type="checkbox"/>	765546	GPS	Bharat	PANDU DHARM	06/27/2024	06/27/2024	46	08/26/2024	Amber Manning	2	Show
					New						

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Back To Top

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Required Fields Chip

Most screens contain required fields. There is a Required Fields chip as an indicator. If the chip is red, there are required fields that still need to be completed. To be taken to the missing required fields, click on the red Required Fields chip. If the chip is green, all required fields for that section have been completed.

Commented [CP9]: One of the INV screenshot would be nice.

Involvement in Referral

2/3 Required Fields

*Start Date Required 06/13/2024

End Date mm/dd/yyyy

*In Household? Required Yes No

*Participating as Child? Required Yes No Unknown

By clicking the Required Fields chip, the user is taken to the field where data needs to be entered. In the example below, the user has not entered the address.

Involvement in Referral

2/3 Required Fields

*Start Date Required 06/13/2024

End Date mm/dd/yyyy

*In Household? Required Yes No

*Participating as Child? Required Yes No Unknown

Once all the values are filled, the Required Fields chip will turn green.

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Involvement in Referral

*Start Date *Required*

06/13/2024

End Date

mm/dd/yyyy

*In Household? *Required*

Yes

No

*Participating as Child? *Required*

Yes

No

Unknown

3/3 Required Fields

Commented [CP10]: Same for this one as well

Indicator for Required Fields Completed in Grid

There is an additional column added to indicate the level of completion for a record in the grid.

- A. A green checkmark will display when all fields are completed.
- B. A red X will display if there are required fields that need to be completed.

<input type="checkbox"/>	Client Name	CWIS Person ID	Age	Gender	DOB	Race	Ethnicity	Searched?	Existing Client	Required Fields Completed?
<input type="checkbox"/>	Grey UAT UAT Het	5971438	12	Male	01/01/2012	White	Not Hispanic, Latino, Or Spanish Origin	Y		<div><div></div></div>
<input type="checkbox"/>	Arib UAT UAT Het	5971439	36	Female	02/01/1987	White	Not Hispanic, Latino, Or Spanish Origin	N Search?		<div><div></div></div>

Actions from Grid

In the grid, there are two icons for further navigation.

- A. Users can edit the submission by clicking the pencil.
- B. Users can delete the submission by clicking the trashcan.

Client Details

Validations 1 Errors

At least one address needs to be of type Home/Mailing/Last Known/Prison for the following participants : Jupiter Flora (1536236), John Flora (1536238), Christine Kiegel (1536506)

Indicates Action Needed

Client Name	Client ID	Age	DOB	Legal Sex	Role	Race	Ethnicity	End Date	MCJ	Required Fields Completed?
Jupiter Flora	1536236	0	4/14/2024	Male	Child	White, Black or African American	Not Hispanic, Latino, Or Spanish Origin	1001180342		<div><div></div></div>
John Flora	1536238	42	4/1/1962	Male	Father	Unable to determine	Unable to determine	1001180344		<div><div></div></div>
Emerson Dimaria	1536260	0	4/19/2024	Male	Child	White	Not Hispanic, Latino, Or Spanish Origin	1001180346		<div><div></div></div>
Christine Kiegel	1536506	34	12/31/1989	Female	Mother	White, Black or African American	Not Hispanic, Latino, Or Spanish Origin	1001180538		<div><div></div></div>
Odin Flora	1536508	5	10/13/2018	Male	Child	Unable to determine	Unable to determine	1001180540		<div><div></div></div>

Commented [CP11]: They don't have client search option in INV. So we might need to change this screenshot and description.



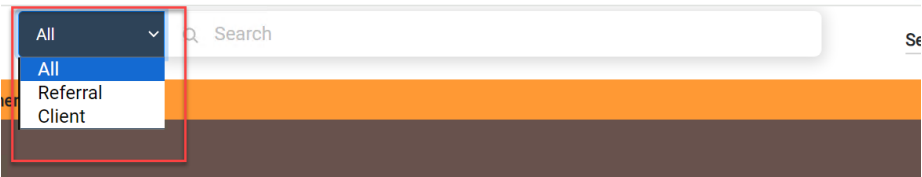
Sorting on Grid Columns

For all grids, there is a double arrow that can be clicked to sort the results based on the information in the selected column.

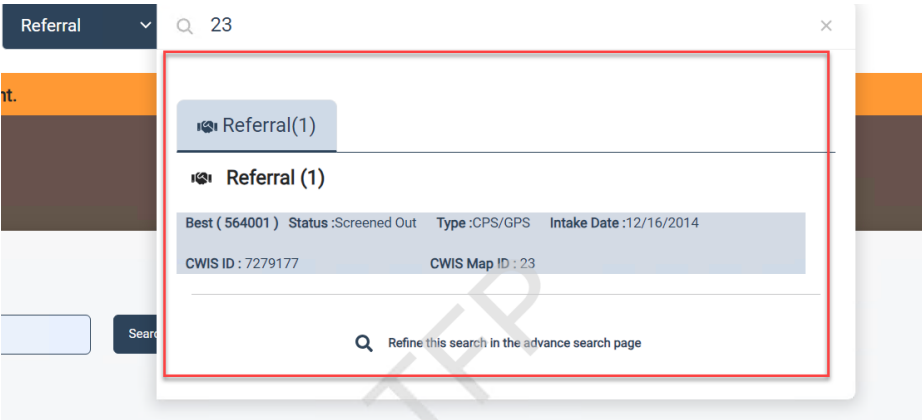


Global Search

If a user wants to search for a referral within the system, they can use the Global Search functionality at the top of the screen. The user can filter using All, Referral, or Client, input key words, and then click enter on their keyboard.



While typing in the search box, suggestions will populate. If the user sees the result they are looking for, they can click directly on the result and they will be taken to that Referral/Client.





Advanced Search

In advanced search, the user can put any key word (start date, last name, first name, etc.) in the Keywords textbox and then click the Search button.

Search results will appear in the grid below based on the keywords submitted.

Commented [WJ12]: Is it possible to cut to a new page, so that the words and pictures on the same page?

Filters

If a user wants to filter referrals based on certain criteria like Program Name or Worker Name, they can select the value from that corresponding drop down and click enter.

Commented [CP13]: A screenshot with INV in the Type.

To clear the filters, the user can click the reset button on the right.



Additional Details in Grid

In the Call Screening module, there are expand/collapse arrows within Grid that can be used to show more information. On some grids, these arrows will be available in the last column to show additional information on the record selected.

Commented [WJ14]: Is it possible to cut to a new page, so that the words and pictures on the same page?

Filters

Client

Photo Type

Approval Status

Select all that app

Select all that app

All

Delete

Send back

Approve

Request

Upload Photo

<input type="checkbox"/>	Thumbnail	Approval Status	Photo Type	Client Name	Description	Date Taken	
<input type="checkbox"/>		Not Requested	Developmental	Test Client	Created By: Amber Manning on 0...	1/16/2024	
<input type="checkbox"/>		Not Requested	Developmental	Test Client	Created By: Amber Manning on 0...	1/16/2024	
<input type="checkbox"/>		Not Requested	Developmental	Test Client	Created By: Amber Manning on 0...	1/16/2024	

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<<

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>

>>

Back

Cancel & Go Back to Dashboard

New

The user clicks on the arrow to open the dropdown and clicks on the arrow again to close the dropdown.

<input type="checkbox"/>	Thumbnail	Approval Status	Photo Type	Client Name	Description	Date Taken	
<input type="checkbox"/>		Not Requested	Developmental	Test Client	Created By: Amber Manning on 0...	1/16/2024	

Photo Type

Child Line

Date

Time

Developmental

-

1/16/2024

5:53:40 AM

Witness to Photo

Photographer

Caseworker Assignment

Supervisor Assignment

334

rfr

Amber Manning

Stephanie Davis N.

Uploaded By

Address Photo was Taken

Amber Manning

1st Street, Smithfield, PA, 15478

Description

Created By: Amber Manning on 01/16/2024 05:54:12 -



Screen Navigations

- 1. There is a Save button available at the bottom of each screen.
- 2. There is a Back button available at the bottom of each screen which will take the user to the previous screen.
- 3. There is a Cancel & Go Back to Dashboard button available at the bottom of each screen that will take the user to the Dashboard screen.

There is a Next button present in the bottom right corner of each screen that takes the user to the next screen.



Link to Legacy KIDS Screens

To navigate to screens that are not available in KIDSTOO, there are links listed in the left navigation. By clicking on the box with an arrow icon, the user will be taken to the chosen link in a new tab.

Commented [CP15]: Grab a screenshot of INV additional links maybe?

Additional Information

CIU

Courts

Services

Shelter

Missing & Runaway Youth

Reports

Record Review

Staffing

Supervisor Log

Session Timer

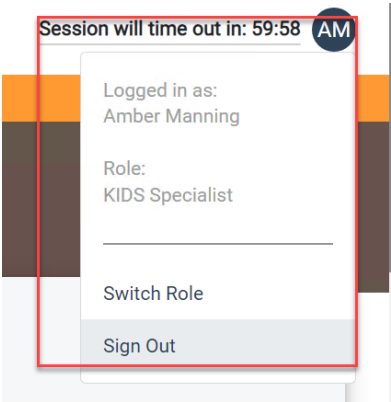
The Session timer has been added in the top right corner of the screen. After 60 minutes of inactivity, the user will automatically be logged out of the application.

Session will time out in: 59:57



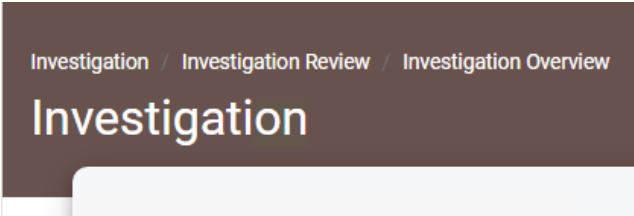
Switch User Role

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.



Header Section

The Header displays information relevant to the referral being viewed. Displayed below is the path through which this referral has been generated. In this example, the referral has reached the Investigation Phase and within the Referral Review section, the user is viewing the Investigation Overview screen.





Tags

There are tags that have been added to the dashboard screen to indicate the countdown for the referral.

Investigation (6)

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	
764731	CPS	TEST GOODWIN	Christine Kregel	06/05/2024	04/18/2024	18	06/17/2024	Amber Manning		5	Show
764730	GPS	TEST GOODWIN		06/05/2024	03/20/2024	Overdue	05/19/2024	Amber Manning		2	Show
764690	GPS	test	DEANNA FORNEY	06/05/2024	04/19/2024	1	06/16/2024	Amber Manning		4	Show
764689	GPS	test	DEANNA FORNEY	06/05/2024	04/19/2024	1	06/16/2024	Amber Manning		4	Show
764686	GPS	Admigh	Dominic Dimaria	06/05/2024	04/20/2024	2	06/16/2024	Amber Manning		4	Show
764004	GPS	Johnson	SFCFOBI KPHOTPO	06/06/2024	04/19/2024	1	06/16/2024	Amber Manning		5	Show

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Commented [CP16]: INV screenshot with tags.

- A- **New** Indicates that the referral is completely new, and no actions have been taken.
- B- **Restricted** Indicates that the referral is marked as Restricted and only users with access to view the restricted referral can view it.
- C- **[Overdue]** Indicates that the referral is overdue and action should be taken immediately.
- D- **[!]** Indicates the that referral is within 15 days of being due.



Tooltips

Ellipses (...) act as an indicator that more text is present. To view the text that cannot be shown in the grid, hover over the section with your mouse.

Workbasket Table

⚠ = Contains data errors

Prior Referrals

Mark as Do Not Create Referral

Assign

CY47 Report

Move to Urgent

	CWIS Referral	KIDS Referral	Referral	Allegation	CWIS Created	CYF Received	Mother	Victim(s)	Age of Youngest Victim
	Allegation Details								
	Causing Bodily Injury To Child Through Recent Act/Failure To Act(AV: Sean Coral, AP: Thomas Coral) Causing Bodily Injury To Child Through Recent Act/Failure To Act(AV: Sean Coral, AP: Melissa Coral)							Sean Coral	4
	Act/...								

Commented [CP17]: This is not needed for INV users. They don't run the score.

Expand and Collapse Sections

To reduce the length of the screens and avoid scrolling, certain less frequently used sections on the screens will collapse by default. However, the user can click on the arrow and expand the collapsed section to view the fields inside these sections.

E.g.: The Primary Reporting Source is in collapsed view.

Type Address to Search

☐ Same As Incident Address ☐ Unknown Address ☐ Homeless

Business Name

Location Detail

Phone 1 Type

-- Select an option --

Phone 1 No

Phone 1 Ext

Phone 2 Type

-- Select an option --

Phone 2 No

Phone 2 Ext

Phone 3 Type

-- Select an option --

Phone 3 No

Phone 3 Ext

Is Another State Investigating this?

☐ Yes ☐ No ☐ Unknown

> Primary Reporting Source

Back Cancel & Go Back to Dashboard Save Next

The user can expand and view all associated fields.

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Primary Reporting Source

3/3 Required Fields

☐ Anonymous ☐ Mandated Reporter

Prefix First Name Middle Name *Last Name Required Suffix

Legal Sex *Source of Knowledge of Situation Required

Basis to Report Mandated Reporter Type

Reporter Address

Type Address to Search

Business Name Location Detail

Requests and Approvals

On The Dashboard under the My Requests tab, there are additional indicators for users to determine the status of their requests at a glance.

- A- Shows the total count of requests that have been approved.
- B- Shows the total count of requests that have been sent back without approval.
- C- Shows the total count of requests that are awaiting approval.

Commented [CP18]: In INV Approval Inbox we call out the counts of legacy KIDS. So it's worth adding that here in addition to My Requests

My Requests

Home - Dashboard

My Requests

Assigned Workload Call Screening Review Unassigned Workload Approval Inbox My Requests (159)

My Requests 62 Awaiting Approval 25 Sent Back 72 Approved

Filters

Approval Request Type Status

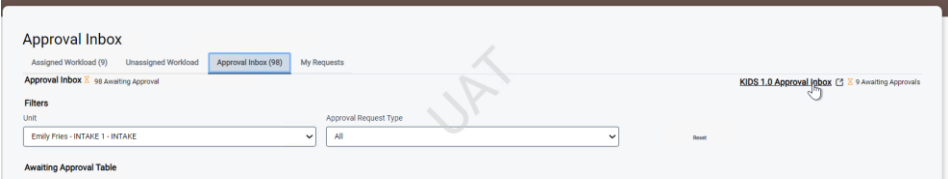
My Request Table

On The Dashboard under the Approval Inbox tab, users can access both their KIDSTOO and Legacy KIDS Approval Inboxes. The number of requests awaiting approval in the user's Legacy

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KIDS Inbox is displayed and to access them the user clicks on the link and are taken to Legacy KIDS in a new browser tab.



Time Control

For users to enter time, the below time control is used across the application. The user can type the time or use the arrows to scroll the time up or down to select the time. If the users want to use the current time, they can click Current Time and the field will be populated with the current time.

ite Created 10/2024	Time Created 09:32 AM
ntake Date <i>Required</i> 05/09/2019	* Intake Time <i>Required</i> 08:20 PM
household Name <i>Required</i>	
eferral Area <i>Required</i> CPS/GPS	
ncident Address <i>Required</i>	

Commented [WJ19]: Is it possible to simplify this to something like "Users can type the time, scroll to select the time, or select Current Time."?

Investigation Completion Flow

While there is not a required screen flow, the screens have been organized to best suit the needs to users. The following screens are available for the completion of an Investigation.

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Investigation Overview

The landing page for Investigations is the Investigation Overview screen. Key information will be displayed for user review.

Commented [WJ20]: Is this screenshot blurry for anyone else?

Commented [CP21R20]: Update the screenshot but since it's too long, I had to crop the top header.

Investigation Milestones (1/9)

Intake Date
(07/01/2024)

First Visit and
Contact

Input Photos

Safety Universal
Assessment

Additional Visit
with Contact

Full Universal
Assessment
(Due 06/30/2024)

Service Decision
(Due 06/30/2024)

CWS Summary
(Due 06/30/2024)

Investigation
Closure

Close

Call Screening Referral

Investigation Review

Investigation Overview

Client Details

Client Relationships

Collateral

Investigation Research

Contacts

Photos

Universal Assessment

Allegations & Assessment Findings

Investigation Outcome

Service Decision

CWS Summary

Investigation Closure

Field Screening Research

FS/OC Contacts

FS/OC Photos

FS/OC Universal Assessment

Additional Information

Referral Information

Intake Date and Time
07/01/2024 3:35 AM

Service Decision
Not Yet Approved

Most Recent Record Review Entry Date
Not Available

Law Enforcement Involvement
No

Investigation Assessment/Outcome

Type of Maltreatment
No idea

Prior History

Case/Referral ID	Household Name	Case/Referral Type	Staff Name	Open Date	Closed Date	Most Recent Record Review Entry Date
763181	ast	SPS	Amber Manning	06/01/2024	06/10/2024	
763422	ast	SPS	Jessica Caldwell	06/01/2024		
763422	ast	SPS	Lauren Phillips	06/01/2024		
763426	ast	SPS	Lauren Phillips	06/01/2024		

Face-to-Face Contact

Children	Contact Date	Type	Assessment	Status	Worker
No results found					

Universal Assessment

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

Safety Threats Exist
Safety not yet assessed

Date Approved
No Approved UA exists

Children

John Smith - Age: 13

Exchange of Medical Info Letter

Client Details Screen

Address
522 Springdale Drive, Pittsburgh, PA, 15226

Legal Sex
Female

Phone Number
Home - (724) 456-7890

Preferred Names

Gender Identity
Black

Pronouns

Sexual Orientation
Asexual

Race/Ethnicity
Black or African American/Cuban

School Name

Role at Intake
Alleged Victim/ Subject Child/Child

Latest Safety Decision
Not Available

Adults

Jimmy Smith - Age: 58

Client Details Screen

Student

Address
272 Ben Tildy, Pittsburgh, PA, 15236-4306

Legal Sex
Male

Phone Number
Work - (412) 455-8680
Cell - (412) 451-3679

Race/Ethnicity
White/Not Hispanic, Latino, or Spanish Origin

Role at Intake
CUI Has Been Completed Within the Past Year
Alleged Perpetrator/Responsible Person/Parent No

Back

Cancel & Go Back to Dashboard

Back

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Client Details

Investigation Client Details require additional fields. Users need to complete the Required Fields prior to continuing.

The “Required Fields Completed?” column allows users to quickly see if they need to edit a particular client’s details. To do so, they click the pencil icon to the right and the Client Details will open below the grid.

Using the Required Fields chips, users can quickly see which fields need their attention. Clicking on the required fields chip brings the user to the next field that is required.



← Close

Client Details

△ Indicates Action Needed

New Client

Call Screening Referral

Investigation Review

Investigation Overview

Client Details

Client Relationships

Collateral

Investigation Research

Client Name	Client ID	Age	DOB	Legal Sex	Role	Race	Ethnicity	End Date	MCI	Required Fields Completed?
John Smith	1333378	9	5/6/2021	Male	Child	White	Cuban		1001179629	
Parker Stein	1335490	9	5/6/2021	Female	Child	White	Did Not Ask		1001179785	
George Stein	1335491	43	5/13/1981	Male	Father	White	Did Not Ask		1001179786	

20 1 of 1

Upon completion of Required Fields, the “Required Fields Completed?” column will display a green checkmark. Once all rows display a green checkmark, a green checkmark will display in the left navigation next to Client Details.

Client Relationships

As with Client Details, Client Relationships also have additional required fields when a Referral enters Investigation.

← Close

Client Relationships

Filter

Select all that apply

Active Relationships

Delete

Fast Add

New Relationship

Call Screening Referral

Investigation Review

Investigation Overview

Client Details

Client Relationships

Collateral

Investigation Research

Contacts

Photos

Universal Assessment

Allegations & Assessment Findings

Investigation Outcome

Service Decision

CPS Summary

CWIS Summary

Investigation Closure

Field Screening Research

FS/OC Contacts

FS/OC Photos

FS/OC Universal Assessment

Additional Information

Client 1	Role(s) at Intake for Client 1	Relationship	Client 2	Role(s) at Intake for Client 2	Relationship to Victim	Required Fields Completed?
<input type="checkbox"/> Parker Stein	Alleged Victim/ Subject Child, Child	Sister (Biological)	<input type="checkbox"/> John Smith	Child	Sibling-Full	
<input type="checkbox"/> John Smith	Child	Brother (Biological)	<input type="checkbox"/> Parker Stein	Alleged Victim/ Subject Child, Child	Sibling-Full	
<input type="checkbox"/> George Stein	Alleged Perp/Responsible Person, Parent	Father (Biological)	<input type="checkbox"/> Parker Stein	Alleged Victim/ Subject Child, Child		
<input type="checkbox"/> Parker Stein	Alleged Victim/ Subject Child, Child	Daughter (Biological)	<input type="checkbox"/> George Stein	Alleged Perp/Responsible Person, Parent		

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Selected Client- George Stein

Relationship Information

* Client 1 Required

George Stein - 43

is the

Relationship

Father (Biological)

of

* Client 2 Required

Parker Stein - 9

2/3 Required Fields

Start Date

05/13/2024

End Date

mm/dd/yyyy

Client 1 is the Custodial Parent, Non Custodial Parent and/or Custodial Adult (At Time of Referral)

Relationship to Victim Required

- Select an option -

CWIS relationship required

☐ Court Order in process for establishment of paternity

☐ Father is legally determined

☐ Paternity Established

Back

Cancel & Go Back to Dashboard

Save

Next

Print To PDF



To complete required fields, users click the pencil icon to the right and the Relationship Information will open below the grid. Upon completion of required fields, the Required Fields Completed? column will display a green checkmark. Once all rows display a green checkmark, a green checkmark will display in the left navigation next to Client Relationships.

Quick tip: When more than 10 relationships are documented for a referral, the grid can have more than 1 pages. Please ensure you review all the pages of the grid to complete the required information for all the relationships and get a green tick for relationship screen.

Collateral

This is an optional screen but can be completed within the Investigation Review section.

Upon the addition of a new collateral, the Collateral Search Popup will appear.

Collateral Search Popup

Users must verify if the collateral they are adding already exists in the system.

Referral Information - Collateral Search

Search Criteria

Create New Person

First Name: Will Middle Name: Last Name: Cambridge Date of Birth: mm/dd/yyyy

SSN: Gender: ☐ Exclude Gender from Search Match ☐ Exclude SSN from Search Match

Address:

Search Results

No Client matches found based on the information you entered.

Users are expected to either select the Collateral from the Search Results or click the Create New Person button.

Contacts

Both a First Visit and Contact as well as an Additional Visit and Contact need to be completed within the Investigation time period. They can be completed using the Contacts screen in the Investigation Research section of the left navigation.

JOB AID: KIDS TOO INV USER GUIDE



All Search
Session will time out in: 59:09

Please Note: This is the UAT Environment.

Investigation Investigation Research Contacts

Investigation

Family Assignment
Empty Files

Household Record
Tracking MATHS & L&L

Referral Date
01/12/2018

Referral Type
GPS

CWIS ID
PLC01

KICS Referral ID
Request Time
Priority (within 14 hours)

> Investigation Milestones (1/9)

Close

Contacts

Contacts List

Filters

Group: All | Type/Location: Select all that apply | Date(s) From: mm/dd/yyyy | Date(s) To: mm/dd/yyyy | Reset

Save | Refresh | Attach | New Contact

Staff Name	Date	Type/Location	Status	Source	Origin	Contact Description	Record Source
No results found							

Photos

20 / 1 of 0

New Contact

General Information

Status Required
☐ Attempted ☒ Completed

Date Required: mm/dd/yyyy | Time Required: HH:MM TT

Notification Required: ☐ Announced ☐ Unannounced

Type/Location Required: - Select an option -

Contact Description Required

Field Screening Research

FS/OC Contacts: Empty Files

FS/OC Photos

FS/OC Universal Assessment

Additional Information

Duration: 00:00 | Travel Time: 00:00

Provider Agency: | Provider Contact Number:

Photos

All required photos need to be uploaded in order to fulfill the requirements for the Input Photos Investigation Milestone.

All

Q Search

Session will time out in: 59:44

Please Note: This is the UAT Environment.

Investigation

Investigation Research

Photos

Investigation

Family Assignment

Household Name

Referral Date

Referral Type

CWS ID

KIDS Referral ID

Response Time

Empty Files

TRAINING MATERIALS

05/13/2024

CPS

-

764291

Priority (Within 24 Hours)

Investigation Milestones (5/9)

✓

Intake Date

(05/13/2024)

✓

First Visit and Contact

(05/13/2024)

✓

Input Photos

(05/13/2024)

✓

Safety Universal Assessment

(05/13/2024)

●

Additional Visit and Contact

●

Full Universal Assessment

(Due 07/12/2024)

✓

Service Decision

(05/13/2024)

●

CWS Summary

(Due 07/12/2024)

●

Investigation Closure

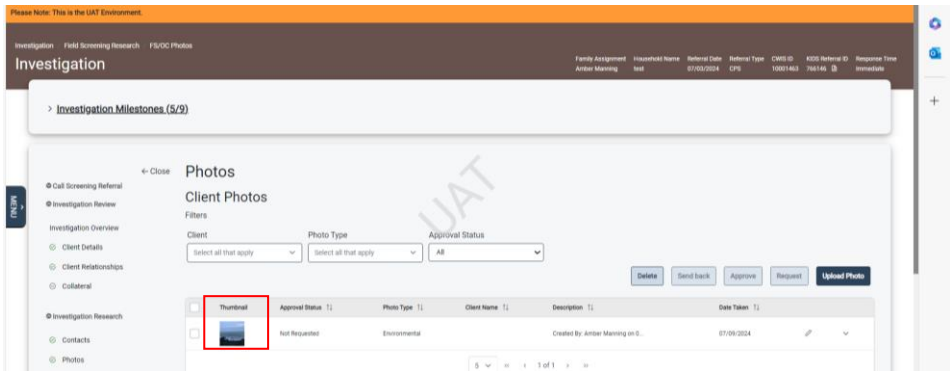


Photos can be uploaded using the Upload Photos popup within the Photos screen.

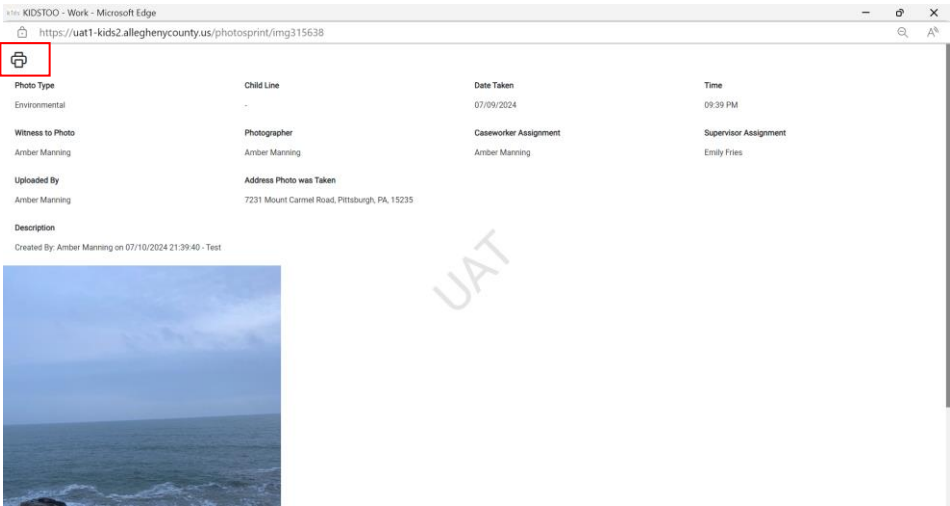
Upon upload of all required photos, a checkmark will display above “Input Photos” in the Investigation Milestones header.

To print the photo, click on the thumbnail from the grid. It will open the photo and the details about it in a separate window as shown below.

JOB AID: KIDS TOO INV USER GUIDE



Click on the Printer icon which will allow to print the photo.



Allegation & Assessment Findings

The Allegation & Assessment Findings sections have been combined in KIDSTOO. The previously entered Allegation will appear in the grid. If action is needed from the user, a red x will appear in the Required Fields Completed? column of the grid.

JOB AID: KIDS TOO INV USER GUIDE



UAT

Search

Please Note: This is the UAT Environment.

Investigation Investigation Research Algorithms & Assessment Findings

Investigation

Family Management

Investment History

Referral Date

Referral Type

CHS ID

CHS Internal ID

Response Time

Investigation Milestones (2/4)

Call Screening Referral

Investigation Review

Investigation Details

Client Status

Client Relationship

Outlook

Investigation Research

Contacts

Photos

Universal Assessment

Algorithms & Assessment Findings

Investigation Outcome

Service Decision

CPS Summary

CHS Summary

Investigation Closure

Field Screening Referral

FSIC Contacts

FSIC Photos

FSIC Universal Assessment

Additional Information

Allegation & Assessment Findings

Allegation Findings

Selected Allegation - 448286

Allegation Information

CHS ID/Child ID#

Allegation ID

Child/CHS Worker

Malreatment and Injury Information

Start Date

End Date

Allegation Victim

Allegation Victim Response/Response Person

Type

Category

Causing Bully Injury to Child Through Repeat Act/Failure to Act

Resulting Injury

Relationship

CPD Relationship

Heavy Location

Resulting Injury

Business/Personal/Child/Community Confusion

Abuse/Head Trauma

Allegation Abuse

Allegation Narrative

Child Trafficking

Incident Address

Type Address to Search

Business Name

Specific Allegation

Law Enforcement Notification

Findings

Findings

Specific Allegation

Assessment Findings Reason

Reason for Assessment Findings

Historical Investigation

Allegation Victim

Allegation Perpetrator

Category

Type

Allegation Source

Findings

Required Fields Completed

Parke Stein

George Stein

Causing Bully Injury to Child Through Repeat Act/Failure to Act

Stealing

KIDS Intake

Required

22

1 of 1

Start Date

End Date

Allegation Victim

Allegation Victim Response/Response Person

Type

Category

Causing Bully Injury to Child Through Repeat Act/Failure to Act

Resulting Injury

Relationship

CPD Relationship

Heavy Location

Resulting Injury

Business/Personal/Child/Community Confusion

Abuse/Head Trauma

Allegation Abuse

Allegation Narrative

Child Trafficking

Incident Address

Type Address to Search

Business Name

Specific Allegation

Law Enforcement Notification

Findings

Findings

Specific Allegation

Assessment Findings Reason

Reason for Assessment Findings

Historical Investigation

Start Date

End Date

Allegation Victim

Allegation Victim Response/Response Person

Type

Category

Causing Bully Injury to Child Through Repeat Act/Failure to Act

Resulting Injury

Relationship

CPD Relationship

Heavy Location

Resulting Injury

Business/Personal/Child/Community Confusion

Abuse/Head Trauma

Allegation Abuse

Allegation Narrative

Child Trafficking

Incident Address

Type Address to Search

Business Name

Specific Allegation

Law Enforcement Notification

Findings

Findings

Specific Allegation

Assessment Findings Reason

Reason for Assessment Findings

Historical Investigation

JOB AID: KIDS TOO INV USER GUIDE



Once all required fields have been completed, a green check will appear in the Required Fields Completed? column.

Allegation Fast Add

When adding a new allegation, users have the option to Fast Add for the GPS referrals. At the top of the Allegation Findings grid, the Fast Add button can be found. Users click the Fast Add button and the Fast Add Allegations popup will open.

Alleged Victim	Alleged Perpetrator	Category	Type	Alleged Source	Finding	Required Fields Completed?
Test Test	JOHN SMITH	General Protective Services	Domestic Violence	KIDS - Intake Amended	Valid	
Test Test	JOHN SMITH	General Protective Services	Abandonment	KIDS - Intake Amended	Valid	
Test Test	JOHN SMITH	General Protective Services	Intellectual Disabilities - Parent/Caregiver	KIDS - Intake Amended	Valid	

From the Fast Add Allegations Popup, Allegations associated to the same perpetrator and victim can be added simultaneously.

Fast Add Allegations

Details

* Perpetrator By *Required*
Commission

* Alleged Victim *Required*
-- Select an option --

* Category *Required*
General Protective Services

* Alleged Maltreater/Responsible Person *Required*
Select all that apply

* Type *Required*
Select all that apply

Buttons: Cancel, Save & Add Another, Save & Close



Fast Add Allegations

Details

* Perpetrator By *Required*

Commission

* Alleged Victim *Required*

Test Test

* Category *Required*

General Protective Services

* Alleged Maltreater/Responsible Person *Required*

JOHN SMITH

* Type *Required*

Behavioral Health Concerns - Child

Behavioral Health Concerns - Parent/Caregiver

Conduct By Parent, Caregiver, or Household Member That Places Child At R

Homelessness

Inadequate Basic Needs (Clothing/Food/Hygiene)

Cancel

Save & Add Another

Save & Close

After allegations are selected, the popup can be saved and closed or saved and reopened to complete another fast add. After clicking the Save & Close button, users are taken to the Allegation & Assessment Findings screen where they can review and revise allegations.

Allegation & Assessment Findings

Allegation Findings

Details

Fast Add

New Allegation

<input type="checkbox"/>	Alleged Victim	Alleged Perpetrator	Category	Type	Alleged Source	Findings	Required Fields Completed?	
<input type="checkbox"/>	Test Test	JOHN SMITH	General Protective Services	Domestic Violence	KIDS - Intake	Valid	<div></div>	<div></div>
<input type="checkbox"/>	Test Test	JOHN SMITH	General Protective Services	Abandonment	KIDS - Intake	Valid	<div></div>	<div></div>
<input type="checkbox"/>	Test Test	JOHN SMITH	General Protective Services	Intellectual Disability, Parent/Caregiver	KIDS - Intake	Valid	<div></div>	<div></div>
<input type="checkbox"/>	Test Test	JOHN SMITH	General Protective Services	Behavioral Health Concerns - Child	KIDS - Investigation		<div></div>	<div></div>
<input type="checkbox"/>	Test Test	JOHN SMITH	General Protective Services	Behavioral Health Concerns - Parent/Caregiver	KIDS - Investigation		<div></div>	<div></div>
<input type="checkbox"/>	Test Test	JOHN SMITH	General Protective Services	Conduct By Parent, Caregiver, or Household Member That Places Child At Risk Or Fails To Protect The Child From Others	KIDS - Investigation		<div></div>	<div></div>
<input type="checkbox"/>	Test Test	JOHN SMITH	General Protective Services	Homelessness	KIDS - Investigation		<div></div>	<div></div>
<input type="checkbox"/>	Test Test	JOHN SMITH	General Protective Services	Inadequate Basic Needs (Clothing/Food/Hygiene)	KIDS - Investigation		<div></div>	<div></div>

20 1 of 1

Universal Assessment

Both the Safety Universal Assessment and Full Universal Assessment need to be completed. Users will click on the Universal Assessment link in the left navigation and the Universal Assessment will open in a new browser window.

JOB AID: KIDS TOO INV USER GUIDE



kids

Back to KIDS

Back to UA List

Fries Emily

Universal Assessment

Household Name
TRAINING MATERIALS

CWIS ID

KIDS Referral ID
764291

General Information

Alleged Perpetrator

Children

Caregiver/Household Member

Family Together

Protective Capacities

Safety Plan

Functional Strength

Summary and Approval

Summary and Approval

Safety Threat Description

Child	Safety Threat/Protective Caregiver	Safety Decision
John smith	Relationship with Caregivers Discipline Physical Maltreatment	Unsafe
Parker Stein	Relationship with Caregivers Physical Maltreatment Discipline	Unsafe

Once all information has been completed, the user will send a request for approval. When the Universal Assessments are approved, the checkmarks will appear in the Investigation Milestones header along with the date of approval.

kidsTOO

All

Q. Search

Session will time out in: 59:26

Please Note: This is the UAT Environment.

Investigation

Investigation Outcome

Investigation Closure

Investigation

Family Assignment
Emily Files

Household Name
TRAINING MATERIALS

Referral Date
05/13/2024

Referral Type
CPS

CWIS ID
-

KIDS Referral ID
764291

Response Time
Priority (Within 24 Hours)

Investigation Milestones (7/9)

Intake Date
(05/13/2024)

First Visit and Contact
(05/13/2024)

Input Photos
(05/13/2024)

Safety Universal Assessment
(05/13/2024)

Additional Visit and Contact
(05/14/2024)

Full Universal Assessment
(05/14/2024)

Service Decision
(05/13/2024)

CWIS Summary
(Due 07/12/2024)

Investigation Closure

Service Decision:

One change done on Service decision as part of KIDS TOO is showing all the validations that prevent from service decision being completed up front on the screen load itself. Only when all the validations are cleared, and approving worker is selected, user will be able to see and click on Request for Approval button.

JOB AID: KIDS TOO INV USER GUIDE



kids

learning

UAT

UAT Environment

Session will time out in: 59:59

UAT

Please Note: This is the UAT Environment.

Investigation

Investigation Outcome

Service Decision

Investigation

Family Assignment

Household Name

Referral Date

Referral Type

CMS ID

KIDS Referral ID

Response Time

Amber Manningtest07/03/2024CPS1080746376414Immediat

> Investigation Milestones (5/9)

← Close

Service Decision

● Call Screening Referral

● Investigation Review

Investigation Overview

● Client Details

● Client Relationships

● Collateral

● Investigation Research

● Contacts

● Photos

● Universal Assessment

● Allegations & Assessment Findings

● Investigation Outcome

● Service Decision

● CPS Summary

● CWS Summary

● Investigation Closure

● Field Screening Research

FS/OC Contacts

FS/OC Photos

FS/OC Universal Assessment

● Additional Information

Accept for Service Letter

▼ Connection

☒ 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

☐ Do Not Accept for Service and Connect to a Closed Case

*Accept for Service Date *Required*

07/10/2024

📅

▼ Service Decision Reason

*Service Decision Reason (Select all that apply) *Required*

Child placed

Comments

Approval History

Requested Worker	Requested Date	Approval/Sent Back Worker	Approval/Sent Back Date	Status
Amber Manning	07/10/2024	Amber Manning	07/10/2024	Approved
Amber Manning	07/10/2024	Emily Fries		Requested

20<<1 of 1>>

Back

Cancel & Go Back to Dashboard

Save

Next

Another enhancement to improve user experience is ability to search for the case when user is trying to connect the Referral to an existing case. It also shows additional information about the case right there to help user select the right case.

JOB AID: KIDS TOO INV USER GUIDE



All

Session will time out in: 59:59 AM

Please Note: This is the UAT Environment.

Investigation Investigation Outcome Service Decision

Investigation

Family Assignment
Amber Manning
Household Name
SHANNON
Referral Date
07/02/2024
Referral Type
GPS
CWIS ID
10001618
KICS Referral ID
765746
Response Time
Immediate

> Investigation Milestones (4/9)

← Close
Service Decision

- ☒ Call Screening Referral
- ☒ Investigation Review
 - Investigation Overview
 - ☒ Client Details
 - ☒ Client Relationships
 - ☒ Collateral
- ☒ Investigation Research
 - ☒ Contacts
 - ☒ Photos
- ☒ Universal Assessment & Findings
- ☒ Investigation Outcome
 - ☒ Service Decision
 - ☒ CWIS Summary
 - ☒ Investigation Closure
- ☒ Field Screening Research
 - FS/OC Contacts
 - FS/OC Photos
 - FS/OC Universal Assessment &
- ☒ Additional Information

Download 911 Letter

1/2 Required Fields

Connection

☐ 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
☐ Do Not Accept for Service and Connect to a Closed Case

Case to Connect to Required

45432

Case ID: 45432 Case Name: Sandling Program Area Code: JPO
Worker Name: Alexander Mother Name: LLJA SANDLING Open Date: 05/27/2010

1/2 Required Fields

Service Decision Reason (Select all that apply) Required

Select all that apply

Comments

Approval History

Send back Approve

Requested Worker	T1	Requested Date	T1	Approval/Sent Back Worker	T1	Approval/Sent Back Date	T1	Status	T1
No results found									

20 << < 1 of 0 > >>

Request Approval

Requesting Worker
Amber Manning
Requesting Date
7/2/2024

Approving Worker Required

Amber Manning - INTAKE 1

Back Cancel & Go Back to Dashboard

Save Next

When the service decision is not completed within 60 days of Intake date, it will mark the Service decision as 'Do not Accept' and it also shows why it's marked as 'Do not Accept' above the options as below.

JOB AID: KIDS TOO INV USER GUIDE



CWIS Summary:

CWIS Summary screen in KIDS TOO also follows the same design as other screens, i.e., the list and details are combined into one screen. Instead of users clicking New/Show button on the list screen and selecting the CWIS ID to complete the CY48, this screen will have all the CWIS IDs in the referral pre-populated in the list on screen load itself. User can then select the CWIS ID they want to complete the CWIS Summary (CY48) for and click on the pencil icon which will load the details section.

The screen will show all the business validations for the KIDS referral on the page load itself for example, 'The service decision must be completed before completing CWIS Summary'.

And any business validations for the CWIS referrals like completing the allegations or client information within that CWIS ID will be displayed as soon as you click on pencil icon for that CWIS ID. The validate button in legacy KIDS is removed and replaced with this new design to show the validation messages that need to be fixed before completing the 48.

The user can not request for the approval until all the validations for that CWIS ID are fixed. The Request for Approval button will remain disabled until then.

JOB AID: KIDS TOO INV USER GUIDE



Investigation

Investigation Outcome

CWIS Summary

Family Assignment

Household Name

Referral Date

Referral Type

CWIS ID

KIDS Referral ID

Response Time

Amber Manning

CPS merge 25312

06/16/2024

CPS

23336943_24436947

765529

Priority (Within 24 Hours)

> Investigation Milestones (1/9)

← Close

CWIS Summary

CWIS Summary List

Validations

The service decision must be completed and approved before completing the Investigation Summary

Clear

Download CY48

<input type="checkbox"/>	CWIS Referral Id	Client Name	Date Created	Date Investigation Summary & Assessment Sent	CWIS Referral Type	Caseworker Name	Supervisor Name	Required Fields Completed?	
<input type="checkbox"/>	23336943	Liam King			CPS				
<input type="checkbox"/>	24436947	Amy King			CPS				

20

<< < 1 of 1 > >>

Back

Cancel & Go Back to Dashboard

Next

MENU

Call Screening Referral

Investigation Review

Investigation Overview

Client Details

Client Relationships

Collateral

Investigation Research

Contacts

Photos

Universal Assessment

Allegations & Assessment Findings

Investigation Outcome

Service Decision

CPS Summary

CWIS Summary

JOB AID: KIDS TOO INV USER GUIDE



kids100

Please Note: This is the QMS Dashboard

Investigation Investigation Outcome CWS Summary

Investigation

Investigation Milestones (1/9)

Call Screening Referral

Investigation Review

Client Details

Client Relationships

Colateral

Investigation Results

Contacts

Photo

Allegation & Assessment Findings

Investigation Outcome

Service Decision

QPS Summary

CWS Summary

Investigation Closure

Field Screening Research

PLVIC Contacts

PLVIC Photos

PLVIC Unrelated Assessment

Additional Information

CWS Summary

CWS Summary List

Validations

Selected Summary - 23336943

Summary Information

Participant Information

Allegation Information

Services Planned or Provided/Need for Protective Services

Investigation Assessment

Extension Information

Court Status Information

Request Approval

Close

CWS Summary

CWS Summary List

Validations

The service decision must be completed and approved before completing the Investigation Summary

Clear Download CWS

CWS Referral

Client Name

Date Created

Date Investigation Summary & Assessment Due

CWS Referral Type

Connection Status

Response Status

Request Fields Completed

23336943

Learning

2/28/2023

QPS

23336943

Any Ting

QPS

201/2/28/2023

Selected Summary - 23336943

Summary Information

Customer Name: Supervisor Name:

Participant Information

Participant Name	Relationship to Victim	Subject of Abuse	Participant Type	CWS/Program ID	Is Adult?
Learning	Self (Victim/Subject/Child)	<div><div>Adopted (Victim/Subject/Child)</div><div>Child</div></div>	Client	23332721	<input checked="" type="checkbox"/>
Not Investigating	Subject	<div><div>Adopted (Non-Responsible Person)</div><div>Client</div></div>	Client	23332721	<input checked="" type="checkbox"/>
Johnnie Brown	Physician (Learning)	<div><div>Colateral</div><div>Colateral</div></div>	Colateral	23332721	<input checked="" type="checkbox"/>

Allegation Information

Allegation

Perpetrator

Assessment Finding

Assessment Finding Reason

QPS Reasoning

During Body Scan To Check Through Body Scan/Photo/Video/Recording

Not Applicable

Not Applicable

Please Respond for Child's Welfare who is 10 years of age or older

During the Death of Child Through any Reasoning/Recording

Not Applicable

Adopted/Colateral does not need the QPS Reasoning of caregiver

Please Respond for Child's Welfare who is 10 years of age or older

Services Planned or Provided/Need for Protective Services

Services Planned or Provided Required

Need for Protective Services (Select all that apply) Required

Select all that apply

Select all that apply

Investigation Assessment

Investigation Assessment/Outcome Required

Pending Criminal Court

Investigation Outcome Reason Required

Select an option

Please explain in detail the basis for the investigation outcome and case outcome selected and specify criminal action Required

Text Area

Was the child placed in child care services? Required

Yes No

Was the child removed from alleged abuser setting? Required

Yes No

Have law enforcement officers notified of this report? Required

Yes No

Has there a criminal investigation or outcome based on the same factual circumstances? Required

Yes No

Extension Information

CPS Investigation greater than 30 days? Required

Yes No

Court Status Information

Date for change of status

2/28/2023

Selector review (if indicated)

Selector Review Complete

Name

Date

Approval History

Required Under Required Date Approved/Not Back Under Approved/Not Back Date Status

201/2/28/2023

Request Approval

Requesting Worker

Requesting Date

Approving Worker Required

Ready For Review - INITIAL 1

Back Cancel & Go Back to Dashboard

Save Request Approval Next

JOB AID: KIDS TOO INV USER GUIDE



Investigation Closure:

The screen will show any pending required actions on the screen load itself. Only when all the business validations are taken care of and required fields are completed, user will be able to see the Request Approval button to initiate the approval for Investigation closure.

Once the investigation is closed the referral will be locked down.

KidsTool

Please Note: This is the UAT Environment.

All

Q Search

Session will time out in: 59:58 AM

Investigation Investigation Outcome Investigation Closure

Investigation

Family Assignment
Amber Manning

Household Name
CPS merge 25312

Referral Date
06/16/2024

Referral Type
CPS

CWS ID
Z330943_2443647

KIDS Referral ID
700529

Response Time
Priority (Within 24 Hours)

> Investigation Milestones (1/9)

+ Close

Investigation Closure

Call Screening Referral

Investigation Review

Investigation Overview

Client Details

Client Relationships

Collateral

Investigation Research

Contacts

Photos

Universal Assessment

Allegations & Assessment Findings

Investigation Outcome

Service Decision

CPS Summary

CWS Summary

Investigation Closure

Field Screening Research

FS/OC Contacts

FS/OC Photos

FS/OC Universal Assessment

Additional Information

Download 311 Letter

Validations

No Approved Full Universal Assessment with an assessment date within the last 30 days exists.

Each CWS ID associated to the referral must have an approved investigation territory.

Closure Type

Complete Investigation

Incomplete Investigation

*Overall Analysis Required

*Findings/Recommendations Required

Approval History

Requested Worker T1	Requested Date T1	Approval/Sent Back Worker T1	Approval/Sent Back Date T1	Status T1
No results found				
20 << < 1 of 0 > >>				

Request Approval

Requesting Worker
Amber Manning

Requesting Date
6/27/2024

*Approving Worker Required

Select an option --

Back Cancel & Go Back to Dashboard Save Next