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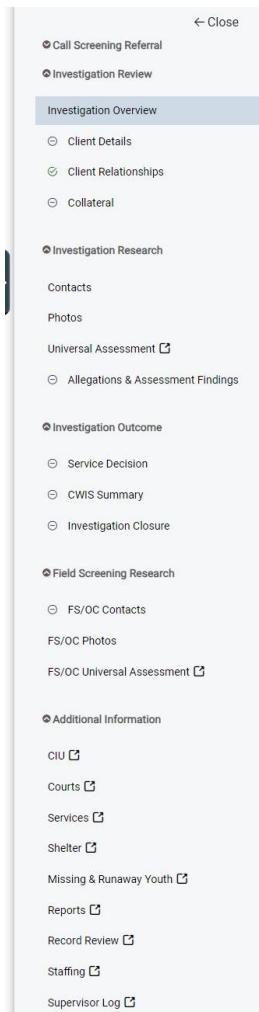
# JOB AID: KIDS TOO INV USER GUIDE



Allegheny County Department of Human Services

## 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.

A screenshot of the "Client Relationships" screen. The left navigation bar is collapsed, showing options like "Call Screening Referral", "Investigation Review", "Client Details", "Client Relationships" (which is selected and highlighted in blue), and "Collateral". The main content area shows a table with columns for Client 1, Client 2, and Relationship. A green checkmark icon is visible in the "Required Fields Completed" column for the first row. Buttons for "Delete", "Fast Add", and "New Relationship" are at the top right. A "Save" button is at the bottom right.

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.

A screenshot of the "Investigation Overview" screen. The left navigation bar is collapsed, showing "CSR", "IR", "IO", "IR", "AAF", "FSR", "FSOC", "FSODP", and "FSOC/UA". The main content area shows sections for "Referral Information", "Type of Malreatment" (with a text input field containing "PerfTest"), "Prior History" (with a table showing no results found), "Face-to-Face Contact" (with a "Back to Top" button), and "Universal Assessment" (with a table showing no approved UA exists). A red box highlights the "Open" button at the top left of the main content area.

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### 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.

A screenshot of a web-based address search interface. At the top, there are radio buttons for "In State" (selected), "Out of State", and "Foreign". Below that is a text input field labeled "Type Address to Search" containing "100 S". To the right of the input field are two checkboxes: "Unknown Address" and "Homeless". A dropdown menu below the input field lists several address suggestions:

- 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

On the right side of the dropdown, there are two empty text input fields labeled "Ext" and "Ext".

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.

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

A screenshot of a web-based address entry form. At the top, there are radio buttons for "Household Address", "In State" (selected), "Out of State", and "Foreign". Below that is a text input field labeled "Address" containing "1st Street, Smithfield, Fayette, PA, 15478 - 1620". To the right of the input field are three buttons: "Verified" (highlighted in red), "Unverified", and "Unknown". Below the address input is a text input field labeled "Address Line 2" with an empty box.

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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Incident Address  
 In State  Out of State  Foreign

Type Address to Search  
9400 Penn Ave Pitt

Penn Avenue Jeannette, PA 15644-2000  
Penn Avenue Elysburg, PA 17824-7150  
Penn Avenue Glenside, PA 19038-1224

No Matches Found- Enter Unverified Address

Location Detail

Law Enforcement Notification  
 Yes  No  Unknown

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.

Incident Address  
 In State  Out of State  Foreign

Type Address to Search  
[Address Line 1]

\*Address Line 1 Required

Address Line 2

\*City Required

\*Zip Code Required

Zip Ext

\*Required

Save Address

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

Incident Address  
 In State  Out of State  Foreign

Address  
9400 Penn Avenue, Pittsburgh, Allegheny, PA 15206 **Unverified**

\*Address Type Required

Business Name

Location Detail

Specific Allegation

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### Multiselect Drop Down

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

A screenshot of a multiselect dropdown interface. At the top, there are two selected items: "White" and "Black or African American". Below the list, there is a checkbox labeled "White" with a checkmark. The "Black or African American" item is highlighted with a blue selection bar and has a cursor icon pointing to its right. The list also includes "American Indian or Alaska Native", "Asian (Not Specified)", and "Asian Indian".

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

**Commented [CP7R6]:** Same for 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.

A screenshot of a multiselect dropdown interface. At the top, three items are selected: "White", "Black or African American", and "American Indian or Alaska Native". The "White" item has a cursor icon pointing to its left, indicating it is the currently selected item. The list below includes "White", "Black or African American", "American Indian or Alaska Native", "Asian (Not Specified)", and "Asian Indian". A note at the bottom of the list says "- Select an option -".

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

**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

American Indian or Alaska Native

**Race and Ethnicity**

\* ‡ Race (select all that apply) AFCARS Required ⓘ

Black or African American 

White 

Black or African American

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### 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?

The screenshot shows a list of records with columns for ID, GPS, Name, and various dates. A floating 'Back To Top' button is visible on the right side of the page.

### 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.

The screenshot shows a form with a red '2/3 Required Fields' chip.

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.

The screenshot shows a form with a red '2/3 Required Fields' chip.

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

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Commented [CP10]: Same for this one as well

3/3 Required Fields

Involvement in Referral

Start Date **Required** End Date

In Household? **Required** Yes No

Participating as Child? **Required** Yes No Unknown

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

Client Name	CWIS Person ID	Age	Gender	DOB	Race	Ethnicity	Searched?	Existing Client	Required Fields Completed?
Grey UAT UAT Het	5971438	12	Male	01/01/2012	White	Not Hispanic, Latino, Or Spanish Origin	Y		
Arb UAT UAT Het	5971439	36	Female	02/01/1987	White	Not Hispanic, Latino, Or Spanish Origin	N		

### Actions from Grid

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

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

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

Client Details

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

Client Name Client ID Age DOB Legal Sex Role Race Ethnicity End Date MCI Required Fields Completed?

Jupiter Flora 1336208 0 4/14/2024 Male Child White, Black or African American Not Hispanic, Latino, Or Spanish Origin 1001180342

John Flora 1336208 42 4/11/1982 Male Father Unable to Determine Unable to determine 1001180344

Emerson Dimaria 1336208 0 4/19/2024 Male Child White Not Hispanic, Latino, Or Spanish Origin 1001180346

Christine Kriegel 1336208 34 12/31/1989 Female Mother White, Black or African American Not Hispanic, Latino, Or Spanish Origin 1001180338

Odin Flora 1336208 5 10/13/2018 Male Child Unable to Determine Unable to determine 1001180347

Back Cancel & Go Back to Dashboard New

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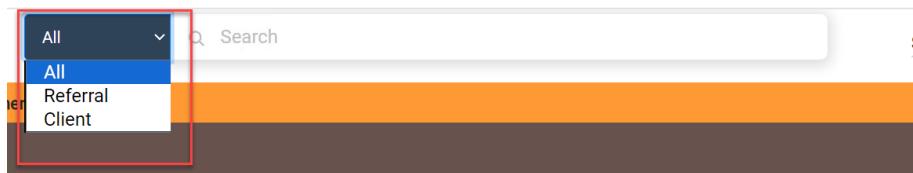
### Sorting on Grid Columns

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

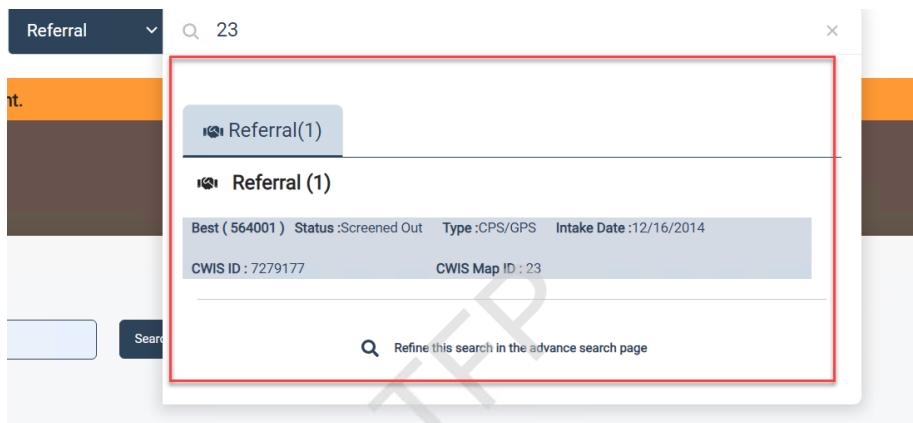
A screenshot of a data grid with columns for Client 1, Role(s) at Intake for Client 1, Relationship, Client 2, Role(s) at Intake for Client 2, Relationship to Victim, and Required Fields Completed. Each column header has a double-headed arrow icon indicating it can be sorted. The data rows show two entries: one for edwdwe DV and another for john smith. The bottom of the grid shows a page number indicator (10) and navigation arrows.

### 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.



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## 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.

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

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

The screenshot shows the 'Advanced Options' search interface. A red box highlights the 'Keywords' input field containing 'test' and the 'Search' button. Below the search bar, there are tabs for 'Client' and 'Referral', with 'Client' selected. The main area displays a grid of search results with columns: Entity ID, Entity Type, First Name, Middle Name, Last Name, DOB, SSN, MCI ID, and Duplicate. The results show four entries, all of which are 'Client' type and have 'test' in their first name. The grid is paginated with '1 of 1' at the bottom.

Entity ID	Entity Type	First Name	Middle Name	Last Name	DOB	SSN	MCI ID	Duplicate
1512458	Client	test		test	1/16/2011		1001168454	N
1410999	Client	TEST		TEST	1/24/2023		1001111710	N
1410600	Client	TEST		TEST	1/24/2023		1001111710	N
1562385	Hold Client	test		test	1/15/2011	0		
					test	1/16/2011	0	

## 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.

The screenshot shows the 'Assigned Workload' dashboard. A red box highlights the 'Type' dropdown menu, which is set to 'Investigation'. Other filter options include 'Program Area' (Barbara Moore - ERO), 'Unit' (Stephanie Davis - ERO 722), 'Worker Name' (Amber Manning), and 'Transfer' (dropdown menu). Below the filters, a section for 'Investigation (6)' is shown, with a note indicating 15 days remain before day 60. At the bottom, there are buttons for 'Transfer Summary', 'Reset', 'Continue', and 'Assign/Transfer', and a table with columns: ID, Referral Type, Family Name, Parent Name, Date Assigned, Intake Date, Days Remaining, Day 60 Date, Family Worker Name, Admin Worker Name, and Individual Count. The table shows one row for referral ID 764731.

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

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

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### 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	<input type="button" value="Delete"/> <input type="button" value="Send back"/> <input type="button" value="Approve"/> <input type="button" value="Request"/> <input type="button" value="Upload Photo"/>

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

5 << < 1 of 1 > >>

Rank

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

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

Photo Type: Developmental  
Child Line: -  
Date: 1/16/2024  
Time: 5:53:40 AM

Witness to Photo: 334  
Photographer: rfr  
Caseworker Assignment: Amber Manning  
Supervisor Assignment: Stephanie Davis N.

Uploaded By: Amber Manning  
Address Photo was Taken: 1st Street, Smithfield, PA, 15478

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

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### 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.

A screenshot of a web-based application. At the top, there is a header with the text "Supervisor Comments" and a large empty text area. Below this is a section titled "Approval" with a sub-section "Approval History". This section includes a table header with columns: "Requestor Worker", "Requestor Date", "Approval/Sent Back Worker", and "Approval/Sent Back Date". Below the table header, a message says "No results found". At the bottom of the page are navigation buttons: "Back", "Cancel & Go Back to Dashboard", "Restrict", and a "Save" button, which is highlighted with a red box.

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

A screenshot of a web-based application. At the top, there is a header with the text "Allegation Information" and a "Delete" and "New Allegation" button. Below this is a table header with columns: "Alleged Victim", "Alleged Perpetrator", "Category", "Type", "CWIS ID", "Allegation Source", and "Required Fields Completed?". Below the table header, a message says "No results found". At the bottom of the page are navigation buttons: "Back", "Cancel & Go Back to Dashboard", "Save", and a "Next" button, which is highlighted with a red box.

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### 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.

- ⌚ Additional Information
- CIU
- Courts
- Services
- Shelter
- Missing & Runaway Youth
- Reports
- Record Review
- Staffing
- Supervisor Log

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

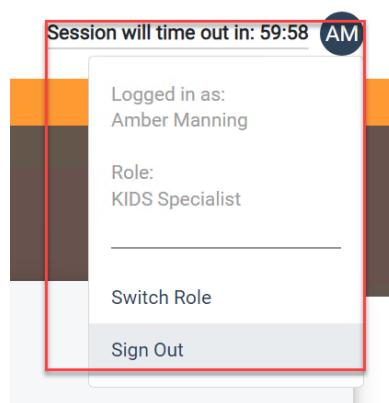
### Session Timer

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

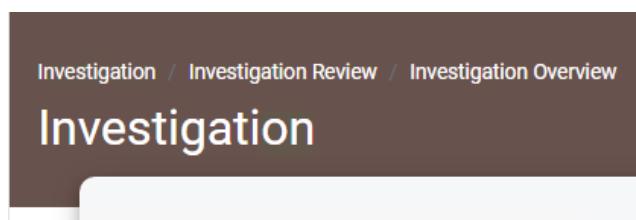
### Switch User Role

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.



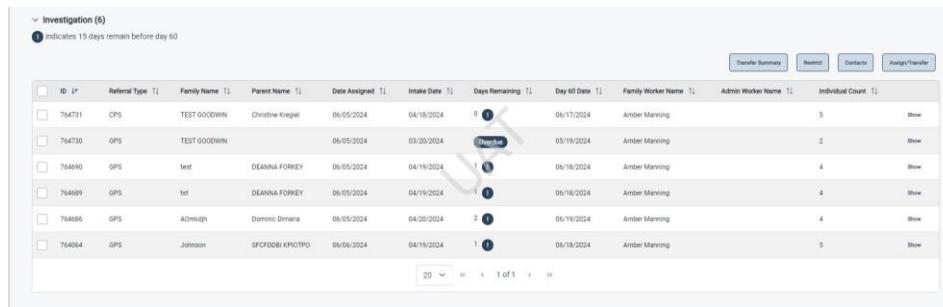
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### Tags

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



A screenshot of the KIDS TOO dashboard showing a list of referrals. The table has columns for ID, Referral Type, Family Name, Parent Name, Date Assigned, Intake Date, Days Remaining, Day 60 Date, Family Worker Name, Admin Worker Name, and Individual Count. There are 6 rows of data. Row 1 has a 'New' tag. Row 2 has a 'Restricted' tag. Row 3 has an 'Overdue' tag. Row 4 has a '15 Days' tag. Row 5 has a '15 Days' tag. Row 6 has a '15 Days' tag. A tooltip 'Indicates 15 days remain before day 60' is shown over the 15 Days tag in Row 1. The bottom of the table shows a navigation bar with 20, < < 1 of 1 > >.

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 Kegel	06/05/2024	04/18/2024	0 <span style="color: blue;">1</span>	06/17/2024	Amber Manning		5 <span style="color: blue;">Show</span>
764730	GPS	TEST GOODWIN		06/05/2024	03/20/2024	<span style="color: blue;">Overdue</span>	05/19/2024	Amber Manning		2 <span style="color: blue;">Show</span>
764890	GPS	test	DEANNA FORKEY	06/05/2024	04/19/2024	1 <span style="color: blue;">1</span>	06/18/2024	Amber Manning		4 <span style="color: blue;">Show</span>
764889	GPS	tst	DEANNA FORKEY	06/05/2024	04/19/2024	1 <span style="color: blue;">1</span>	06/18/2024	Amber Manning		4 <span style="color: blue;">Show</span>
764886	GPS	Admin@h	Dominic DiMaria	06/05/2024	04/20/2024	2 <span style="color: blue;">1</span>	06/19/2024	Amber Manning		4 <span style="color: blue;">Show</span>
764864	GPS	Johnson	SPCFEDBI KNOTPO	06/06/2024	04/19/2024	1 <span style="color: blue;">1</span>	06/18/2024	Amber Manning		5 <span style="color: blue;">Show</span>

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.

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## Toolips

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

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

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	<input type="checkbox"/> Same As Incident Address	<input type="checkbox"/> Unknown Address	<input type="checkbox"/> Homeless
Business Name	Location Detail		
Phone 1 Type	Phone 1 No	Phone 1 Ext	
~ Select an option ~			
Phone 2 Type	Phone 2 No	Phone 2 Ext	
~ Select an option ~			
Phone 3 Type	Phone 3 No	Phone 3 Ext	
~ Select an option ~			
Is Another State Investigating this?			
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> 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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This screenshot shows the "Primary Reporting Source" form. It includes fields for Prefix, First Name, Middle Name, Last Name (marked as required), Suffix, Legal Sex (Unknown), Source of Knowledge of Situation (Observed), Basis to Report, Manded Reporter Type, Reporter Address (In State selected), Type Address to Search, Unknown Address, Homeless, Business Name, and Location Detail. A red box highlights the "Primary Reporting Source" section, and a green button at the top right indicates "3/3 Required Fields".

### 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

This screenshot shows the "Home - Dashboard" with the "My Requests" tab selected. It displays a summary bar with "62 Awaiting Approval" (highlighted with a red box), "25 Sent Back", and "72 Approved". Below this are filters for "Approval Request Type" (All selected) and "Status" (Select an option), and a "Reset" button. A "My Request Table" section is partially visible.

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.

A screenshot of the KIDS Approval Inbox interface. At the top, there are tabs for "Assigned Workload (9)", "Unassigned Workload", "Approval Inbox (96)" (which is selected and highlighted in blue), and "My Requests". Below the tabs, there is a message "96 Awaiting Approval". A "Filters" section includes a "Unit" dropdown set to "Emily Fries - INTAKE 1 - INTAKE" and an "Approval Request Type" dropdown set to "All". On the right, there is a link "KIDS 1.0 Approval inbox" with a count of "9 Awaiting Approvals". At the bottom, there is a link "Awaiting Approval Table".

### 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.

A screenshot of a form with several input fields. On the left, there are fields for "Intake Date" (set to "05/09/2019") and "Household Name". In the center, there is a field for "Intake Time" with the label "\*Intake Time Required". The input field contains "08:20 PM" and is highlighted with a red box. Below the input field is a time picker interface with arrows for hours and minutes, and a "Current Time" button. On the right, there are fields for "Referral Area", "CPS/GPS", and "Incident Address". A callout box with a red border and a blue arrow points to the time control field, containing the text: "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.

The screenshot shows the 'Investigation Overview' screen with the following details:

- Investigation Milestones (1/9):** Shows Intake Date (07/01/2024), First Visit and Contact, Input Photos, Safety Universal Assessment, Additional Visit and Contact, Financial Assessment (Due 08/30/2024), Service Decision (Due 08/30/2024), CWBS Summary, and Investigation Closure.
- Investigation Overview:** Includes sections for Client Details, Client Relationships, and Collateral.
- Referral Information:** Shows Intake Date and Time (07/01/2024 3:35 AM), Service Decision (Not Yet Approved), and Most Recent Record Review Entry Date (Not Available).
- Law Enforcement Involvement:** Shows No.
- Investigation Assessment/Outcome:** Shows Type of maltreatment (No Idea).
- Prior History:** Shows a table of Case Referral IDs, Household Names, Case/Referral Types, Staff Names, Open Dates, Closed Dates, and Most Recent Record Review Entry Dates. The table includes rows for 761181, 761400, 761402, and 761406.
- Investigation Outcome:** Shows Service Decision, CWBS Summary, and Investigation Closure.
- Field Screening Research:** Shows F5/OC Contacts, F5/OC Photos, and F5/OC Universal Assessment.
- Face-to-Face Contact:** Shows a table of Children, Contact Dates, Types, Announced, Status, and Worker. The table shows 0 results found.
- Universal Assessment:** Shows Latest Assessment Date (No Approved UA exists), Latest Assessment Type (No Approved UA exists), Overall Risk (Risk has not yet been assessed), and Assessor Name (No Approved UA exists).
- Safety Threats Exist:** Shows Safety not yet assessed.
- Children:** Shows a table for John Smith, Age: 13, including Address (520 Springdale Drive, Pittsburgh, PA, 15215), Legal Sex (Female), Phone Number (Home: (123) 555-7890), Preferred Names, Gender Identity (Blank), Pronouns, Sexual Orientation (Asexual), Race/Ethnicity (Black or African American/Cuban), School Name, Role at Intake (Alleged Victim/ Subject Child/Child), and Latest Safety Decision (Not Available).
- Adults:** Shows a table for Jimmy Smith, Age: 58, including Address (272 Ben Tl Dr, Pittsburgh, PA, 15226), Legal Sex (Male), Phone Number (Work: (412) 655-8680, Cell: (412) 671-3470), Race/Ethnicity (White/Not Hispanic, Latino, Or Spanish Origin), Student, and Role at Intake (CJU Has Been Completed Within the Past Year, Alleged Perp/Responsible Person/Parent No).

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

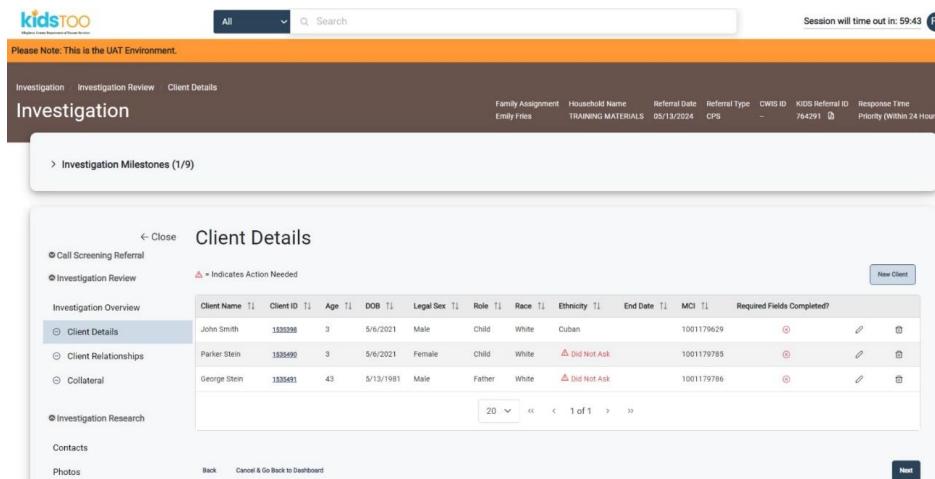
**Commented [CP21R20]:** Update the screenshot but since it's too long, I had to crop the top header.

## JOB AID: KIDS TOO INV USER GUIDE



### Client Details

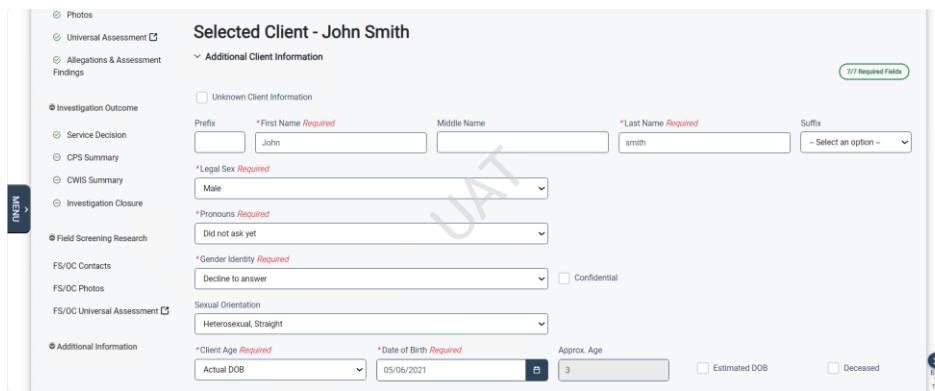
Investigation Client Details require additional fields. Users need to complete the Required Fields prior to continuing.



The screenshot shows the 'Client Details' section of the 'Investigation' module. The grid displays client information including Client Name, Client ID, Age, DOB, Legal Sex, Role, Race, Ethnicity, End Date, MCI, and a 'Required Fields Completed?' column. The 'Required Fields Completed?' column contains icons: a red circle with a dot for incomplete fields and a pencil icon for edit. The 'Client Details' row for John Smith is selected, and a modal window titled 'Client Details' is open, showing detailed information for John Smith.

Client Name	Client ID	Age	DOB	Legal Sex	Role	Race	Ethnicity	End Date	MCI	Required Fields Completed?
John Smith	133298	3	5/6/2021	Male	Child	White	Cuban	1001179629		<span style="color: red;">●</span> <span style="color: blue;">edit</span> <span style="color: grey;">info</span>
Parker Stein	133690	3	5/6/2021	Female	Child	White	Did Not Ask	1001179785		<span style="color: red;">●</span> <span style="color: blue;">edit</span> <span style="color: grey;">info</span>
George Stein	133681	43	5/13/1981	Male	Father	White	Did Not Ask	1001179786		<span style="color: red;">●</span> <span style="color: blue;">edit</span> <span style="color: grey;">info</span>

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.



The screenshot shows the 'Selected Client - John Smith' modal. It displays detailed client information including Prefix, First Name, Middle Name, Last Name, Suffix, Legal Sex, Pronouns, Gender Identity, Date of Birth, and other personal details. Required fields are highlighted with a red border and a red asterisk. A green button in the top right corner indicates 7/7 Required Fields.

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.

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**Client Details**

Client Name	Client ID	Age	DOB	Legal Sex	Role	Race	Ethnicity	End Date	MCI	Required Fields Completed?
John Smith	13353298	3	5/6/2021	Male	Child	White	Cuban	1001179629		<input checked="" type="checkbox"/>
Parker Stein	13354890	3	5/6/2021	Female	Child	White	Did Not Ask	1001179785		<input checked="" type="checkbox"/>
George Stein	13354931	43	5/13/1981	Male	Father	White	Did Not Ask	1001179786		<input checked="" type="checkbox"/>

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.

**Client Relationships**

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?
Parker Stein	Alleged Victim/ Subject Child, Child	Sister (Biological)	John Smith	Child		<input checked="" type="checkbox"/>
John Smith	Child	Brother (Biological)	Parker Stein	Alleged Victim/ Subject Child, Child	Sibling-Full	<input checked="" type="checkbox"/>
George Stein	Alleged Perp/Responsible Person, Parent	Father (Biological)	Parker Stein	Alleged Victim/ Subject Child, Child		<input checked="" type="checkbox"/>
Parker Stein	Alleged Victim/ Subject Child, Child	Daughter (Biological)	George Stein	Alleged Perp/Responsible Person, Parent		<input checked="" type="checkbox"/>

**Selected Client- George Stein**

**Relationship Information**

**\* Client 1 Required** George Stein - 43 is the **Relationship** Father (Biological) of **\* Client 2 Required** Parker Stein - 3

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

**Start Date** 05/13/2024 **End Date** mm/dd/yyyy

**\* Relationship to Victim Required** Select an option - CWIS relationship required

**Additional Information**

Court Order in process for establishment of paternity  
 Father is legally determined  
 Paternity Established

## JOB AID: KIDS TOO INV USER GUIDE



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.

A screenshot of a software interface titled 'Collateral' under the 'Investigation Review' section. The left sidebar shows navigation links like 'Call Screening Referral', 'Investigation Review', 'Client Details', 'Client Relationships', and 'Collateral' (which is selected). The main area is titled 'Collateral' with a 'Filter' dropdown set to 'Active Collaterals'. A table grid displays one row of data: 'Collateral ID' (449797), 'Collateral Source' (KIDS), 'Name' (Will Cambridge), 'Relationship to Client(s)' (Adult Friend of Family), 'Age' (N), 'Confidential Address' (T1), 'Potential Placement' (T1), and 'Required Fields Completed?' (T1). Below the table are buttons for 'Delete' and 'New Collateral'. At the bottom, there are dropdowns for 'Last Updated Date' (05/13/2024) and 'Updated By' (Emily Fries), and a section for 'Associated Clients / Non-Clients' with a dropdown containing 'Parker Stein | Age: 3 | ID: 1535490'. A note indicates '1/1 Required Section'.

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

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### Collateral Search Popup

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

A screenshot of a search interface titled "Referral Information - Collateral Search". The window is divided into sections: "Search Criteria" (with fields for First Name, Middle Name, Last Name, Date of Birth, SSN, Gender, and Address), "Search Results" (which displays the message "No Client matches found based on the information you entered."), and a bottom navigation bar with "Next", "Back", and "Close" buttons.

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.

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The screenshot shows the 'Investigation' module. The top navigation bar includes 'All' and a search bar. The main content area shows 'Investigation Milestones (1/9)' and a 'Contacts' section with a 'Contacts List' table. The table has columns for Staff Name, Date, Type/Location, Status, Source, Origin, Contact Description, and Record Source. A note says 'No results found'. Below this is a 'New Contact' form with sections for 'General Information' and 'Additional Information'. The 'General Information' section includes fields for Status (radio buttons for 'Attempted' and 'Completed'), Date (dropdown for '05/13/2024'), Time (dropdown for '11:55:00'), Notification (radio buttons for 'Announced' and 'Unannounced'), Type/Location (dropdown for 'Select an option'), and Contact Description (dropdown for 'Select an option'). The 'Additional Information' section includes fields for Staff Name (dropdown for 'Emily Fries'), Source (checkboxes for 'Emergency Contact' and 'Courtesy Contact Performed'), Duration (dropdown for '00:00'), Travel Time (dropdown for '00:00'), and Provider Contact Number (dropdown).

## Photos

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

The screenshot shows the 'Investigation' module. The top navigation bar includes 'All' and a search bar. The main content area shows 'Investigation Milestones (5/9)' with a list of milestones: 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), CWIS Summary (Due 07/12/2024), and Investigation Closure. Each milestone has a circular icon with a checkmark or a question mark.

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

A screenshot of a "Upload Photos" dialog box. At the top, it says "Choose files or drag them here" with an upward arrow icon. Below this, a file is listed: "Web capture\_13-5-2024\_12391\_uatt-kids2.allegenycounty.us.jpeg". The form contains several required fields: "Photo Type Required" (dropdown), "Client Name Required" (dropdown), "Date Required" (date input), and "Time Required" (time input). There are also fields for "Child Line" (dropdown), "Witness to Photo Required" (dropdown), and "Photographer Required" (dropdown). At the bottom, there are sections for "Caseworker Assignment" (Emily Fries), "Supervisor Assignment" (Emily Fries), and "Uploaded By" (Fries Emily). A toolbar with various icons is visible at the bottom of the form.

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.

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This screenshot shows the 'Photos' section within the 'Investigation' module of KIDS TOO. The left sidebar includes links for 'Call Screening Referral', 'Investigation Overview', 'Client Details', 'Client Relationships', 'Collateral', 'Investigation Research', 'Contacts', and 'Photos'. The main area displays a grid of client photos. One photo, labeled 'Environmental' and taken by 'Amber Manning' on 07/09/2024, is highlighted with a red box. Action buttons for 'Delete', 'Send back', 'Approve', 'Request', and 'Upload Photo' are visible at the top of the grid.

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

This screenshot shows a Microsoft Edge browser window displaying a photo print preview. The URL is <https://uat1-kids2.allegenycounty.us/photosprint/img315638>. The preview includes fields for 'Photo Type' (Environmental), 'Child Line' (blank), 'Date Taken' (07/09/2024), 'Time' (09:39 PM), 'Photographer' (Amber Manning), 'Caseworker Assignment' (Amber Manning), 'Supervisor Assignment' (Emily Fries), 'Address Photo was Taken' (7231 Mount Carmel Road, Pittsburgh, PA, 15235), and a 'Description' field (Created By: Amber Manning on 07/10/2024 21:39:40 - Test). A printer icon in the top left corner of the preview area is highlighted with a red box.

### 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.

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## 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.

A screenshot of a web-based application titled "Allegation &amp; Assessment Findings". The left sidebar shows navigation links for "Call Screening Referral", "Investigation Review", "Investigation Overview", "Client Details", "Client Relationships", "Collateral", "Investigation Research", "Contacts", "Photos", "Universal Assessment", and "Allegations &amp; Assessment Findings" (which is currently selected). The main content area is titled "Allegation Findings" and displays a table of allegations. The table has columns for "Alleged Victim", "Alleged Perpetrator", "Category", "Type", "Alleged Source", "Finding", and "Required Fields Completed?". The "Required Fields Completed?" column contains several green checkmarks. At the top right of the table is a "Fast Add" button. The bottom of the page shows a navigation bar with "Back", "Cancel &amp; Go Back to Dashboard", and a "Save" button.

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

A screenshot of a modal window titled "Fast Add Allegations". The window is divided into sections: "Details", "Perpetrator By", "Alleged Victim", "Category", "Alleged Maltreater/Responsible Person", and "Type". Each section contains dropdown menus or lists. At the bottom of the window are "Cancel", "Save &amp; Add Another", and "Save &amp; Close" buttons.

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Fast Add Allegations

**Details**

\*Perpetrator By *Required* \*Alleged Victim *Required*

Commission Test Test

\*Category *Required* General Protective Services

\*Alleged Maltreater/Responsible Person *Required* \*Type *Required*

JOHN SMITH Behavioral Health Concerns - Child  
Behavioral Health Concerns - Parent/Caregiver  
Conduct By Parent, Caregiver, or Household Member That Places Child At Risk  
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.

← Close Allegation & Assessment Findings

Allegation Findings

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	0/0
Test Test	JOHN SMITH	General Protective Services	Abandonment	KIDS - Intake Amended	Valid	0/0
Test Test	JOHN SMITH	General Protective Services	Intellectual Disabilities - Parent/Caregiver	KIDS - Intake Amended	Valid	0/0
Test Test	JOHN SMITH	General Protective Services	Behavioral Health Concerns - Child	KIDS - Investigation	0/0	0/0
Test Test	JOHN SMITH	General Protective Services	Behavioral Health Concerns - Parent/Caregiver	KIDS - Investigation	0/0	0/0
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	0/0	0/0
Test Test	JOHN SMITH	General Protective Services	Homelessness	KIDS - Investigation	0/0	0/0
Test Test	JOHN SMITH	General Protective Services	Inadequate Basic Needs (Clothing/Food/Hygiene)	KIDS - Investigation	0/0	0/0

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.

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**kids**

Universal Assessment

Household Name: TRAINING MATERIALS CWIS ID: KIDS Referral ID: 764291

Back to KIDS Back to UA List Fries Emily

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.

**kids TOO**

All  Session will time out in: 59:26 FE

Please Note: This is the UAT Environment.

Investigation Investigation Outcome Investigation Closure

Investigation

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

Emily Fries TRAINING MATERIALS 05/13/2024 CPS 764291 Priority (Within 24 Hours)

**Investigation Milestones (7/9)**

<input checked="" type="checkbox"/> Intake Date (05/13/2024)	<input checked="" type="checkbox"/> First Visit and Contact (05/13/2024)	<input checked="" type="checkbox"/> Input Photos (05/13/2024)	<input checked="" type="checkbox"/> Safety Universal Assessment (05/13/2024)	<input checked="" type="checkbox"/> Additional Visit and Contact (05/14/2024)	<input checked="" type="checkbox"/> Full Universal Assessment (05/14/2024)	<input checked="" type="checkbox"/> Service Decision (05/13/2024)	<input checked="" type="checkbox"/> CWIS Summary (Due 07/12/2024)	<input checked="" type="checkbox"/> 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.

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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.

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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.

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A screenshot of the kids TOO software interface. The top navigation bar includes 'kids TOO', 'All', 'Search', and a note 'Please Note: This is the UAT Environment'. The top right shows 'Session will time out in: 59:59 AM'. The main header 'Investigation' has sub-options 'Investigation', 'Investigation Outcome', and 'Service Decision'. On the right, status fields show 'Family Assigned: Grant Walker', 'Household Name: New Day II', 'Referral Date: 04/23/2024', 'Referral Type: CPS', 'CWIS ID: 100012345', 'kids Referral ID: 7035689', and 'Response Time: Immediate'. A red box highlights the 'kids Referral ID' field. The main content area is titled 'Investigation Milestones (1/9)' and shows a 'Service Decision' form. The 'Connection' section contains a message: 'Automatically not accepted for services as the investigation is over 60 days.' Below this are radio buttons for 'Accept', 'Connect to an Open Family Services (JFO) Case', 'Connect to a Closed Family Services (JFO) Case and Re-Open the Case', 'Do Not Accept for Service', and 'Do Not Accept for Service and Connect to a Closed Case'. A red box highlights the 'Do Not Accept for Service' option. The 'Refer to Community Services' section contains a 'Refer to Community Services' link with a red '(Required)' label. A note at the bottom says 'Clients to Contact (select all that apply)'. A red box highlights the '(Required)' label for the 'Refer to Community Services' link.

### 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.

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Investigation Investigation Outcome CWIS Summary

**Investigation**

> [Investigation Milestones \(1/9\)](#)

← Close Call Screening Referral Investigation Review

Client Details Client Relationships Collateral

Investigation Research

Contacts Photos

Universal Assessment  Allegations & Assessment Findings

Investigation Outcome  Service Decision  CPS Summary  CWIS Summary

**CWIS Summary**

**CWIS Summary List**

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

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

20 << < 1 of 1 > >> Back Cancel & Go Back to Dashboard Next

## JOB AID: KIDS TOO INV USER GUIDE



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Please Note: This is the UAT Environment.

Investigation: Investigation Outcome: CWIS Summary

Family Assignment: Household Name: Referral Date: Referral Type: Child ID: CPS Referral ID: Response Type: Amber Manning CPS (merge 2012) 06/16/2014 CPS 23336943 23336943 Private (within 24 hours)

> Investigation Milestones (1/9)

**CWIS Summary**

**CWIS Summary List**

**Validations**

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

**Selected Summary - 23336943**

**Summary Information**

Caseworker Name: Supervisor Name:

**Participant Information**

Participant Name	Relationship to Victim	Address of Victim	Participant Type	CWIS Person ID	Required
Leah King	Self Victim/Subject (CWIS)	123 Main Street	Client	28020701	<input checked="" type="checkbox"/>
Ann Venderup	Victim	123 Main Street	Client	28020702	<input checked="" type="checkbox"/>
Johnna Rose	Physical/Caregiver	123 Main Street	Custodian	28020703	<input checked="" type="checkbox"/>

**CWIS Relationship**

**Allegation Information**

Allegation	Perpetrator	Assessment Rating	Assessment Finding Reason	CPS Relationship
Leaving Baby Home To Child Through Neglect	Leah King	Pending Criminal	Not Applicable	Person Responsible for Child's Welfare who is 18 years of age or older
Leaving The Baby Of Child Through Any Other Means	Leah King	Unsubstantiated	Leah King is not CPS responsible for the child.	Person Responsible for Child's Welfare who is 18 years of age or older

**Services Planned or Provided/Need for Protective Services**

\*Service Planned or Provided: Required

\*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)

Not

\*Was the child abused in child care service? Required

Yes  No

\*Was the child removed from alleged abuse setting? Required

Yes  No

\*Were law enforcement officials notified of this report? Required

Yes  No

**Extension Information**

\*CPS Investigation greater than 30 days? Required

Yes  No

**Court Status Information**

Date for change of status: 06/16/2014

**Solicitor review (if indicated)**

Solicitor Review Complete

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval History**

Requested Worker	Requested Date	Approved/Not Back Worker	Approved/Not Back Date	Note
Amber Manning	6/16/2014	None	None	No results found

**Request Approval**

Requesting Worker: Amber Manning

Requesting Date: 6/16/2014

\*Approving Worker: Required

Every Person - INTAKE 1

Save Request Approval Next

## JOB AID: KIDS TOO INV USER GUIDE



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### 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.

The screenshot shows the 'Investigation Closure' page. At the top, there is a navigation bar with tabs: 'Investigation', 'Investigation Outcome', and 'Investigation Closure'. The 'Investigation Closure' tab is selected. Below the navigation bar, there is a header with the following information: Family Assignment (Amber Manning), Household Name (CPS merge 25312), Referral Date (06/16/2024), Referral Type (CPS), CWIS ID (23336943, 24436947), KIDS Referral ID (765529), and Response Time (Priority (Within 24 Hours)). A message 'Session will time out in: 59:58 AM' is displayed. On the left, there is a sidebar with various tabs: 'Call Screening Referral', 'Investigation Review', 'Investigation Overview', 'Client Details', 'Client Relationships', 'Collateral', 'Investigation Research', 'Contacts', 'Photos', 'Universal Assessment' (with a dropdown arrow), 'Allegations & Assessment Findings', 'Investigation Outcome' (selected), 'Service Decision', 'CPS Summary', 'CWIS Summary', and 'Investigation Closure' (selected). The main content area is titled 'Investigation Closure'. It contains a 'Download 311 Letter' button. Below it, there is a section titled 'Validations' with two error messages: 'No Approved Full Universal Assessment with an assessment date within the last 30 days exists' and 'Each CWIS ID associated to the referral must have an approved investigation summary'. There is also a 'Closure Type' section with radio buttons for 'Complete Investigation' and 'Incomplete Investigation', and a note 'Overall Analysis Required'. Below that is a section for 'Findings/Recommendations Required' with a large text area. The 'Approval History' section shows a table with columns: Requested Worker, Requested Date, Approval/Sent Back Worker, Approval/Sent Back Date, and Status. A note '6/3 Required Fields' is shown in a red box. At the bottom, there is a 'Request Approval' section with fields for Requesting Worker (Amber Manning), Requesting Date (6/27/2024), and Approving Worker (a dropdown menu with the option 'Select an option'). Buttons for 'Save' and 'Next' are at the bottom right, along with links 'Back' and 'Cancel & Go Back to Dashboard'.