



CYF Provider Login – Job Aid

CYF Providers will login to the DHS Assessment Tool via KIDS application. This Job Aid will assist you with logging into the DHS Assessment Tool as a CYF Provider.

KIDS

Mentioned below are the steps to login to the DHS Assessment Tool through the KIDS application.

1. Navigate to the KIDS [login](https://kids.county.allegheny.pa.us/Kids) screen
(<https://kids.county.allegheny.pa.us/Kids>)

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Login

Login ID:*

Password:*

Disclaimer
You are about to enter the private network of Allegheny County. All information on this site is confidential. Access is limited to persons with user identification assigned by Allegheny County. Unauthorized access to this system or the information contained there is a violation of County, State and Federal Laws, and will be punished to the full extent of the law.

Login

Announcements

2. Enter Login ID and Password.
3. Press the Enter key or click the **[Login]** button.

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Case Provider Admin Help Logout Case

Organizer Focus History

Workload

My Active Services

My Calendar

February 2012

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	3	4	5
6	7	8	9	10		

My Tasks

My Request

My Approval Inbox

Online Service Requests

My Alerts

kids

4. The KIDS homepage will be displayed.

- Click on the *My Active Services* link in the left Navigation menu.
- Bring a Case into focus by selecting one and clicking on the **[Show]** button.

Request Date	ENTITY ID	Client ID	Target Child	Household Name	Status	Service Start Date	Service End Date	Reauthorization Date
2/13/2012 12:00:00 AM	47239	849681	Beulah Zippo	Zippo	Placement Authorized	2/12/2012 5:55:00 AM		
8/4/2010 12:00:00 AM	47096	848694	Cg Test	Hodge	Placement Ended	8/3/2010 11:11:00 AM		
8/4/2010 12:00:00 AM	47221	848521	Layzie Bone	Bone	Placement Authorized	8/2/2010 8:00:00 AM		
8/4/2010 12:00:00 AM	47221	848524	Felicia Bone	Bone	Placement Authorized	8/2/2010 8:00:00 AM		

Provider Staff

Workers: Save

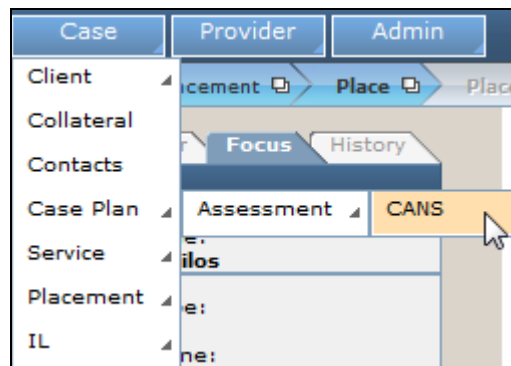
CYF/JPO Staff Name: CYF/JPO Supervisor Name:
 CYF/JPO Staff Phone: CYF/JPO Supervisor Phone:

Posting Details

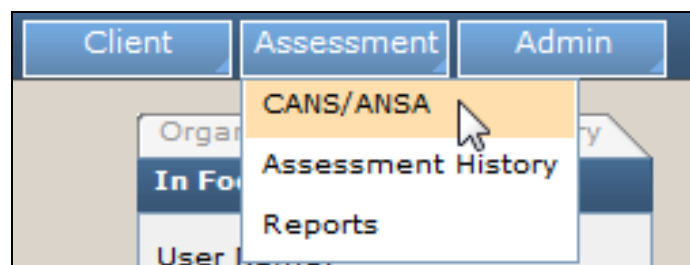
Client(s):
 Service(s):

Show Cancel

- On the top menu hover over **Case > Case Plan > Assessment > CANS**.



- Hover over the *Assessment* option on the top menu and click on *CANS/ANSA* under it.



9. The CYF Provider is now logged into the DHS Assessment Tool and can proceed further.

The screenshot displays the DHS Assessment Tool interface for the Department of Human Services, Allegheny County, Pennsylvania. The user is logged in as Belinda Bilos. The interface shows the following data:

Assessment Provider Involvement

* Denotes Mandatory Fields

Provider Name	Assessor	Start Date	End Date	Office
CIRCLE C YOUTH AND FAMILY SERVICES	Belinda Bilos	1/1/2013		Children Youth and Family

Assessment List

Assessment Desc	Assessor Name	Assessment Date	Assessment Status	Projected Reassessment Date
CANS ShortForm	Belinda Bilos	1/10/2013	Active	2/24/2013

Additional Information

For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>.

This Job Aid and additional user materials for DHS users are located on DHS Assist at <http://dhsassist.dhs.allegheny.local/KIDS>.