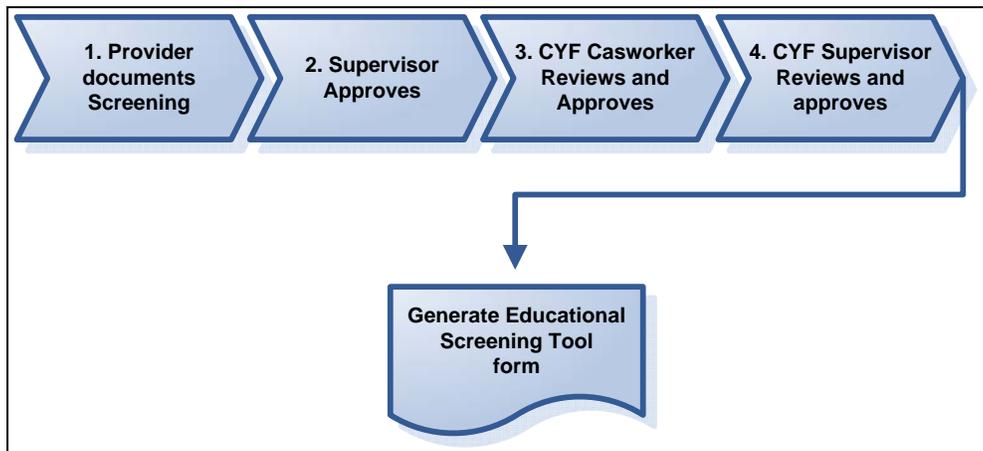




Educational Screening Tool – Provider to CYF Approval process

When an Educational Screening Tool is documented by a provider, it is the CYF Caseworker Supervisor who will complete the final approval of the screening. Before this final approval is completed, the Provider Agency will manage the documentation of the screening and the first tier of approval by using the Status field.

This document describes the approval process of the Educational Screening Tool when the screening is documented by a provider. Additional assistance completed the corresponding screen can be obtained from the Educational Screening Tool CYF Job Aid or the Educational Screening Tool Provider Job Aid.



Approving an Educational Screening Tool

1. **Provider documents screening** The Educational Screening is documented by the provider with the status of ***'In Progress'***. Once completed, the *Status* field is updated to reflect the status of ***'Sent to Provider Supervisor'***.

NOTE: As CYF Staff you can view a Provider created screening regardless of the status. The Provider documented screening cannot be edited by CYF staff. The screening cannot be returned to the provider until submitted to CYF staff for review.



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2. **Provider Supervisor approves** The Provider Supervisor will review the documented Educational Screening Tool. To indicate that the screening has been approved, the *Status* field will be changed to reflect '**Approved by Provider Supervisor**'. Click the **[Save]** button to save the status change. The Educational Screening Tool screen will be locked to editing.

The KIDS Application will send an email notification to the CYF Caseworker advising that the Screening Tool is complete and ready for CYF review.

Please refer to the Provider Approval Process document for the detailed steps of the provider process.

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3. **CYF Caseworker Reviews** The CYF Caseworker will review the documented Educational Screening Tool. If the screening does not need revisions, the Caseworker will request supervisor approval by clicking the **[Approval]** button and completing the *Approval* pop-up.

NOTE: *The Caseworker cannot edit the screening tool that the provider has documented.*

If the screening must be returned to the Provider, the CYF Caseworker will add comments to the *CYF Caseworker Comments* field and change the *Status* to '**Incomplete – Sent Back from Caseworker**' and click the **[Save]** button. The KIDS application will send an email notification to the provider advising that the screening must be revised based on the comments from the CYF Caseworker. The *Educational Screening Tool* screen will be open for editing by the provider only.

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4. **CYF Supervisor Reviews** The CYF Supervisor will receive notification of the approval request on the *Awaiting Action* page of *My Approval Inbox*. The CYF Supervisor will review the documented Educational Screening Tool. If there are no revisions needed, the CYF Supervisor will approve the Educational Screening Tool by following the standard KIDS approval process.

If revisions to the documented screening tool, the Supervisor will return to the Caseworker, through the standard KIDS 'Send Back' process. The Caseworker will send back to the provider by following the steps in Item #3.

NOTE: *The Supervisor cannot edit the screening tool that the provider has documented.*



- 5. Generate form** After the CYF Supervisor has completed the final tier of approval General and Special Education/Disability Accommodation Screen form is generated by clicking the **[Preview]** button.

Note: *If the General and Special Education/Disability Accommodation Screen is generate prior to final approval, the DRAFT watermark is displayed.*

If additional assistance is needed, please contact the Bureau of Information Systems Management HelpDesk at 412.350.HELP (412-350-4357), option 2, or by email at Helpdesk-dhs@alleghenycounty.us.