



KidsVoice Integrated Data System (KIDS)

Louisiana System

User Guide

September 2009

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Direct Service Menu: Working With the KIDS Application

The KIDS Direct Service menu provides the following functionality:

- **Case List:** Displays the current user's list of clients.
- **Reminders:** Displays a list of upcoming appointments and to-dos.
- **Activity Log:** Displays all activity for the current user, for all assigned clients. This is also where you enter non-client-specific activities, such as training.
- **Search By Name:** Enables you to search the KIDS client database by first or last name, or a part of a name.
- **Case Highlights:** Display text describing important information about a case.
- **Mileage Log:** Tabulates your mileage for the specified time period.



Figure 1: KIDS Direct Service Menu

Managing client information using these commands is described in the following sections. Working with an individual client record is described in *Error! Reference source not found.*

Case List: Your List of Clients

The Case List page displays open cases sorted by the date the case was opened, with the most recent cases at the top of the list.

When you login to KIDS, the Case List page displays your case list; the Case List drop-down is set to your name. If you have additional viewing privileges, you can select another name from the drop-down list. For example, if you are a supervisor, the cases assigned to your office are displayed in the Case List drop-down. If you are a director, all of the agency’s cases are displayed.

Under the Case List drop-down is the Filter By pane. Filter by is a secondary filter for the list of cases.

Case Opened	Case Closed	First Name	Last Name	Next Hearing	Next Hearing Type	Birth Date	Case Type	Parish	Attorney	Placement Attorney	Child Advocacy Specialist	Family Members	Last Visit
3/30/2009		John	Doe			11/15/1994	CINC/CAP	Orleans	Margot Hammond			Janet Doe Sibling Jane Doe Sibling	4/29/2009
3/30/2009		Janet	Doe			6/7/1992	CINC/CAP	Orleans	Margot Hammond			Jane Doe Sibling John Doe Sibling	4/29/2009
3/30/2009		Jane	Doe			2/16/1990	CINC/CAP	Orleans	Margot Hammond			Janet Doe Sibling John Doe Sibling	4/29/2009

3 records returned.

Figure 2: Case List

Each client appointment lists the Case Opened and Case Closed dates, the client’s First Name, Last Name, Next Hearing, Next Hearing Type, Birth Date, Case Type, Parish, Attorney, Placement Attorney, Child Advocacy Specialist, Family Members, and Last Visit.

The Next Hearing column displays the first hearing scheduled on or after today’s date.

New Clients

Clients who have been assigned within the past 7 days are displayed at the top of the list with a “new” indicator.

 **NEW** [Tucker, Denise](#)

Working with the Case List

Accessing a Client

To access a client’s page containing their detailed case information, select the client name link. The client’s Case Information page opens. See ***Error! Reference source not found.*** on page **Error! Bookmark not defined.** for information on working with client information.

Sorting Client Records

You can sort Case List client records by clicking on a column heading (except for Family Members). The list is ordered by that field, and the column heading displays an arrow indicating ascending or descending order.

Filtering the Case List

You can filter the current case list by Attorney or Child Advocacy Specialist, to display only clients assigned to the specified individuals. You can also filter by Status. If you are an attorney, use the CAS drop-down. If you are a CAS, use the Attorney drop-down.

1. The Filter By setting is at the top of the Case List page. Select an attorney or CAS from the drop-down lists. A blank setting means show ALL; thus to display all clients, select the blank setting from the top of the drop-down lists.
2. The filter is applied and the Case List page is re-displayed, showing only clients assigned to the selected Direct Service user(s).

Reminders: Viewing Your Reminders

The Reminders page shows upcoming meetings, hearings, birthdays, and any reminders you’ve written for yourself. See the Activity Menu: Follow Up dialog for details on creating reminders. These reminders are displayed on your Reminders page.

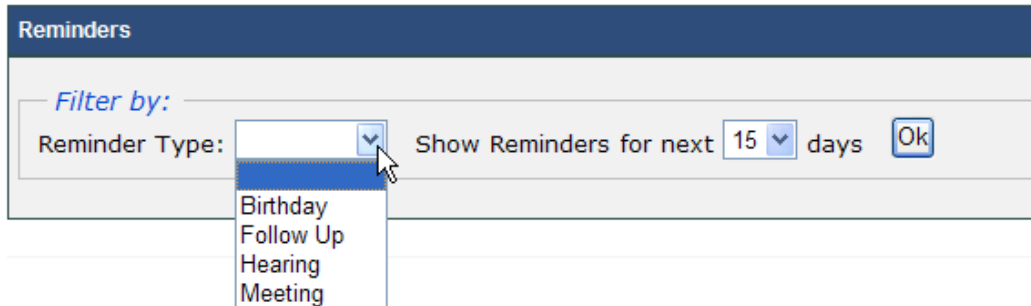


Figure 3: Reminders Dialog

Filtering Your Reminders List

On the Reminders page:

1. Select a Reminder Type from the drop-down list and a time period to filter by. The time period can be 5, 10, 15, 20, 25, or 30 days.
2. Select Ok. The filtered list is displayed.

Activity Log: Reviewing What You've Done

The Activity Log page is a simple report listing all activity recorded by you for a selected day.

Generating an Activity Log

On the KIDS menu

1. Select the Activity Log from the KIDS menu. The Activity Log dialog opens.

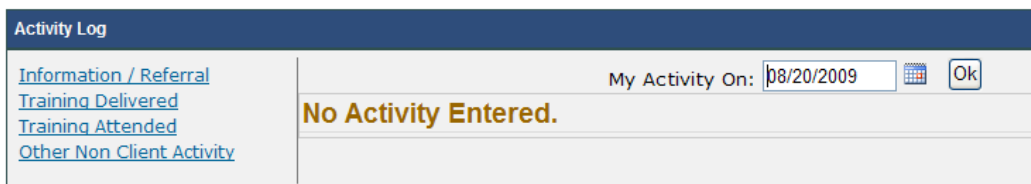


Figure 4: Activity Log Dialog

2. Set the My Activity On setting to the desired date. You can enter the date, or use the calendar to select a date.
3. Select Ok. All your activities entered for the specified day are displayed.

Activity Log							
Information / Referral Training Delivered Training Attended Other Non-Client Activity		My Activity On: 08/05/2009 <input type="button" value="Ok"/>					
Activity Date	First Name	Last Name	Activity Type	Note	Duration		
8/5/2009	William	Tucker	Visit - At Court		12	X	
8/5/2009	William	Tucker	Court	Counsel: Witnesses: Testimony: Ruling: Basis: Comments: Type any comments here. Add some more comments.	30	Edit	X
8/5/2009	William	Tucker	Travel		18	X	
8/5/2009	William	Tucker	Administration / Paperwork		6	X	
8/5/2009	William	Tucker	Interview Witnesses		12	X	
Total Minutes:					78		
Total Hours:					1.30		

Figure 5: Activity Log

Activity Log: Recording Non-Client Activities

On the left of the Activity Log page is the Non-Client Activity menu. This is where you record your time and notes for activities that do not correspond to a case. Each Activity menu item opens another browser window for that activity, where you enter information for that activity.

- Information/Referral: Record the time spent dispensing general information and referrals.
- Training Delivered: Record the time spent giving training, including preparation.
- Training Attended: Record the time spent in training.
- Other Non-Client Activities: Record time spent in any other non-client activities on this page.

Non-Client Activity Menus

Some activities do not correspond to a case. Record these activities from the Activity Log sub-menu, following these general steps. Specific information for each type of activity is given in the following sections.

1. Select the link for the activity from the Activity menu. For example, select Training Attended to enter time you spent in class.
2. The page for the selected activity opens.
3. Complete the information for the form.
 - a. Fill in the date, or use the calendar to select it. The date defaults to today's date.

- b. Select the amount of time used for the activity from the Duration drop-down list.
 - c. Record travel time and mileage, if applicable.
 - d. Complete any other information for the form.
4. Enter or attach any notes, as described in ***Error! Reference source not found.***
 5. Click Save at the bottom of the page to save the record. This does not close the page.
 6. Click Close to close the page.

Search By Name: Finding Clients in KIDS

The Client Search page enables you to search for clients by first or last name. Client Search returns a list of clients matching the search criteria.

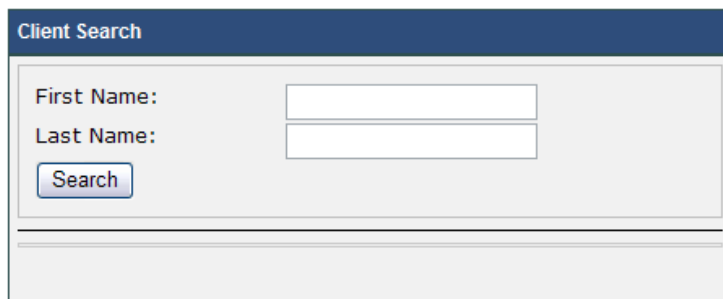


Figure 6: Client Search

Searching

On the KIDS Direct Service menu:

1. Select Search By Name from the KIDS menu.
2. The Client Search page opens. On the Client Search page, specify the search terms.
 - A First Name, or the beginning of the name.
 - A Last Name, or the beginning of the name.
 - A blank setting, meaning show ALL. If you specify no names, all clients in the KIDS system are displayed.

You can search with one, both, or neither name field.

3. Click Search. The page refreshes and KIDS displays the Case List page, showing all clients that match the search criteria.

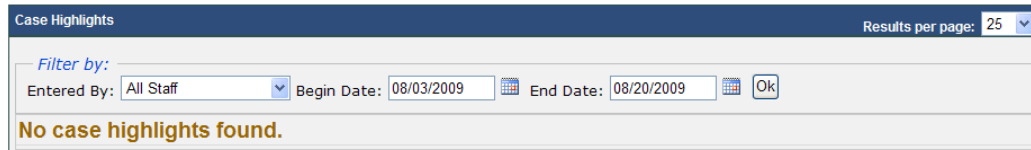
Case Highlights: Reviewing Case Highlights

The Case Highlights page lists the case highlights for all KIDS cases.

Displaying Case Highlights

On the KIDS Direct Service menu

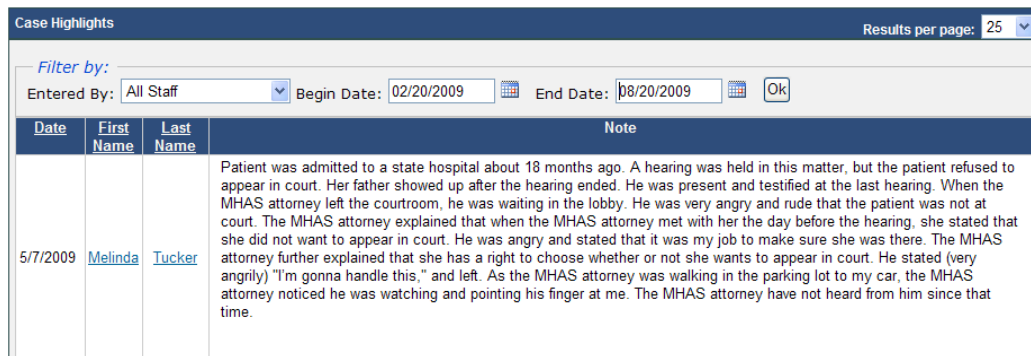
1. Select Case Highlights from the Direct Service menu.
The Case Highlights page opens.



The screenshot shows the 'Case Highlights' dialog box. At the top right, it says 'Results per page: 25'. Below that is a 'Filter by:' section with a dropdown menu set to 'All Staff'. To the right of the dropdown are two date pickers: 'Begin Date: 08/03/2009' and 'End Date: 08/20/2009', followed by an 'Ok' button. Below the filter section, the text 'No case highlights found.' is displayed in orange.

Figure 7: Case Highlights Dialog

2. The Entered By filter setting defaults to your name. You can select another user from the drop-down list.
3. Select OK. Highlights entered during the selected dates are displayed. The information includes the Date, First and Last Name, and the Note text.



The screenshot shows the 'Case Highlights' dialog box with a table of results. The table has columns for 'Date', 'First Name', 'Last Name', and 'Note'. The 'Entered By' dropdown is still set to 'All Staff', and the dates are '02/20/2009' to '08/20/2009'. The 'Ok' button is visible. The table contains one row of data.

Date	First Name	Last Name	Note
5/7/2009	Melinda	Tucker	Patient was admitted to a state hospital about 18 months ago. A hearing was held in this matter, but the patient refused to appear in court. Her father showed up after the hearing ended. He was present and testified at the last hearing. When the MHAS attorney left the courtroom, he was waiting in the lobby. He was very angry and rude that the patient was not at court. The MHAS attorney explained that when the MHAS attorney met with her the day before the hearing, she stated that she did not want to appear in court. He was angry and stated that it was my job to make sure she was there. The MHAS attorney further explained that she has a right to choose whether or not she wants to appear in court. He stated (very angrily) "I'm gonna handle this," and left. As the MHAS attorney was walking in the parking lot to my car, the MHAS attorney noticed he was watching and pointing his finger at me. The MHAS attorney have not heard from him since that time.

Figure 8: Case Highlights

Mileage Log: Reviewing Your Mileage

The Mileage Log page is a simple report listing all mileage recorded by you for a selected time period. If you have Supervisor viewing privileges, you can select another Direct Service user from your office for the report. If you have Director viewing privileges, you can select any Direct Service user from your agency.

Generating a Mileage Log

On the KIDS Direct Service menu

1. Select the Mileage Log from the Direct Service menu.
The Mileage Log dialog opens.

Figure 9: Mileage Log Dialog

2. The Entered By setting defaults to your name. If you have additional viewing privileges, you can select another name from the drop-down list.
3. Enter the dates, or use the calendar to select a date range.
4. Select Ok. Mileage for the specified date range is displayed. The information includes the Date and related Activity Type.

Date	Activity Type	Miles Traveled
8/13/2009	Court	23.00
8/13/2009	Court	23.00
8/13/2009	Court	23.00
8/13/2009	Visit	23.00
Total Miles:		92.00

4 records returned.

Figure 10: Mileage Log Report