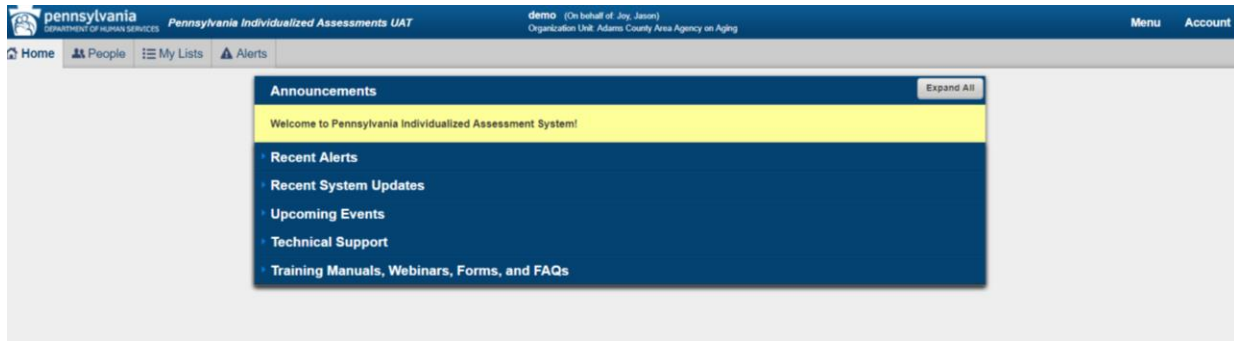


This is the Home screen and the first point of Navigation.



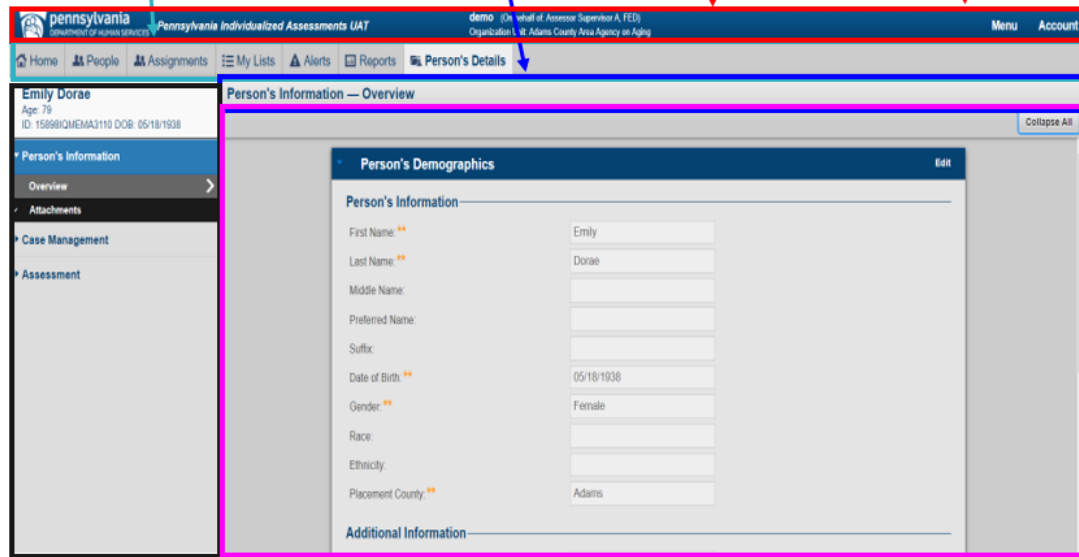
The image below provides an overview of the standard layout of the system. It provides a quick description of the different elements on the screen and their significance.

“Top Level Navigation” tabs allow for navigation from section to section. They include icons to help quickly identify a section of interest. Active tabs are highlighted in a lighter shade with bold text.

The “Workspace Header” displays the title of the current page/screen

The “Global Menu” can be activated by hovering over the text with the mouse pointer

“Global” Header



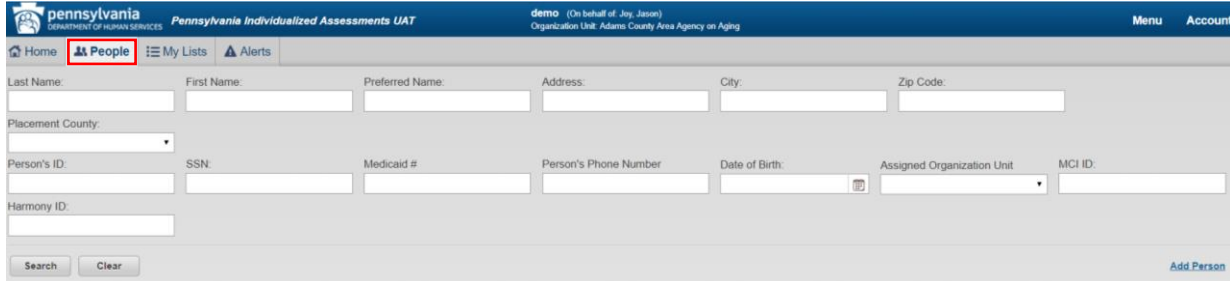
The screenshot displays the Pennsylvania Individualized Assessments UAT interface. The top navigation bar includes tabs for Home, People, Assignments, My Lists, Alerts, Reports, and Person's Details. The left sidebar shows a client summary for Emily Dorae and a navigation menu with options like Overview, Attachments, Case Management, and Assessment. The main workspace displays the 'Person's Information - Overview' form, which includes fields for First Name, Last Name, Middle Name, Preferred Name, Suffix, Date of Birth, Gender, Race, Ethnicity, and Placement County. The 'Overview' section is highlighted in blue, and the 'Person's Information' form is highlighted in gray.

“Left side navigation” includes a client or person summary and drop down. Client/person related modules are organized in this section. Subsections can be viewed or hidden by clicking on the menu item. Sections highlighted in blue indicates the active session. Active subsections are indicated in gray.

Workspace

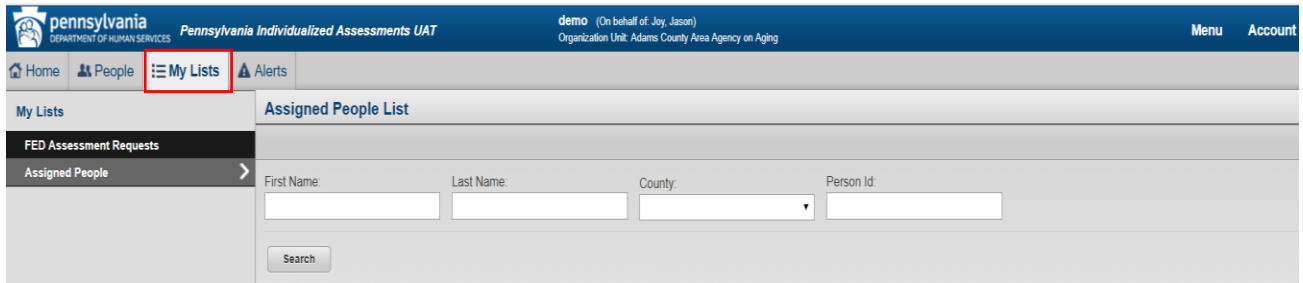
People Tab

Since PIA is a people-centered system, this is the go-to tab for any information about persons receiving services, regardless of the program they are applying for or enrolled in.



My Lists Tab

The My Lists tab is used to organize work. It is a list of assigned persons and the status of their assessments. For example, view a list of all assessments with status - Not Started, In Progress or Submitted.



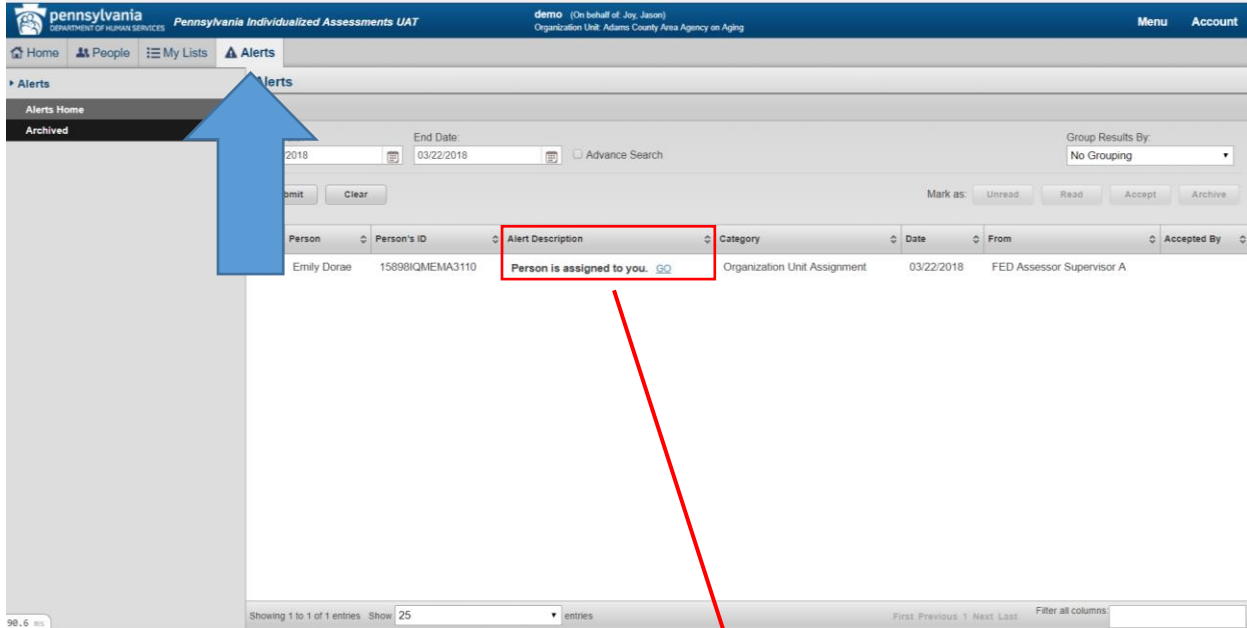
Left Side Navigation

The left side navigation is used most frequently to navigate through various forms, after selecting top level navigation tab. The list of available menu items depends on the logged-in individual's role as well as the current module/function being displayed. The menu item currently selected will be highlighted with an arrow displayed on the right.



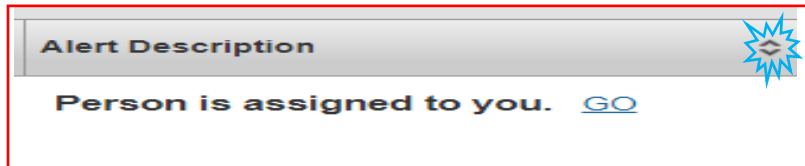
Alert Tab

The Alert tab provides notifications of change in status or completed activities on a person's profile. It is an easy way to see recent activity on people assigned to the OU (supervisors) or assigned to the FED.



The screenshot shows the 'Alerts' tab in the Pennsylvania Individualized Assessments UAT system. The interface includes a top navigation bar with 'Home', 'People', 'My Lists', and 'Alerts'. The 'Alerts' tab is selected. Below the navigation bar, there is a search section with 'End Date' (03/22/2018) and 'Advance Search' options. A table displays alert information with columns: Person, Person's ID, Alert Description, Category, Date, From, and Accepted By. The first row shows an alert for Emily Dorae (ID: 15898IQMEMA3110) with the description 'Person is assigned to you. GO'. A red box highlights the 'Alert Description' column, and a red arrow points from it to a magnified view of the alert below.

Person	Person's ID	Alert Description	Category	Date	From	Accepted By
Emily Dorae	15898IQMEMA3110	Person is assigned to you. GO	Organization Unit Assignment	03/22/2018	FED Assessor Supervisor A	

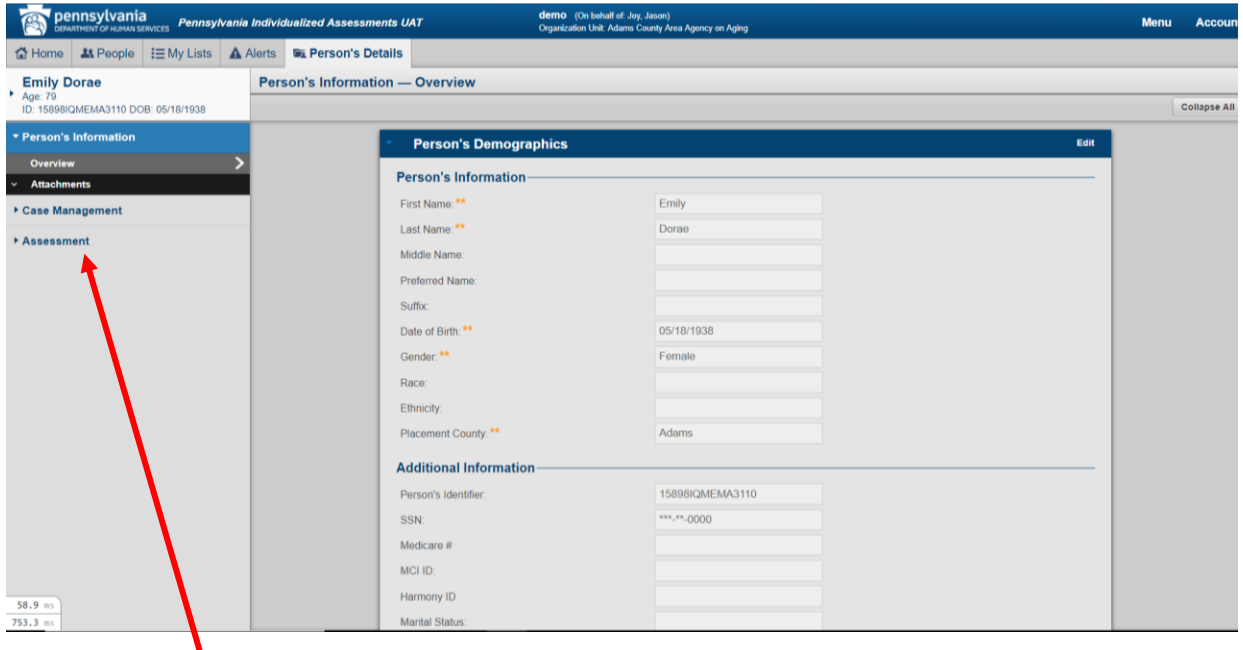


This block shows a magnified view of the alert description. It features the text 'Alert Description' in a header, followed by the bold text 'Person is assigned to you.' and a blue 'GO' link. A blue star icon is visible in the top right corner of the magnified area.

Action Steps

1. Click on the Alerts tab
 - a. If given the choice, click on the Assessment type
 - b. Alerts in bold font are new
 - c. You can organize the alerts by clicking on the up/down arrows next to the headings
2. Click on the Go link at the end of the alert to view person demographics and to be linked to FED

Creating and completing a FED

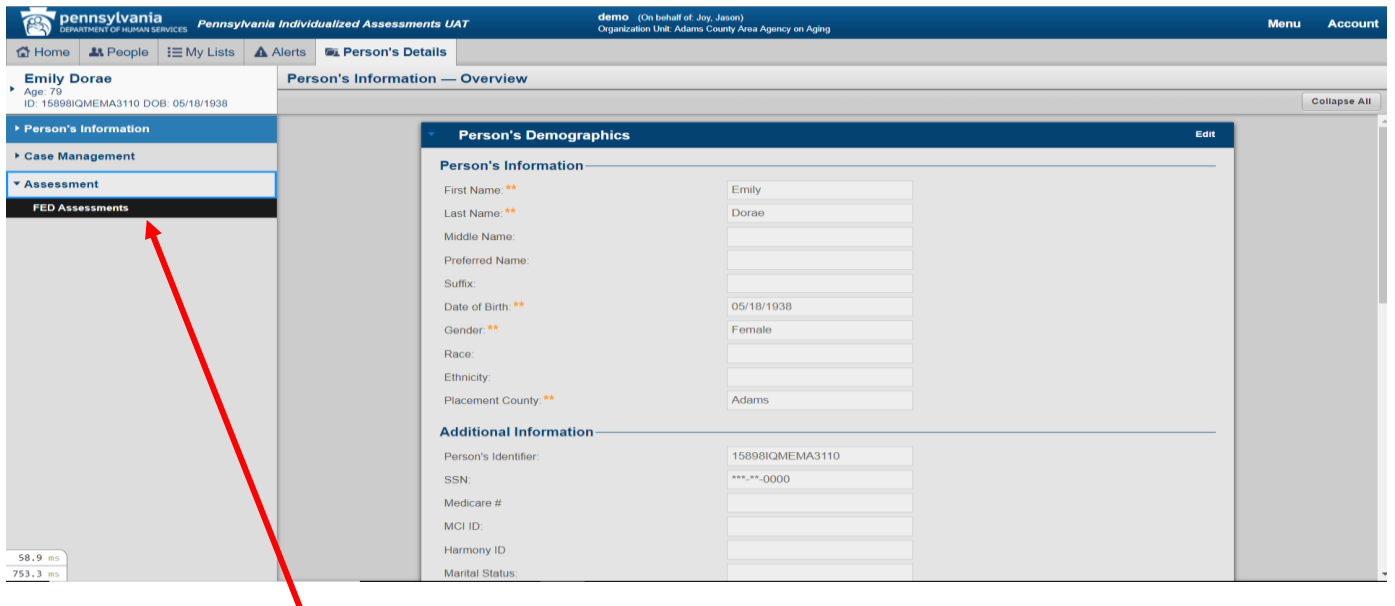


The screenshot shows the 'Person's Information — Overview' page for Emily Dorae. The left sidebar menu has the following items: Person's Information, Overview, Attachments, Case Management, and Assessment. A red arrow points to the 'Assessment' link. The main content area displays 'Person's Demographics' with fields for First Name, Last Name, Middle Name, Preferred Name, Suffix, Date of Birth, Gender, Race, Ethnicity, Placement County, and Additional Information (Person's Identifier, SSN, Medicare #, MCI ID, Harmony ID, Marital Status).

Person's Information	
First Name	Emily
Last Name	Dorae
Middle Name	
Preferred Name	
Suffix	
Date of Birth	05/18/1938
Gender	Female
Race	
Ethnicity	
Placement County	Adams

Additional Information	
Person's Identifier	15898IQMEMA3110
SSN	***-**-0000
Medicare #	
MCI ID	
Harmony ID	
Marital Status	

1. Click on **ASSESSMENT** in the left side menu

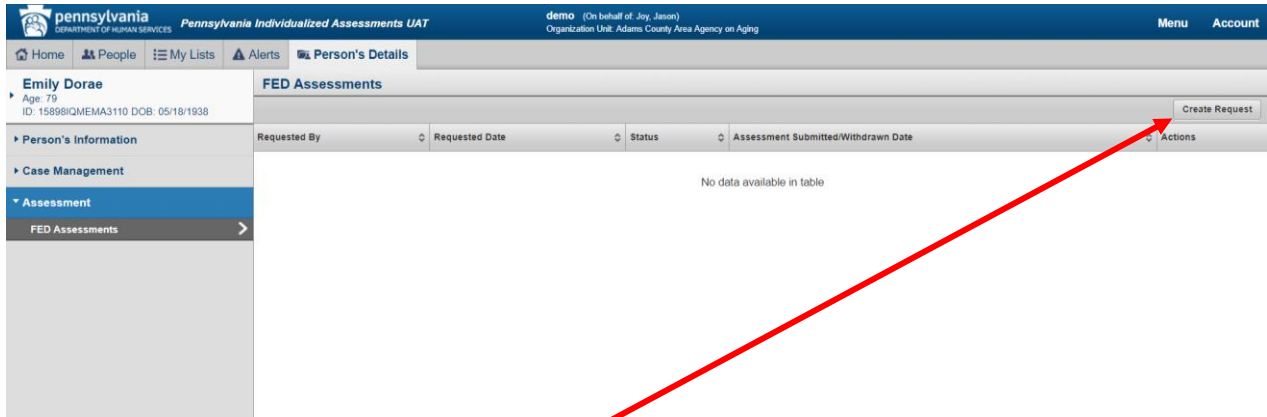


The screenshot shows the 'Person's Information — Overview' page for Emily Dorae. The left sidebar menu has the following items: Person's Information, Overview, Attachments, Case Management, Assessment, and FED Assessments. A red arrow points to the 'FED Assessments' link. The main content area displays 'Person's Demographics' with fields for First Name, Last Name, Middle Name, Preferred Name, Suffix, Date of Birth, Gender, Race, Ethnicity, Placement County, and Additional Information (Person's Identifier, SSN, Medicare #, MCI ID, Harmony ID, Marital Status).

Person's Information	
First Name	Emily
Last Name	Dorae
Middle Name	
Preferred Name	
Suffix	
Date of Birth	05/18/1938
Gender	Female
Race	
Ethnicity	
Placement County	Adams

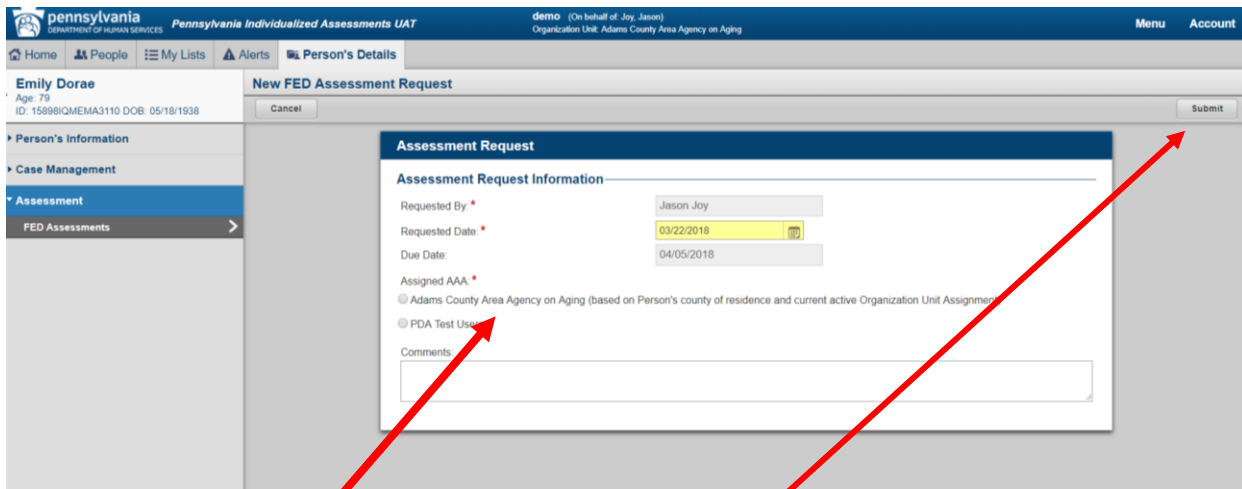
Additional Information	
Person's Identifier	15898IQMEMA3110
SSN	***-**-0000
Medicare #	
MCI ID	
Harmony ID	
Marital Status	

2. Click on **FED Assessments**



The screenshot shows the 'Person's Details' page for Emily Dorae. The left sidebar contains navigation links: Home, People, My Lists, Alerts, and Person's Details. Under 'Person's Details', there are links for Person's Information, Case Management, and Assessment. The 'Assessment' link is expanded, showing 'FED Assessments'. The main content area is titled 'FED Assessments' and contains a table with columns: Requested By, Requested Date, Status, Assessment Submitted/Withdrawn Date, and Actions. The table is currently empty, displaying 'No data available in table'. A red arrow points to the 'Create Request' button in the top right corner of the table area.

3. Click on the Create Request button



The screenshot shows the 'New FED Assessment Request' form. The form is titled 'Assessment Request' and contains the following fields: Requested By (Jason Joy), Requested Date (03/22/2018), Due Date (04/05/2018), and Assigned AAA (Adams County Area Agency on Aging). There is a 'Comments' field at the bottom. A red arrow points to the 'Submit' button in the top right corner of the form.

4. Complete required fields and click on the Submit button

Tips: The assessment is due 10 business days after requested date. Backdated Assessment Requests - If the requested date is in the past, the due date is calculated from that (past) date.

pennsylvania DEPARTMENT OF HUMAN SERVICES *Pennsylvania Individualized Assessments UAT* demo (On behalf of: Joy, Jason) Organization Unit: Adams County Area Agency on Aging Menu Account

Home People My Lists Alerts Person's Details

Emily Dorae
Age: 79
ID: 15898IQMEMA3110 DOB: 05/18/1938

Person's Information Case Management **Assessment** FED Assessments

FED Assessments

Requested By	Requested Date	Status	Assessment Submitted/Withdrawn Date	Actions
Jason Joy	03/22/2018	Pending		Summary

Showing 1 to 1 of 1 entries

Success: Record has been created.

5. The FED Assessments screen will reflect the request with a Pending Status and a message will be received that the record has been successfully created

pennsylvania DEPARTMENT OF HUMAN SERVICES *Pennsylvania Individualized Assessments UAT* demo (On behalf of: Joy, Jason) Organization Unit: Adams County Area Agency on Aging Menu Account

Home People My Lists Alerts Person's Details

Emily Dorae
Age: 79
ID: 15898IQMEMA3110 DOB: 05/18/1938

Person's Information Case Management **Assessment** FED Assessments

FED Assessments

Requested By	Requested Date	Status	Assessment Submitted/Withdrawn Date	Actions
Jason Joy	03/22/2018	Pending		Summary

6. Click on Summary

Actions

[Summary](#)

pennsylvania DEPARTMENT OF HUMAN SERVICES **Pennsylvania Individualized Assessments UAT** demo (On behalf of: Joy, Jason) Organization Unit: Adams County Area Agency on Aging **Menu** **Account**

[Home](#) [People](#) [My Lists](#) [Alerts](#) **Person's Details**

Emily Dorae
Age: 79
ID: 15898IQMEMA3110 DOB: 05/18/1938

FED Assessments — Overview [Back to List](#) [Collapse All](#) [Withdraw](#)

Person's Information
Case Management
Assessment
 FED Assessments
 Summary

Assessment Request

Request

Requested By: ** Jason Joy
Requested Date: ** 03/22/2018
Due Date: 04/05/2018
Assigned AAA: ** Adams County Area Agency on Aging
Status: ** Pending
Comments

Assessment **New**

Current Assessment

Created Date	Status	Submitted Date	Submitted By	Comments	Actions
Not Started					

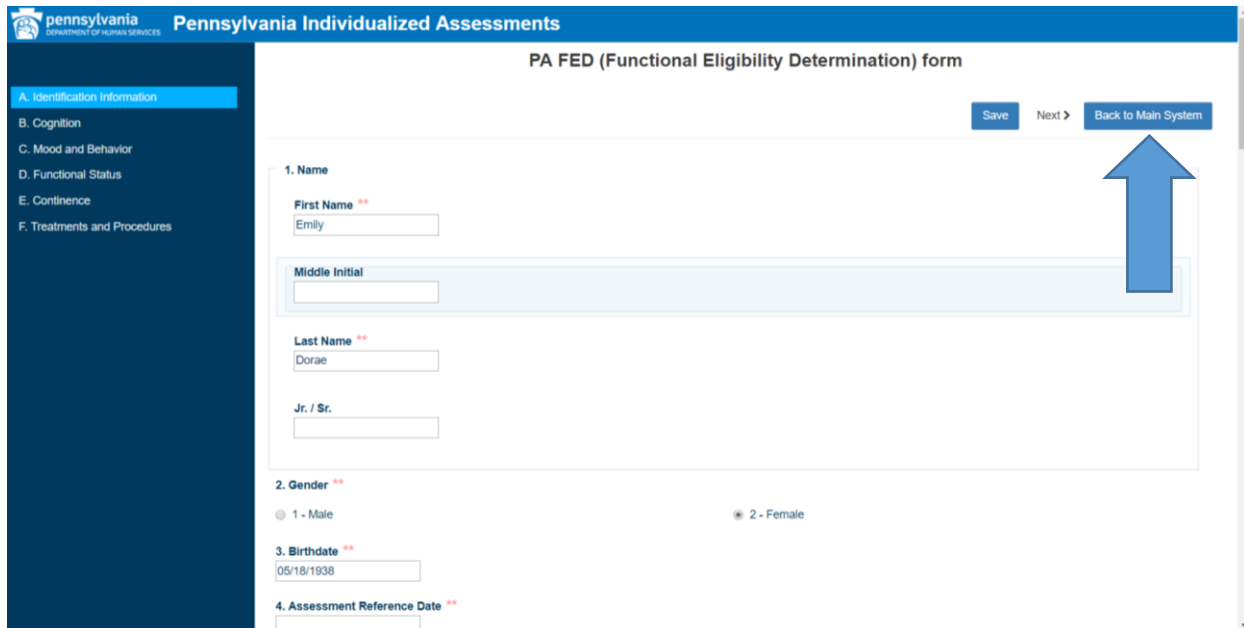
Assessment Result
Result Review

1520.8 min

Click on **New** in the Assessment title bar to access the assessment

New

Tip: The Current Status of the assessment changes from Pending to In Progress once the New button has been clicked.



1. The link for the FED opens and you may begin your FED assessment.
Tip: The "Next" button automatically saves answers. The assessment categories or sections may be completed in any order by clicking on the category name on the left side navigation menu. If the assessment is exited prior to completion, PIA saves the answers on completed assessment pages when the Next button has been clicked. Answers on incomplete pages are not saved.
2. Once FED is completed click [Back to Main System](#)

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Pennsylvania Individualized Assessments

● 2 - 1 - 2 of last 3 days
● 3 - Daily in last 3 days

Notes

Person Signature

Emily Dora

Clear

← Previous Save Back to Main System

Last Assessment Page

3. Request the person use the mouse or his/her finger (touch screen only) to sign the assessment.
Tips: Click on the clear button to remove and resign the signature. Capture of the signature is recommended however it is not required as some people will be unable to sign. Complete the Assessor's Name and Date fields if blank

pennsylvania

DEPARTMENT OF HUMAN SERVICES

Pennsylvania Individualized Assessments UAT

demo (On behalf of: Joy, Jason)

Organization Unit: Adams County Area Agency on Aging

Menu

Account

Home

People

My Lists

Alerts

Person's Details

Emily Dorae

Age: 79

ID: 15898IQMEMA3110 DOB: 05/18/1938

Person's Information

Case Management

Assessment

FED Assessments

Summary

Assessment Summary

FED Assessment Summary

Back to Request

Print

Section Name	Status	Modified By	Date Modified	Actions
A. Identification Information	Completed	Jason Joy	03/22/2018	Edit View
B. Cognition	Completed	Jason Joy	03/22/2018	Edit View
C. Mood and Behavior	Completed	Jason Joy	03/22/2018	Edit View
D. Functional Status	Completed	Jason Joy	03/22/2018	Edit View
E. Continence	Completed	Jason Joy	03/22/2018	Edit View
F. Treatments and Procedures	In Progress	Jason Joy	03/22/2018	Edit Check Errors View

Showing 1 to 6 of 6 entries

Filter all columns

1. Click on the Edit link to change any answers

2. Click on the Check Errors link to answer any missed questions. This will link you to the FED to correct the errors

Actions		
Edit	View	
Edit	View	
Edit	View	
Edit	View	
Edit	View	
Edit	Check Errors	View

pennsylvania **Pennsylvania Individualized Assessments**
DEPARTMENT OF HUMAN SERVICES

A. Identification Information
B. Cognition
C. Mood and Behavior
D. Functional Status
E. Continence
F. Treatments and Procedures

☐ 1 - Ordered, not implemented
☐ 2 - 1 -- 2 of last 3 days
☐ 3 - Daily in last 3 days

d. IV medication **

☒ 0 - Not ordered AND did not occur
☐ 1 - Ordered, not implemented
☐ 2 - 1 -- 2 of last 3 days
☐ 3 - Daily in last 3 days

e. Oxygen therapy **

☐ 0 - Not ordered AND did not occur
☐ 1 - Ordered, not implemented
☐ 2 - 1 -- 2 of last 3 days
☐ 3 - Daily in last 3 days

f. Radiation **

☒ 0 - Not ordered AND did not occur
☐ 1 - Ordered, not implemented
☐ 2 - 1 -- 2 of last 3 days
☐ 3 - Daily in last 3 days

g. Suctioning **

☒ 0 - Not ordered AND did not occur
☐ 1 - Ordered, not implemented

1. Fix the error

2. Click [Back to Main system](#)

Tip: The Error has a red asterisk and the questions are highlighted in pink

pennsylvania **Pennsylvania Individualized Assessments UAT** **demo** (On behalf of: Joy, Jason)
Organization Unit: Adams County Area Agency on Aging

Menu Account

Home People My Lists Alerts Person's Details

Emily Dorae
Age: 79
ID: 1589BIQEMA3110 DOB: 05/18/1938

FED Assessment Summary

Back to Request Print Submit

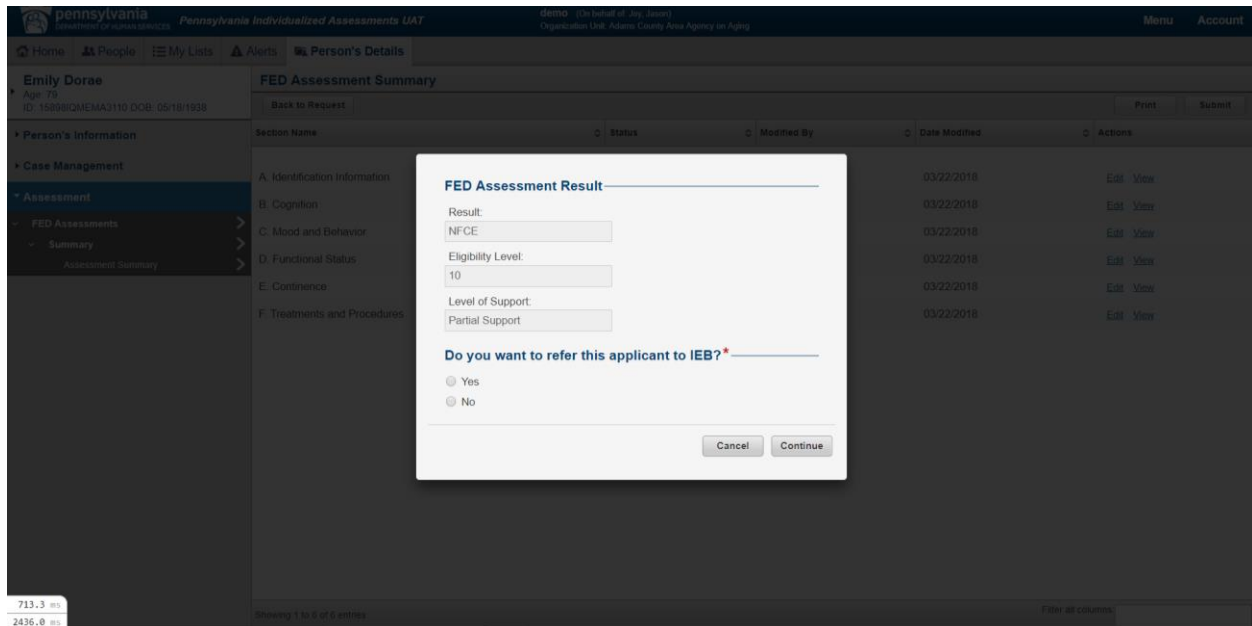
Section Name	Status	Modified By	Date Modified	Actions
A. Identification Information	Completed	Jason Joy	03/22/2018	Edit View
B. Cognition	Completed	Jason Joy	03/22/2018	Edit View
C. Mood and Behavior	Completed	Jason Joy	03/22/2018	Edit View
D. Functional Status	Completed	Jason Joy	03/22/2018	Edit View
E. Continence	Completed	Jason Joy	03/22/2018	Edit View
F. Treatments and Procedures	Completed	Jason Joy	03/22/2018	Edit View

829.8 ms
2522.0 ms

Showing 1 to 6 of 6 entries

Filter all columns

Click [Submit](#)



The screenshot shows the 'FED Assessment Summary' page for Emily Dorae. A pop-up window titled 'FED Assessment Result' is displayed, asking 'Do you want to refer this applicant to IEB?'. The pop-up contains the following information:

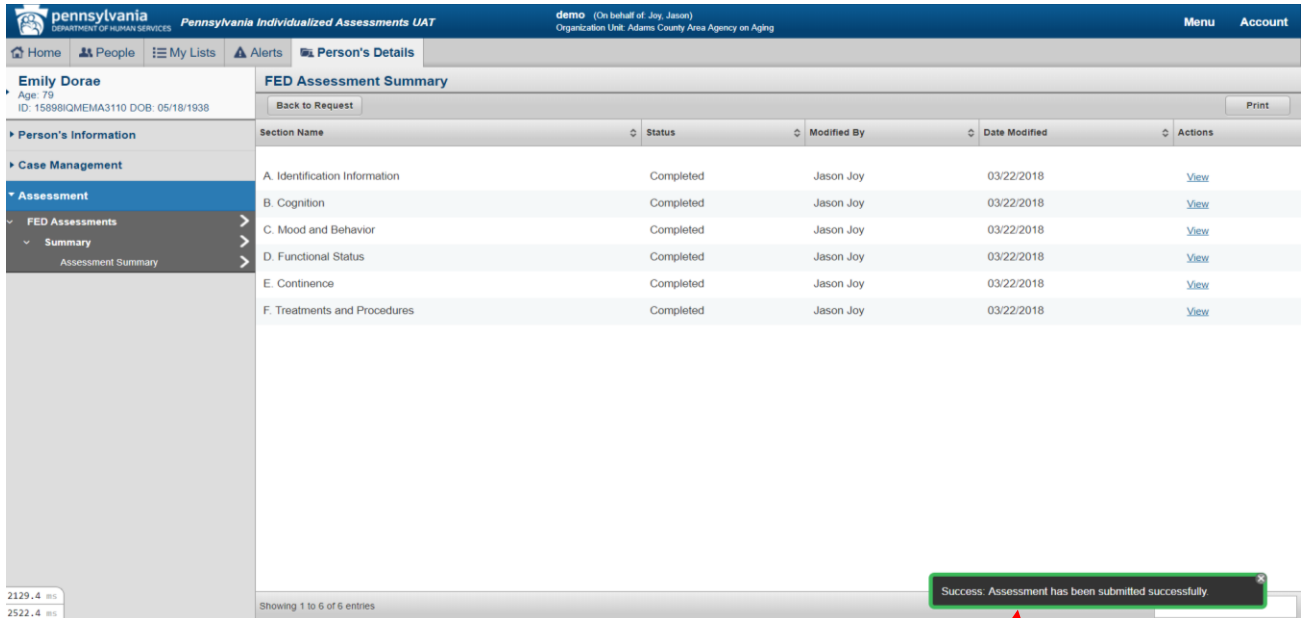
- Result: NFCE
- Eligibility Level: 10
- Level of Support: Partial Support
- Do you want to refer this applicant to IEB? (Yes/No radio buttons)
- Buttons: Cancel, Continue

The background table shows the assessment sections and their status:

Section Name	Status	Modified By	Date Modified	Actions
A. Identification Information	Completed	Jason Joy	03/22/2018	View
B. Cognition	Completed	Jason Joy	03/22/2018	View
C. Mood and Behavior	Completed	Jason Joy	03/22/2018	View
D. Functional Status	Completed	Jason Joy	03/22/2018	View
E. Continence	Completed	Jason Joy	03/22/2018	View
F. Treatments and Procedures	Completed	Jason Joy	03/22/2018	View

After clicking on the Submit button, a pop-up will ask if the assessment is to be referred to the IEB.

Review the results and click on the Yes or No radio button then click on the Continue button.



The screenshot shows the 'FED Assessment Summary' page for Emily Dorae. The assessment sections are all marked as 'Completed'. A success message is displayed at the bottom right:

Success: Assessment has been submitted successfully.

The background table shows the assessment sections and their status:

Section Name	Status	Modified By	Date Modified	Actions
A. Identification Information	Completed	Jason Joy	03/22/2018	View
B. Cognition	Completed	Jason Joy	03/22/2018	View
C. Mood and Behavior	Completed	Jason Joy	03/22/2018	View
D. Functional Status	Completed	Jason Joy	03/22/2018	View
E. Continence	Completed	Jason Joy	03/22/2018	View
F. Treatments and Procedures	Completed	Jason Joy	03/22/2018	View

A message will appear: *Success Assessment has been submitted successfully*

- The only available link is View
- The only available button is Print
- No other changes can be made to the assessment at this point

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DEPARTMENT OF HUMAN SERVICES

Pennsylvania Individualized Assessments UAT

demo (On behalf of: Jay, Jason)
Organization Unit: Adams County Area Agency on Aging

Menu Account

Home People My Lists Alerts

Alerts

Alerts Home Archived

Start Date: 03/22/2018 End Date: 03/22/2018 Advance Search

Group Results By: No Grouping

Submit Clear Mark as: Unread Read Accept Archive

Person	Person's ID	Alert Description	Category	Date	From	Accepted By
Emily Dorae	15898IQMEMA3110	FED assessment has been completed and submitted. Result has been calculated. GO	FED Assessment Request	03/22/2018	Jason Joy	
Emily Dorae	15898IQMEMA3110	FED assessment request has been created. GO	FED Assessment Request	03/22/2018	Jason Joy	
Emily Dorae	15898IQMEMA3110	Person is assigned to you. GO	Organization Unit Assignment	03/22/2018	FED Assessor Supervisor A	

Click the Alerts tab and there will be an alert stating the FED has been completed and submitted.