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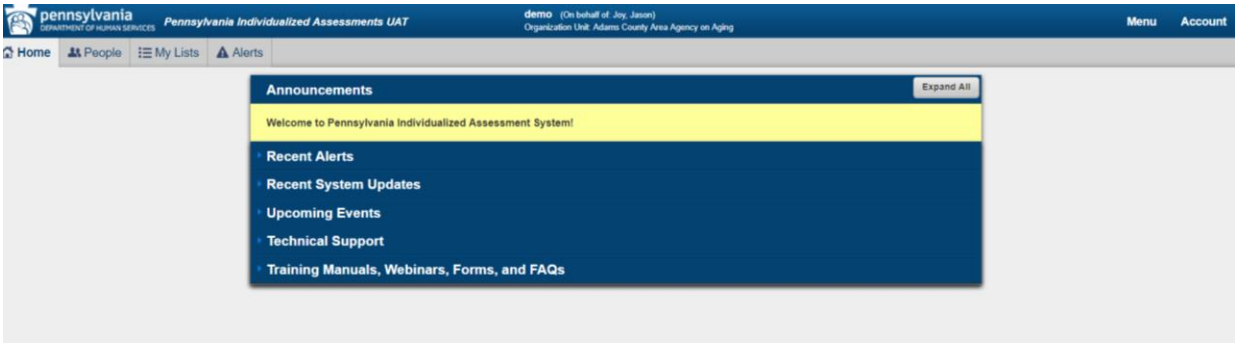
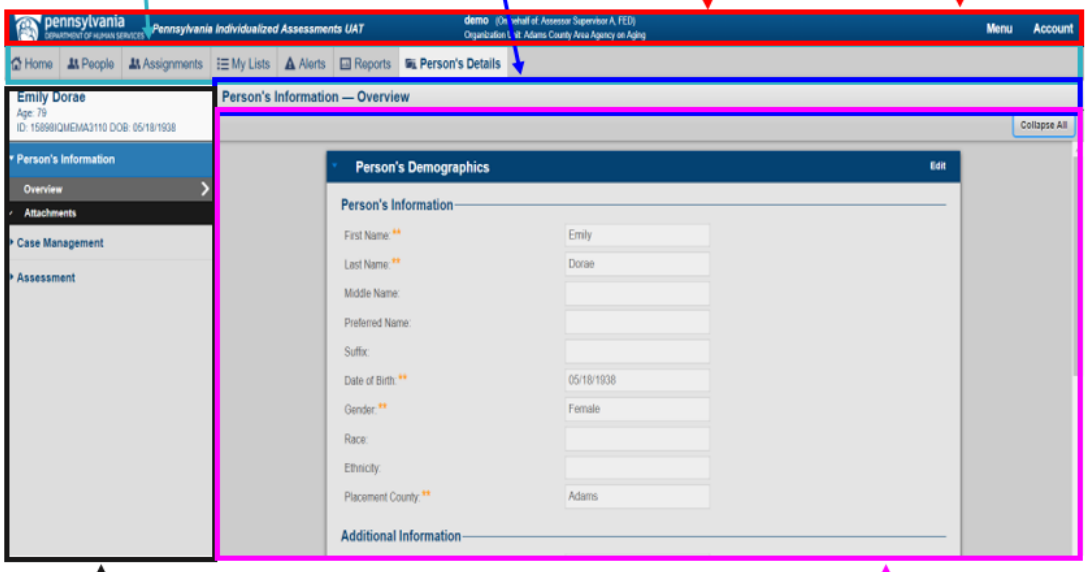
This is the Home screen and the first point of Navigation.



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
"Global" Header
The "Global Menu" can be activated by hovering over the text with the mouse pointer
pennsylvania
Pennsylvania Individualized Assessments UAT
Menu
Account
Home
People
Assignments
My Lists
Alerts
Reports
Person's Details
Emily Dorae
Person's Information — Overview
Collapse All
Person's Information
Overview
Attachments
Case Management
Assessment
Person's Demographics
Edit
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
"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

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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.

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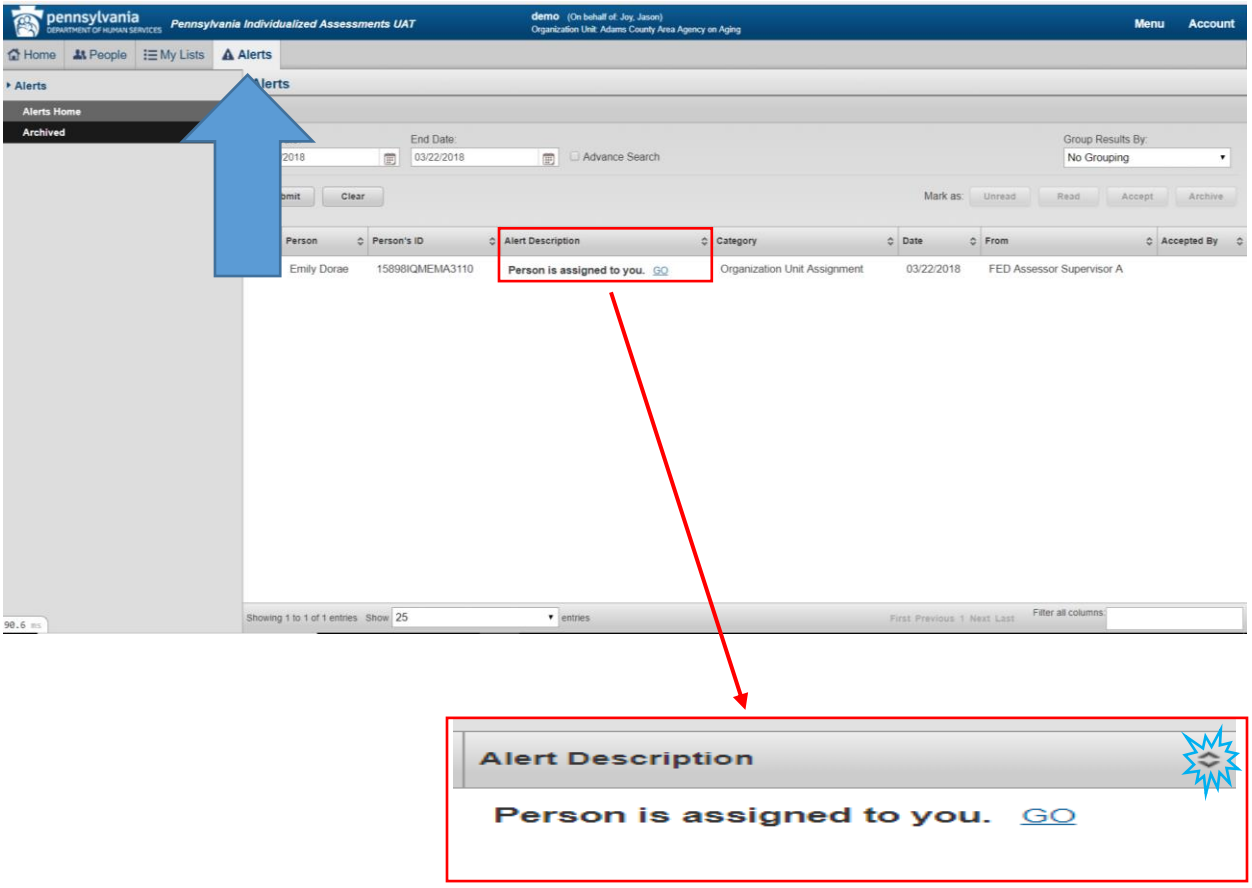
Alert Tab

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.



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

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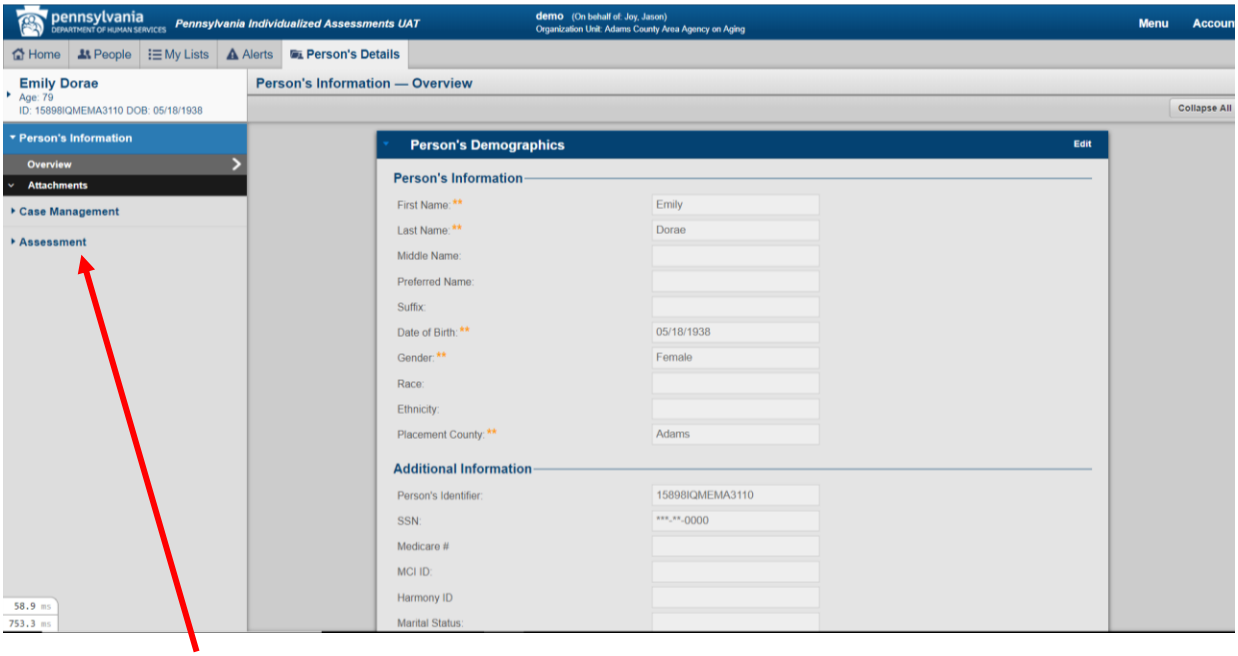
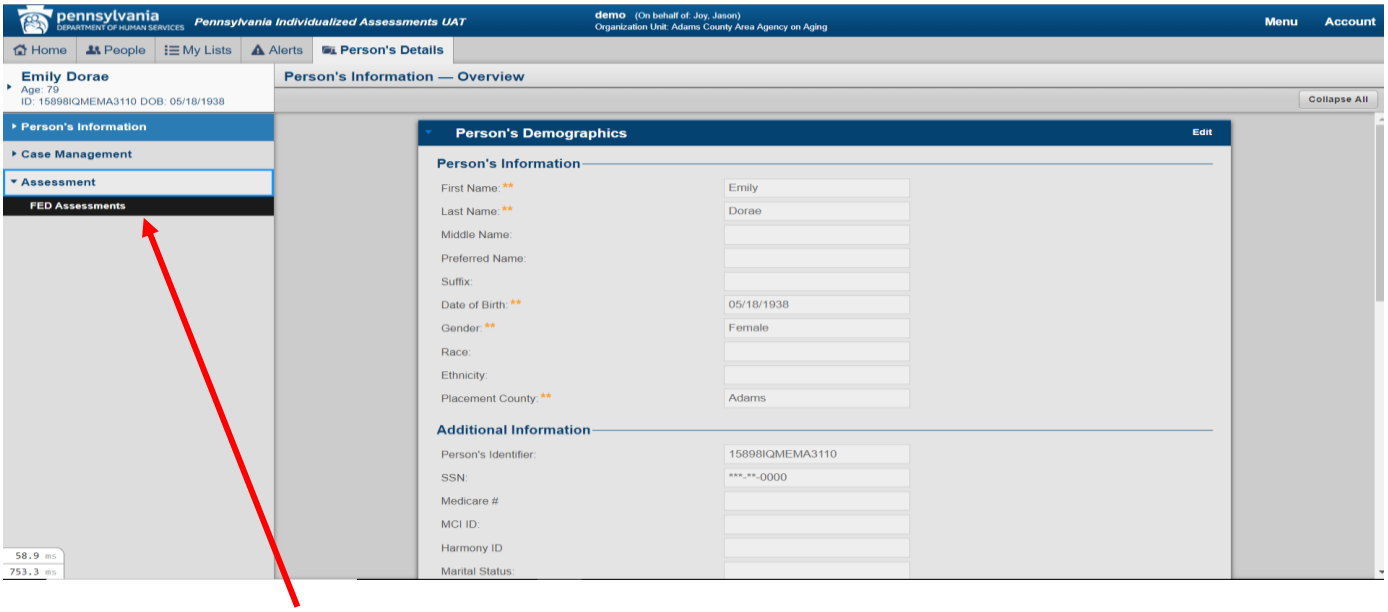
Creating and completing a FED



1.Click on ASSESSMENT in the left side menu



2. Click on FED Assessments

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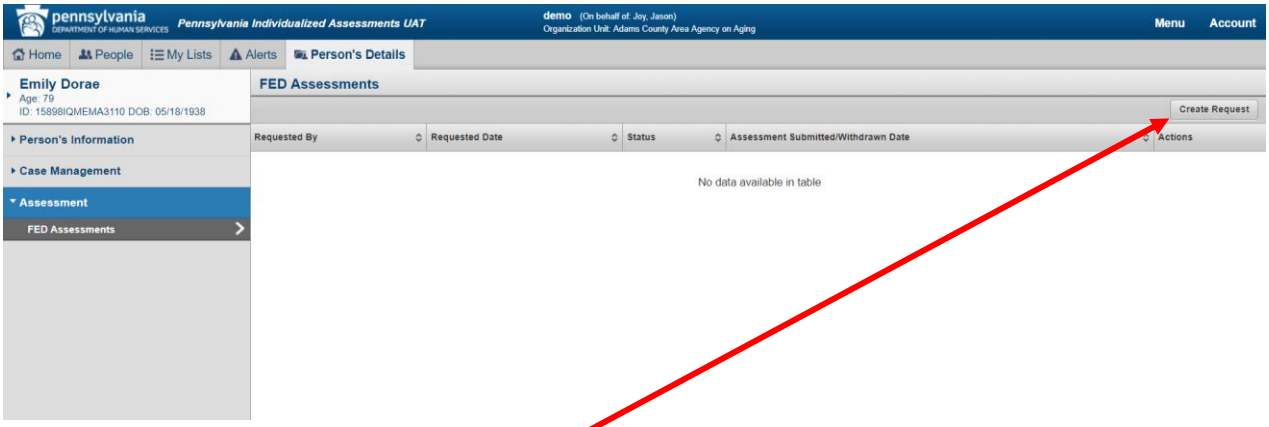
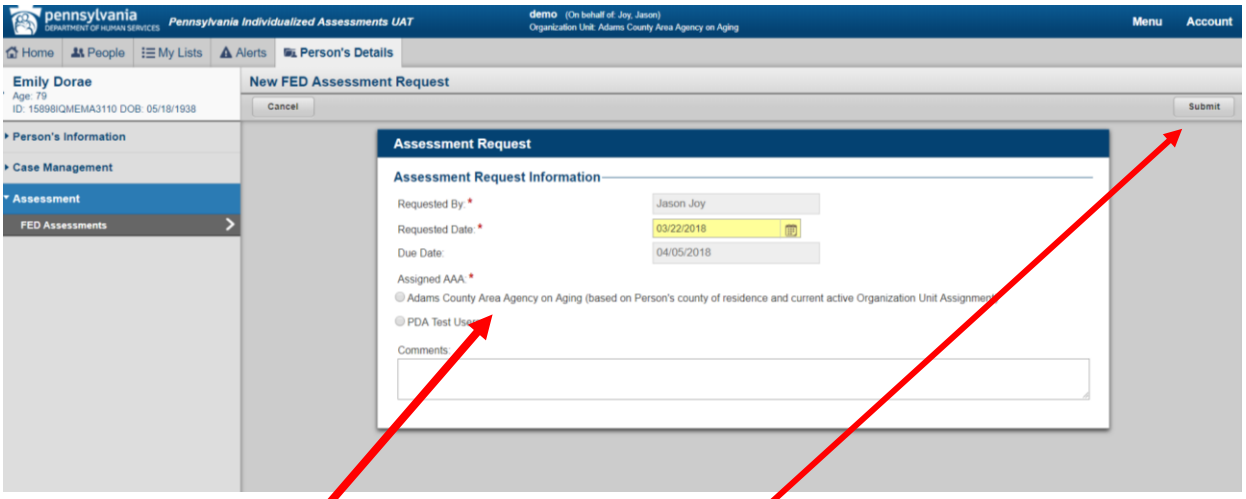


3. Click on the Create Request button



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 in is the past, the due date is calculated from that (past) date.

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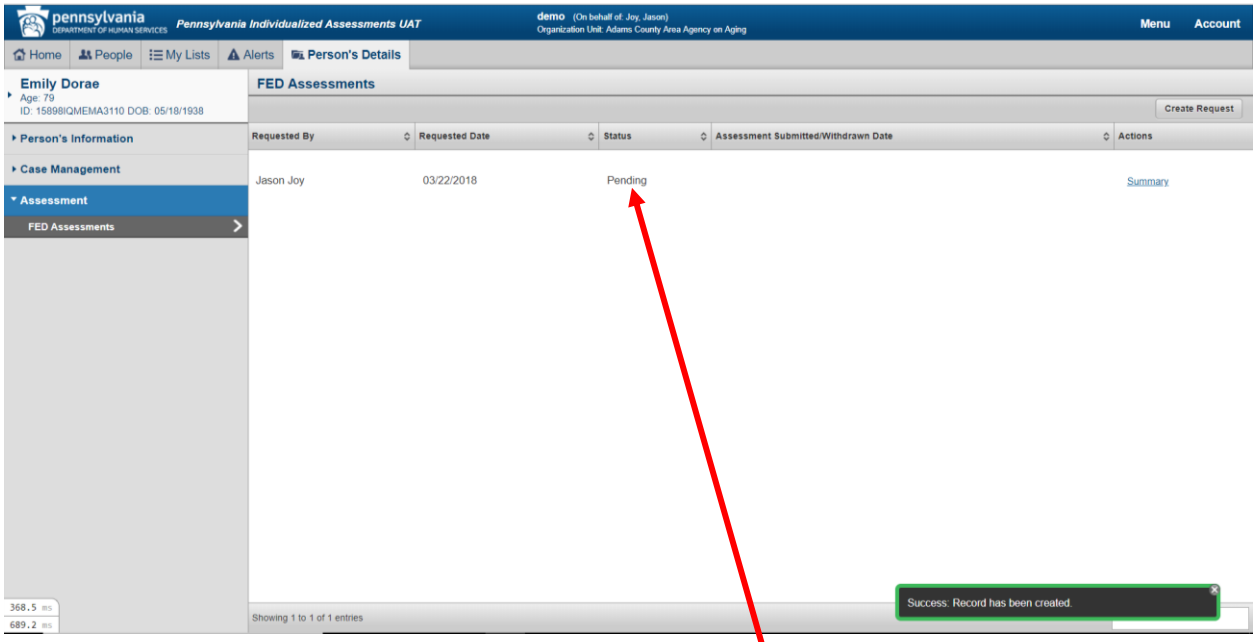
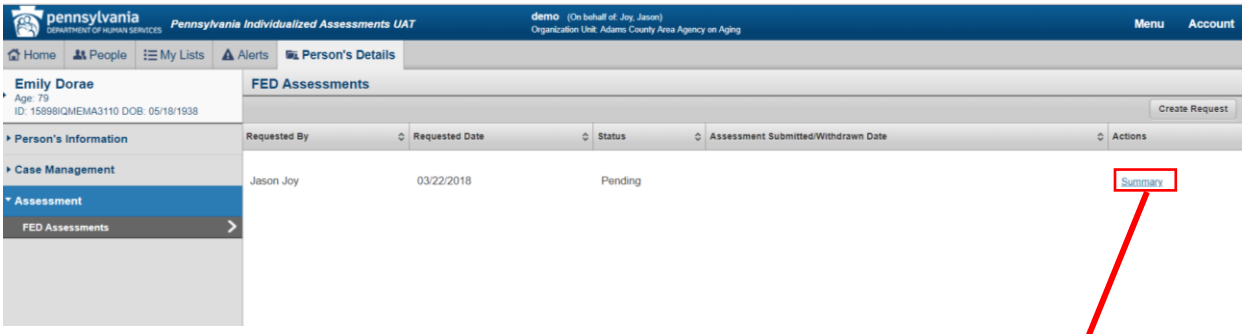
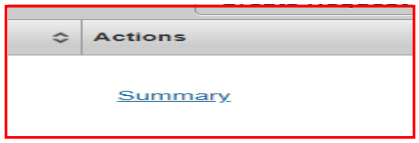


5. The FED Assessments screen will reflect the request with a Pending Status and a message will be received that the record has been successfully created



6. Click on Summary



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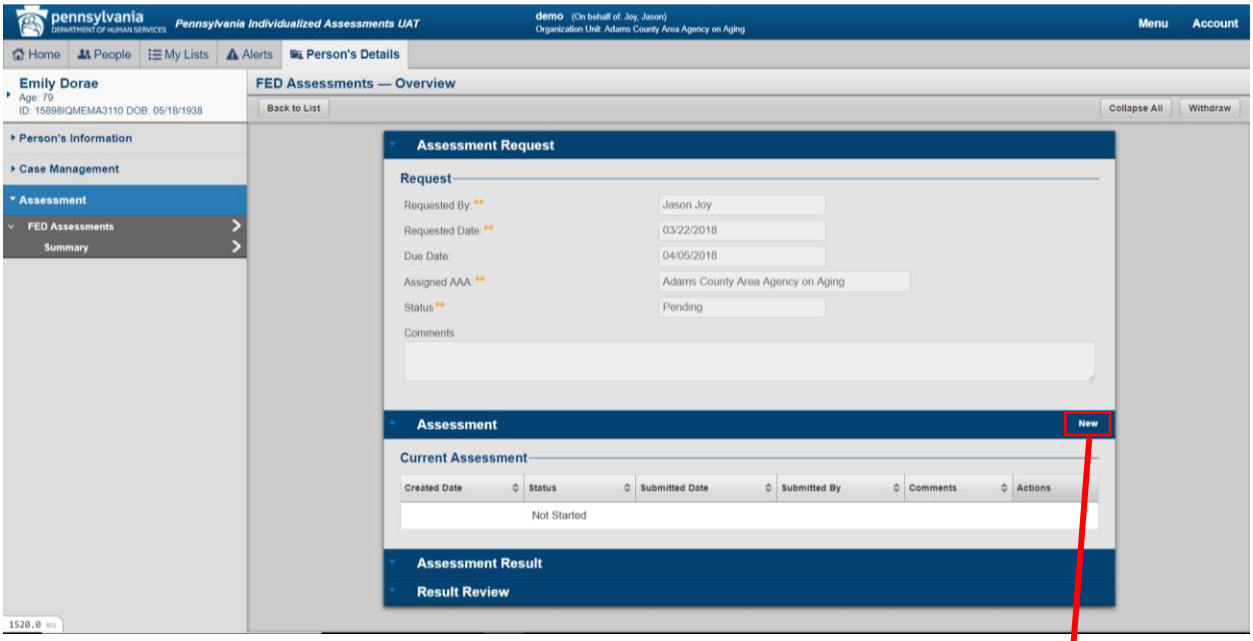

Click on New in the Assessment title bar to access the assessment

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

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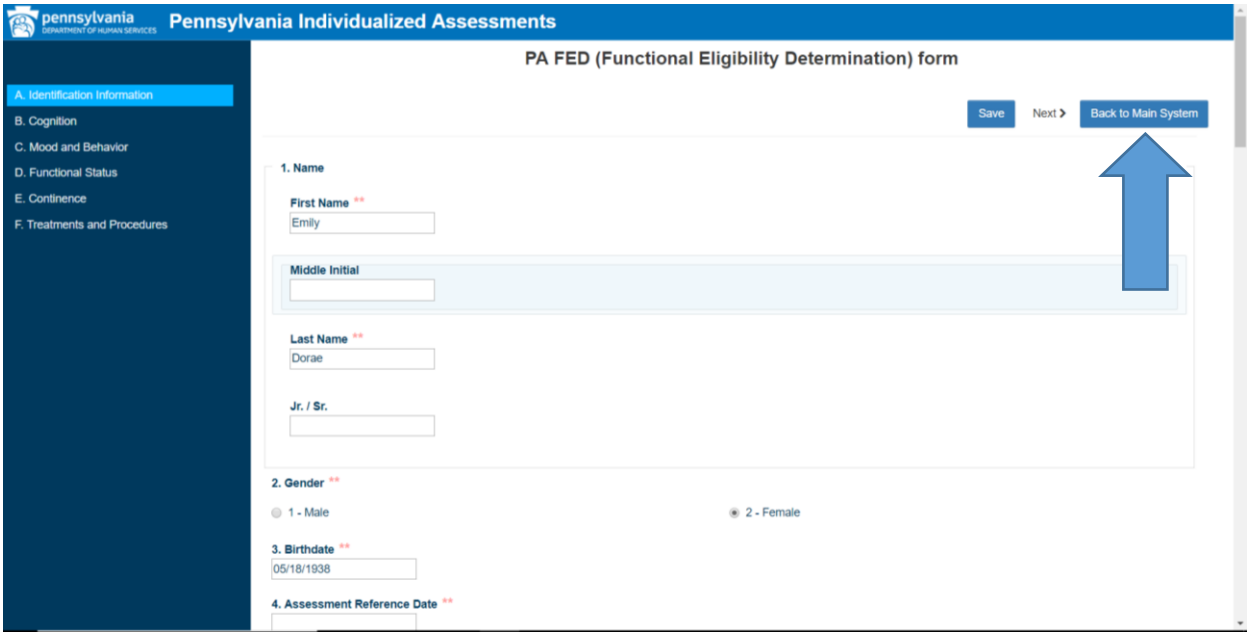

1. The link for the FED opens and you may begin your FED assessment.
   Tip: The "Next" button automatically saves answers. The assessment categories or sections may be completed in any order by clicking on the category name on the left side navigation menu. If the assessment is exited prior to completion, 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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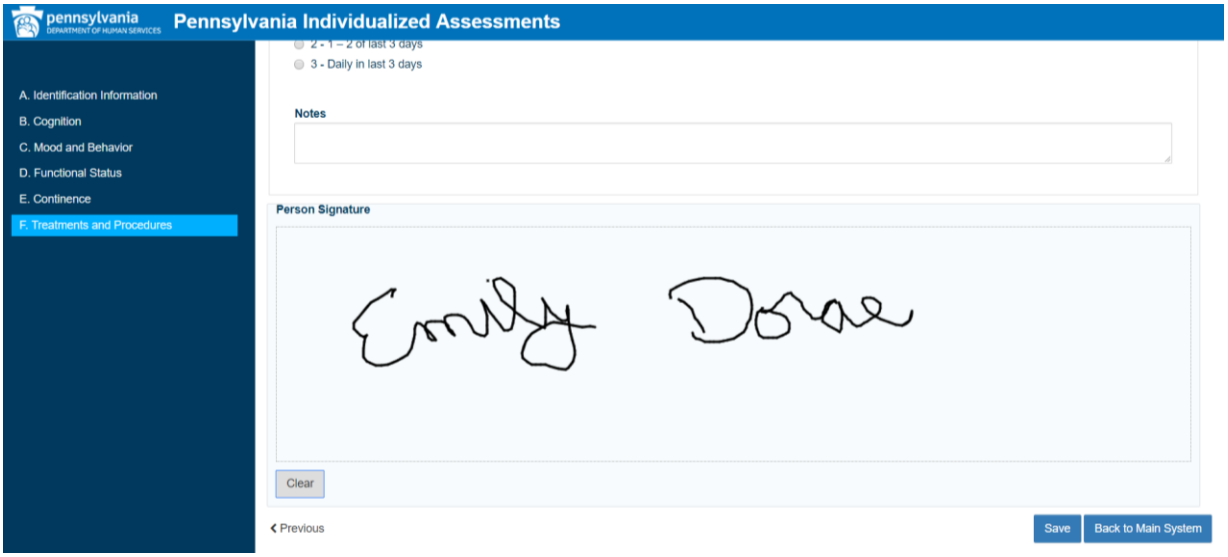

Last Assessment Page

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*

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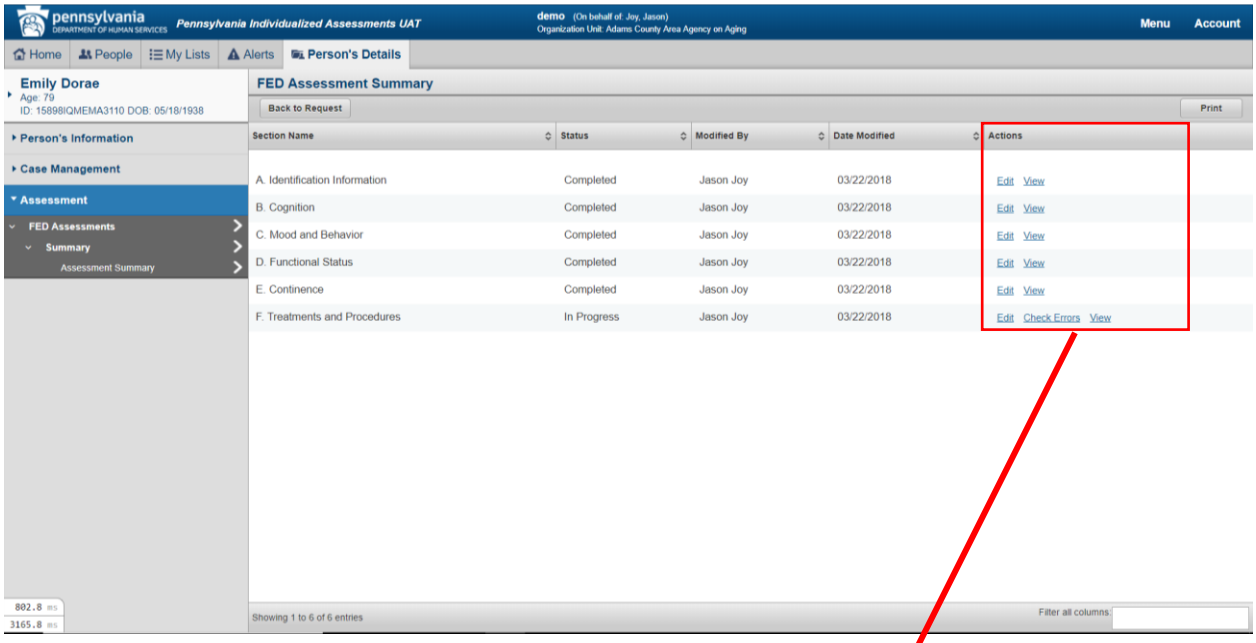
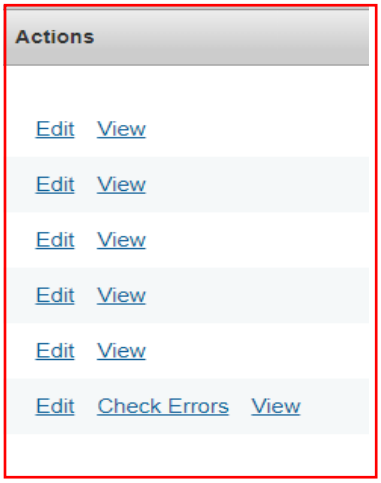


1. Click on the Edit link to change any answers

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



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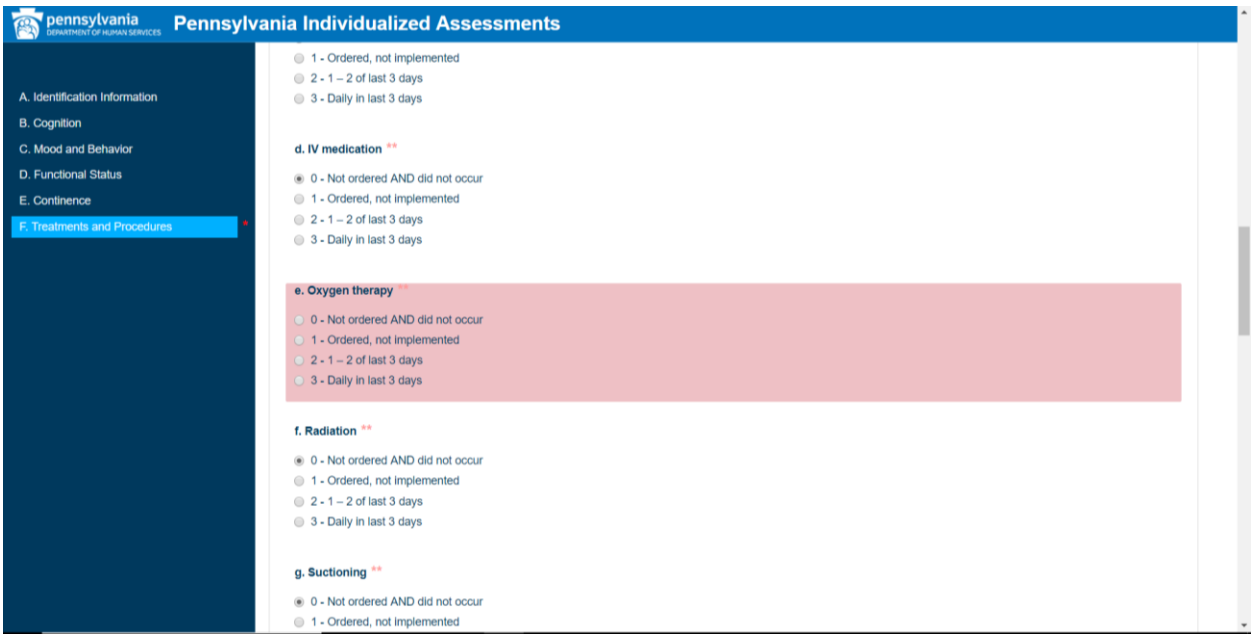
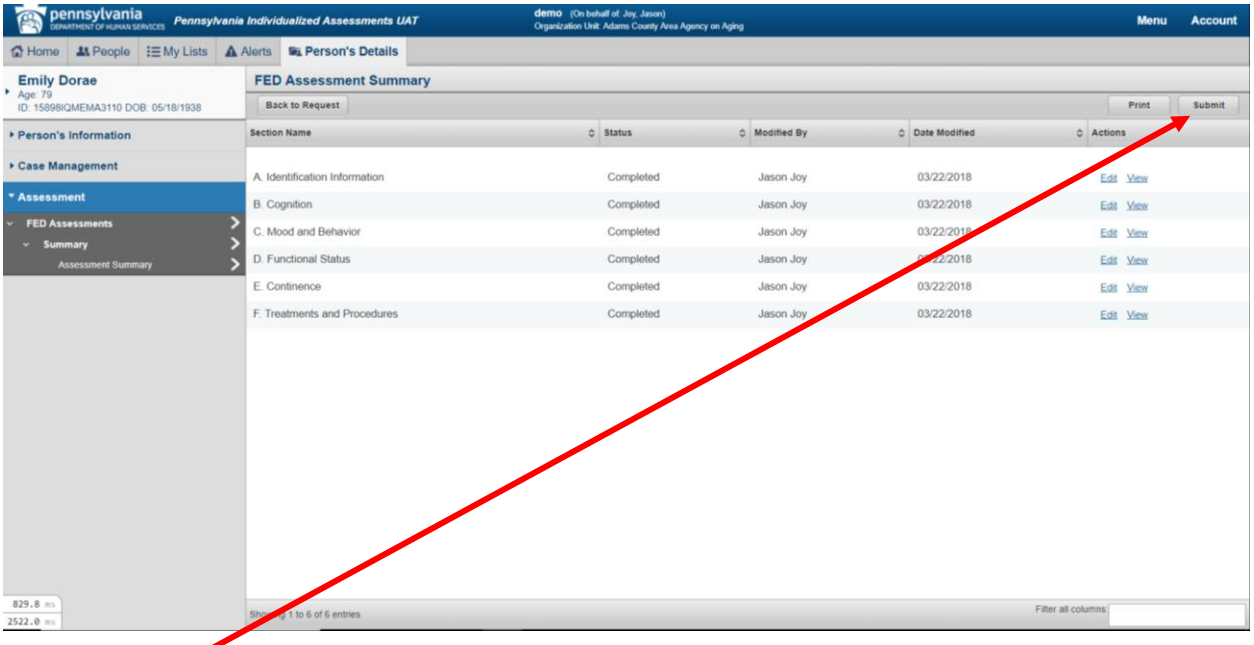


1.Fix the error

2.Click Back to Main system

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



Click Submit

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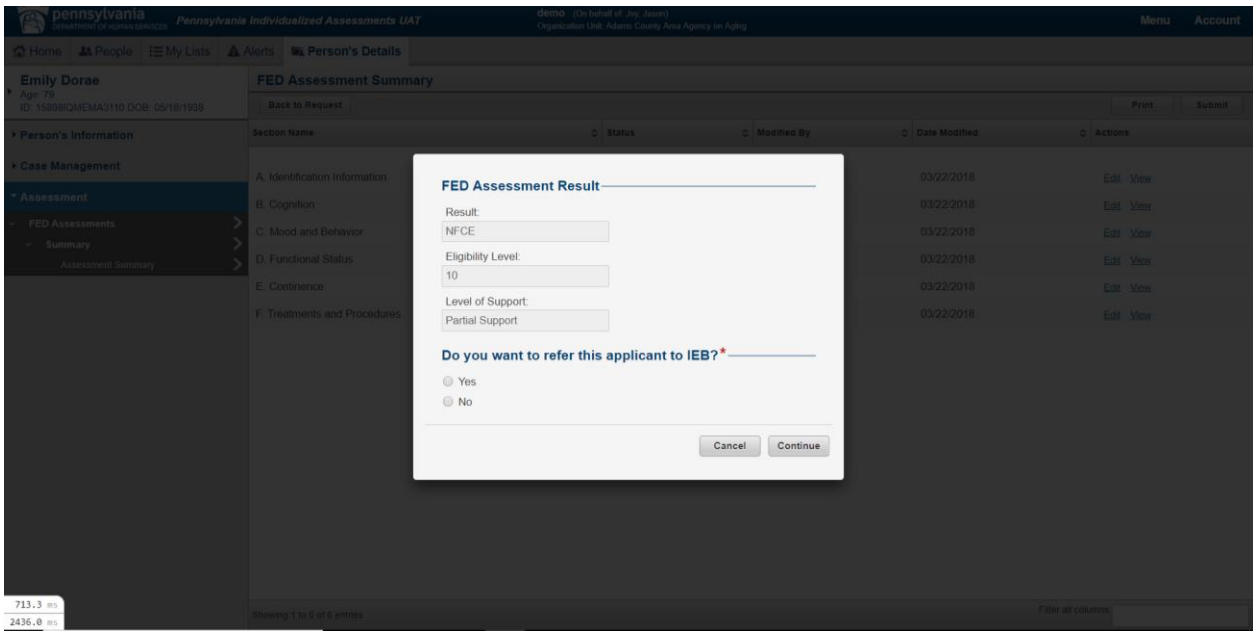
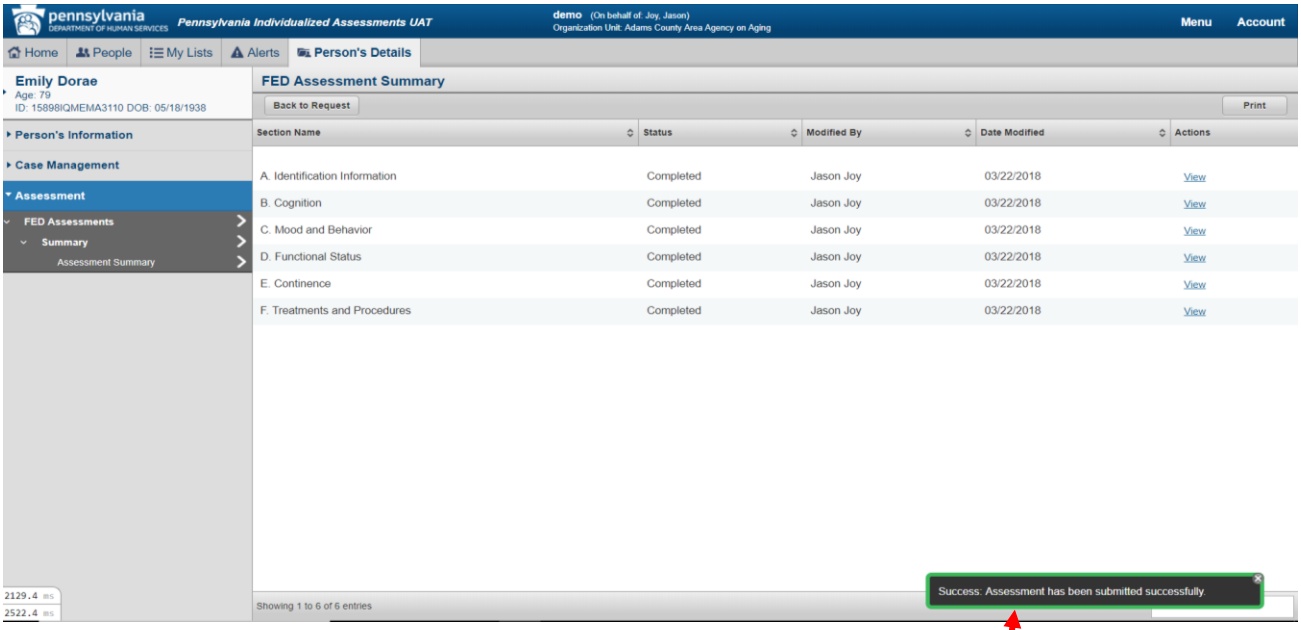


After clicking on the Submit button, a pop-up will ask if the assessment is to be referred to the IEB.

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



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

a. The only available link is View

b. The only available button is Print

c. No other changes can be made to the assessment at this point

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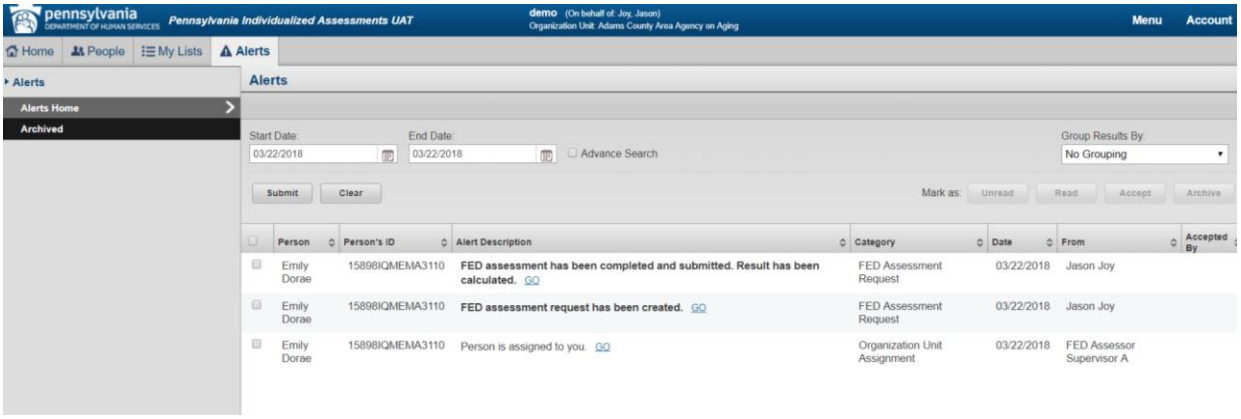

Click the Alerts tab and there will be an alert stating the FED has been completed and submitted.