Department of Human Services
Allegheny County, Pennsylvania

Jail Collaborative – Provider
Adding Collateral

A Provider can add collateral for a Jail Client and send notes to active collateral.

Completing the Collateral

1. Bring the Jail Client into focus.
2. Navigate to the *Collateral/Significant Other Information* screen.
   a. **Jail Collab. > Collateral**
3. The *Collateral/Significant Other Information* screen appears with the Collateral grid at the top of the page.
   a. If there are no collateral entered, enter information directly into the blank fields at the bottom of the page.
   b. If collateral already exists, the grid displays all collateral entered. The fields on the tabs populate with the information for the collateral highlighted.
   c. Click the **[New]** button to add new collateral. The fields clear to allow for a new entry.
4. Complete the *Collateral Details* section.
   a. Select the *Collateral Category*.
   b. Select the *Relationship to Client*.
   c. Enter the Start Date and End Date.
      TIP: A situation in which you might enter a start date would be if you were

entering a Teacher as collateral. You would enter the school year start and end dates in these fields.

5. Complete the *Demographics* tab.
   a. Enter the collateral's first name in the *First field*.
   b. Enter the collateral's last name in the *Last field*.
   c. Select a *Gender*.
   d. Enter the *SSN* (Social Security Number).
   e. Select the *Date of Birth*.
6. Complete the *Contact Info* tab.
   a. Once the *Demographic* information is entered, select the *Contact Info* tab to bring this tab to the front.

7. Enter an address for the collateral in the *Address* field.

> *TIP: To add an address, click [Edit] beneath the Address field. Select the type of address and information and click [Search]. The application verifies the address entered with Postal records to show possible alternatives. Select the correct address and click [OK]. If correct address does not appear as an option, select the box next to Save Without Verification and click [OK].*

   a. Enter the telephone numbers in the *Home Phone, Work Phone and Extn,* and *Cell Phone fields.*
   b. Enter the *TTY Number.*
   c. Enter the *Fax Number.*
   d. Enter an *Email Address.*

NOTE: *To send notes to collateral, there must be a valid email address entered in this screen.*

8. Click **[Save]** at the bottom of the screen. The collateral created will appear in the grid.

For more 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 are located on the DHS Amazon site at http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.