Department of Human Services
Allegheny County, Pennsylvania

Jail Collaborative – Admin Reports

Jail Collaborative Providers are able to generate management reports from the *Reports* menu that is part of the Admin module.

Completing the Reports screen

1. Navigate to the *Reports* screen.
   a. **Jail Collab. > Admin > Reports**
2. Select the report you wish to generate from the *Reports* grid.
3. Click the **[Preview]** button.
   > TIP: *Many reports require additional selections to be made to complete the generation of the report.*
   a. Enter the additional information required on the *Jail Reports* pop-up, if applicable.
   > TIP: *There are different pop-ups that can be displayed. Please refer to the section below for the detailed instructions on how to complete the pop-ups.*
   b. Click **[OK]** to generate the report.
   > TIP: *Theses reports are generated as an MS Excel spreadsheet. The information displayed on the report can be edited. Edits made to the report will not be reflected in the Jail Collaborative application.*

Completing the Jail Reports pop-up

1. Specific reports that are generated require a date range only.
   a. On the *Jail Reports* pop-up, enter the report *Start Date*.
   b. Enter the report *End Date*.
   c. Click the **[OK]** button to generate the report.
   > TIP: *The Active Client Report, Alternative Housing Clearance Progression Report, Alternative House Client Level Report, Exit Report, Provider Service Statistical Report, and Visitation Report are the reports that require a date range for generation.*
   > TIP: *The date selection for the Aggregate Client Outcome Report is a radio button selection.*

2. Specific reports require the selection of the applicable *Service* as well as a date range.
    a. On the *Jail Reports* pop-up, enter the report *Start Date*.
    b. Enter the report *End Date*.
    c. Mark the applicable checkbox(es) to *Select Service(s)*.
    d. Click the **[OK]** button to generate the report.
        TIP: The Employment Retention Report and Program Eligibility Report require a date range to be entered as well as a Service to be selected.
3. The *Intake Closure Report* generates without additional information.

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.