



Jail Collaborative- Provider Alternative Housing Screen

Jail Clients eligible for Alternative Housing locations in lieu of incarceration must pass a clearance process. This Job Aid includes steps for Providers to pre-screen Jail Clients for potential service.

Accessing the Alternative Housing Screen

The screenshot displays the 'Alternative Housing' screen within the 'Key Information and Demographics System'. The interface includes a sidebar on the left with 'In Focus' information for a user named Charles Casey. The top navigation bar features tabs for 'Jail Collab', 'Client', and 'Admin'. The main content area is divided into several sections: 'General Information' with fields for Client's Name, Staff Name, Referral Source, Intake Source, and Intake Date; 'Alternative Housing' which contains a table with columns for Phase(s), Status, Reason, Completed By, and Date; and 'Criminal History Check' which includes a table with columns for Recommended Provider, Response, Request Date, and Response Date. Below these tables are input fields for Provider Name, Notes for Provider, Provider Response, and Comments, along with 'Save' and 'Cancel' buttons.

1. From the *Waitlist* screen navigate to the *Alternative Housing Response* tab.
 - a. **Organizer tab > My Tasks > Waitlist**
 - b. Click the *Alternative Housing Response* tab.
 - c. Highlight the Jail Client and click **[Show]**. This opens the *Alternative Housing* screen.
2. Click on the *Provider Review* tab.
3. The information in the *General Information* section displays information about the referral pre-view.
4. The *Alternative Housing* grid documents the status of each Phase of the clearance process.
 - a. There are 5 *Status* options that populate based on the outcome of each screen.
 - i. *In Progress* – The initial information entered for this phase and awaiting action.
 - ii. *Cleared* – The Jail Client has met the criteria for this phase and can advance to the next.
 - iii. *Denied* – The Jail Client has not met the criteria for clearance of the phase.

- iv. *Suspended* – Once any phase is *Denied*, all other phases and pending actions end.
- v. *Not Applicable* – This applies only to *Pre-trial Bond Transfer* and *Probation Detainer Transfer*.
- b. The user's name populates the *Completed By* field.
- c. *Date* is the date the information entered.

NOTE: *If any phase is Denied, or the process is completed before a Provider responds, the Status in the grid changes to Suspended.*

Completing the Provider Preview screen

TIP: Once the Jail user has notified the Provider of the need for Alternative Housing services, the Provider uses this form to respond. The Service Request may be submitted based on the Provider's response.

1. When the Jail user completes the Provider details, the Provider receives an email notification.
2. *Provider Response* section.

TIP: The grid displays information for all Providers contacted and is viewable by all Providers.

- a. Select from the *Response* field.
 - i. Accept
 - ii. Client ineligible for services
 - iii. Client not appropriate for services
 - iv. Client declined service
 - v. No capacity
 - vi. Other
 - b. Enter additional notes in the *Comments* section.
3. Click **[Save]**.
 - a. A validation pop up displays notifying user that a notification will be sent to the Jail user.

TIP: See the Services Waitlist Screen Job Aid for additional details.

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://dhswebt.s3.amazonaws.com/KIDSJobAids/index.html>.