



Jail Collaborative– Provider Drug and Alcohol Outcomes Screen

If a Provider is providing Drug and Alcohol services to a Jail Client, they complete the *Drug and Alcohol Outcomes and Measures* screen in the Jail Collaborative application.

Accessing the Outcomes and Measurements Screen

The screenshot displays the 'Outcomes and Measures' screen within the Jail Collaborative application. The header shows the Department of Human Services logo and navigation tabs for Jail Collab., Admin, Services List, Services, Provider Service Log, and Outcomes and Measures. A sidebar on the left contains 'Organizer', 'Focus', and 'History' tabs, with 'In Focus' selected. The main content area is divided into several sections:

- General Information:** Fields for Client's Name (Dummy Test), Staff Name (Ralph Bunche), and Documentation Date* (dropdown).
- Service(s):** A section titled 'Services' with a dropdown menu showing 'Drug and Alcohol'.
- Goal:** A text field containing 'To treat clients with substance use disorder(s) to help them lead substance abuse free lifestyles.'
- Substance Abuse Assessment:** A section titled '1. Client Received Substance Abuse Assessment' with a table for recording assessments. The table has columns for Date, Type of Assessment, and Assessment Results. Below the table are fields for Date, Assessment Type, Other Specify, Assessment Results, Associated Assessment, and Comments.
- Treatment Plans:** A section titled '2. Client Consented to Participate in Treatment' with a table for recording treatment plans. The table has columns for Date, Treatment Plan Outcome, and Recommended Follow Up. Below the table are fields for Date, Treatment Plan Outcome, Recommended Follow Up, Other Specify, Associated Treatment Plan, and Comments.
- Service/Modality:** A section titled '4. Type of Service/Modality Received' with a table for recording service/modality. The table has columns for Date, Service, Modality, and Duration [Minutes]. Below the table are fields for Date, Service Plan, Modality, and Duration (Minutes).

At the bottom of the screen are 'Save' and 'Cancel' buttons.

1. Bring the Jail Client and Service Episode into focus.
 - a. Navigate to the *Outcomes and Measures List* screen.

i. **Jail Collab. > Services > Outcomes and Measures**

- b. Click **[Show]** on the highlighted record in the *Outcomes and Measures List*.

*TIP: On first entry, the grid will be empty. Click **[Show]**. For subsequent outcome updates, highlight the entry and click **[Show]**.*

2. Complete the *General Information* section.

- a. The *Client's Name* and *Staff Name* automatically populate with the Jail Client in focus and user completing the form, respectively.

- b. Click *Documentation Date* and select the date you are completing the form.

TIP: If you are updating this form, you need to change the Documentation Date field to reflect the current date. This field shows the last time the form was updated.

Outcomes and Measurements Section

Substance Abuse Assessments

1. Question 1: Client Received Substance Abuse Assessment.

TIP: Only answer the questions relevant at the time of entry. For example, do not choose a date for Client Received Substance Abuse Assessment if they did not receive the assessment. You can select this date at a future time if/when the Jail Client receives this assessment.

- a. Select the *Date*.
- b. Select the *Type of Assessment*. If *Other* is selected the *Other Specify* field becomes enabled.
- c. Select the *Assessments Results*.
- d. Select the *Associated Assessments*.

TIP: Assessments should be uploaded to the File Cabinet before completing this section. To save the document, select Assessment under Document Category, and Substance Abuse under Sub-Category. (See the Document Tracking, File Cabinet and Importing Job Aid.)

- e. Complete the *Comments* field.
- f. Click the **[Save]** button to the right of the grid to populate the grid.
- g. On subsequent entries, click the **[New]** button to the right of the grid. The entry fields beneath the grid will clear.

TIP: Not all of the fields appear in the grid. To view all the answers, highlight the entry you are interested in viewing. The information entered populates the fields below.

Treatment Plans

2. Question 2: Client Consented to Participate in Treatment.

- a. Select the *Date*.
- b. Enter comments in the *Comment* field.

3. Question 3: Client Received Treatment Plan.

- a. Select the *Date*.
- b. Select the *Treatment Plan Outcome*.
- h. Select the *Recommended Follow Up*. If *Other* is selected the *Other Specify* field will become enabled.
- c. Select the *Associated Treatment Plan*.

TIP: Treatment Plans should be uploaded to the File Cabinet before completing this section. To save the document, select Plan under Document Category, and Treatment Plans under Sub-Category. (See the Document Tracking, File Cabinet and Importing Job Aid.)

- d. Enter comments in the *Comments* field.
- e. Click the **[Save]** button to the right of the grid to populate the grid.
- f. On subsequent entries, click the **[New]** button to the right of the grid.

TIP: Not all fields appear in the grid. To view all the answers, highlight the entry you are interested in viewing. The information entered populates the fields below.

Service/Modality

4. Question 4: Type of Service/Modality Received

- a. Select the *Date*.
- b. Select the *Service Plan*.
- c. Select the *Modality*.
- d. Enter the *Duration (Minutes)*.
- e. Click the **[Save]** button to the right of the grid to populate the grid.
- f. On subsequent entries, click the **[New]** button to the right of the grid. The entry fields beneath the grid will clear.

TIP: Not all of the fields appear in the grid. To view all the answers, highlight the entry you are interested in viewing. The information entered populates the fields below.

5. Click **[Save]** at the bottom of the screen.

TIP: To return to the Outcomes and Measures List screen, select Outcomes and Measures on the breadcrumb trail.

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>.