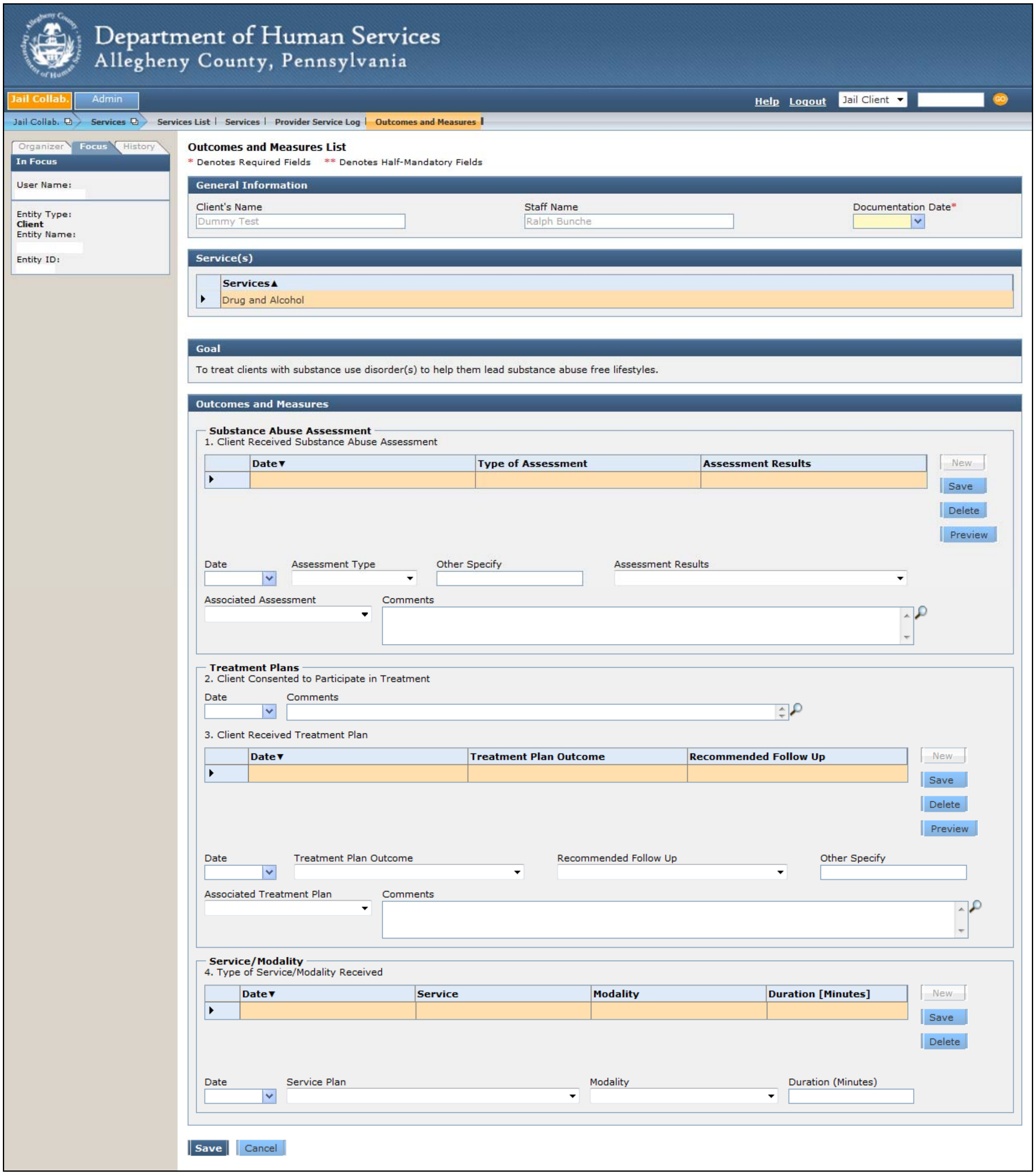
Jail Collaborative– Provider
Drug and Alcohol Outcomes Screen

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



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

<u>Substance Abuse Assessments</u>

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.

<u>Treatment Plans</u>

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://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.