



## Jail Collaborative– Provider Batterers Intervention Program Outcome

If a Provider is providing Batterers Intervention Program services to a Jail Client, they complete the *Batterers Intervention Program Outcome and Measures* screen in the Jail Collaborative application.

### Completing the Batterers Intervention Program Outcome and Measure screen

The screenshot displays the 'Outcomes and Measures List' screen in the Jail Collaborative application. The interface includes a top navigation bar with 'Jail Collab.', 'Admin', 'Help', 'Logout', and a 'Jail Client' dropdown. Below this is a breadcrumb trail: 'Jail Collab.' > 'Services' > 'Services List' > 'Services' > 'Provider Service Log' > 'Outcomes and Measures'. A left sidebar shows the 'In Focus' section with fields for 'User Name: Ralph Bunche', 'Entity Type: Client', 'Entity Name:', and 'Entity ID:'. The main content area is titled 'Outcomes and Measures List' and includes a legend: '\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields'. The form is divided into several sections: 'General Information' with fields for 'Client's Name', 'Staff Name', and 'Documentation Date\*'; 'Service(s)' with a dropdown showing 'Batterers Intervention Program'; 'Goal' with the text 'To change client's thinking to help lead non-abusive lifestyles'; and 'Outcomes and Measures' which contains a list of items (Docket Number, OTN Number, Estimated Annual Income, Fee Per Class, Total Length for BIP Program, Class Sessions) and a table for 'Class Sessions'. The table has columns for 'Session Number', 'Date', 'Attended?', and 'Non-compliant for Payment?'. Below the table are buttons for 'New', 'Save', and 'Delete'. At the bottom of the form are 'Save' and 'Cancel' buttons.

1. Bring your Jail Client and Service Episode into focus.
2. Navigate to the *Outcomes and Measures List* screen.
  - a. **Jail Collab. > Services > Outcomes and Measures**  
*TIP: Please see the Jail Collaborative User Guide for detailed instructions.*
  - b. Click the **[Show]** button to display the *Outcomes and Measures* screen.  
*TIP: On first entry, the grid is empty.*
3. *General Information* section.
  - a. The *Client's Name* and *Staff Name* populates with the Jail Client in focus and user completing the form.

- b. Enter the *Documentation Date*.  
*TIP: If this form is being updated, update the Documentation Date field to reflect the current date. This field displays the last time the form was updated.*
4. The *Service(s)* section displays the service the Client is receiving.
5. The *Goal* section lists the goal of the service the Client is receiving.
6. Complete the *Outcomes and Measures* section..
  - a. Enter the *Docket Number*.
  - b. Enter the Client's *OTN Number*.
  - c. Select the Client's *Estimated Annual Income*.
  - d. Enter the *Fee Per Class*.
  - e. Enter the *Total Length for BIP Program*.
  - f. Create *Class Sessions* record(s).
    - i. Enter the *Date of the scheduled class*.
    - ii. Select 'Yes' or 'No' to indicate if the client attended the class.
    - iii. Mark the *Non-compliant for payment?* checkbox to indicate the class fee was not paid.
    - iv. Click the **[Save]** button located to the right of the grid to save the entry.
    - v. Click the **[New]** button to create additional *Class Sessions* records.
    - vi. An attendance record can be deleted from the *Class Sessions* grid by highlighting the record and clicking the **[Delete]** button.
7. Enter narrative text in the *Comments* field.
8. Click the **[Save]** button located at the bottom of the screen to save all entries on the screen.

#### For more information...

For assistance, please contact the Allegheny County Service Desk at [servicedesk@alleghenycounty.us](mailto: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>.