Department of Human Services
Allegheny County, Pennsylvania

Jail Collaborative– Provider
Diversion Drug and Alcohol Outcome Screen

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

Completing the Drug and Alcohol Outcome and Measure 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**
         TIP: See user guide for more detailed instructions.
   b. Click **[Show]**.
      *TIP: On first entry, the grid is empty. Click **[Show]**. On subsequent updates, highlight the entry and click **[Show]**.*
2. *General Information* section.
   a. The *Client's Name* and *Staff Name* populates with the Jail Client in focus and user completing the form, respectively.
   b. Select the *Documentation Date* to select the date you are completing the form.
      TIP: If this form is being updated, change the Documentation Date field to reflect the current date. This field shows the last time the form was updated.

3. *Outcomes and Measures* section.

>> TIP: *Only answer the questions relevant at the time of entry. For example, do not choose a date for Client consented to participate in treatment if they did not consent. You can select this date at a future time if/when the Jail Client consents to treatment.*

Question 1: Client received Substance Abuse Assessment.
   a. Select the *Date*.
   b. Select the *Type of Assessment*.
       i. If 'Other', complete the *Other Specify* field.
   c. Select the *Assessment Results*.
   d. Select the *associated Assessment*.
   e. Enter narrative comments in the *Comment* field.
   f. Click **[Save]** to the right of the grid to populate the grid.
       i. On subsequent entries, click **[New]**. The fields beneath the grid clear for new entries. Click **[Save]** to save entries.

       >> 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.*

       ii. Click the **[Preview]** button to generate a report.

Question 2: Client Consented to Participate in Treatment.
   a. Select the *Date.*
   b. Enter narrative comments in the *Comment* field.

Question 3: Client Service Information.
   a. On first entry:
       i. Select the *Start Date.*
       ii. Enter the *Provider* name*.*
       iii. Enter the *Level of Care.*
       iv. Select the *End Date.*
       v. Select the *End Reason.*

Question 4: Aftercare plan/Step-down recommendation.
   a. Select the *Date*.
   b. Enter the *Provider*.
   c. Select the *Level of Care*.

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

>> TIP: *To return to the Outcomes and Measure list, 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