



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

The screenshot displays the 'Outcomes and Measures List' screen in the Jail Collaborative application. The interface includes a sidebar with navigation options like 'Jail Collab.', 'Admin', and 'Services'. The main content area is divided into several sections: 'General Information' with fields for 'Client's Name', 'Staff Name', and 'Documentation Date'; 'Service(s)' with a dropdown for 'Diversion Drug and Alcohol'; 'Goal' with a text description; and 'Outcomes and Measures' which contains a table for recording assessments. The table has columns for 'Date', 'Type of Assessment', and 'Assessment Results'. Below the table are input fields for 'Date', 'Type of Assessment', 'Other Specify', 'Assessment Result', 'Associated Assessment', and 'Comments'. There are also sections for 'Client service Information' and 'Aftercare plan/ Step-down recommendation' with corresponding date, provider, and level of care fields. The screen concludes with '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**
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>