



## Jail Collaborative– Provider Domestic Abuse Counseling Outcome Screen

If a Provider is providing Domestic Abuse Counseling (DAC) services to a Jail Client, they complete the *Domestic Abuse Counseling Outcomes and Measures* screen in the Jail Collaborative application.

### Completing the DAC Outcome and Measure Screen

The screenshot displays the 'Outcomes and Measures List' screen in the Jail Collaborative application. The sidebar on the left shows the user 'Charles Casey Schramm-PCW' with entity type 'Client', name 'JOHN SMITH', and ID '851913'. The top navigation bar includes links for 'Jail Collab.', 'Admin', 'Help', 'Logout', and a 'Case' dropdown. The main content area is titled 'Outcomes and Measures List' and includes a legend for field types. The 'General Information' section contains fields for 'Client's Name' (John Marshall), 'Staff Name' (Ashley Thompson), and 'Documentation Date'. The 'Service(s)' section shows 'Domestic Abuse Counseling' selected. The 'Goal' section has the text 'To change client's thinking to help lead non-abusive lifestyles'. The 'Outcomes and Measures' section contains three numbered items: 1. Client enrolled in domestic abuse counselling (with Start Date and Comment fields), 2. Client's level of participation in domestic abuse counselling (with a table for sessions attended/offered and a comment field), and 3. Client completed domestic abuse counselling (with Completion Date and Comment fields). Buttons for 'Save', 'Cancel', 'New', 'Save', and 'Delete' are visible.

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 will be empty. Click **[Show]**. For subsequent outcome 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*.  
*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.*

3. *Outcomes and Measures* section.

*TIP: Only answer the questions relevant at the time of entry. For example, do not choose a date for completing DAC if the Jail Client is still enrolled and participating. You can select this date at a future time when the Jail Client completes treatment.*

Question 1: Client enrolled in domestic abuse counseling

- a. Select the *Start Date*.
- b. Enter Narrative Comments in the *Comment* section.

Question 2: Client's level of participation in domestic abuse counseling.

- a. On first entry, enter the *Number of sessions attended*, *Number of sessions offered*, and *Comment* in the respective fields. Click **[Save]**. Your answers populate in the grid.
- b. On subsequent entries, click **[New]**. The entry fields beneath the grid clear. Enter the *Number of sessions attended*, *Number of sessions offered*, and *Comment* in the respective fields. Click **[Save]** to create a new entry in the grid.

Question 3: Client completed domestic abuse counseling.

- a. Select the *Completion Date*.
- b. Enter narrative comments in the *Comment* Field.

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](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>.