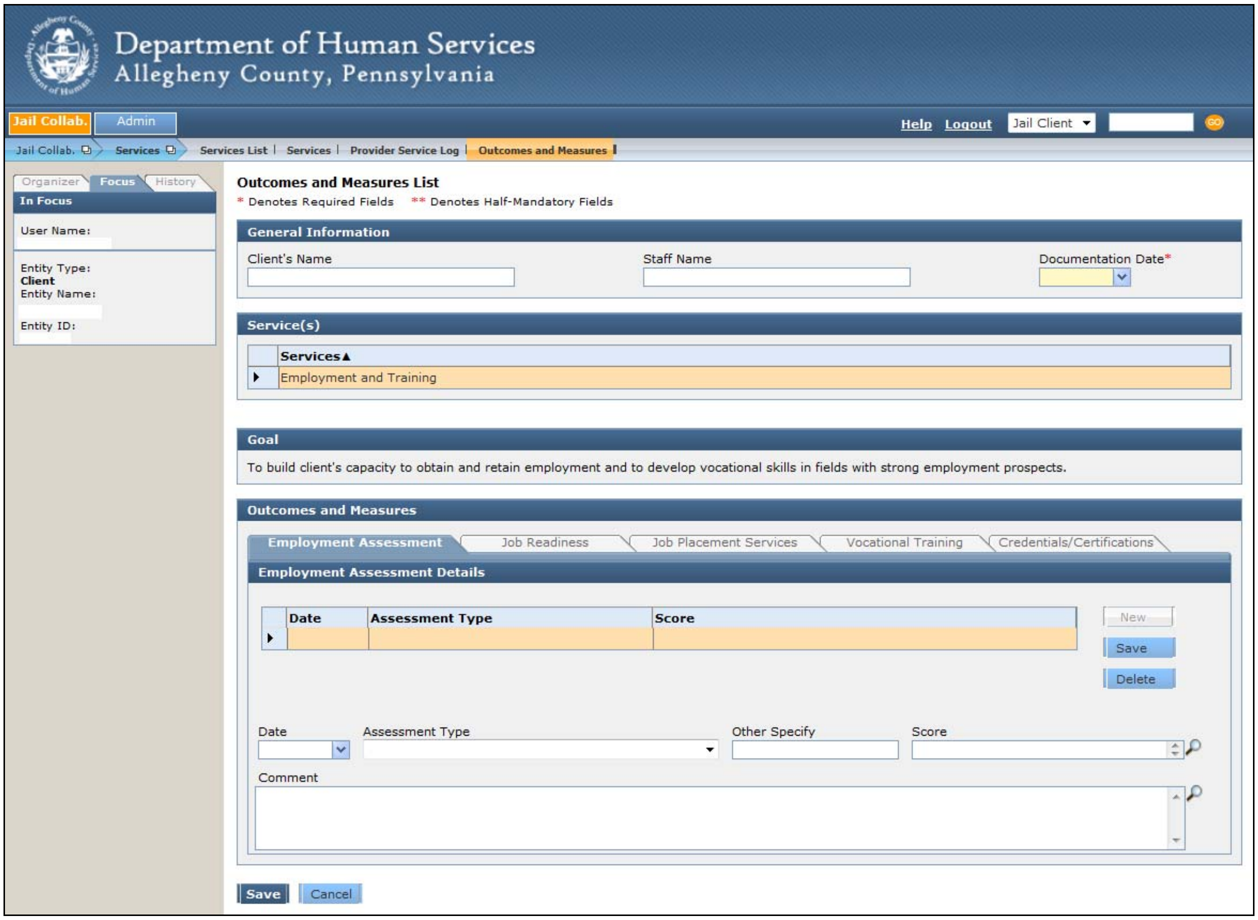
Jail Collaborative– Provider
Employment and Training Outcomes Screen

If a provider is providing Employment and Training services to a Jail Client, they complete the *Employment and Training Outcomes and Measures* screen in the Jail Collaborative application.

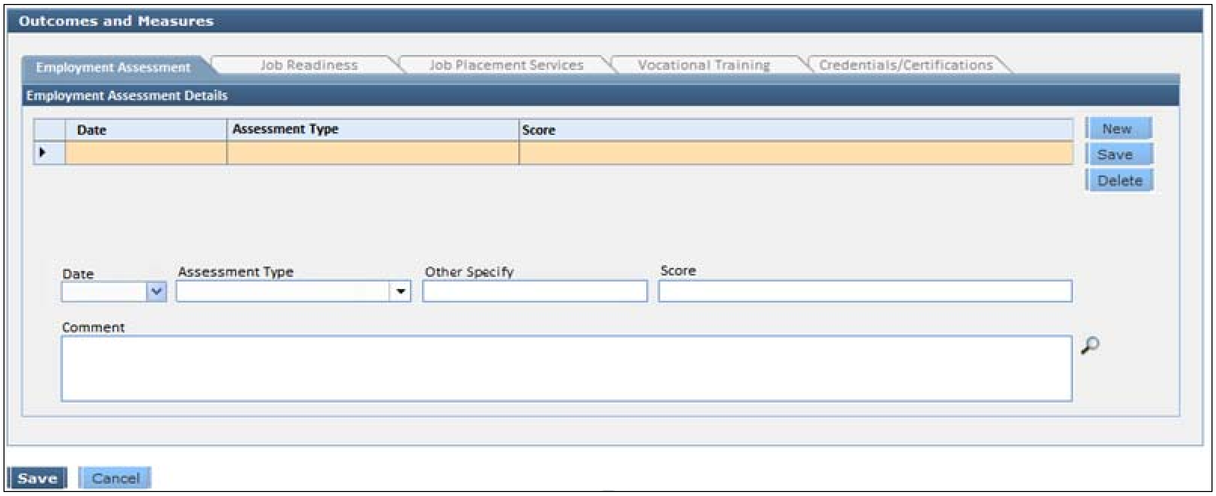
Completing the Employment and Training Outcome and Measure Screen



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

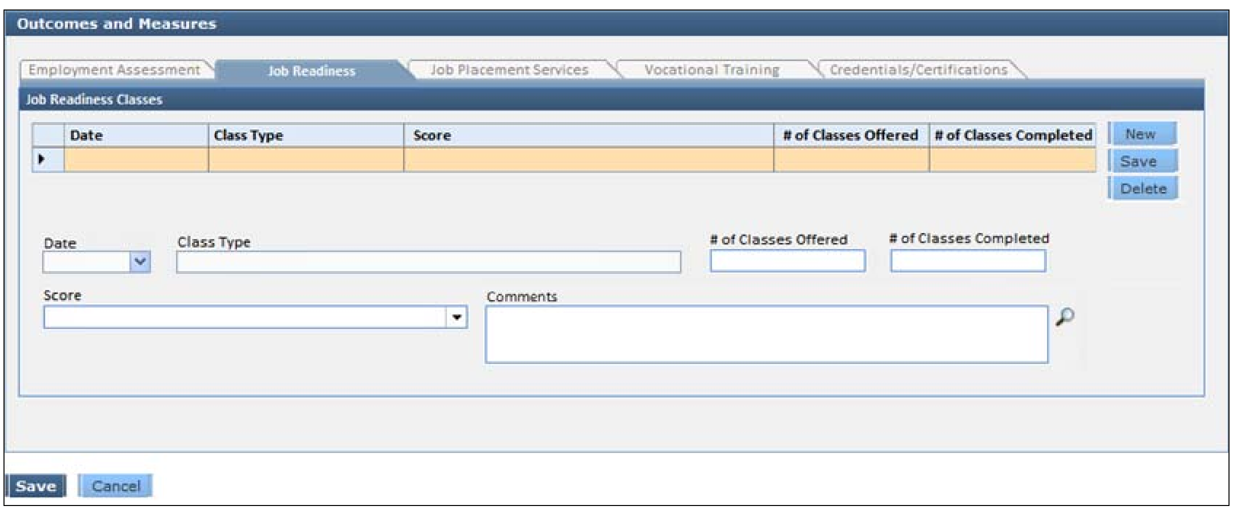
1. Bring the Jail Client and service episode into focus.
   a. Navigate to the *Outcomes and Measures* list screen.
      i. **Jail Collab. > Services > Outcomes and Measures**
         TIP: See user guide for more detailed instructions.
   b. Click **[Show]**.
2. *General Information* section.
   a. The *Client's Name* and *Staff Name* populate 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 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.

Completing the Employment Assessment tab (A)



1. Complete the *Employment Assessment Details* screen.
   a. Enter the assessment *Date*.
   b. Select the *Assessment Type*. If *Other*, the *Other Specify* field becomes enabled.
   c. Enter the assessment *Score*.
   d. Enter narrative comments in the *Comment* field.
2. Click **[Save]** to the right of the grid.
   a. On first entry, answers populate in the grid.
   b. On subsequent entries, click **[New]**. Complete the fields and click **[Save]** to create a new entry in the grid.
3. Click **[Save]** at the bottom of the screen.

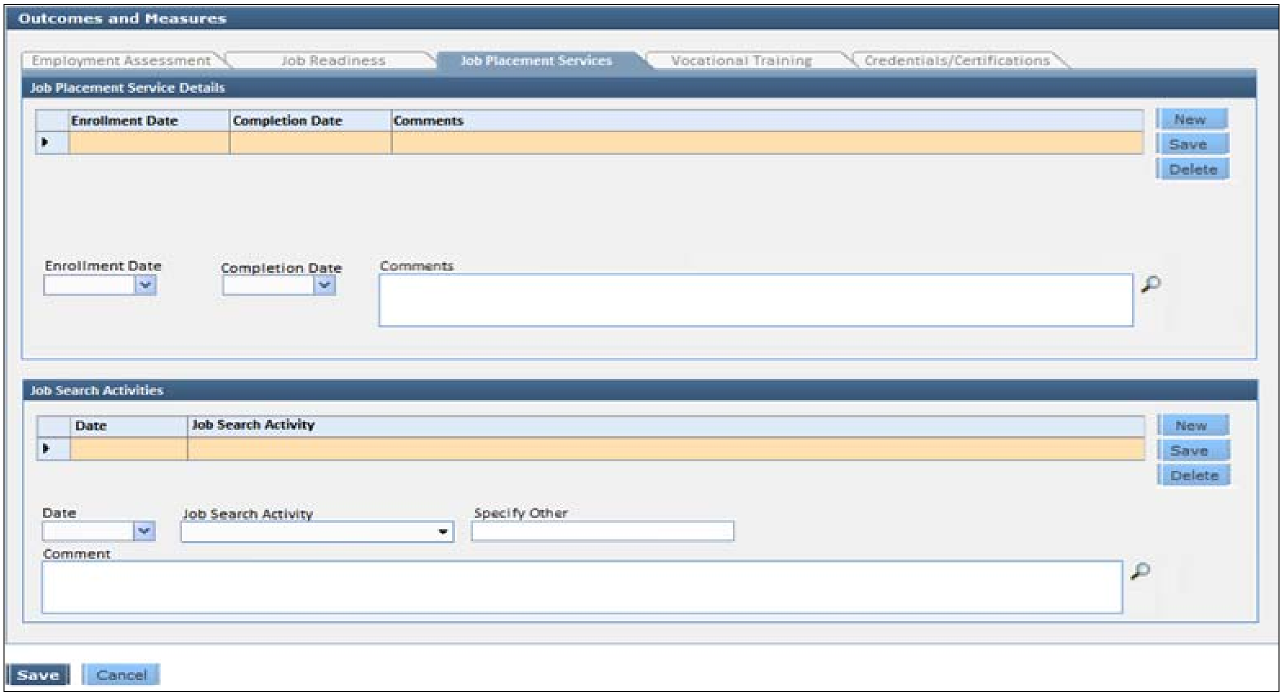
Completing the Job Readiness tab (B)



1. Complete the *Job Readiness Classes* details
   a. Select the class *Date.*
   b. Enter the *Class Type*.
   c. Enter the *# of Classes Offered.*
   d. Enter the *# of Classes Completed*.
   e. Select the *Score*.
   f. Enter narrative comments in the *Comments* field.

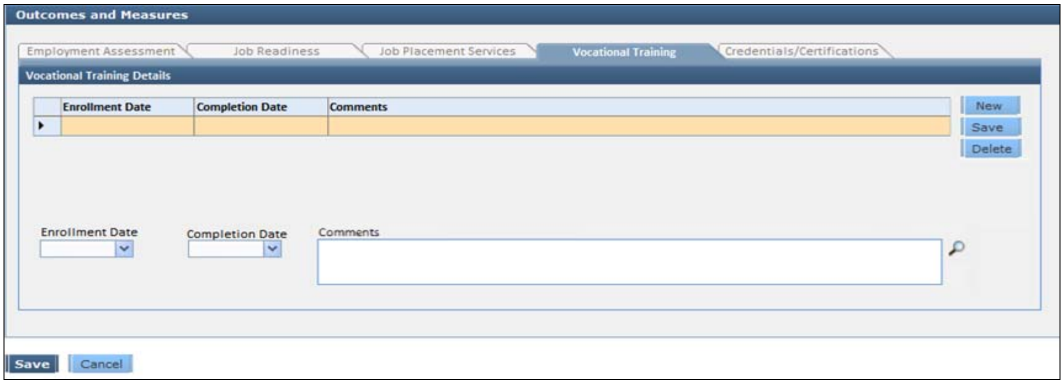
2. Click **[Save]** to the right of the grid.
    a. On first entry, answers populate in the grid.
    b. On subsequent entries, click **[New]**. Complete the fields and click **[Save]** to create a new entry in the grid.
3. Click **[Save]** at the bottom of the screen.

Completing the Job Placement Services tab (C)



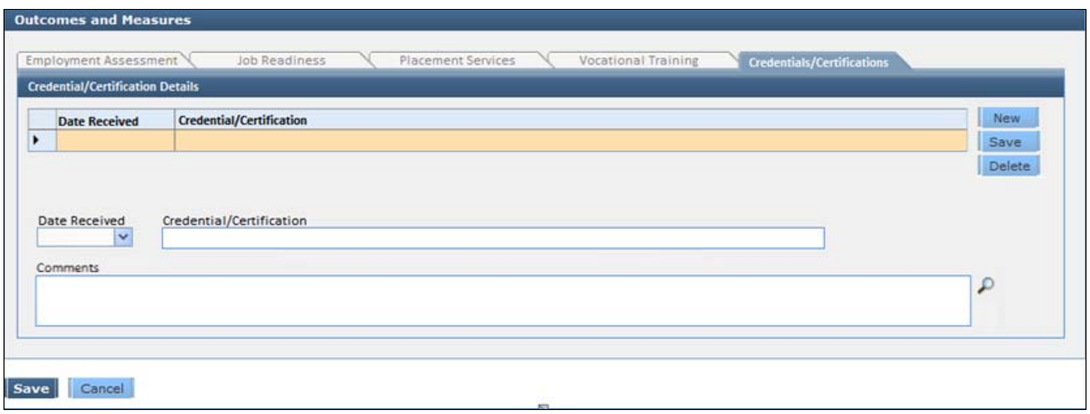
1. Complete the *Job Placement Services Details* section.
    a. Select the *Enrollment Date.*
    b. Select the *Completion Date.*
    c. Enter narrative comments in the *Comments* field.
2. Complete the *Job Search Activities* section.
    a. Select the *Date.*
    b. Select the *Job Search Activity*. If *Other*, the *Specify Other* field becomes enabled.
    c. Enter narrative comments in the *Comment* field.
3. Click **[Save]** to the right of the grid.
    a. On first entry, answers populate in the grid.
    b. On subsequent entries, click **[New]**. Complete the fields and click **[Save]** to create a new entry in the grid.
4. Click **[Save]** at the bottom of the screen.

Completing the Vocational Training tab (D)



1. Complete the *Vocational Training Details* screen.
   a. Select the *Enrollment Date.*
   b. Select the *Completion Date.*
   c. Enter narrative comments in the *Comments* field.
2. Click **[Save]** to the right of the grid.
   a. On first entry, answers populate in the grid.
   b. On subsequent entries, click **[New]**. Complete the fields and click **[Save]** to create a new entry in the grid.
3. Click **[Save]** at the bottom of the screen

Completing the Credentials/Certifications tab (E)



1. Complete the *Credential/Certification Details* screen.
   a. Select the *Date Received.*
   b. Enter the type of *Credential/Certification* received*.*
   c. Enter narrative comments in the *Comments* field.
2. Click **[Save]** to the right of the grid.
   a. On first entry, answers populate in the grid.
   b. On subsequent entries, click **[New]**. Complete the fields and click **[Save]** to create a new entry in the grid.
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.