



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

The screenshot displays the 'Outcomes and Measures List' screen in the Jail Collaborative application. The interface includes a sidebar on the left with 'In Focus' information (User Name, Entity Type, Entity Name, Entity ID) and a main content area. The main content area has a top navigation bar with 'Jail Collab.', 'Admin', 'Help', 'Logout', and a 'Jail Client' dropdown. Below this is a breadcrumb trail: 'Jail Collab. > Services > Outcomes and Measures'. The main content area is divided into several sections: 'General Information' (Client's Name, Staff Name, Documentation Date*), 'Service(s)' (a list with 'Employment and Training' selected), 'Goal' (To build client's capacity to obtain and retain employment and to develop vocational skills in fields with strong employment prospects.), and 'Outcomes and Measures'. The 'Outcomes and Measures' section is expanded, showing 'Employment Assessment' details. This includes a table with columns 'Date', 'Assessment Type', and 'Score', and a form below it with fields for 'Date', 'Assessment Type', 'Other Specify', 'Score', and a 'Comment' text area. Buttons for 'New', 'Save', and 'Delete' are visible next to the table. At the bottom of the form are 'Save' and 'Cancel' buttons.

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)

Outcomes and Measures

Employment Assessment | Job Readiness | Job Placement Services | Vocational Training | Credentials/Certifications

Employment Assessment Details

Date	Assessment Type	Score

Date: Assessment Type: Other Specify: Score:

Comment:

Save **Cancel**

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

Completing the Job Readiness tab (B)

Outcomes and Measures

Employment Assessment | Job Readiness | Job Placement Services | Vocational Training | Credentials/Certifications

Job Readiness Classes

Date	Class Type	Score	# of Classes Offered	# of Classes Completed

Date: Class Type: # of Classes Offered: # of Classes Completed:

Score: Comments:

Save **Cancel**

- Complete the *Job Readiness Classes* details
 - Select the class *Date*.
 - Enter the *Class Type*.
 - Enter the *# of Classes Offered*.
 - Enter the *# of Classes Completed*.
 - Select the *Score*.
 - 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)

The screenshot shows the 'Outcomes and Measures' application with the 'Vocational Training' tab selected. The 'Vocational Training Details' section contains a table with columns for 'Enrollment Date', 'Completion Date', and 'Comments'. To the right of the table are 'New', 'Save', and 'Delete' buttons. Below the table are input fields for 'Enrollment Date', 'Completion Date', and a large 'Comments' text area. At the bottom are 'Save' and 'Cancel' buttons.

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)

The screenshot shows the 'Outcomes and Measures' application with the 'Credentials/Certifications' tab selected. The 'Credential/Certification Details' section contains a table with columns for 'Date Received' and 'Credential/Certification'. To the right of the table are 'New', 'Save', and 'Delete' buttons. Below the table are input fields for 'Date Received', 'Credential/Certification', and a large 'Comments' text area. At the bottom are 'Save' and 'Cancel' buttons.

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://dhswebt.s3.amazonaws.com/KIDSJobAids/index.html>.