# Department of Human Services
## Allegheny County, Pennsylvania

# Jail Collaborative– Provider
# HOPE Pod Outcomes Screen

If a Provider is providing HOPE Pod services to a Jail Client, they will be filling out the *HOPE Pod Outcomes and Measures* screen in the Jail Collaborative application.

## Accessing the HOPE Pod Outcomes and Measurements 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 will be empty. Click **[Show]**. For subsequent outcome updates, highlight the entry and click **[Show]**.*
2. Complete the *General Information* section.
   a. The *Client's Name* and *Staff Name* will automatically populate with the Jail Client in focus and user completing the form, respectively.
   b. Click *Documentation Date* and select the date you are filling out this 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.*

Outcomes and Measures section
         *TIP: Only answer the questions relevant at the time of entry. For example, do not enter Pod Infractions if none exist. You can enter this information at a future time if/when an infraction exists.*
1. Question 1: Date Applied.
   a. Select the *Date*.

2. Question 2: Date Oriented.
   a. Select the *Date*.

3. Question 3: Enrollment Date.
   a. Select the *Date*.

4. Question 4: Does Client Have Children?
   a. Select *Yes* or *No*.
   b. If *Yes*, enter the *# of Children.*

5. Question 5: Family Involved with Children, Youth, and Families?
   a. Select *Yes* or *No.*

6. Question 6: Is Inmate a Servant Leader?
   a. Select *Yes* or *No.*
   b. If *Yes*, select the relevant *Start Date*.
   c. If *End Date* is entered, complete reason in *Reason For Withdrawing From Servant Leader Position* field.

7. Question 7: Pod Infractions.
   a. Select *Date.*
   b. Select *Type of Infraction*.
   c. Enter note in *Comments* field, as appropriate.
   d. Click the **[Save]** button to the right of the grid to populate the grid.
         *TIP: To add a pod infraction, click the **[New]** button to the right of the grid*

8. Question 8: Institutional Misconduct.
   a. Select *Date*.
   b. Select *Type of Misconduct*. If *Other* is selected the *Other Specify* field becomes enabled.
   c. Enter note in *Comments* field, as appropriate.
   d. Click the **[Save]** button to the right of the grid to populate the grid.
         *TIP: To add an institutional misconduct, click the **[New]** button to the right of the grid.*

9. Question 9:  Resident Graduated from HOPE Program?
    a.  Select *Yes* or *No*.
    b.  If *Yes*, select *Date*.

10. Question 10: Test Scores.
    a.  Enter the *Pre-Test Score.*
    b.  Enter the *Post-Test Score.*

11. Question 11: Resident Participated In Additional Pre-Release Classes After Graduation?
    a.  Enter the *Class Type.*
    b.  Select *Start Date* and *End Date.*
    c.  Click the **[Save]** button to the right of the grid to populate the grid.
        > TIP:  To add a pre-release class, click the **[New]** button to the right of the grid.

12. Question 12: Resident Facilitated Class.
    a.  Enter the *Class Name.*
    b.  Select *Start Date* and *End Date.*

13. 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.