Department of Human Services Allegheny County, Pennsylvania

Jail Collaborative– Provider Housing Outcome Screen

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

Completing the Housing Outcome and Measure Screen

Department of Human Services Allegheny County, Pennsylvania				
I Collab. Admin			Help Loqout	Jail Client 🔻
I Collab. 🛛 Services 🖓 Services Li	st Services Provider Service Log Outcomes and Measu	ires I		
Organizer Focus History In Focus	Outcomes and Measures List * Denotes Required Fields ** Denotes Half-Mand	atory Fields		
User Name:	General Information			
Entity Type: Client Entity Name:	Client's Name Dummy Test	Staff Name Ralph Bunche		Documentation Date*
Entity ID:	Service(s)			
	Services▲ ► Housing			
	To provide client's with transitional housing. Outcomes and Measures 1. Client enrolled into transitional housing Enrollment Date 2. Client consented to participate in treatment Housing Status 3. Client's housing plan developed	Comment		
	Plan Date Comment 4. Client completed transitional housing Yes/No Date Comment Comment			
	5. Client's housing status at exit Housing Status Destination	Comment	~	

- 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. To create a new entry, click [Show]. On subsequent updates, highlight the entry and click [Show].

2. 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. Select the *Documentation Date* to select the date you are filling out 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.

3. Outcomes and Measures section.

TIP: Only answer the questions that are relevant at the time of entry. For example, do not choose a housing plan date if there has not been a housing plan developed. You can select this date at a future time if/when a housing plan is developed.

Question 1: Client enrolled into transitional housing.

- a. Select the Enrollment Date.
- b. Enter narrative comments in the *Comment* field.

Question 2: Client consented to participate in treatment.

- a. Select the Housing Status.
- b. Enter narrative comments in the Comment field.

Question 3: Client's housing plan developed.

- a. Select the Plan Date.
- b. Enter narrative comments in the *Comment* field.

Question 4: Client completed transitional housing.

- a. Select the Yes/No.
- b. If *Yes*, select the *Date*.

TIP: If No, these fields will be disabled.

c. Enter narrative comments in the *Comment* field.

Question 5: Client's housing status at exit.

- a. Select the Housing Status.
- b. Enter narrative comments in the *Comment* field.
- c. Select the Destination.
- 4. Click **[Save]** at the bottom of the page.

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 <u>servicedesk@alleghenycounty.us</u> or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <u>http://servicedesk.alleghenycounty.us</u>.

This Job Aid and additional user materials are located on the DHS Amazon site at http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.