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

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 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.