



## Job Aid- Provider

# Mentoring Outcomes and Measures Screen

If a provider provides Mentoring services to a Jail Client, they complete the *Mentoring Outcomes and Measures* screen in the Jail Collaborative application.

### Accessing the Mentoring Outcomes and Measures Screen

The screenshot shows the 'Outcomes and Measures' screen for a client named 'Dummy Test' assigned to staff 'Ralph Bunche'. The interface includes a sidebar with navigation options like 'Jail Collab.', 'Admin', 'Services List', and 'Outcomes and Measures'. The main content area is divided into sections: 'General Information' (Client's Name, Staff Name, Documentation Date), 'Service(s)' (Mentoring), 'Goal' (Interfaith-based pre and post release mentoring program), and 'Outcomes and Measures' (Mentoring). The 'Mentoring' section contains three numbered steps for recording client progress, each with input fields for Yes/No, Date, and Comments, and a table for tracking mentor assignments and client contacts.

**Outcomes and Measures List**  
\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields

**General Information**

Client's Name	Staff Name	Documentation Date*
Dummy Test	Ralph Bunche	

**Service(s)**

Services ▲

Mentoring

**Goal**

An Interfaith-based pre and post release mentoring program for inmates and ex-offenders which provides one on one guidance and support that encourages them to reconnect with their families and communities appropriately as productive members of our community.

**Outcomes and Measures**

**Mentoring**

1. Client's mentoring application has been received

Yes/No	Date	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Client was matched with mentor

Yes/No	Date	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Client's mentor

Mentor's Name	Start Date	End Date	End Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mentor's Name Start Date End Date End Reason

4. Client contacts with mentor

Date	Mentor's Name	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Mentor's Name Comments

Save Cancel

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**
  - b. Click **[Show]**.
2. *General Information* section.
  - a. The *Client's Name* and *Staff Name* automatically populate with the Jail Client in focus and user completing the form, respectively.
  - b. Select the *Documentation Date* to enter 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.*
3. Complete the *Mentoring* section.

Question 1: Client's mentoring application has been received.

- a. Select *Yes/No*.
- b. Select the *Date*.
  - i. If *No*, field becomes disabled.
- c. Enter narrative comments in the *Comments* field.

Question 2: Client was matched with mentor.

- a. Select *Yes/No*.
- b. Select the *Date*.
  - i. If *No*, field becomes disabled.
- c. Enter narrative comments in the *Comments* field.

Question 3: Client's mentor.

- a. Enter *Mentor's Name*.
- b. Select *Start Date*.
- c. Select *End Date*.
- d. Select *End Reason*.
- e. Click **[Save]** to the right of the grid.
  - i. On first entry, answers populate in the grid.
  - ii. On subsequent entries, click **[New]**. Complete the fields and click **[Save]** to create a new entry in the grid.

Question 4: Client contact with mentor.

- a. Select *Date*.
- b. Select *Mentor's Name*.

*TIP: This field populates with Mentor's name entered in Question 3.*
- c. Enter narrative comments in the *Comments* field.
- d. Click **[Save]** to the right of the grid.
- e. On first entry, answers populate in the grid.
- f. 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 assistance, please contact the Allegheny County Service Desk at [servicedesk@alleghenycounty.us](mailto: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>.