Department of Human Services
Allegheny County, Pennsylvania

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

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.