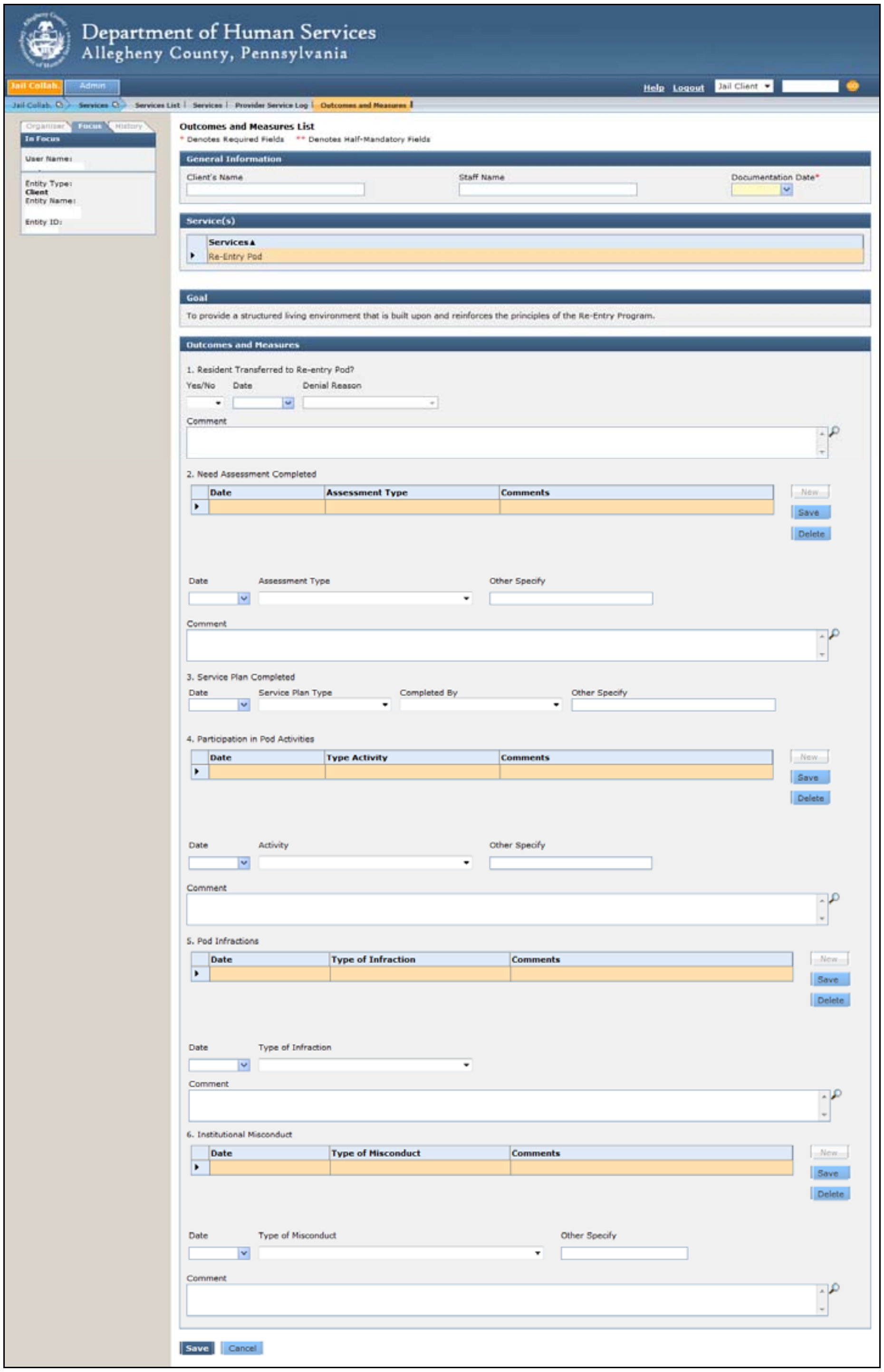
Jail Collaborative– Provider
Re-Entry Pod Outcomes Screen

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

Accessing the 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 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.

<u>Outcomes and Measures section</u>

TIP: Only answer the questions relevant at the time of entry. For example, do not choose a date for Service Plan Completed if Jail Client did not complete the service plan. You can select this date at a future time if/when the Jail Client completes the service plan.

1. Question 1: Resident Transferred o Re-entry Pod?
   a. Select *Yes* or *No*.
   b. Select the *Date.*
   c. Select the *Denial Reason.*
   d. Complete the *Comment* field.

2. Question 2: Needs Assessment Completed.
   a. Select the *Date.*
   b. Select the *Assessment Type*. If *Other* is selected, the *Other Specify* field will become enabled.
   c. Complete the *Comment* field.
   d. Click the **[Save]** button to the right of the grid. Your answers will populate in the grid.
      *TIP: On subsequent entries, click the **[New]** button to the right of the grid. The entry fields beneath the grid will clear*.

3. Question 3: Service Plan Completed.
   a. Select the *Date.*
   b. Select the *Service Plan Type*.
   c. Select *Completed By*. If *Other* is selected, the *Other Specify* field will become enabled.

4. Question 4: Participation and Activities.
   a. Select the *Date.*
   b. Select the *Activity*. If *Other* is selected, the *Other Specify* field will become enabled.
   c. Complete the *Comment* field.
   d. Click the **[Save]** button to the right of the grid. Your answers will populate in the grid.
      *TIP: On subsequent entries, click the **[New]** button to the right of the grid. The entry fields beneath the grid will clear.*

5. Question 5: Pod Infractions.
   a. Select the *Date*.
   b. Selection the *Type of Infraction*.
   c. Complete the *Comment* field.
   d. Click the **[Save]** button to the right of the grid. Your answers will populate in the grid.

TIP: On subsequent entries, click the ***[New]*** *button to the right of the grid. The entry fields beneath the grid will clear.*

6. Question 6: Institutional Misconduct.
   a. Select the *Date*.
   b. Select the *Type of Misconduct*. If *Other* is selected, the *Other Specify* field will become enabled.
   c. Complete the *Comment* field.
   d. Click the **[Save]** button to the right of the grid**.** Your answers will populate in the grid.

      TIP: On subsequent entries, click the ***[New]*** *button to the right of the grid. The entry fields beneath the grid will clear*.

      TIP: Not all of the fields will appear in the grid. To view all the answers, highlight the entry you are interested in viewing. The information entered will populate the fields below.

7. Click the **[Save]** button at the bottom of the screen.

   TIP: To return to the Outcomes and Measure List screen, 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.