Department of Human Services
Allegheny County, Pennsylvania

Jail Collaborative– Provider- Reports

Jail Collaborative Providers are able to generate reports from the Jail Collaborative *Reports* screen. The reports available on this screen are client specific.

Completing the Reports screen

1. Bring Jail Client into focus.
2. Navigate to the *Reports* screen.
   a. **Jail Collab. > Reports**
3. Select the report you wish to generate from the *Reports* grid.
4. Click the **[Preview]** button.
   a. Enter the *Start Date* on the *Jail Reports* pop-up.
   a. Click **[OK]** to generate the report.
      i. TIP: The Client Information Report is generated as an MS Excel spreadsheet. The information displayed on the report can be edited. Edits made to the report will not be reflected in the Jail Collaborative application.

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.