



## 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

Department of Human Services  
Allegheny County, Pennsylvania

Jail Collab. Admin

Help Logout Case

Jail Collab. New Summary Intake Info Client Assessment Notes Collateral Services More

Organizer Focus History

In Focus

User Name:

Entity Type:  
Client

Entity Name:

Entity ID:

Reports

\* If a pop-up blocker is installed for your browser, please hold down the 'Ctrl' key while clicking Preview.

Report Name	Type
Active Client Detail Report	Non-editable
Client Information Report	Editable

Preview Cancel

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](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>.