



# Jail Collaborative– Provider Supplemental Intake Form

The Supplemental Intake Form can be updated by internal and provider users who are assigned to the client.

## Accessing the Supplemental Intake Form

The screenshot shows the 'Supplemental Intake Form' interface. The top navigation bar includes 'Jail Collab.', 'Admin', 'Help', 'Logout', and a 'Case' dropdown. The left sidebar has tabs for 'Organizer', 'Focus', and 'History'. The 'Focus' tab is active, showing a search area with 'User Name:', 'Entity Type: Client', 'Entity Name:', and 'Entity ID:'. The main content area is titled 'Supplemental Intake Form' and includes a legend: '\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields'. The form is divided into three main sections: 'General Information', 'Supplemental Intake History', and 'Intake Form'. The 'General Information' section has fields for 'Created Date', 'Last Updated Date', 'Last Updated By', and 'Agency/Unit'. The 'Supplemental Intake History' section is a table with columns 'Staff Name', 'Agency/Unit', and 'Updated Date'. The 'Intake Form' section is further divided into 'Client Information' and 'Income/Benefits'. The 'Client Information' section includes fields for 'Marital Status', 'Does client have children under 18?', '# of children', 'Health Insurance', 'Health Insurance Type', 'Veteran\*\*', 'Other Insurance Specify', 'Driver's License', 'Education', and 'Disability'. The 'Income/Benefits' section includes fields for 'Income Source(s)' and 'Non-Cash Benefit(s)'. At the bottom of the form are 'Save' and 'Cancel' buttons.

**Supplemental Intake Form**  
\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields

**General Information**

Created Date Last Updated Date Last Updated By Agency/Unit

**Supplemental Intake History**

Staff Name	Agency/Unit	Updated Date
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☒ Latest ☐ All

**Intake Form**

**Client Information**

Marital Status

Does client have children under 18?  # of children

Health Insurance  Health Insurance Type

Veteran\*\*  Other Insurance Specify

Driver's License

Education

Disability

**Income/Benefits**

Income Source(s)

Non-Cash Benefit(s)

1. Bring the Jail Client into focus.
2. Navigate to *Services List* screen.
  - a. **Jail Collab. > Client > Supplemental Intake Form**

## Completing the Supplemental Intake Form

1. The fields in the *General Information* g are automatically populated.
2. The *Supplemental Intake History* grid displays information for all of the Intake Form updates.
  - a. The default view for the grid displays only the *Latest* update information.
  - b. To view all of the updates, select the *All* radio button.

### Complete the *Intake Form*.

1. *Client Information* Section
  - a. Select the *Marital Status* for the client.
  - b. Select Yes, No, or Unknown to answer the question, *Does client have children under 18?*
    - i. If Yes, enter # of children in the designated field.
    - ii. If No or Don't Know, # of children field becomes disabled.
  - c. Select Yes, No, or Unknown to indicate whether or not the client has *Health Insurance*.
    - i. If Yes, select the *Health Insurance Type*.
    - ii. If No or Unknown, *Health Insurance Type* becomes disabled.
    - iii. If Other is selected, the *Other Insurance Specify* field becomes mandatory.
  - d. Select the *Veteran* status for the client.
  - e. Select the status for the client's *Driver's License*.
  - f. Select the level of *Education* for the client.
  - g. Click the **[Select]** button beneath the *Disability* box. The multi-select box displays.
    - i. Highlight all that apply (to select more than one, hold **[CTRL]** button on keyboard to select each disability).
    - ii. Click **[>>]** to select the values.
    - iii. Click **[OK]**. The *Disability* box populates with the selections.
2. *Income/Benefits* Section
  - a. Click the **[Select]** button beneath the *Income sources* box. The multi-select box displays.
    - i. Highlight all that apply (to select more than one, hold **[CTRL]** button on keyboard to select each disability).
    - ii. Click **[>>]** to select the values.
    - iii. Click **[OK]**. The *Income Source* box populates with the selections.
  - b. Click the **[Select]** button beneath the *Non-Cash Benefit(s)* box. The multi-select box displays.
    - i. Highlight all that apply (to select more than one, hold **[CTRL]** button on keyboard to select each disability).
    - ii. Click **[>>]** to select the values.
    - iii. Click **[OK]**. The *Non-Cash Benefit(s)* box populates with the selections.
  - c. Click **[Save]** to save the form/updates.

### **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>.