



# Jail Collaborative– Provider Services Waitlist Screen

Once a Jail Client is referred for services, the client appears on the *Waitlist* screen. The Provider can then select an individual or group of Jail Clients approve the person or persons for services.

## Waitlist Screen

Department of Human Services  
Allegheny County, Pennsylvania

Jail Collab. Admin Help Logout Jail Client

Organizer Focus History  
Workload  
My Active Services

My Calendar  
March 2014

My Tasks  
My Request  
My Approval Inbox  
My Alerts  
Waitlist

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields

Waitlist Response Alternative Housing Pre-Screen

Service(s)

Services

- Batterers Intervention Program
- Cognitive Behavioral Treatment - Aftercare
- Education
- Employment and Training
- Family Support
- Hope Pod
- Mentoring

Client(s)

Results 1 - 5 of 5

Select	First Name	Last Name	Client ID	DOC#	Intake Date	Referral Date	Risk Level	SCA Status	Provider
<input type="checkbox"/>	BB55	GHEKL	853996	2	01/08/2014	01/10/2014	High	Re-Entry (SCA 1)	Goodwill Industries of Southwestern PA
<input type="checkbox"/>	DO	MINT	853876	78	01/01/2014	02/25/2014	Low	Re-Entry (SCA 1)	Goodwill Industries of Southwestern PA
<input type="checkbox"/>	ESSEX	COUNTY	851875	1	06/11/2013	10/14/2013	Medium	Re-Entry (SCA 1)	Goodwill Industries of Southwestern PA
<input type="checkbox"/>	JOY	JOY2	853912	6565	01/01/2014	01/08/2014	Low	Re-Entry (Jail Re-Entry)	Goodwill Industries of Southwestern PA
<input type="checkbox"/>	SD09	DSIM8	854023	234	01/05/2014	01/10/2014	Low	Unknown	Goodwill Industries of Southwestern PA

Service Details

Referral Date: 1/10/2014 Provider: Goodwill Industries of Southwestern PA Service: Batterers Intervention Program

Reason for Service: Type of Referral:

Service Start Date: [Dropdown] [ ] Unable to provide services Service Narrative: [Text Area]

Reason: [Dropdown]

Save Cancel

1. Access the *Waitlist* screen.
  - a. **Organizer Pane > My Tasks > Waitlist**

## Completing the Waitlist Tab

- The *Service(s)* section displays the provider's service offerings.  
*TIP: Only the services with open referrals appear in this list.*
- Click on a service to view the Jail Clients currently on the *Waitlist*.
- The *Client(s)* section displays the Jail Clients on the *Waitlist* for the selected service.
- Mark the **Select** checkbox next to each Jail Client to be sent for verification.  
*TIP: Any clients not selected remain on the Waitlist.*
- The Service Details section allows the user to respond to service requests.
- To accept the selected client(s) for service, select the *Service Start Date*.  
*TIP: The date entered for Services must be greater than the current Intake Date for all selected Jail Clients.*
- If the provider cannot accept the client for service, mark the *Unable to provide services* checkbox.  
*TIP: If the Unable to provide services box is marked, the Reason field becomes a mandatory field.*  
*TIP: If the Reason selection is Other, then the Service Narrative text box becomes a mandatory field.*
- Click **[Save]**.  
*TIP: A message appears confirming you want to approve these clients for service.*  
*TIP: Once Jail Clients are approved, they no longer appear on the Waitlist screen. They appear on the corresponding Response tab.*

## Response Screen

Waitlist
Response
Alternative Housing Pre-Screen

Filter Selection

From
To
Search

Waitlist Referrals Received

Received on	Service Name▲	Provider	Service Start Date
08/12/2013			8/1/2013 12:00:00 AM
05/07/2013			5/7/2013 12:00:00 AM
08/08/2013			8/1/2013 12:00:00 AM
08/08/2013			8/2/2013 12:00:00 AM
08/08/2013			7/1/2013 12:00:00 AM
10/02/2013			10/2/2013 12:00:00 AM
10/04/2013			10/1/2013 12:00:00 AM
10/08/2013			10/1/2013 12:00:00 AM
10/13/2013			3/1/2013 12:00:00 AM
10/16/2013			1/10/2013 12:00:00 AM
10/30/2013			10/30/2013 12:00:00 AM
04/05/2013			4/17/2013 12:00:00 AM

Client(s)

First Name	Last Name	Client ID▲	DOC#	Intake Date	Referral Date	Risk Level	SCA Status
				06/01/2013	08/12/2013	Medium	Re-Entry

Service Details

Referral Date
Provider
Service

Reason for Service
Type of Referral

Save
Cancel

1. The *Response* tab displays the approved referrals.
2. The *Filter Selection* can be used by entering a *From* and *To* date to narrow the number of records displayed.
3. Select a record from the *Waitlist Referrals Received* grid to display the details of the request.
4. The *Client(s)* section displays a list of all Jail Clients scheduled for the service selected in the *Waitlist Referrals Received* grid.
5. The *Service Details* section populates with service details related to the Jail Clients selected in the *Client(s)* grid and is not editable.

*TIP: These fields are read-only. At this time, services have already been approved and cannot be changed.*

### Alternative Housing Pre-Screen Screen

Name	Client ID	Age	Gender	Risk Level	SCA Status	Request Date
		59	Unknown	Medium	Not Participating	04/16/2013 12:00
		52	Male	Medium	SCA2	03/01/2013 12:00
		35	Unknown	Low	SCA1	03/01/2013 12:00
		24	Male	High	SCA1	04/16/2013 12:00
		38	Unknown	Low	Not Participating	04/16/2013 12:00
		25	Male	High	Not Participating	04/16/2013 12:00
		68	Male	High	SCA1	03/01/2013 12:00
		28	Female	Unknown	SCA1	03/01/2013 12:00

1. This screen allows Providers to view Alternative Housing service information.
2. Highlight a Jail Client, click **[Show]**. This navigates to the *Alternative Housing Services* screen.

*TIP: See the Provider Alternative Housing Screen Job Aid for additional details.*

### 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>.