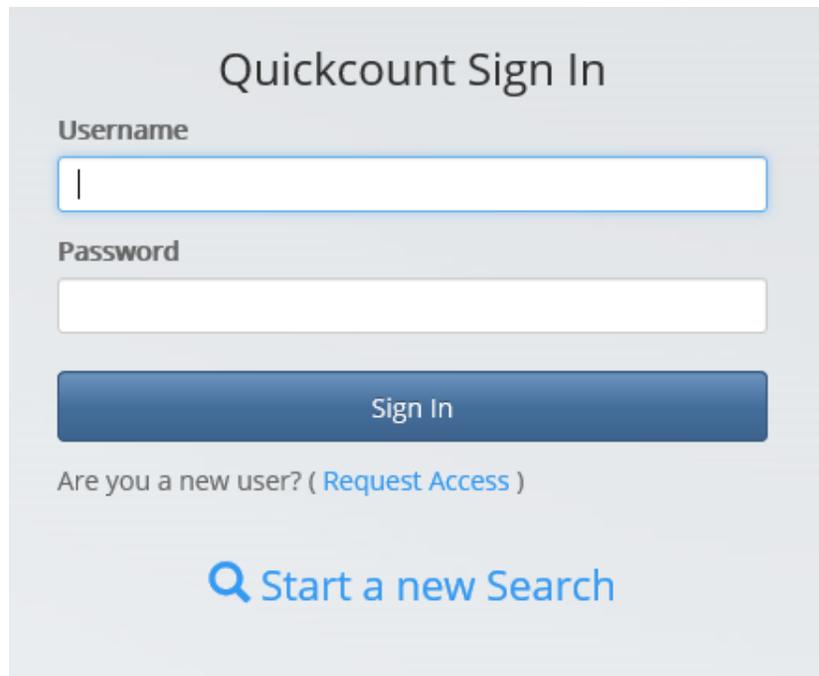


QuickCount User Guide

Welcome to the Allegheny County Department of Human Services (ACDHS) QuickCount Tool!

QuickCount allows for queries about participation in a wide range of services from data integrated in the DHS Data Warehouse. Users can sort by time period, view participation in multiple services, and filter counts demographically and geographically.

Getting a QuickCount of program participation is easy.



The screenshot shows the 'Quickcount Sign In' interface. It features a title 'Quickcount Sign In' at the top. Below the title are two input fields: 'Username' and 'Password'. The 'Username' field contains a single vertical bar character '|'. Below the password field is a dark blue button labeled 'Sign In'. At the bottom of the sign-in area, there is a link: 'Are you a new user? ([Request Access](#))'. Below the sign-in area is a large blue button with a magnifying glass icon and the text 'Start a new Search'.

To get started, just click “Start a new Search”.

No login is needed to use this tool.

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Now you can make your selections. **Time Period** and **Primary Program** are required.

Add more data to the results by also selecting a **Comparison Program**.

Filter the results, by selecting a **Program Filter** or a demographic filter from the **Filter Menu**.

The screenshot displays the QuickCount Analytic Tool interface. On the left is a navigation sidebar with a blue header containing the QuickCount logo and the text 'Analytic Tool'. Below the header are three main sections: 'Help' with a question mark icon, 'Filter Menu' with a downward arrow icon and four expandable options (Legal Sex, Age, Race, Municipality), and 'Program Hierarchy' with a tree icon. The main content area features a search bar at the top with the placeholder text 'Enter Search Criteria'. Below the search bar are four filter sections, each with a red dot and an information icon: 'Time Period' with a dropdown menu showing 'Sep 2016'; 'Primary Program' with an empty text input field and a 'Select' button; 'Comparison Program (Optional)' with an empty text input field and a 'Select' button; and 'Program Filter (Optional)' with an empty text input field and a 'Select' button. At the bottom of the filter sections is a checkbox labeled 'Prepare Export' with an information icon. At the very bottom are two buttons: a blue 'Get Count' button with a magnifying glass icon and a red 'Reset Selection' button with a circular arrow icon.

The Program Hierarchy is a list of all available data.

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Clicking the  for more details.

• Time Period

Please select a time period. When evaluating programs the period is used to determine clients that were active for this period, or clients that were ever active in or prior to this period.

Sep 2016 

• Primary Program

Please select a primary program. Once selected, this information panel displays detailed information for the selected program. Click the textbox or select link below and then click a program to select that program.

[Select](#)

Comparison Program (Optional)

An optional comparison program may be selected to compare the number of clients in the Primary Program to the number of clients in the comparison program. Once selected, this information panel displays detailed information for the selected program.

[Select](#)

Program Filter (Optional)

An optional program filter may be selected to restrict the search results to this program. If selected, the results include clients for the Primary Program or Secondary Program, but limited to only clients for the Filtered Program. Once selected, this information panel displays detailed information for the selected program.

[Select](#)

Prepare Export

The prepare export option adds significant time and processing when retrieving the results. This option fetches the individual client records in order to make the data available for the export. Only select this option if intending to export the client details.

Demographic Filters (Optional)

Optional demographic filters may be selected to limit the results to the selected demographics. Use the menu to the left to view and select demographic filters. Click on the items on the menu to add the filters. Once added, click on the filters below to remove them.

No Demographic filters selected.

QuickCount User Guide

Let's walk through some examples.

• **Time Period** ⓘ

2015 ▼

• **Primary Program** ⓘ

(Currently Active) Department of Human Services [Select](#)

⊕ Expand | ⊖ Collapse | ⬇ Download Program List

Currently Active Ever Active

- All Human Services
 - Department of Human Services
 - Early Intervention
 - ⊕ Child Welfare
 - Parents Associated with an Allegation, Investigation or Case
 - Independent Living
 - ⊕ Community Services
 - Homeless and Housing Supports
 - ⊕ Mental Health Services (All)
 - ⊕ Substance Use Disorder Services (All)
 - Intellectual Disability Services
 - Aging
 - Non-DHS Services
 - ⊕ Birth Certificates
 - ⊕ Public Schools
 - ⊕ Housing Assistance
 - HealthChoices Eligible (i.e. Medicaid Enrolled)
 - ⊕ Public Benefits - PA Department of Human Services
 - Allegheny County Jail
 - Allegheny County Medical Examiner

How many clients were active with DHS in 2015?

Click Time Period and choose 2015 from the list.

Click Primary Program, choose Currently Active, and select Department of Human Services.

Click Get Count

*Note: Currently Active refers to the time period chosen. So in this example, currently active = active in 2015.

Hints:

Currently Active and Ever Active seen at the top of the program list may be toggled simply by clicking the hollow dot to the left of the text.

The program tree may be expanded and collapsed wherever there is a ⊕ or ⊖ symbol. The dots represent the lowest level.

QuickCount User Guide

The QuickCount can be found at the bottom of the screen along with some additional information.

• **Time Period** ⓘ

2015 ▼

• **Primary Program** ⓘ

(Currently Active) Department of Human Services [Select](#)

Comparison Program (Optional) ⓘ

[Select](#)

Program Filter (Optional) ⓘ

[Select](#)

Prepare Export ⓘ

[Get Count](#) [Reset Selection](#)

Program [Legal Sex](#) [Age](#) [Race](#)

Results Summary
**See the panel below for an explanation of the results.*

	(Currently Active) Department of Human Services View Breakdown	174,249
---	---	---------

AS OF 2015:
PRIMARY PROGRAM - There are **174,249** clients who are (Currently Active) Department of Human Services.

DEMOGRAPHIC CRITERIA:
No Demographic filters have been applied.

The narrative describes the selections and results. The tabs provide additional views of the data.

QuickCount User Guide

• **Time Period** ⓘ

2015 ▼

• **Primary Program** ⓘ

(Currently Active) Department of Human Services Select

Comparison Program (Optional) ⓘ

(Ever Active) Children and Youth, 18 and Younger - Active Cases Select

⊕ Expand | ⊖ Collapse | ⬇ Download Program List

Currently Active Ever Active

- All Human Services
 - Department of Human Services
 - Early Intervention
 - Child Welfare
 - Children and Youth, 18 and Younger - Active Cases
 - Home and Community Based Services
 - Placement Services
 - Parents Associated with an Allegation, Investigation or Case
 - Independent Living
 - ⊕ Community Services
 - Homeless and Housing Supports
 - ⊕ Mental Health Services (All)
 - ⊕ Substance Use Disorder Services (All)
 - Intellectual Disability Services
 - Aging
 - Non-DHS Services
 - ⊕ Birth Certificates
 - ⊕ Public Schools
 - ⊕ Housing Assistance
 - HealthChoices Eligible (i.e. Medicaid Enrolled)
 - ⊕ Public Benefits - PA Department of Human Services
 - Allegheny County Jail
 - Allegheny County Medical Examiner

Program Filter (Optional) ⓘ

Select

Prepare Export ⓘ

🔍 Get Count 🔄 Reset Selection

How many clients were active with DHS in 2015 and were ever part of an active case as children with Children and Youth Services?

Click Time Period and choose 2015 from the list.

Click Primary Program, choose Currently Active, and select Department of Human Services.

Click Comparison Program, choose Ever Active, and select Children and Youth, 18 or Younger – Active Cases.

Click Get Count

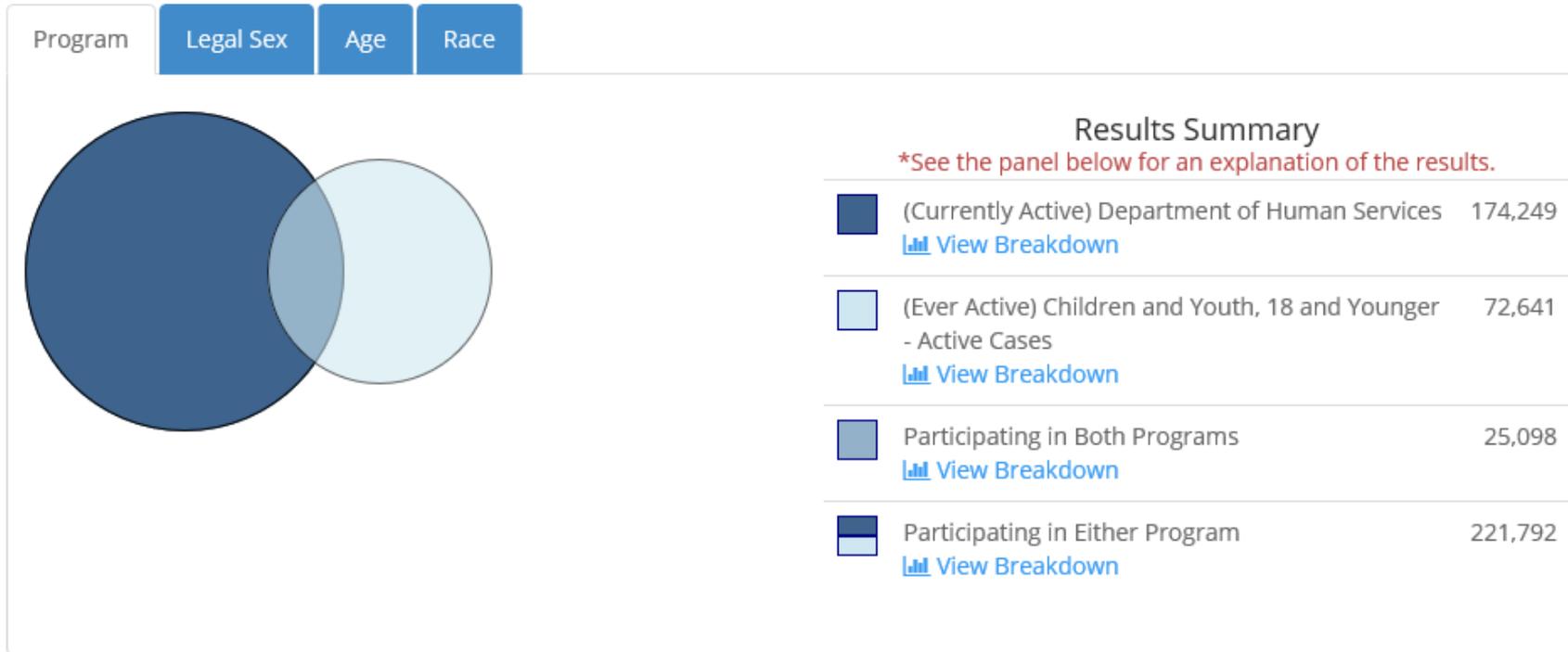
***Notes:**

Currently Active refers to the time period chosen. So in this example, currently active = active in 2015.

Ever Active = Ever Active from the chosen date backwards in time. So in this example, ever active = active before and through 2015.

QuickCount User Guide

Data has been added to the result as can be seen in the **Results Summary**, but the original count is still available.



AS OF 2015:

PRIMARY PROGRAM - There are **174,249** clients who are (Currently Active) Department of Human Services.

COMPARISON PROGRAM - There are **72,641** clients who are (Ever Active) Children and Youth, 18 and Younger - Active Cases.

BOTH PROGRAMS - There are **25,098** clients who are **BOTH** (Currently Active) Department of Human Services **AND** (Ever Active) Children and Youth, 18 and Younger - Active Cases.

EITHER PROGRAM - There are **221,792** clients who are **EITHER** (Currently Active) Department of Human Services **OR** (Ever Active) Children and Youth, 18 and Younger - Active Cases.

DEMOGRAPHIC CRITERIA:

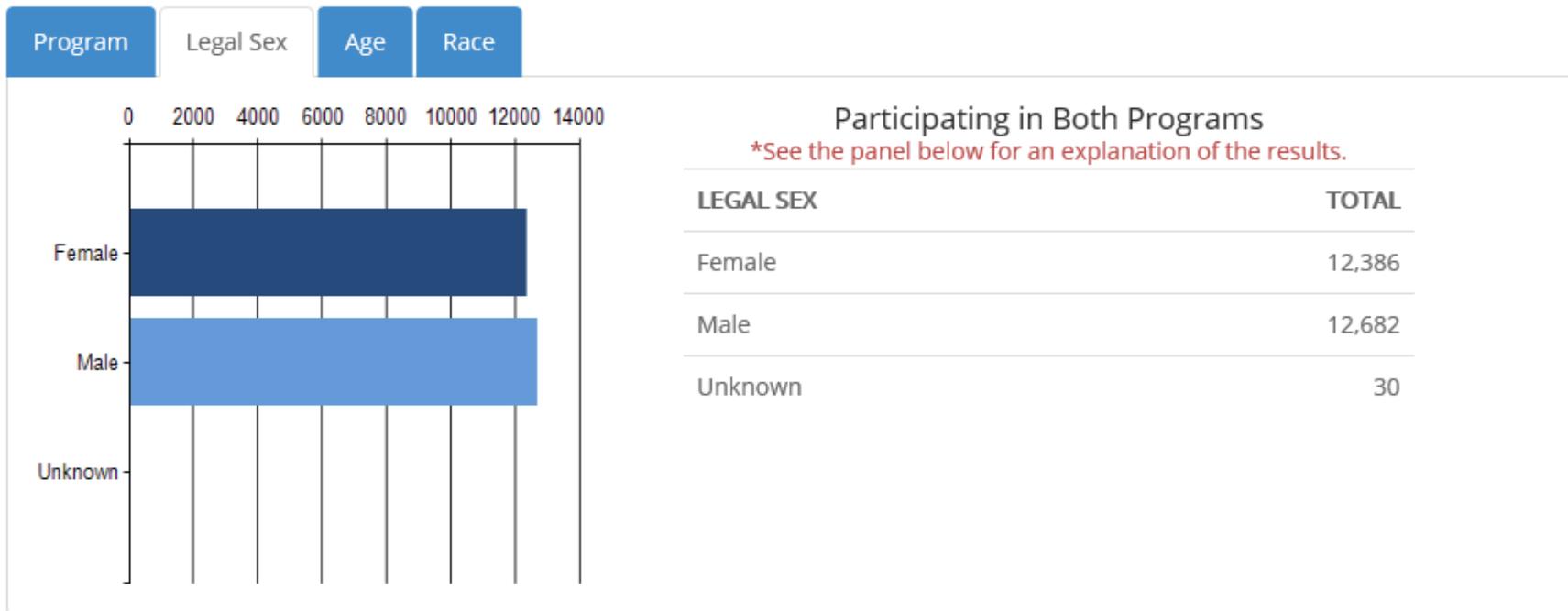
No Demographic filters have been applied.

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Clicking **View Breakdown** in the Results Summary will provide details on the Legal Sex, Age and Race tabs.

For example, to see breakdowns for clients in both programs, chose Participating in Both Programs from the Results Summary (results below).

To choose another breakdown, choose the Program tab and change the selection.



QuickCount User Guide

• **Time Period** 

• **Primary Program** 

 [Select](#)

Comparison Program (Optional) 

 [Select](#)

Program Filter (Optional) 

 [Select](#)

 Expand |  Collapse |  Download Program List

Currently Active Ever Active

- All Human Services
 - Department of Human Services
 - Early Intervention
 - + Child Welfare
 - Parents Associated with an Allegation, Investigation or Case
 - Independent Living
 - + Community Services
 - Homeless and Housing Supports
 - + Mental Health Services (All)
 - + Substance Use Disorder Services (All)
 - Intellectual Disability Services
 - Aging
 - Non-DHS Services
 - + Birth Certificates
 - + Public Schools
 - + Housing Assistance
 - HealthChoices Eligible (i.e. Medicaid Enrolled)
 - + Public Benefits - PA Department of Human Services
 - Allegheny County Jail
 - Allegheny County Medical Examiner

Prepare Export 

How many clients were active with DHS in 2015 and were ever part of an active case as children with Children and Youth Services and received non-DHS Housing Assistance?

Click Time Period and choose 2015 from the list.

Click Primary Program, choose Currently Active, and select Department of Human Services.

Click Comparison Program, choose Ever Active, and select Children and Youth, 18 or Younger – Active Cases.

Click Program Filter, choose Currently Active, and select Housing Assistance under non-DHS Services.

Click Get Count

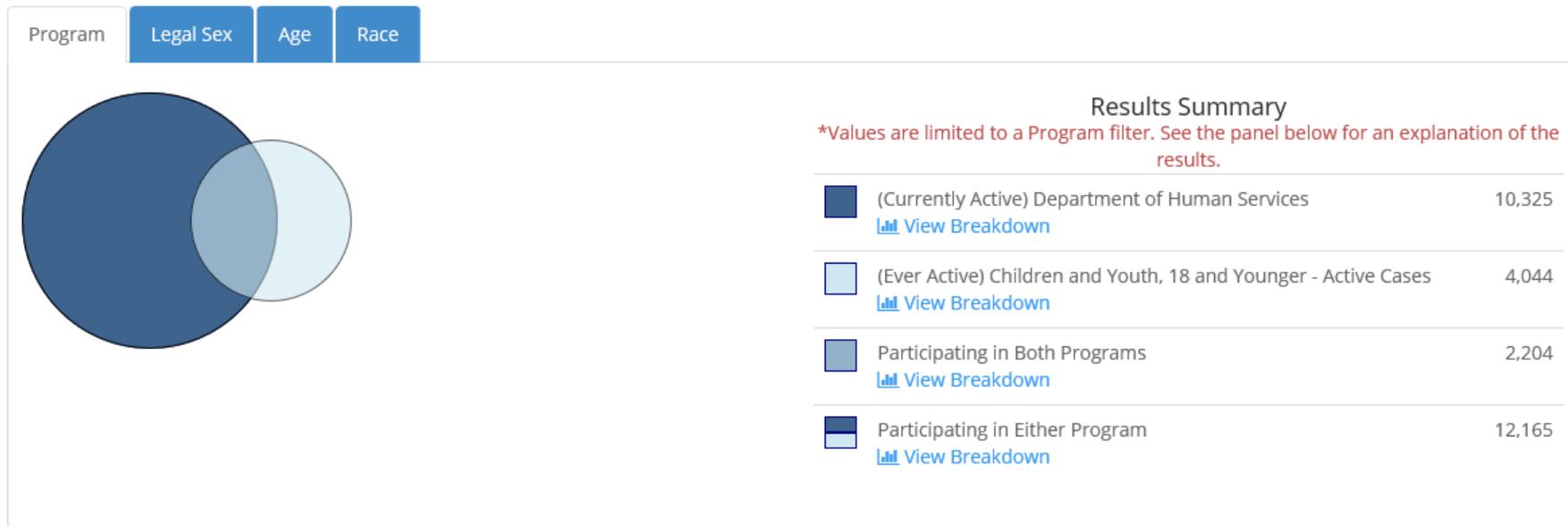
*Notes:

Currently Active refers to the time period chosen. So in this example, currently active = active in 2015.

Ever Active = Ever Active from the chosen date backwards in time. So in this example, ever active = active before and through 2015.

QuickCount User Guide

Notice the results are now FILTERED to those clients matching the filter criteria. The narrative explains further.



AS OF 2015:

PRIMARY PROGRAM - There are **10,325** clients who are (Currently Active) Department of Human Services who are **ALSO** (Currently Active) Housing Assistance.

COMPARISON PROGRAM - There are **4,044** clients who are (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Currently Active) Housing Assistance.

BOTH PROGRAMS - There are **2,204** clients who are **BOTH** (Currently Active) Department of Human Services **AND** (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Currently Active) Housing Assistance.

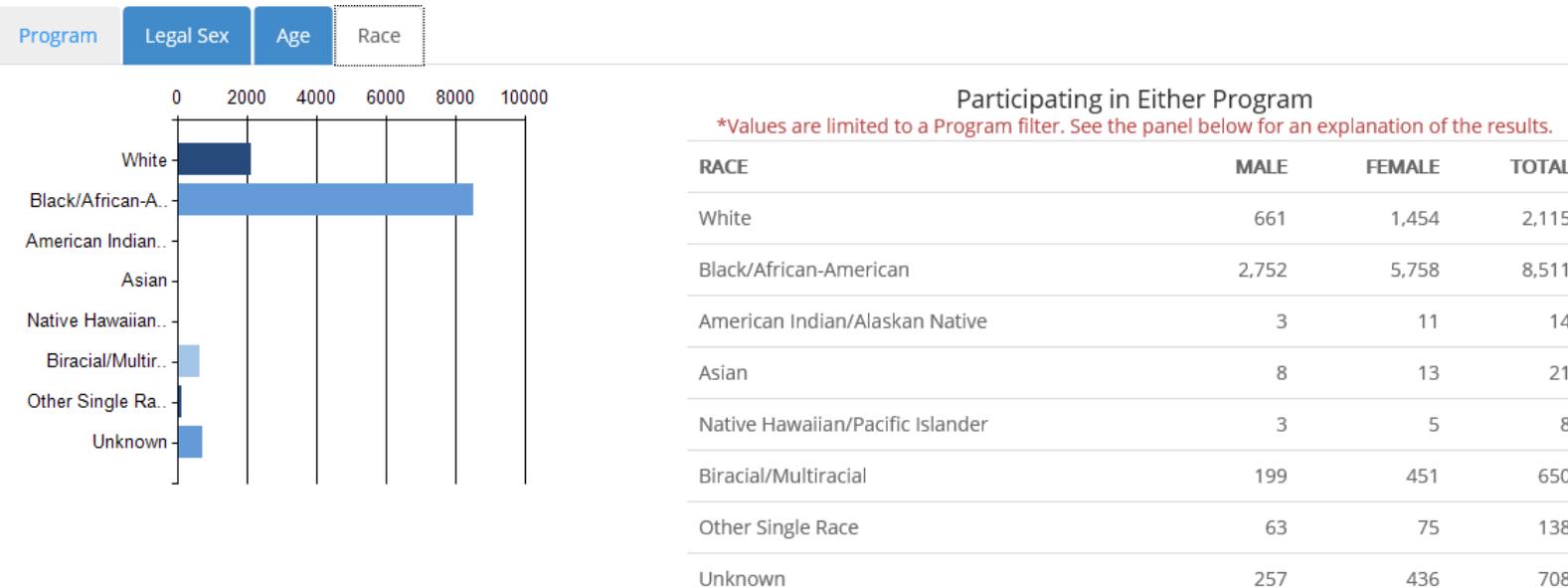
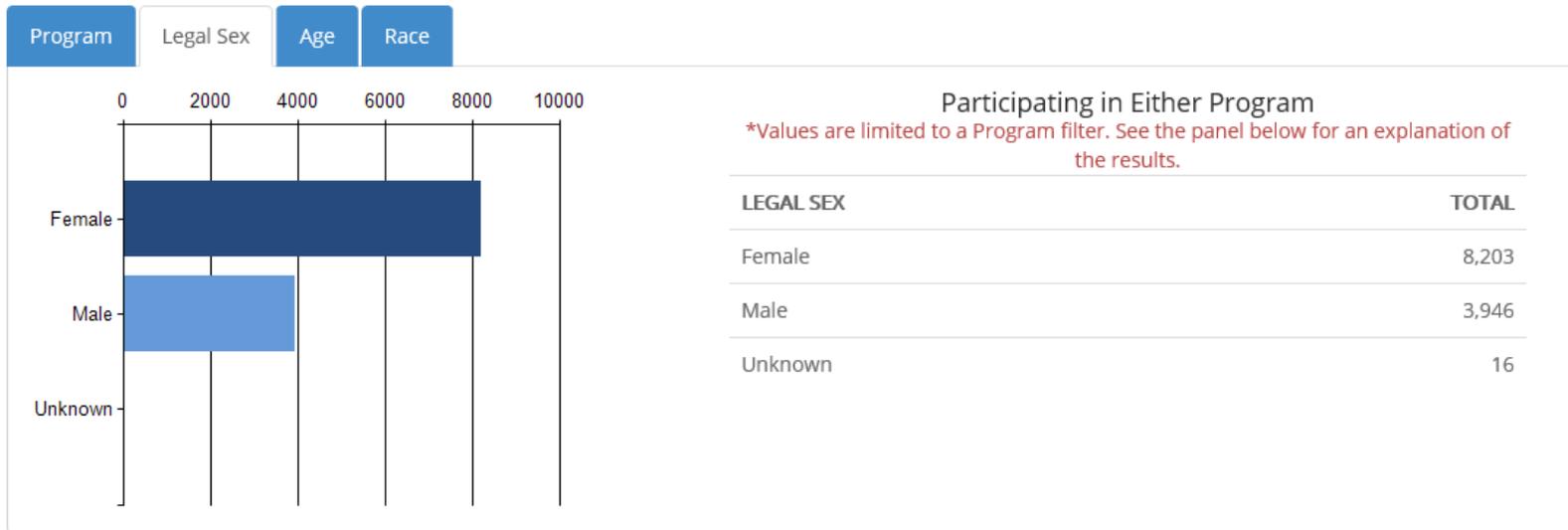
EITHER PROGRAM - There are **12,165** clients who are **EITHER** (Currently Active) Department of Human Services **OR** (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Currently Active) Housing Assistance.

DEMOGRAPHIC CRITERIA:

No Demographic filters have been applied.

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Clicking **View Breakdown** for Participating in Either Program provides Legal Sex, Age and Race graphs and counts.



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• **Time Period** ⓘ
2015 ▼

• **Primary Program** ⓘ
(Currently Active) Department of Human Service [Select](#)

Comparison Program (Optional) ⓘ
(Ever Active) Children and Youth, 18 and Younge [Select](#)

Program Filter (Optional) ⓘ
(Currently Active) Housing Assistance [Select](#)

Prepare Export ⓘ

[Get Count](#) [Reset Selection](#)

Demographic Filters (Optional) ⓘ

✕ (Legal Sex)Female

*Hint – selections can be seen in the demographic filter section.

*Notes: Currently Active refers to the time period chosen. So in this example, currently active = active in 2015.

Ever Active = Ever Active from the chosen date backwards in time. So in this example, ever active = active before and through 2015.

How many clients were active with DHS in 2015 and were ever part of an active case as children with Children and Youth Services and received non-DHS Housing Assistance and where female?

Click Time Period and choose 2015 from the list.

Click Primary Program, choose Currently Active, and select Department of Human Services.

Click Comparison Program, choose Ever Active, and select Children and Youth, 18 or Younger – Active Cases.

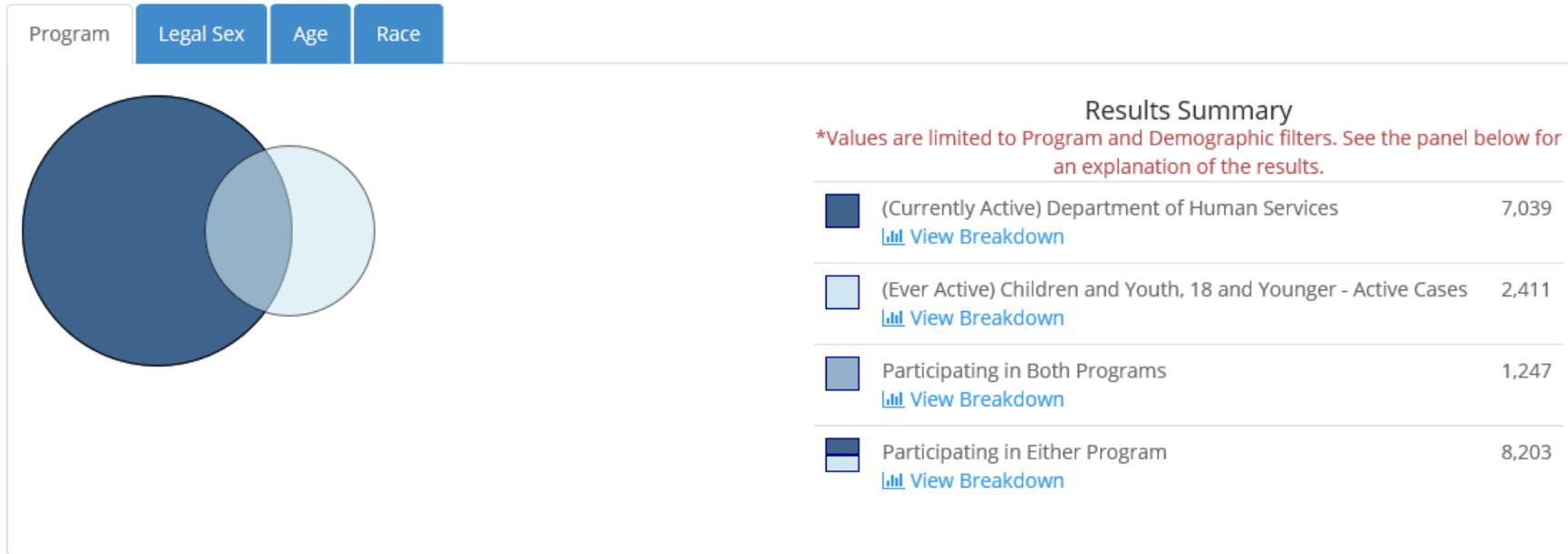
Click Program Filter, choose Currently Active, and select Housing Assistance under non-DHS Services.

Choose the Filter Menu: Legal Sex = Female

Click Get Count

QuickCount User Guide

Notice the results are now FILTERED to those clients matching the filter criteria. The narrative explains further.



AS OF 2015:

PRIMARY PROGRAM - There are **7,039** clients who are (Currently Active) Department of Human Services who are **ALSO** (Currently Active) Housing Assistance **AND** who meet the demographic criteria.

COMPARISON PROGRAM - There are **2,411** clients who are (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Currently Active) Housing Assistance **AND** who meet the demographic criteria.

BOTH PROGRAMS - There are **1,247** clients who are **BOTH** (Currently Active) Department of Human Services **AND** (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Currently Active) Housing Assistance **AND** who meet the demographic criteria.

EITHER PROGRAM - There are **8,203** clients who are **EITHER** (Currently Active) Department of Human Services **OR** (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Currently Active) Housing Assistance **AND** who meet the demographic criteria.

DEMOGRAPHIC CRITERIA:

LEGAL SEX is ANY of the following: Female;