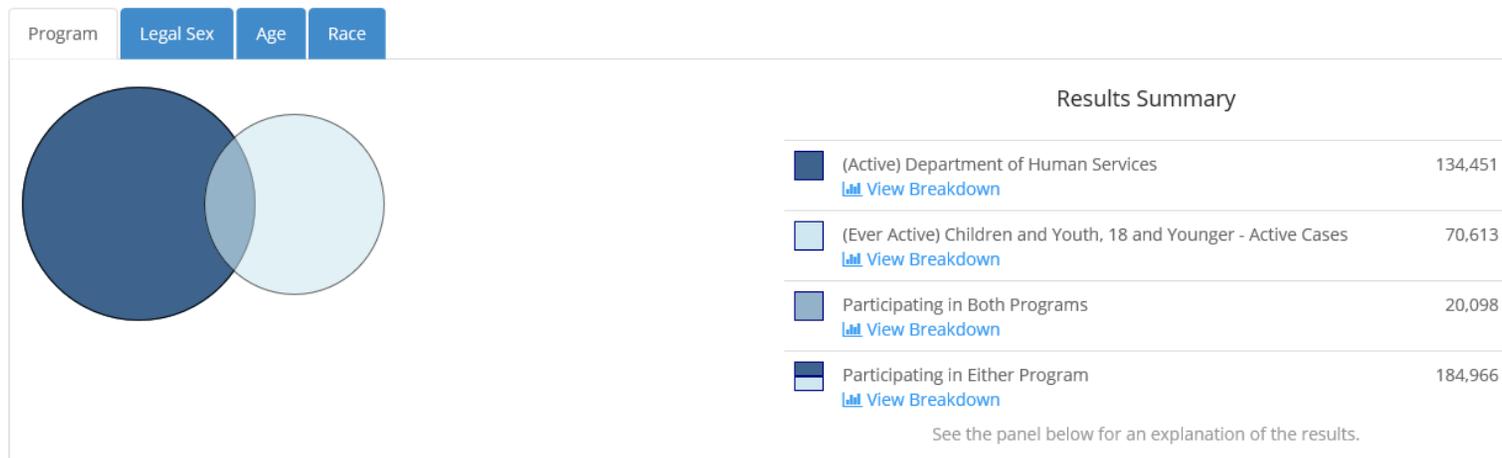


## QuickCount User Guide

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. No login is needed to use this tool.



### Explanation of Results

#### AS OF CALENDAR YEAR 2015:

PRIMARY PROGRAM - There are **134,451** clients who are (Active) Department of Human Services.

COMPARISON PROGRAM - There are **70,613** clients who are (Ever Active) Children and Youth, 18 and Younger - Active Cases.

BOTH PROGRAMS - There are **20,098** clients who are **BOTH** (Active) Department of Human Services **AND** (Ever Active) Children and Youth, 18 and Younger - Active Cases.

EITHER PROGRAM - There are **184,966** clients who are **EITHER** (Active) Department of Human Services **OR** (Ever Active) Children and Youth, 18 and Younger - Active Cases.

#### DEMOGRAPHIC CRITERIA:

No Demographic filters have been applied.

### ? What else should I know about this data?

#### DEPARTMENT OF HUMAN SERVICES

- The program only includes residents of Allegheny County.

#### CHILDREN AND YOUTH, 18 AND YOUNGER - ACTIVE CASES

- The program only includes residents of Allegheny County.

## QuickCount User Guide

Make your selections, only **Time Period** and **Primary Program** are required.

The screenshot displays the QuickCount Analytic Tool interface. On the left is a blue header with the logo and name, and a grey sidebar with a 'Filter Menu' containing various geographical and demographic categories. The main content area features a search bar, followed by three required filter sections: 'Time Period' (a dropdown menu set to 'Year To Date 2017'), 'Primary Program' (a text input field with a 'Select' button), and 'Comparison Program (Optional)' (a text input field with a 'Select' button'). Below these is a 'Program Filter (Optional)' section with a text input field and a 'Select' button. At the bottom of the main area are two buttons: 'Get Count' (blue) and 'Reset Selection' (red). On the right side, there is a 'Demographic Filters (Optional)' section with a message stating 'No Demographic filters selected.'

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

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

## QuickCount User Guide

Help is available within the application by:

Clicking **Help** located in the upper left

Clicking the **Information Icon** next to each selection

Clicking **Download Program List** which can be found under each Program Selection and contains descriptions as well as other information.

**QuickCount Analytic Tool**

Enter Search Criteria

**Filter Menu**

- Legal Sex
- Age
- Race
- Municipality
- Neighborhood
- School District
- Zip Code
- PA State House District
- PA State Senate District
- PA Congressional District
- Allegheny County Council
- Pittsburgh City Council

**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.

Year To Date 2017

**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

**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. 0

No Demographic filters selected.

**Primary Program**

Select

Expand | Collapse | Download

Active  Ever Active

- All Human Services
  - Department of Human Services
    - Early Intervention
    - Child Welfare
    - Parents Associated with a Child Welfare 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
    - Public Schools
    - Housing Assistance
    - HealthChoices Eligible (i.e. Medicaid Enrolled)
    - Public Benefits - PA Department of Human Services
    - Allegheny County Jail
    - Allegheny County Medical Examiner

**Comparison Program (Optional)**

Select

**Program Filter (Optional)**

Select

## QuickCount User Guide

Let's walk through some examples.

• **Time Period** 

• **Primary Program** 

 Expand |  Collapse |  Download Program List

**Active**  Ever Active

- All Human Services
  - Department of Human Services
    - Early Intervention
    - + Child Welfare
    - Parents Associated with a Child Welfare 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
    - + Public Schools
    - + Housing Assistance
    - + HealthChoices Eligible (i.e. Medicaid Enrolled)
    - + Public Benefits - PA Department of Human Services
      - Allegheny County Jail
      - + Allegheny County Medical Examiner

**Comparison Program (Optional)** 

**Program Filter (Optional)** 

Question 1:

How many clients **were active with DHS in 2015?**

Steps:

Click **Time Period** and choose **Calendar Year 2015** from the list.

Click **Primary Program**, choose **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:

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.

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

## QuickCount User Guide

The results will be displayed in the lower part of the screen below the selection area. The narrative at the very bottom describes the selections and results. The tabs provide additional views of the data.

**Time Period** ⓘ  
Calendar Year 2015

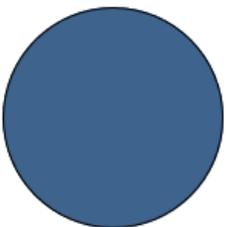
**Primary Program** ⓘ  
(Active) Department of Human Services [Select](#)

**Comparison Program (Optional)** ⓘ  
[Select](#)

**Program Filter (Optional)** ⓘ  
[Select](#)

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

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



**Results Summary**

<span style="color: #0056b3;">■</span> (Active) Department of Human Services	134,451
--	---------

[View Breakdown](#)

See the panel below for an explanation of the results.

**Explanation of Results**

**AS OF CALENDAR YEAR 2015:**  
PRIMARY PROGRAM - There are **134,451** clients who are (Active) Department of Human Services.

**DEMOGRAPHIC CRITERIA:**  
No Demographic filters have been applied.

**What else should I know about this data?**

**DEPARTMENT OF HUMAN SERVICES**

- The program only includes residents of Allegheny County.

## QuickCount User Guide

• **Time Period** 

Calendar Year 2015 

• **Primary Program** 

(Currently Active) Department of Human Services 

**Comparison Program (Optional)** 

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

 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
    - + 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)** 



Question 2:

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

Steps:

Click **Time Period** and choose Calendar Year 2015 from the list.

Click **Primary Program**, choose 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**

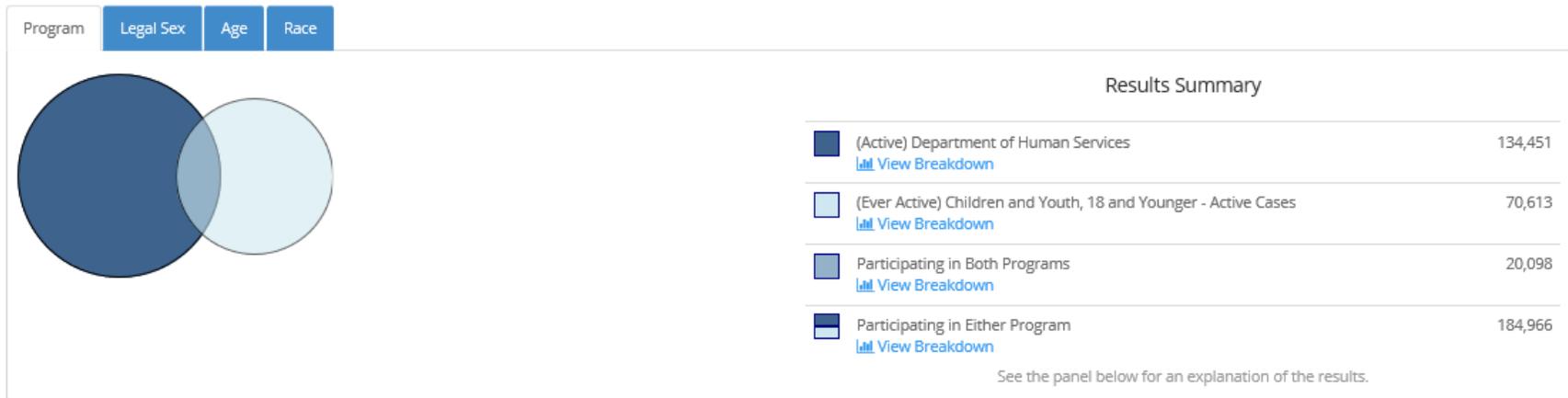
\*Notes:

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.



### Explanation of Results

#### AS OF CALENDAR YEAR 2015:

PRIMARY PROGRAM - There are **134,451** clients who are (Active) Department of Human Services.

COMPARISON PROGRAM - There are **70,613** clients who are (Ever Active) Children and Youth, 18 and Younger - Active Cases.

BOTH PROGRAMS - There are **20,098** clients who are **BOTH** (Active) Department of Human Services **AND** (Ever Active) Children and Youth, 18 and Younger - Active Cases.

EITHER PROGRAM - There are **184,966** clients who are **EITHER** (Active) Department of Human Services **OR** (Ever Active) Children and Youth, 18 and Younger - Active Cases.

#### DEMOGRAPHIC CRITERIA:

No Demographic filters have been applied.

### What else should I know about this data?

#### DEPARTMENT OF HUMAN SERVICES

- The program only includes residents of Allegheny County.

#### CHILDREN AND YOUTH, 18 AND YOUNGER - ACTIVE CASES

- The program only includes residents of Allegheny County.

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

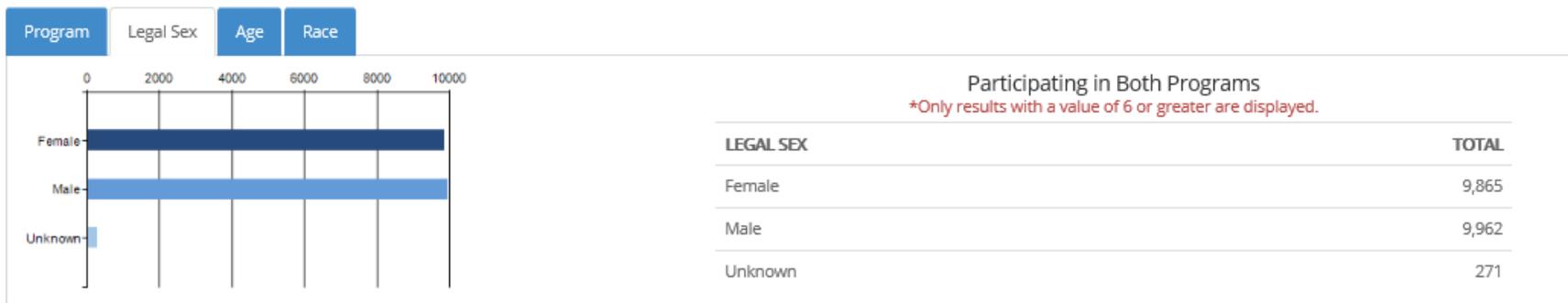
## QuickCount User Guide

For example, to see breakdowns for clients in either program, simply click through the tabs or chose [View Breakdown](#) in the **Results Summary** under **Participating in Either Program**.



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

To see breakdowns for clients in both programs, chose [View Breakdown](#) in the **Results Summary** under **Participating in Both Programs**.



## QuickCount User Guide

• **Time Period** 

• **Primary Program** 

 [Select](#)

**Comparison Program (Optional)** 

 [Select](#)

**Program Filter (Optional)** 

 [Select](#)

[+ Expand](#) | [- Collapse](#) | [Download Program List](#)

**Active**  **Ever Active**

- All Human Services
  - Department of Human Services
    - Early Intervention
    - + Child Welfare
    - Parents Associated with a Child Welfare 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
    - + Public Schools
    - + Housing Assistance
    - + HealthChoices Eligible (i.e. Medicaid Enrolled)
    - + Public Benefits - PA Department of Human Services
      - Allegheny County Jail
    - + Allegheny County Medical Examiner

 Get Count

 Reset Selection

Question 3:

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?**

Steps:

Click **Time Period** and choose Calendar Year 2015 from the list.

Click **Primary Program**, choose 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 **Active**, and select **Housing Assistance under non-DHS Services**.

Click **Get Count**

\*Notes:

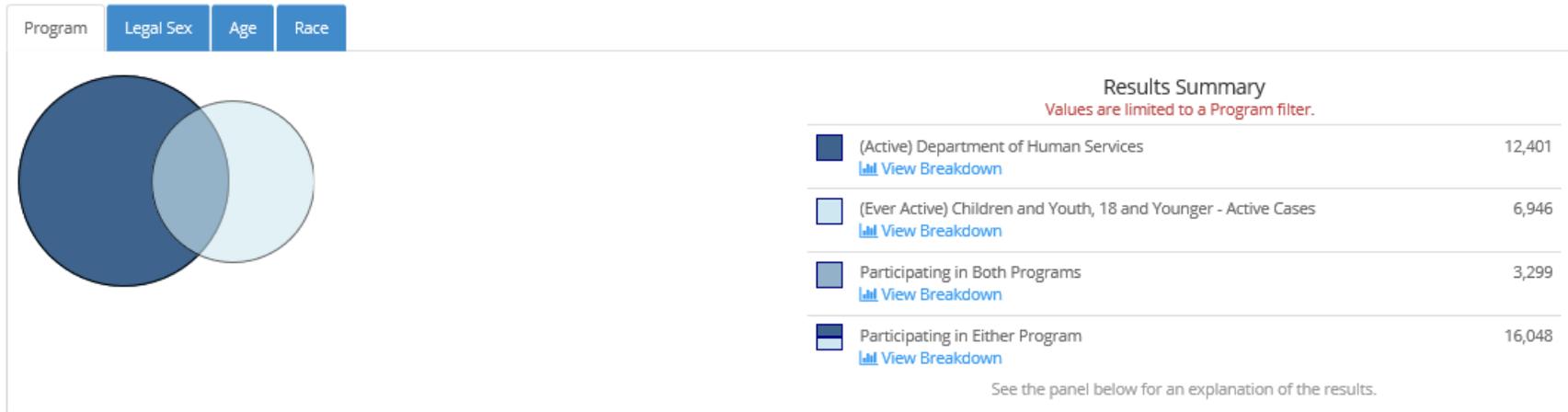
Active refers to the time period chosen. So, in this example, currently active = active in 2015.

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

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

## QuickCount User Guide

Data has been removed from the result, or *filtered* by the program filter, which can be seen in the **Results Summary**. The results are limited to meet the filter requirements, in this case, counts are limited to clients receiving Housing Assistance.



### Explanation of Results

#### AS OF CALENDAR YEAR 2015:

PRIMARY PROGRAM - There are **12,401** clients who are (Active) Department of Human Services who are **ALSO (Active) Housing Assistance**.

COMPARISON PROGRAM - There are **6,946** clients who are (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO (Active) Housing Assistance**.

BOTH PROGRAMS - There are **3,299** clients who are **BOTH** (Active) Department of Human Services **AND** (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO (Active) Housing Assistance**.

EITHER PROGRAM - There are **16,048** clients who are **EITHER** (Active) Department of Human Services **OR** (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO (Active) Housing Assistance**.

#### DEMOGRAPHIC CRITERIA:

No Demographic filters have been applied.

### What else should I know about this data?

#### DEPARTMENT OF HUMAN SERVICES

- The program only includes residents of Allegheny County.

#### CHILDREN AND YOUTH, 18 AND YOUNGER - ACTIVE CASES

- The program only includes residents of Allegheny County.

#### HOUSING ASSISTANCE

- The program only includes residents of Allegheny County.

## QuickCount User Guide

The screenshot shows the QuickCount application interface. On the left is a 'Filter Menu' sidebar with categories: Help, Contact Us, Legal Sex (expanded to show Female, Male, Gender Variant, Unknown), Age, Race, Municipality, Neighborhood, School District, Zip Code, PA State House District, PA State Senate District, PA Congressional District, Allegheny County Council, and Pittsburgh City Council. The main content area contains several filter sections: 'Time Period' (Calendar Year 2015), 'Primary Program' ((Active) Department of Human Services), 'Comparison Program (Optional)' ((Ever Active) Children and Youth, 18 and Younger - Active Cases), 'Program Filter (Optional)' ((Active) Housing Assistance), and 'Demographic Filters (Optional)' with '(Legal Sex) Female' selected. At the bottom are 'Get Count' and 'Reset Selection' buttons.

### Question 4:

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 were female**?

### Steps:

Click **Time Period** and choose Calendar Year 2015 from the list.

Click **Primary Program**, choose 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 Active, and select Housing Assistance under non-DHS Services.

In the **Filter Menu** to the left, expand **Legal Sex** and select **Female**.

Click **Get Count**

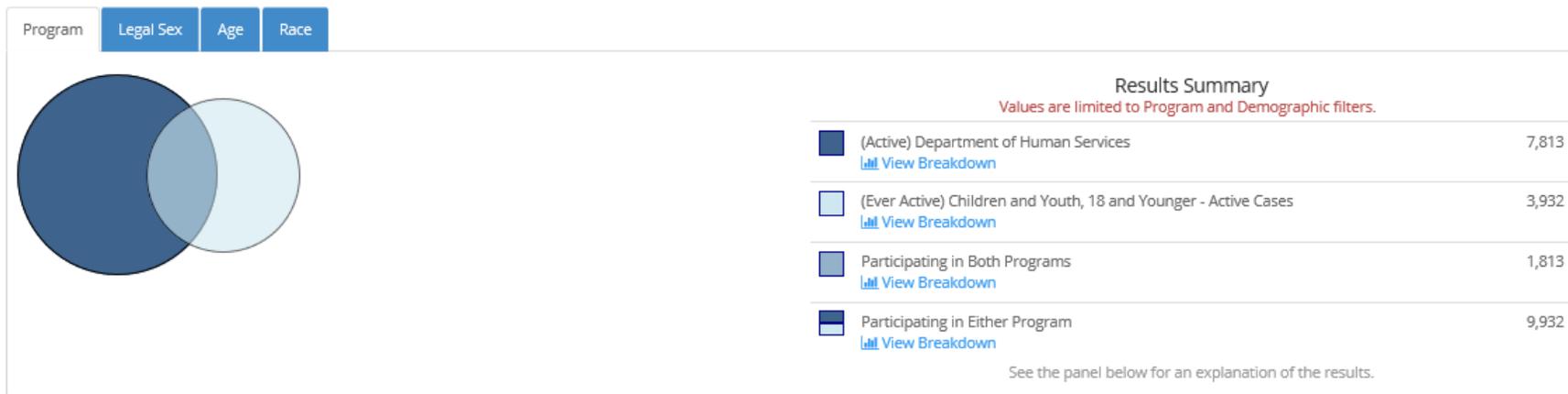
\*Hint – selections can be seen in the demographic filter section. Notice the results are now ***FILTERED*** to those clients matching the filter criteria. The narrative explains further.

\*Notes: 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

More data has been removed from the result, or *filtered* by the demographic filter, which can be seen in the **Results Summary**. The results are limited to meet the filter requirements, in this case, counts are limited to clients who are were female.



### Explanation of Results

#### AS OF CALENDAR YEAR 2015:

PRIMARY PROGRAM - There are **7,813** clients who are (Active) Department of Human Services who are **ALSO** (Active) Housing Assistance **AND** who meet the demographic criteria.

COMPARISON PROGRAM - There are **3,932** clients who are (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Active) Housing Assistance **AND** who meet the demographic criteria.

BOTH PROGRAMS - There are **1,813** clients who are **BOTH** (Active) Department of Human Services **AND** (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Active) Housing Assistance **AND** who meet the demographic criteria.

EITHER PROGRAM - There are **9,932** clients who are **EITHER** (Active) Department of Human Services **OR** (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Active) Housing Assistance **AND** who meet the demographic criteria.

#### DEMOGRAPHIC CRITERIA:

**LEGAL SEX** is ANY of the following: Female;

### What else should I know about this data?

#### DEPARTMENT OF HUMAN SERVICES

- The program only includes residents of Allegheny County.

#### CHILDREN AND YOUTH, 18 AND YOUNGER - ACTIVE CASES

- The program only includes residents of Allegheny County.

#### HOUSING ASSISTANCE

- The program only includes residents of Allegheny County.

#### LEGAL SEX

- The legal sex for each individual is determined by the rules that combine data across many potential data sources. The legal sex that is chosen to be associated with the client may not match the data for any one specific source.

## QuickCount User Guide

The screenshot shows the QuickCount application interface. On the left is a 'Filter Menu' with categories: Help, Contact Us, Legal Sex, Age (expanded to show 00-11 Months, 01-04 Years, 05-09 Years, 10-14 Years, 10-14 Years, 10 Years, 11 Years, 12 Years, 13 Years, 14 Years, 15-19 Years, 20-24 Years, 25-29 Years, 30-34 Years, 35-39 Years, 40-44 Years, 45-49 Years, 50-54 Years, 55-59 Years, 60-64 Years, 65-69 Years, 70-74 Years, 75-79 Years, 80-84 Years, 85+ Years, No Data), Race, Municipality, Neighborhood, School District, Zip Code, PA State House District, PA State Senate District, PA Congressional District (expanded to show 17-District 17, 18-District 18), Allegheny County Council, and Pittsburgh City Council. The main area contains filter sections: 'Time Period' (Calendar Year 2015), 'Primary Program' ((Active) Department of Human Services), 'Comparison Program (Optional)' ((Ever Active) Children and Youth, 18 and Younger - Active Cases), 'Program Filter (Optional)' ((Active) Housing Assistance), and 'Demographic Filters (Optional)' with selected filters for (Age) 05-09 Years, (Age) 10 Years, (Race) Black/African-American, and (Congress) 18-District 18. At the bottom are 'Get Count' and 'Reset Selection' buttons.

Question 5:

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 ~~were female African American,~~ **between the ages of 5 - 10 and resided Pennsylvania's 18<sup>th</sup> congressional district?**

Steps:

Click **Time Period** and choose Calendar Year 2015 from the list.

Click **Primary Program**, choose 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 Active, and select Housing Assistance under non-DHS Services.

Under **Demographic Filters**, ~~remove Female by clicking the X icon~~

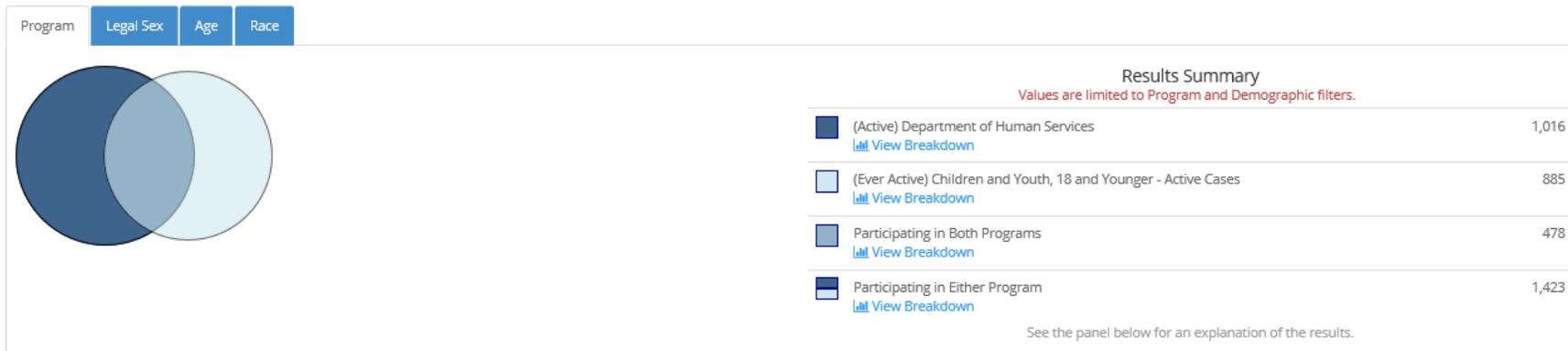
In the **Filter Menu** to the left, expand **Race** and select **African American**, expand **Age** and select **5-9 years**, further expand **Age 10-14 years** and choose **10 years**, expand **PA Congressional District** and select **18-District 18**.

Click **Get Count**

\*Hint – selections can be seen in the demographic filter section. Notice the results are now *FILTERED* to those clients matching ALL the filter criteria. The narrative explains further.

## QuickCount User Guide

Result counts have changed again, which can be seen in the **Results Summary**. The results are limited to meet the ALL filter requirements, in this case, counts are limited to clients who were African American, between the ages of 5-10 and lived in the 18<sup>th</sup> congressional district. The result is no longer being filtered to females because that filter criteria was removed.



### Explanation of Results

#### AS OF CALENDAR YEAR 2015:

**PRIMARY PROGRAM** - There are **1,016** clients who are (Active) Department of Human Services who are **ALSO** (Active) Housing Assistance **AND** who meet the demographic criteria.

**COMPARISON PROGRAM** - There are **885** clients who are (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Active) Housing Assistance **AND** who meet the demographic criteria.

**BOTH PROGRAMS** - There are **478** clients who are **BOTH** (Active) Department of Human Services **AND** (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Active) Housing Assistance **AND** who meet the demographic criteria.

**EITHER PROGRAM** - There are **1,423** clients who are **EITHER** (Active) Department of Human Services **OR** (Ever Active) Children and Youth, 18 and Younger - Active Cases who are **ALSO** (Active) Housing Assistance **AND** who meet the demographic criteria.

#### DEMOGRAPHIC CRITERIA:

**AGE** is ANY of the following: 05-09 Years, 10 Years;

**AND RACE** is ANY of the following: Black/African-American;

**AND PA CONGRESSIONAL DISTRICT** is ANY of the following: 18-District 18;

### What else should I know about this data?

#### DEPARTMENT OF HUMAN SERVICES

- The program only includes residents of Allegheny County.

#### CHILDREN AND YOUTH, 18 AND YOUNGER - ACTIVE CASES

- The program only includes residents of Allegheny County.

#### HOUSING ASSISTANCE

- The program only includes residents of Allegheny County.

#### AGE

- The age for each individual is determined by the rules that combine data across many potential data sources. The age that is chosen to be associated with the client may not match the data for any one specific source.

#### RACE

- The race for each individual is determined by the rules that combine data across many potential data sources. The race that is chosen to be associated with the client may not match the data for any one specific source.

#### PA CONGRESSIONAL DISTRICT

- The address and associated geographic location for each individual is determined by rules that combine data across many potential data sources. The address that is chosen to be associated with the client may not match the address provided from any one specific source.