



User Guide

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Introduction

- First-time users are directed to the QuickCount landing page on alleganyanalytics.us
- Click or tap **“Get Started”** to open the application
- No login is required
- Come back to this landing page for further assistance

Allegany County Department of Human Services

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QuickCount

Welcome to the Allegheny County QuickCount Tool

QuickCount allows users to identify the number of participants in a wide range of services using data from the Data Warehouse.

Users can sort by time period, view participation in multiple services, and filter counts demographically and geographically.

Help is available for understanding this tool!
[Click Here](#) to download the QuickCount Tool user guide.

GET STARTED

Users will be redirected to this page every 30 days, or can access it directly at any time by clicking "Help".



Basic Selection & Filtering: Selection Screen

• Selection Search Area

Required

Time Period
Program (Primary)

Optional

Demographics
Geography
Political Districts

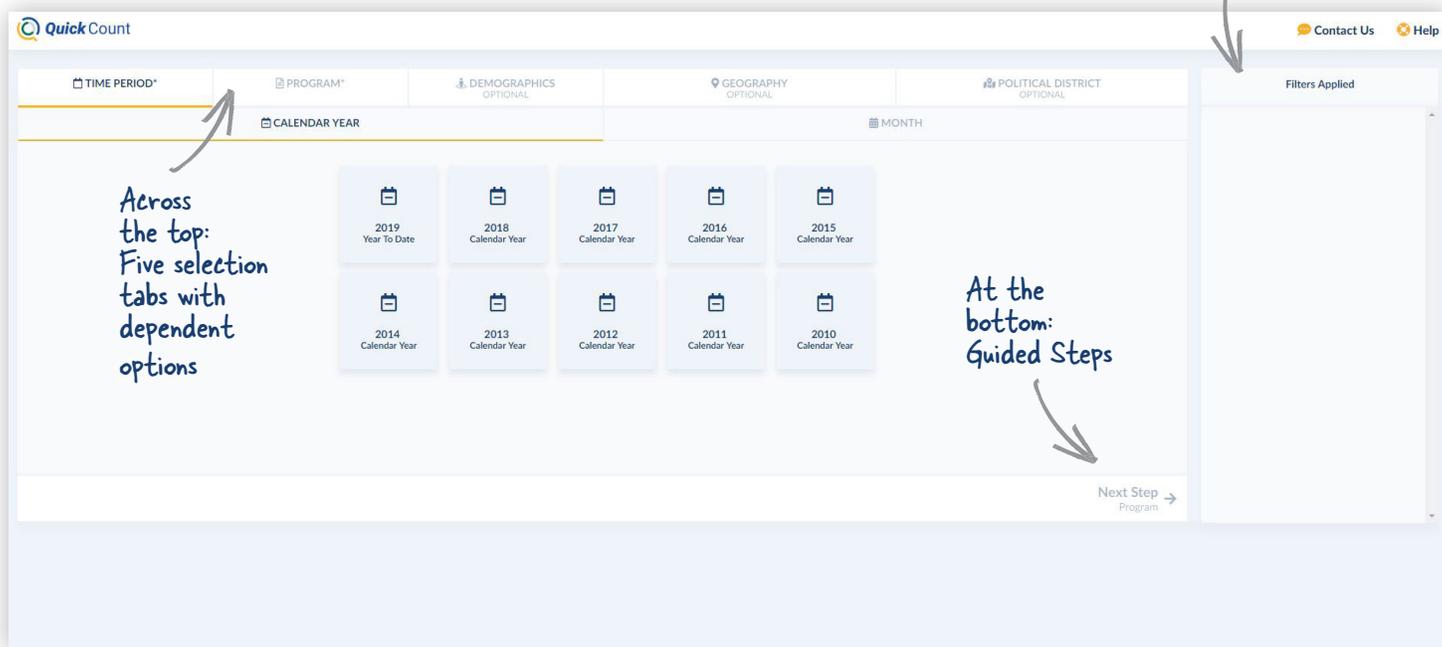
• Filters Applied Area

Displays list of current selections
May be used to clear individual selections

• Actions

Guided Steps and other actions

On the right:
List of
selections





Basic Selection & Filtering: Make a Selection – Basic Count

How many clients were active with DHS in 2017?

• Selection Search Area

1. Time Period > Calendar Year
choose 2017
2. Program > Primary Program
choose All Human Services
3. Make sure Active/Ever Active
toggle is marked Active
4. Then choose Department of
Human Services

**Navigate within the program list or go Back to Category View*

• Filters Applied area

Selections have been added

• Actions

Click Get Count (now available)

• The Result Screen will open

Hint:
Active refers to the time period chosen.
In this example, Active = active in 2017.

The screenshot shows the 'Quick Count' application interface. The top navigation bar includes 'Quick Count', 'Contact Us', and 'Help'. The main area is divided into several filter sections: 'TIME PERIOD*', 'PROGRAM*', 'DEMOGRAPHICS OPTIONAL', 'GEOGRAPHY OPTIONAL', and 'POLITICAL DISTRICT OPTIONAL'. The 'PROGRAM*' section is expanded, showing a list of programs. The 'Active' radio button is selected. The 'Department of Human Services' is highlighted in the list. A 'Filters Applied' sidebar on the right shows the selected filters: 'Time Period: Calendar Year 2017', 'Primary Program: (Active) Department of Human Services'. At the bottom, there are buttons for 'Previous Step', 'Get Count', 'Reset Selection', and 'Next Step'.



Basic Selection & Filtering: Results Screen – Basic Count

• Results area

Charts and graphs by

Program
Legal Sex
Age
Race

Switch tabs to view charts and graphs for Legal Sex, Age, and Race

• Explanation of Results

Toggle to Show/Hide the detailed result explanation

• What Else...

Provides additional details about the data including data lag and availability

**Navigate within the program list or go Back to Category View*

Across
the top:
Four selection
tabs

The screenshot shows the 'Quick Count' interface. At the top, there are four selection tabs: 'PROGRAM', 'LEGAL SEX', 'AGE', and 'RACE'. The 'PROGRAM' tab is currently selected. Below the tabs, the 'Results Summary' section displays a bar chart for '(Active) Department of Human Services' with a count of 144,877. A large blue circle is visible on the right side of the chart area. Below the chart, there are two expandable sections: 'Explanation of Results' and 'What else should I know about this data.', both with 'SHOW' buttons.



Basic Selection & Filtering: Selection – Add Demographic Filters

How many clients were active with DHS in 2017 and were between the ages of 18-29?

• Selection Search area

Demographics > Age

choose from:

18 Years, 19 Years, 20 Years, 21 Years, 22 Years, 23 Years, 24 Years, 25 Years, 26 Years, 27 Years, 28 Years, 29 Years

• Filters Applied area

Selections have been added

• Actions

Click Get Count

A new Result Screen will open

Hint:

Each time Get Count is selected, an additional Result Screen will open.

The screenshot displays the 'Quick Count' application interface. The main area is a grid of buttons for selecting time periods and demographics. The 'AGE' filter is currently selected, and the '18 Years' through '29 Years' options are highlighted in orange, indicating they are active filters. A 'Filters Applied' sidebar on the right shows the selected filters: 'Calendar Year 2017', '(Active) Department of Human Services', and 'Age' with a list of selected years from 18 to 29. At the bottom, there are navigation buttons for 'Previous Step Program', 'Get Count', 'Reset Selection', and 'Next Step Geography'.



Basic Selection & Filtering: Results – Demographic Filters Added

• Results area

Results have changed. There is now less data because values are limited to the demographic filters.

In this case, clients between the ages of 18-29.

• Explanation of Results

The narrative has changed to include the demographic criteria that was applied.

Reminder:
switch tabs to view charts and graphs for Legal Sex, Age, and Race.

The screenshot displays the 'Quick Count' application interface. At the top, there is a navigation bar with the 'Quick Count' logo on the left and 'Contact Us' and 'Help' links on the right. The main content area is titled 'RESULTS' and features a tabbed interface with four tabs: 'PROGRAM', 'LEGAL SEX', 'AGE', and 'RACE'. The 'PROGRAM' tab is currently selected.

Results Summary
*Only results with a value of 6 or greater are displayed. Values are limited to Demographic filters.
 (Active) Department of Human Services **21,765**
View Breakdown
 See the panel below for an explanation of the results.

Explanation of Results HIDE

AS OF CALENDAR YEAR 2017:
 PRIMARY PROGRAM - There are **21,765** clients who are (Active) Department of Human Services **AND** who meet the demographic criteria.

DEMOGRAPHIC CRITERIA:
 AGE is ANY of the following: 18 Years, 19 Years, 20 Years, 21 Years, 22 Years, 23 Years, 24 Years, 25 Years, 26 Years, 27 Years, 28 Years, 29 Years;
 *(Active): The client was active in the program during the selected time period.
 *(Ever Active): The client had a history of activity in the program on or before the selected time period.

What else should I know about this data. SHOW

Basic Selection & Filtering: Selection – Add Geographic Filters

How many clients were active with DHS in 2017, were between the ages of 18-29 and lived in Penn Hills and surrounding areas?

• Selection Search area

Geography > Municipality

Choose Penn Hills and surrounding areas from the list

Or

Select Penn Hills and surrounding areas on the interactive map

• Filters Applied area

Selections have been added (scroll bar is available)

• Actions

Click **Get Count**

The Result Screen will open

Hint:

The text box above the selection list now reads “(selected)” because the list is displaying the current selections. Simply delete the text “(selected)” to view the entire list again.

The screenshot displays the 'Quick Count' application interface. At the top, there are navigation links for 'Contact Us' and 'Help'. The main interface is divided into several sections:

- Filters Applied:** A sidebar on the right lists the current filters:
 - Time Period: Calendar Year 2017
 - Primary Program: (Active) Department of Human Services
 - Age: 18 Years, 19 Years, 20 Years, 21 Years, 22 Years, 23 Years, 24 Years, 25 Years, 26 Years, 27 Years, 28 Years, 29 Years
 - Municipality: Penn Hills, Plum, Monroeville, Wilkinsburg, Churchill, Wilkins, Oakmont, Verona
- Geography Section:** The 'MUNICIPALITY' filter is selected. A list of municipalities is shown, with several items marked as '(selected)': Churchill, Monroeville, Oakmont, Penn Hills, Plum, Verona, Wilkins, and Wilkinsburg. A search box above the list contains the text '(selected)'. To the right of the list is an interactive map of the region, with the selected municipalities highlighted in orange.
- Navigation:** At the bottom, there are buttons for 'Previous Step Demographics', 'Get Count', 'Reset Selection', and 'Next Step Political District'.



Basic Selection & Filtering: Results – Geographic Filters Added

• Results area

Results have changed. There is now less data because values are limited to the demographic filters and geographical filters.

In this case, clients between the ages of 18-29 who lived in Penn Hills or surrounding areas.

• Explanation of Results

The narrative has changed to include the demographic criteria that was applied.

Reminder: switch tabs to view charts and graphs for Legal Sex, Age, and Race.

Quick Count
Contact Us Help

RESULTS

PROGRAM	LEGAL SEX	AGE	RACE
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Results Summary</p> <p><small>*Only results with a value of 6 or greater are displayed. Values are limited to Demographic filters.</small></p> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 15px; background-color: #003366; margin-right: 5px;"></div> <div> <p>(Active) Department of Human Services</p> <p><small>View Breakdown</small></p> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 10px;">2,084</div> </div> <p><small>See the panel below for an explanation of the results.</small></p> </div> <div style="width: 45%; text-align: center;"> </div> </div>			
<p>Explanation of Results HIDE ^</p> <p>AS OF CALENDAR YEAR 2017: PRIMARY PROGRAM - There are 2,084 clients who are (Active) Department of Human Services AND who meet the demographic criteria.</p> <p>DEMOGRAPHIC CRITERIA: AGE is ANY of the following: 18 Years, 19 Years, 20 Years, 21 Years, 22 Years, 23 Years, 24 Years, 25 Years, 26 Years, 27 Years, 28 Years, 29 Years; AND MUNICIPALITY is ANY of the following: Churchill, Monroeville, Oakmont, Penn Hills, Plum, Verona, Wilkins, Wilkinsburg;</p> <p><small>* (Active): The client was active in the program during the selected time period. *(Ever Active): The client had a history of activity in the program on or before the selected time period.</small></p>			
<p><small>? What else should I know about this data.</small> SHOW v</p>			



Advanced Selection: Selection - Add a Comparison Program

How many clients were active with DHS in 2017, or were Ever Active as Children Associated with a Child Welfare Case?

• Selection Search area

1. Program > Comparison Program
2. Choose Child Welfare
3. Make sure Active/Ever Active toggle is marked Ever Active
4. Then choose Children Associated with a Child Welfare Case

• Filters Applied area

Comparison Program has been added

Remove the filters

Select the ages 18-29

Select the municipalities

• Actions

Click **Get Count**

The Result Screen will open

Hint:

Ever Active refers to all time up to and including the time period chosen. In this example, Ever Active = all data through 2017.

The screenshot displays the 'Quick Count' application interface. At the top, there are navigation links for 'Contact Us' and 'Help'. The main interface is divided into several sections:

- Filters:** Includes 'TIME PERIOD*', 'PROGRAM*', 'DEMOGRAPHICS OPTIONAL', 'GEOGRAPHY OPTIONAL', and 'POLITICAL DISTRICT OPTIONAL'. Below these, there are fields for 'PRIMARY PROGRAM*' and 'COMPARISON PROGRAM'.
- Program Selection:** A sidebar on the left lists various categories like 'Child Welfare', 'Criminal and Juvenile Justice', etc. The 'Child Welfare' category is selected, and a sub-menu is open showing options like 'Children Associated with a Child Welfare Case', 'Home and Community-Based Services', 'Placement Services', 'Parents Associated with a Child Welfare Case', and 'Transition Age Youth'. The 'Ever Active' toggle is selected.
- Filters Applied:** A panel on the right shows the current filters: 'Time Period' (Calendar Year 2017), 'Primary Program' (Active) Department of Human Services, and 'Comparison Program' (Ever Active) Children Associated with a Child Welfare Case.
- Actions:** At the bottom, there are buttons for 'Previous Step Time Period', 'Get Count', 'Reset Selection', and 'Next Step Demographics'.



Advanced Selection: Results – Comparison Program Added

• Results area

Results have changed. The filters are removed from the results, but there is also more program data (195,634) due to the addition of the comparison program.

Originally the result (from the basic count) had 141,814 active with DHS in 2017.

Now there is 195,634 clients in the results - Participating in Either Program.

Of the 75,487 clients who were Ever Active as of 2017 as Children

Associated with a Child Welfare Case (Comparison Program), 21,667 are active with DHS 2017.

• Explanation of Results

The narrative has changed to exclude the demographic and geographic filters and to include the comparison program.

QuickCount
Contact Us Help

RESULTS

PROGRAM	LEGAL SEX	AGE	RACE										
<p>Results Summary *Only results with a value of 6 or greater are displayed.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"> (Active) Department of Human Services <small>View Breakdown</small></td> <td style="width: 10%; text-align: center;">144,877</td> <td rowspan="4" style="width: 30%; text-align: center; vertical-align: middle;"> </td> <td rowspan="4" style="width: 20%;"></td> </tr> <tr> <td> (Ever Active) Children Associated with a Child Welfare Case <small>View Breakdown</small></td> <td style="text-align: center;">75,985</td> </tr> <tr> <td> Participating in Both Programs <small>View Breakdown</small></td> <td style="text-align: center;">22,560</td> </tr> <tr> <td> Participating in Either Program <small>View Breakdown</small></td> <td style="text-align: center;">198,302</td> </tr> </table> <p style="font-size: small; text-align: center;">See the panel below for an explanation of the results.</p>				(Active) Department of Human Services <small>View Breakdown</small>	144,877			(Ever Active) Children Associated with a Child Welfare Case <small>View Breakdown</small>	75,985	Participating in Both Programs <small>View Breakdown</small>	22,560	Participating in Either Program <small>View Breakdown</small>	198,302
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Participating in Either Program <small>View Breakdown</small>	198,302												
<p>Explanation of Results HIDE ▲</p> <p>AS OF CALENDAR YEAR 2017: PRIMARY PROGRAM - There are 144,877 clients who are (Active) Department of Human Services. COMPARISON PROGRAM - There are 75,985 clients who are (Ever Active) Children Associated with a Child Welfare Case. BOTH PROGRAMS - There are 22,560 clients who are BOTH (Active) Department of Human Services AND (Ever Active) Children Associated with a Child Welfare Case. EITHER PROGRAM - There are 198,302 clients who are EITHER (Active) Department of Human Services OR (Ever Active) Children Associated with a Child Welfare Case.</p> <p>DEMOGRAPHIC CRITERIA: No Demographic filters have been applied.</p> <p><small>* (Active): The client was active in the program during the selected time period. * (Ever Active): The client had a history of activity in the program on or before the selected time period.</small></p>													
<p>What else should I know about this data. SHOW ▼</p>													



Advanced Selection: Results – Comparison Program Added (cont.)

• Results area

Legal Sex, Age and Race breakdowns may be viewed simply by selecting the desired tab.

Select Legal Sex.
The breakdown for Participating in Either Program is displayed.

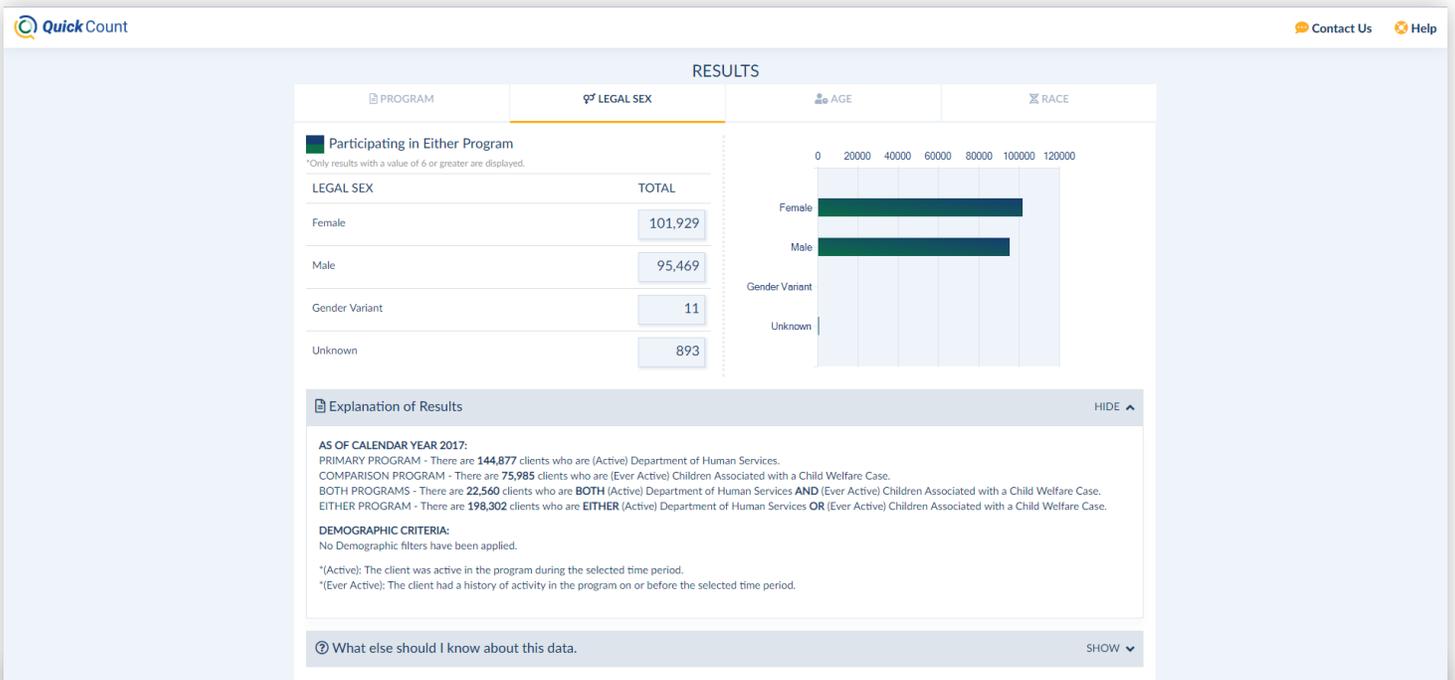
Return to the Program tab

Select View Breakdown under Participating in Both Programs.

The breakdown has changed to those Participating in Both Programs.

Dynamic breakdowns for Legal Sex, Age and Race can be Viewed for Primary Program, Comparison Program, Both Programs or Either Program.

Hint:
Values less than 6 are not included.



Resources Help is available!

1. Within the application in the top right corner there are two options to get help.

Contact Us Help

on the Program selection screen

2. The information icon found on the program cards can be flipped for a description of the data
3. The Download button will provide a list of all programs available and additional details such as any known data lag or restriction

Hovering over a selectable program will provide a tool tip data description for that program

outside of the application

Allegheny County Analytics
(see slide 3)

