



Quick Steps

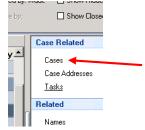
- Open the Case List Screen (if you are not already in it)
- Click on the + Sign to the Left of the Case you are Working on
- Click on the Client Field you are Entering the Assessment for
- From the Right Hand Menu Bar, Click on the Client Assessments/Screens Link
- Enter the Evaluation/Screening Information
 - In Tools, choose IMHEN Discharge
 - In Version, Type IMHEN and Choose the Version
- Click the Save/Go to Responses Button
- Enter the Appropriate Evaluation Responses
- Click the Close Button

Detailed Steps:

1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.

| С | staff | | | | | | _ 🗆 > | |
|---|-------------------------|--------|-------------------|------------------------|----------|--|-------------------------|--|
| | Name I Information for: | | | × | | Filter by All Supervised by: All Supervise by: | Show Hidden | |
| | Staff Information | | | | | Cases/Clients | | |
| 3 | Name | ld | Title | Agency | Start Dt | Close Dt 🗵 🔺 | Cases | |
| 8 | 7 | | | | | | Cases Case Addresses | |
| > | Colins, Matt | 990010 | PPW | | | | | |
| F | Doe, Mary | 990007 | GAL | | | | Related | |
| | Dredd, Judge | 990004 | Judge | | | | Names | |
| - | Joe, Nina | 990011 | Developmental Spe | | | | Contacts | |
| | Jones, James | 990021 | | | | | Credentials/License | |
| | Matthews, Colin | 990001 | IMH Specialist | Infant Team - Training | | | Assignments | |
| - | Person, Happy | 990003 | IMH Specialist | Infant Team - Training | | | , Tasks | |
| H | 0.1.0.8 | 000015 | 0 1 171 | | | | Eustistians | |

2. Click on the Cases link (on the side menu bar) to get to your open case list.



3. From the **Case List** screen, click on the + sign to the left of the case that you want to work on.







4. Under the case, click on the client you are entering the assessment for.

| | | | | | | | Show Closed | F |
|-----------|-----------------|------------------------------------|------------------|----------------------|-----------|--------|----------------------|------|
| Case Id | Case Name | Open Dt | Close D | t Void Dt. Create Dt | Update Dt | | Case Related | \$ |
| 3 | Cli | sk here to define a filter - use " | '%'' as a wild c | ard | | | Addresses | |
| - 1030320 | Schmoe, Joe | 9/15/2016 | | 9/15/2016 1 | 2:: | | Assignments | |
| Elient Id | Client | DOB | Svcs Role | | Eff Dt | Exp Dt | Contacts | |
| - | | | | Label | | | Provider/Program Sta | itu. |
| 1030320 | Schmoe, Joe 🖉 🦊 | 1/1/1979 | 🗹 Mothe | r l | 9/15/2016 | | Tasks | |

5. On the right hand menu bar, click on the Client Assessments/Screens link.



6. Click the Add button to add a new discharge assessment.

| Add | <u>U</u> pdate | <u>D</u> elete | |
|-----|----------------|----------------|--|

7. The Evaluation/Screening Information form opens.

| | creening Infor | | |
|-----------|----------------|----------|------------------------------|
| Name | Client: S | | ee (1030320) Evaluation |
| Provider | | <u> </u> | |
| Tool | IMHEN | - 🔍 | Infant Team Discharge Status |
| /ersion | | - 🔍 | |
| Eval Date | | • | |
| Rater | | • | |
| Status | C | • | Completed |
| Votes | | | |
| | | | |
| | | | |
| | | | |

Provider Use the magnifying glass tool to locate the appropriate provider name, select, and click **OK**.

ToolUse the dropdown or magnifying glass tool to select the IMHEN Infant TeamDischarge Status assessment, select, and click OK.





| Version | Type in the version or use the dropdown or magnifying glass tool to locate the version of the screening tool you are using, select, and click OK . |
|-----------|--|
| Eval Date | Type in the date the evaluation was conducted or use the dropdown tool to access a calendar. |
| Rater | Use the magnifying glass tool to identify the person who conducted the evaluation, (e.g. Infant team member, PIP therapist, etc.), select, and click OK . |
| Status | The default status of the screening is closed. Use the magnifying glass tool to select another option when necessary, select, and click OK . |

8. When the Evaluation/Screening Information form is complete, click the **Save/Go to Responses** button, and the assessment questions will appear.

Each question and response will follow your documentation of this screening.

- **Note:** Responses in an evaluation responses can be narrative, multiple choice, check all that apply, or numbers/dates. In the narrative/text responses, two boxes are presented to allow text input. The **Response Information** box is intended for notes that will be displayed in reports. The **Response Comments/Notes** box is intended or personal notes and will not be displayed in reports.
- 9. Click on the **Close** button after entering the responses. The information is saved automatically and the assessment is complete.

If you need further assistance please contact the ECSC Database Services Team:

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