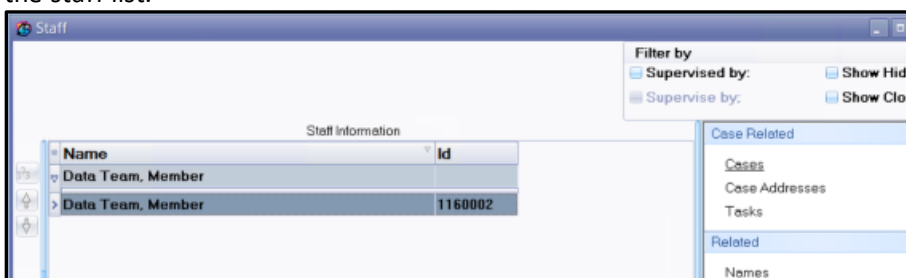


Quick Steps

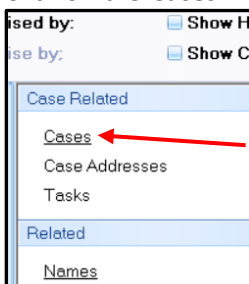
- Open the Case List Screen (if you are not already in it)
- From the Right-Hand Menu Bar, Click on the Clinical Instruments Link
- Enter the Evaluation/Screening Information
- Click the Save/Go to Responses Button
- Enter the Appropriate Evaluation Responses
- Click the Close Button

Detailed Steps:

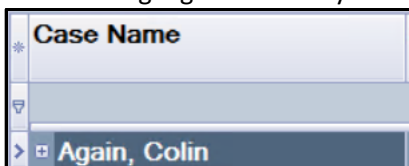
1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.



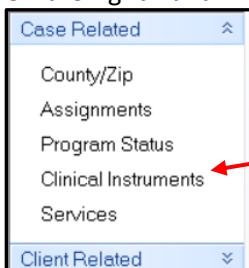
2. Click on the **Cases** link (on the side menu bar) to get to your open case list.



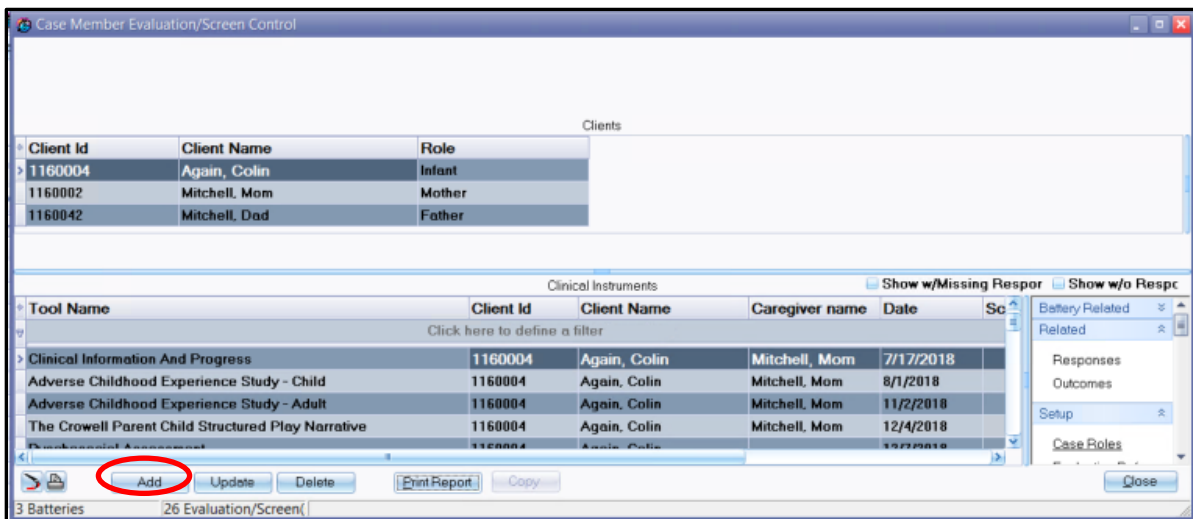
3. Click and highlight the case you are entering the assessment for.



4. On the right-hand menu bar, click on the **Clinical Instruments** link.



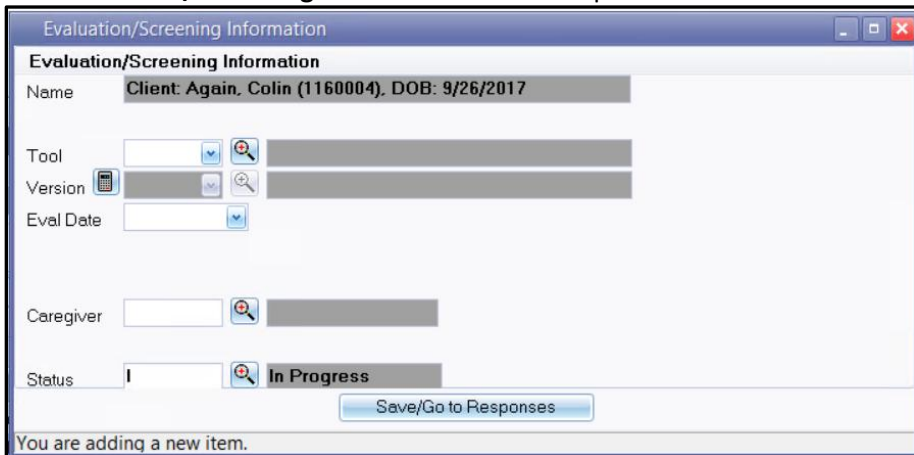
- Click the **Add** button to add a new assessment.



Client Id	Client Name	Role
1160004	Again, Colin	Infant
1160002	Mitchell, Mom	Mother
1160042	Mitchell, Dad	Father

Tool Name	Client Id	Client Name	Caregiver name	Date	Sc
Click here to define a filter					
Clinical Information And Progress	1160004	Again, Colin	Mitchell, Mom	7/17/2018	
Adverse Childhood Experience Study - Child	1160004	Again, Colin	Mitchell, Mom	8/1/2018	
Adverse Childhood Experience Study - Adult	1160004	Again, Colin	Mitchell, Mom	11/2/2018	
The Crowell Parent Child Structured Play Narrative	1160004	Again, Colin	Mitchell, Mom	12/4/2018	

- The **Evaluation/Screening Information** window opens.



Evaluation/Screening Information

Name: Client: Again, Colin (1160004), DOB: 9/26/2017

Tool: [Dropdown]

Version: [Dropdown]

Eval Date: [Calendar]

Caregiver: [Search]

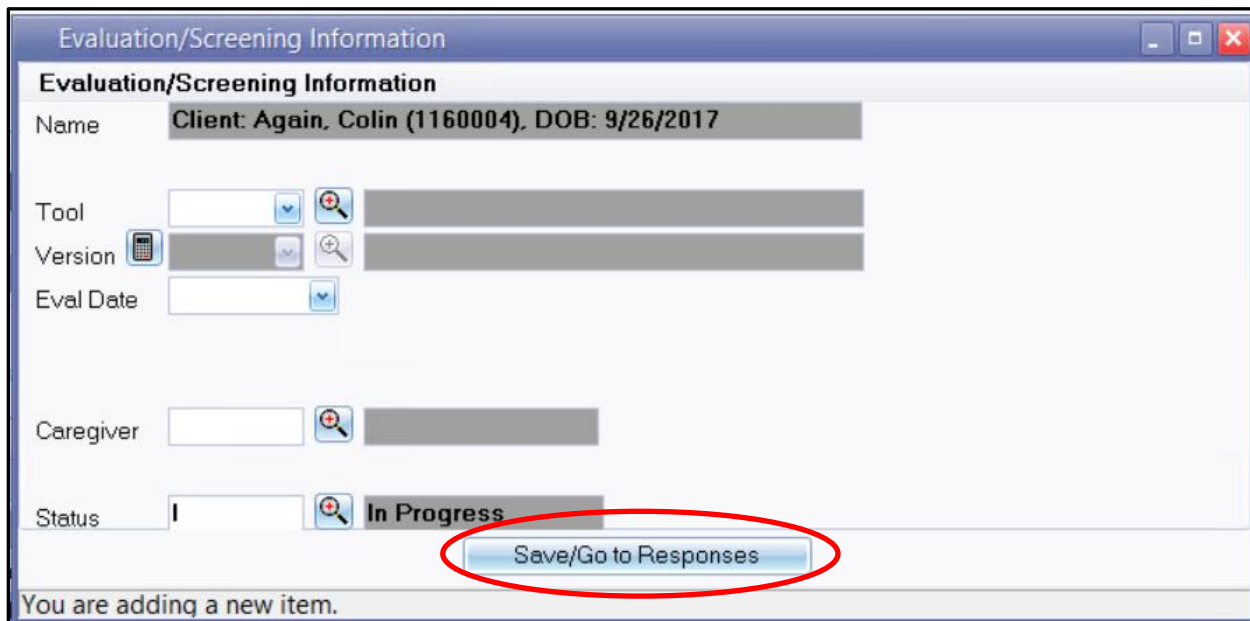
Status: [Dropdown] In Progress

Save/Go to Responses

You are adding a new item.

- Tool** Use the dropdown or magnifying glass tool to identify the name of the evaluation or screening you are entering the data for, select, and click **OK**.
- Version** Use the dropdown or magnifying glass tool to locate the version of the screening tool you were using, select, and click **OK**.
- Eval Date** Type in the date the evaluation was conducted or use the dropdown 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**.
- Caregiver** Use this field to tie the evaluation to a caregiver. Type the caregiver's client ID into the field or use the magnifying glass's search function to look for the caregiver and click **OK**.
- Status** The default status of the screening is completed. Use the magnifying glass tool to select another option when necessary, select, and click **OK**.

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



Evaluation/Screening Information

Name **Client: Again, Colin (1160004), DOB: 9/26/2017**

Tool

Version

Eval Date

Caregiver

Status **In Progress**

Save/Go to Responses

You are adding a new item.

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

Note: Responses in an evaluation 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 for personal notes and will not be displayed in reports.

8. 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 ECSC Data & Web Services:

ecscdata@unm.edu