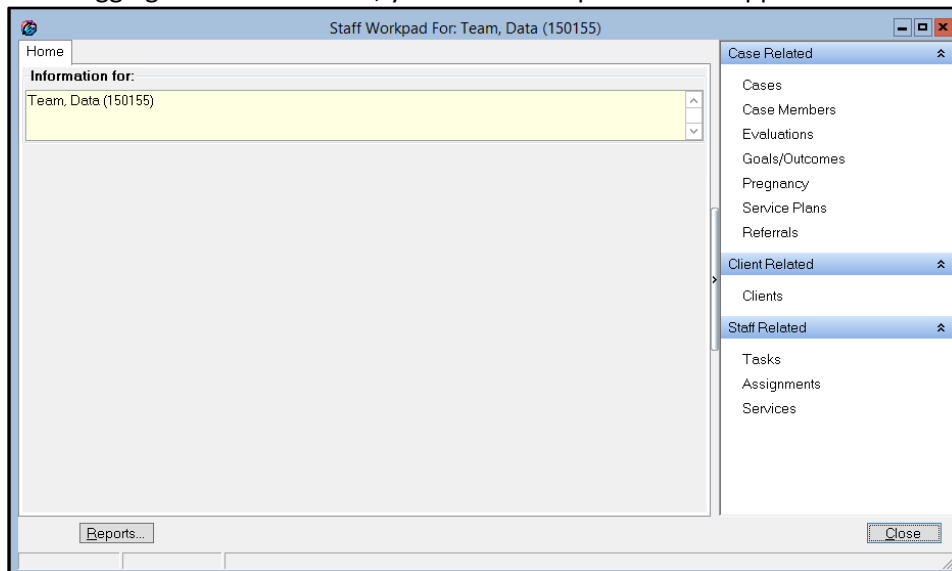


## Quick Steps

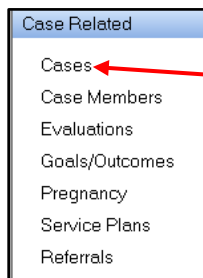
- Open the Case List Screen
- Click on the + Sign to the Left of the Case you are Working on
- Click on the Client Field you are Entering the Assessment for
- From the Right-Hand Menu Bar, Click on the Client Assessments/Screens Link
- Enter the Evaluation/Screening Information
- Click the Save/Go to Responses Button
- Enter the Appropriate Evaluation Responses
- Click the Close Button

## Detailed Steps:

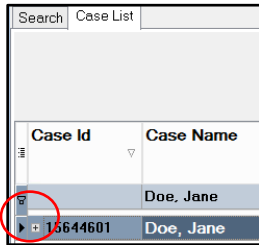
1. After logging into the database, your Staff Workpad window appears



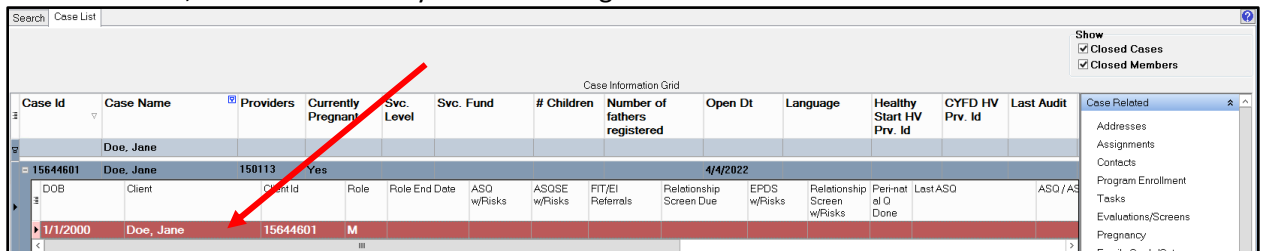
2. Click on the **Cases** link (on the side menu bar) to get to your open case list.



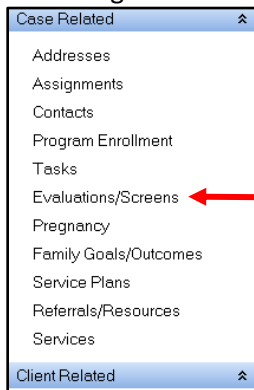
- From the **Case List** screen, click on the **+** sign to the left of the case that you want to work on.



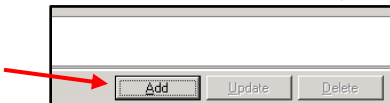
- Under the case, click on the **client** you are entering the evaluation for.



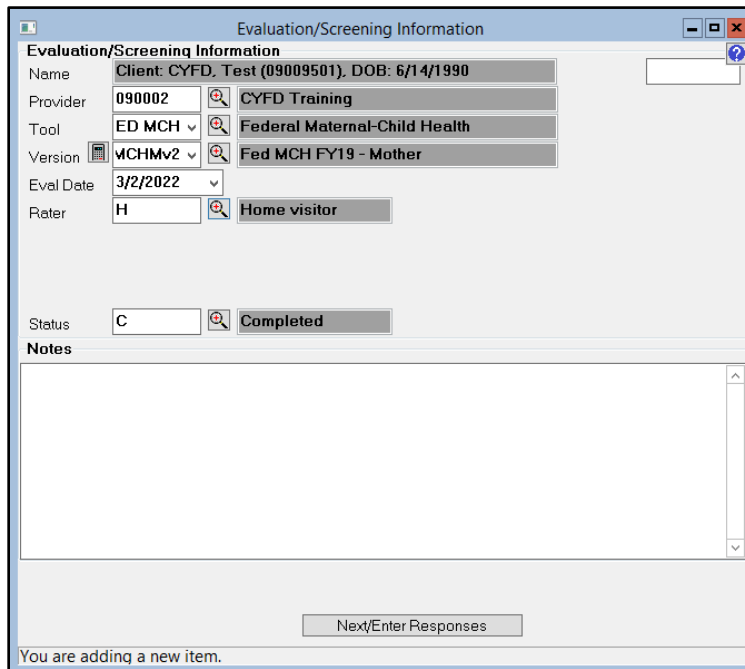
- On the right-hand menu bar, click on the **Evaluations/Screens** link.



- To add a new evaluation, click on the **Add** button.



- The **Evaluation/Screening Information** form will open. Fill in the information for the **Provider, Tool, Version, Eval Date, Rater, and Status**.



- Provider** This field is standardized and does not need to be changed. If blank, search for and add your program here.
- Tool** Use the dropdown or magnifying glass tool to select the appropriate assessment, select, and click **OK**.
- Version** Use the 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 done or use the dropdown tool to access calendar.
- Rater** Use the magnifying glass tool to identify the person who conducted the evaluation, select, and click **OK**.
- Status** The database will default the status to C (Completed). Use the magnifying glass tool to select another option when necessary, select and click **OK**

When the **Evaluation/Screening Information** form is completed, click **Next/Enter Responses**.

8. The **Evaluation/Screening Responses** window will open. Enter responses to each question.

**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.

**MCH** After you completed the first FED MCH, the system will carry forward all the responses. So, every 3 months, when you create a new FED MCH, you will see all the responses populated from the previous FED MCH. All you need to do is make any

updates/changes as appropriate. **It is IMPORTANT to remember to review and make changes to responses that need to be changed.**

9. Click on the **Close** button after entering the responses. The information is saved automatically, and the evaluation is complete.

If you need further assistance, please contact the ECSC Data & Web Services Team:

[ecscdata@unm.edu](mailto:ecscdata@unm.edu)