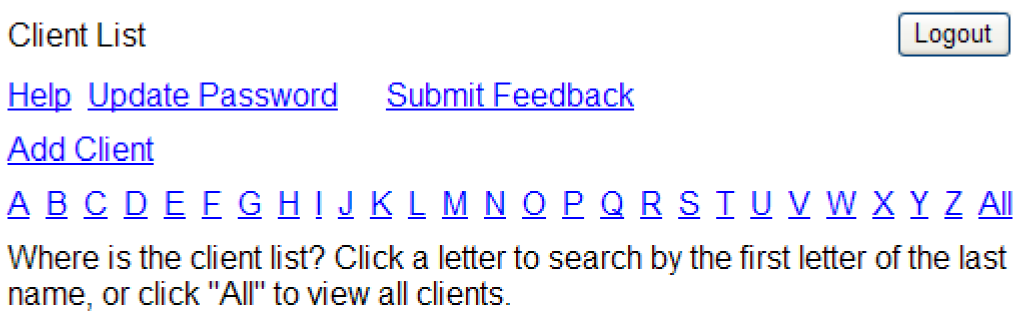
Clinical Assessment

The Clinical Assessment tool is used to collect biographical information and to screen clients through sets of questions designed to aid in the diagnosis process.

When you first access the Assessment, you will be asked to log in using your assigned username and password. If you are a new user, you should have received a new username and password. Once you log in, you will be asked to change your password. You can change your password at any time using the **Update Signature** link from the main page.

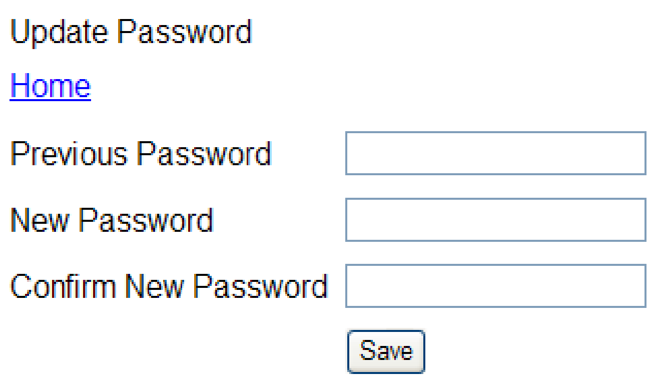
Client List Screen

After logging in successfully, you will be taken to the Client List page. All current clients will be listed at this screen. **Note: All confidentiality standards apply to accessing this information. If you do not have a need as a treatment provider or for another authorized purpose to view this information, it is a violation of federal law and WHS policy to do so.**



Update Signature

You can change your Signature (password) at any time. Click **Update Signature** and you will be taken to the following screen.



Previous Signature

Enter your current Signature in this field.

New Signature

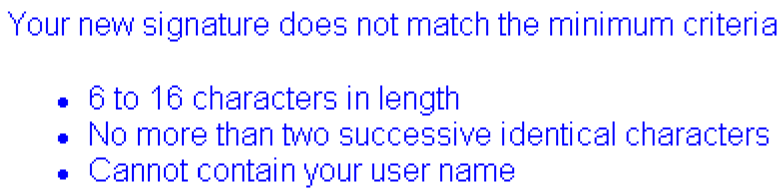
Enter your new Signature in this field.

New Signature Confirm

Re-enter your new Signature for verification.

Save

Click **Save** to update your Signature. If your Signature does not meet the Signature requirements, you will receive a friendly reminder like the following.



If you receive this message, make sure you typed your new Signature correctly or choose a new Signature that matches these criteria.

Submit Feedback

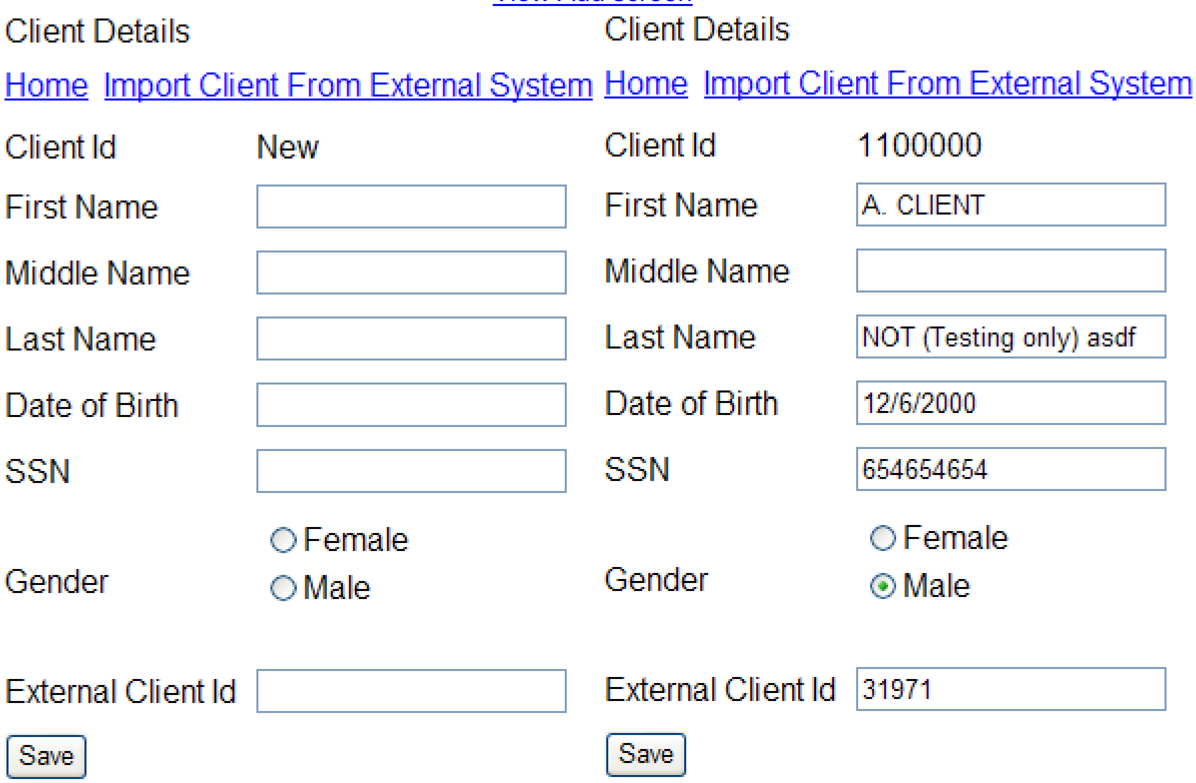
You can enter comments or suggestions regarding your experience with the Assessment by clicking this link.

Client Details Screen

Add/Edit Client

You can add new clients by clicking the **Add Client** link. Click **Edit** to update the selected client's information.

View Add screen

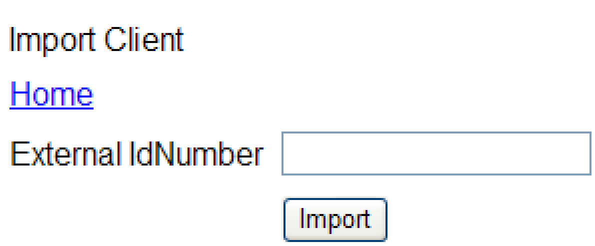


Home

Click **Home** to return to the Client List.

Import Client From CWS

Click **Import Client From CWS** and you will be taken to the following screen. This option allows you to pull information about an existing client from CWS into the Assessment.



Enter the Client's IdNumber from CWS and click **Import**.

Enter the Client's information in the provided fields. Click the **Save** button to save changes made to existing clients or to create a new client.

CWS Client Id

This field allows you to link an existing client in the Assessment to an existing client in CWS. Enter the Client's CWS IdNumber in this field and click **Save**. To remove the link to CWS, simply delete the IdNumber from the **CWS Client Id** field and click **Save**. **Note**: If you are adding a new Client that already exists in CWS, click Import Client From CWS.

Search

By default, no clients are listed at the Client List page. Click All to view all Clients in the Assessment program. Click a letter to view all Clients whose last name begin with that letter.

Client List

Logout

Help Update Password Submit Feedback

Add Client

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

View Chart	LastName	FirstName	MiddleName	DOB	Update
1100038	NOT	A. CLIENT		12/6/1991	Edit
1100054	NOT	A. CLIENT		12/6/1991	Edit
31971	NOT (Testing only) asdf	A. CLIENT		12/6/2000	Edit
1100051	Not a Client (testing only)	Shasta	L.	12/2/1975	Edit

Birthdates have been removed for privacy.

View Chart

Click the Client's Id Number in the **View Chart** column to view the selected Client's chart. You will be taken to the following screen.

Chart Cover

Name	Bullfrog,Jeremiah W		
DOB	5/15/1969	Gender	1
Episodes	EpisodeId: 12	Begin: 12/6/2005	

Document	Count
Assessment	1

The client chart displays general information about the selected client.

Document

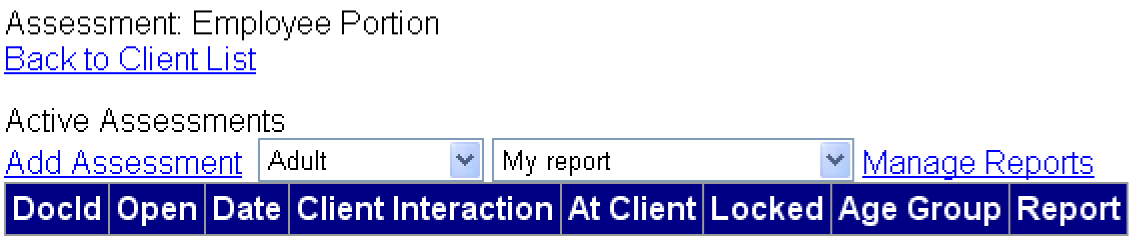
Each document type will be displayed as well as the number of open or completed documents. Click the document type to be taken to that document's administration screen.

Count

The total number of completed documents will be displayed beside each document type.

Assessment: Employee Portion

This screen displays all active assessments for the selected Client. The current location of the assessment will be displayed beside the assessment. Several actions can be performed on an active assessment. The user can Send an assessment to the client, Recall a sent assessment, Continue (or re-send) an incomplete assessment, or edit an assessment.



Add Assessment

Click **Add Assessment** to create a new assessment for the selected client.

Reports (only available for signed and saved Assessments)

Report Template Drop-Down

Select the desired Report Template from the drop-down list of reports. This is the Report Template that will be used to create reports when the **Show** link is clicked.

Manage Reports

Click the **Manage Reports** link to create or edit custom reports.

DocId

This is the number used to identify each individual Assessment.

Open

This column will display links to different worker interaction screens.

Edit

Click **Edit** to view the Assessment and make any changes in the Worker screen.

Read

Click **Read** to view the signed and saved Assessment in the Worker screen.

Date

This is the date the Assessment was added.

Client Interaction

This column will display links to different actions for the Client's interaction with the Assessment.

Start

Click **Start** to send the assessment to the client for completion.

Recall

Click **Recall** to pull the assessment back from the client.

Continue

Click **Continue** to open an incomplete Assessment.

At Client

If the Assessment has been sent to the Client, this column will display True. If the Assessment has not been sent, recalled, or completed by the Client, this column will display False.

Locked

An Assessment is locked after it has been signed and saved. The current locked status is displayed in this column.

Age Group

The Age Group selected for the Assessment is displayed in this column.

Report

After an Assessment is signed and saved, the **Report** link will be available.

Adding an Assessment

You can select several different options for each Assessment you create. You can select specific question sets for different age groups or you can force positive or negative screen results for a specific Assessment.

Assessment: Employee Portion
Back to Client List

Active Assessments
Add Assessment | Adult | My report | Manage Reports

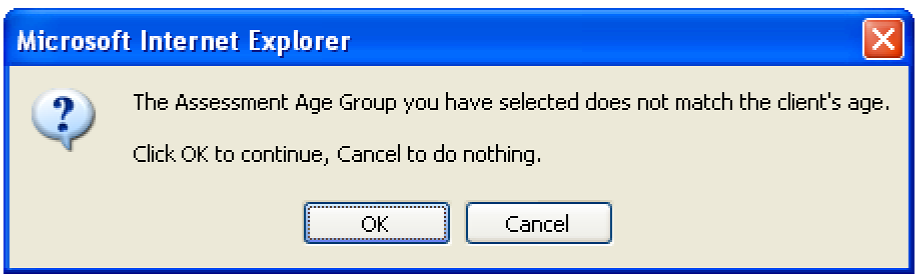
DocId	Open	Date	Client Interaction	At Client	Locked	Age Group	Report
10319	Read	1/19/2006		False	True	Adult	Show
10329		1/20/2006	Recall Continue	True	False	Adult	
10330	Edit	1/20/2006	Start	False	False	Adult	
10349	Edit	1/31/2006	Start	False	False	Adult	

Add Assessment

As soon as you click **Add Assessment**, a new Assessment is added to the Client. The selected Age Group will be used to determine the question sets. For Adult Assessments, you will be asked to select Pre-Screen criteria. **Note**: The Assessment already exists by the time you reach this screen. If you click Back, you will not see the new Assessment because the screen does not refresh when you click Back.

Age Group

Beside the **Add Assessment** link is a drop-down box that allows you to choose a specific set of questions for the new Assessment. Select the appropriate question age group for the Client and click **Add Assessment**. If you select an age group other that the Client's default age group, you will see the following message.



This message warns you that you may be adding the incorrect Assessment questions for the Client. Click **OK** to continue adding the Assessment or **Cancel** to stop to the adding process.. There may scenarios in which you would create an Assessment for a Client from a different age group. For example: A client who is 18 years old may need to be administered the Youth (11-17) Assessment.

Assessment Pre-Screen (Adult Assessment Only)

When a new adult assessment is created you can force a positive or negative screening result for specific areas of the assessment. Always select Positive Mental Health screen for clients being admitted for Mental Health services. Always select Positive Substance Abuse for clients being admitted for Substance Abuse services.

Assessment: Pre-Screen
Back to Client List

Screen Id	Description			
1	Mental Health	Ask these questions based on the client's responses	Never Ask these questions	Always Ask these questions
3	SA - Full	Ask these questions based on the client's responses	Never Ask these questions	Always Ask these questions

Continue

Ask these questions based on the client's responses

Select this option to allow the Assessment to follow the Client's answers to determine the screen questions that will be asked.

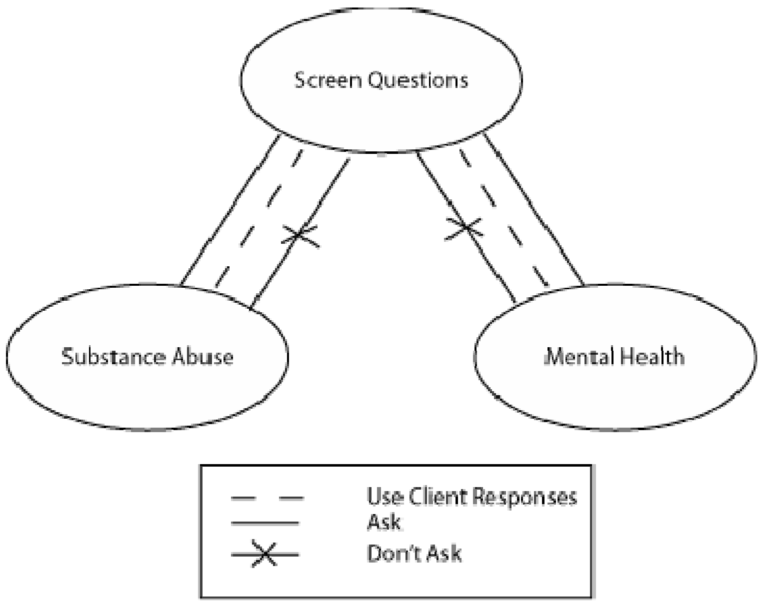
Never Ask these questions

Select this option to skip specific sets of screening questions regardless of the Client's answers.

Always Ask these questions

Select this option to answer all questions in a specific set of screening questions regardless of Client's answers.

The Assessment has three different options regarding each of the question groups. You can skip a set of questions or ask a set of questions no matter how the Client responds to the screening questions, or you can let the Assessment determine if the questions will be asked based on the Client's responses to the screening questions.



Continue

Click **Continue** to store the selected screening options and add the Assessment to the Client. When you click **Continue**, you will be taken to a screen which allows you to select a destination for the Assessment.

Starting An Assessment

After successfully adding a new assessment to the desired client, you will then need to send the Assessment to the client.

Assessment: Employee Portion

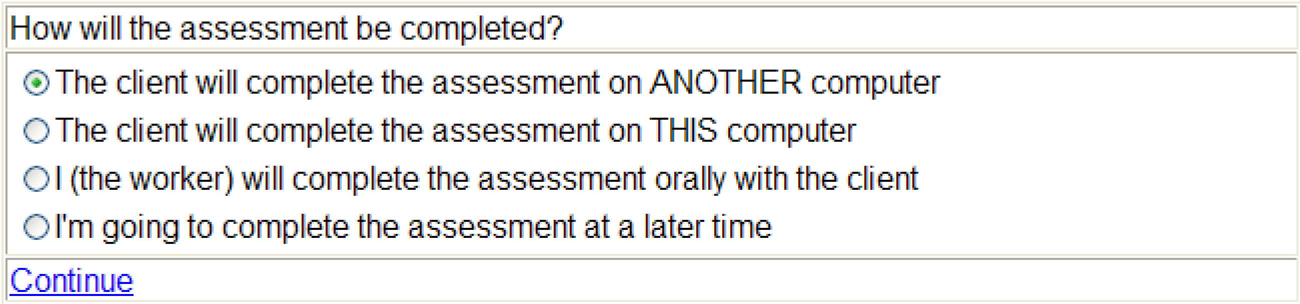
Back to Client List

Active Assessments

Add Assessment | Adult | My report | Manage Reports

DocId	Open	Date	Client Interaction	At Client	Locked	Age Group	Report
10319	Read	1/19/2006		False	True	Adult	Show
10329		1/20/2006	Recall Continue	True	False	Adult	
10330	Edit	1/20/2006	Start	False	False	Adult	
10349	Edit	1/31/2006	Start	False	False	Adult	

Click **Start** and you will be taken to the following screen.



How will the assessment be completed?

This screen will take the Assessment to the desired location. Select on of the following options and the click **Continue**.

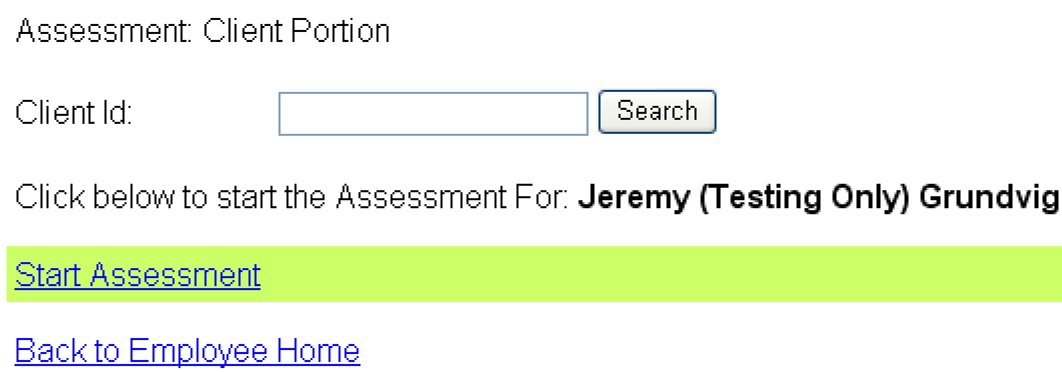
The client will complete the assessment on ANOTHER computer

Select this option if the Client will NOT be completing the Assessment at this computer.

The client will complete the assessment on THIS computer

Select this option if the Client will complete the Assessment at this computer. When you click Continue, you will be logged out and asked to log in as the Client.

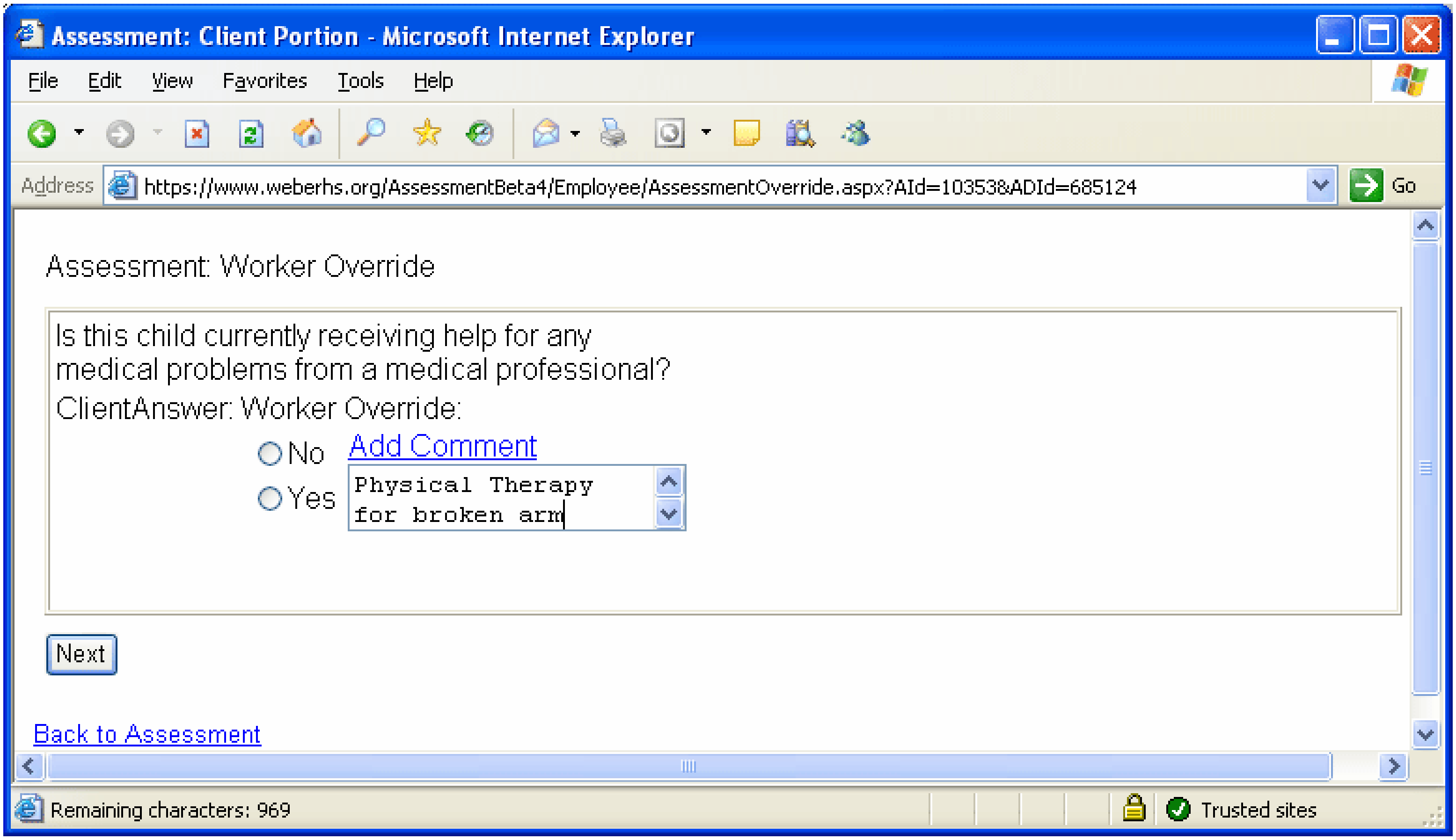
To access the Client portion of the Assessment use **Client** as the User Name and **cli5me** as the Password. After logging in you will see the following screen.



The previously selected client will be displayed for you.

The client is unable to complete the assessment. I (the worker) will complete the assessment orally with the client

Select this option if you will administer the Assessment orally. When you click **Continue**, you will be taken to the **Worker Override** screen.

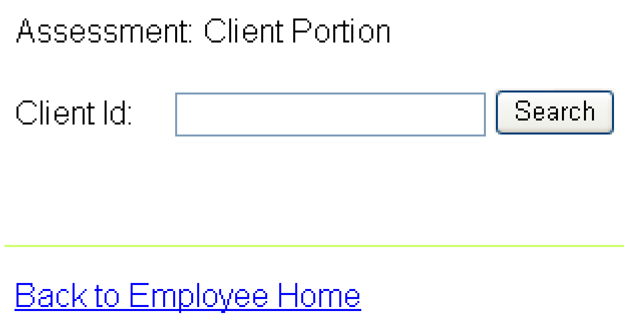


Like the **Help Me Finish** button, all the Assessment questions will be lined up for you to be completed.

I'm going to complete the assessment at a later time

Select this option to add the Assessment and take no further action.

If you are accessing the Assessment from another computer, you will need to login as the client as mentioned above. You will see the following screen.

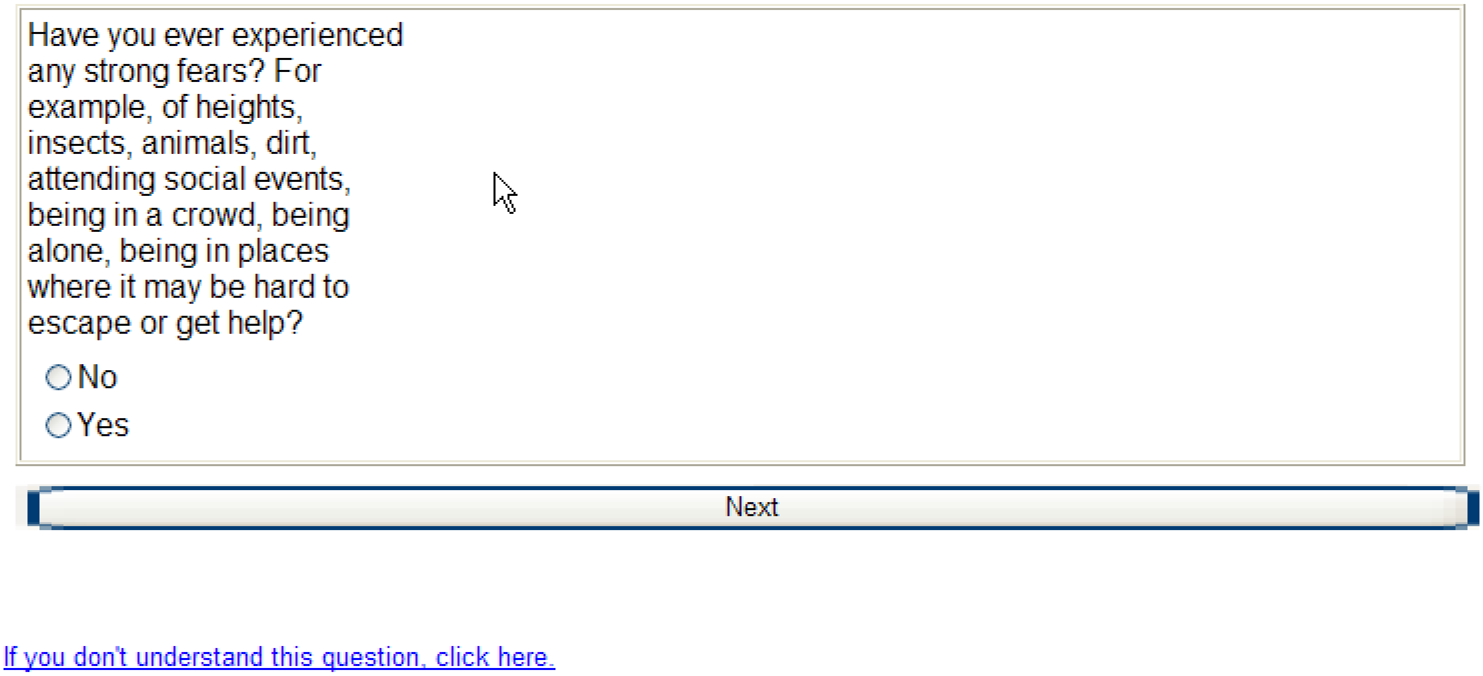


You can lookup a pending Assessment for any Client by entering the Client's Id and clicking Search. If a pending Assessment exists, the Client's name and the **Start Assessment** link will be displayed. If no pending Assessments exist for the selected Client, you will receive the following message.

Start Assessment

Click the **Start Assessment** link to begin the Client portion of the Assessment.

Based on the client response to questions, specific screening questions will be asked or skipped. For example: If a client screens negative for an SA diagnosis, specific drug and alcohol usage questions will be skipped.



Back to Employee Home

Click the **Back to Employee Home** link to login as yourself and continue working with Clients and Assessments.

Editing/Completing an Assessment

The Worker screen will show the client responses to all questions. You can select groups of questions to look at and filter them by how the client answered. For example: You could select all Drug and Alcohol questions where the client answered positive or you could select all Medical questions that you (the worker) need to complete. The Worker Assessment screen also allows you to answer/override questions, review Client answers, or Sign and Save a completed Assessment.

Assessment: Employee Portion

Back to Assessment Main

Client: (Testing Only) Grundvig,Jeremy

Document: Assessment, Date:1/20/2006 (Id: 10329), Locked: False

Signatures: None

Screen	Result		Client Score	Worker Score	Threshold
Mental Health	High likelihood of issues.	Even though the client screened positive, the full question set for this screen was skipped at worker request.	0	0.1053	0.0001
SA - Full	Low likelihood of issues.		0	0	0.2800

(•) Applicable and Worker ( ) Worker ( ) Applicable, N/A, Worker ( ) All ( ) All with Screen

( ) Psychiatric ( ) Drug and Alcohol ( ) Medical ( ) Education and Employment
(•) Legal ( ) Family and Social ( ) Overview

Save Progress | Help Me Finish | Sign and Save

Worker Answer	Client Answer	Worker Comment

How serious do you feel your present legal problems are?

Not at all

Override Add Comment

How important to you now is counseling or assistance for your legal problems?

Not at all

Override Add Comment

Save Progress

Client

The Clients Name will be displayed in this area.

Document

The Document Type (Assessment), Date, ID #, and Current Status are displayed here.

Signatures

The name of the Signing therapist and the date and time of the Signature are displayed here.

Screen Results (Adult Assessment Only)

Screen

The name of the screen is displayed here.

Result

A general statement about the Client's score is displayed here.

Messages regarding the selected question sets are displayed here. For more information, see Adding an Assessment: Prescreen.

Client Score

This score is calculated using the Client's responses to the screening questions.

Worker Score

This score is calculated using the Worker's responses to questions and overrides of any screening questions.

Threshold

This number represents the value at which the Client's average answer score would screen positive. For example if the client scores 10 out of 100 questions,

the average score would be .1. If the screen threshold is .25, they would screen negative. If the screen threshold is .09, they would screen positive.

Assessment Filter Options

Applicable and Worker

These are questions that should be reviewed by the worker either to provide a therapist answer or because the client answers are applicable to the screening.

Worker

These are questions that require attention from the worker.

Applicable, N/A, Worker

These are all the questions that the client saw during the assessment administration regardless of how the client answered.

All

These are all the questions potentially applicable to the client but were possibly skipped based on the client's responses.

All with Screen

These are all the possible questions regardless of how the client scored during the screening process.

Assessment Pages

Different types of Assessments will have different pages of information available. By clicking the radio button beside one of these pages, all questions that fall under that category will be displayed. **Remember**: the number of questions displayed is dependent on the Assessment Filter Options as well.

Adult Assessment Pages

The Adult Assessment has the following Pages:

Psychiatric, Drug and Alcohol, Medical, Education and Employment, Legal, Family and Social, Overview

Youth and Child Assessment Pages

The Youth and Child Assessments have the following Pages:

Health, Drug and Alcohol, Family and Social, Legal, Mental Health, Stress, Education, Free Time, Peers, Sexual Behavior, Overview

Buttons

Save Progress

Click the **Save Progress** button to save any Overrides or Comments you may have added.

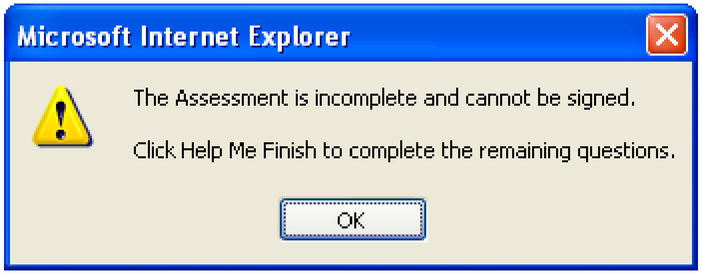
Help Me Finish

The **Help Me Finish** button will find all questions that require a worker override in order to complete the Assessment. When you press this button, you will be lead through the questions that need your answer.

Once you have answered all of the question, you will be able to Sign and Save the Assessment.

Sign and Save

Enter your password and click the **Sign and Save** button to save the Assessment with your clinical signature. If there are questions still requiring an answer, you will receive the following message.



Answer Section

The questions and answers displayed in this section are dependent upon the Assessment Filter and Page options selected.

Worker Answers

The Worker Answer area displays all answers that you entered either by manually overriding or from the **Help Me Finish** screen.

Client Answers

The Client Answer area displays responses to all questions. Each question has a different set of possible answers. Here are a few of the answers you may see.

No (Default)

This means that the question asked of the Client did not have multiple answer possibilities and that the Client did not select the available answer.

For example: You will most likely see this answer associated with questions like: Check all of the following that apply. Unchecked answers are marked as No (Default).

Client Skip

When a client clicks the **Next** button without answering a question, it is marked as Client Skip.

Screen Skip

Answers will be marked as Screen Skip if the Client's answers lead to a negative screen result and the questions are never asked of the Client.

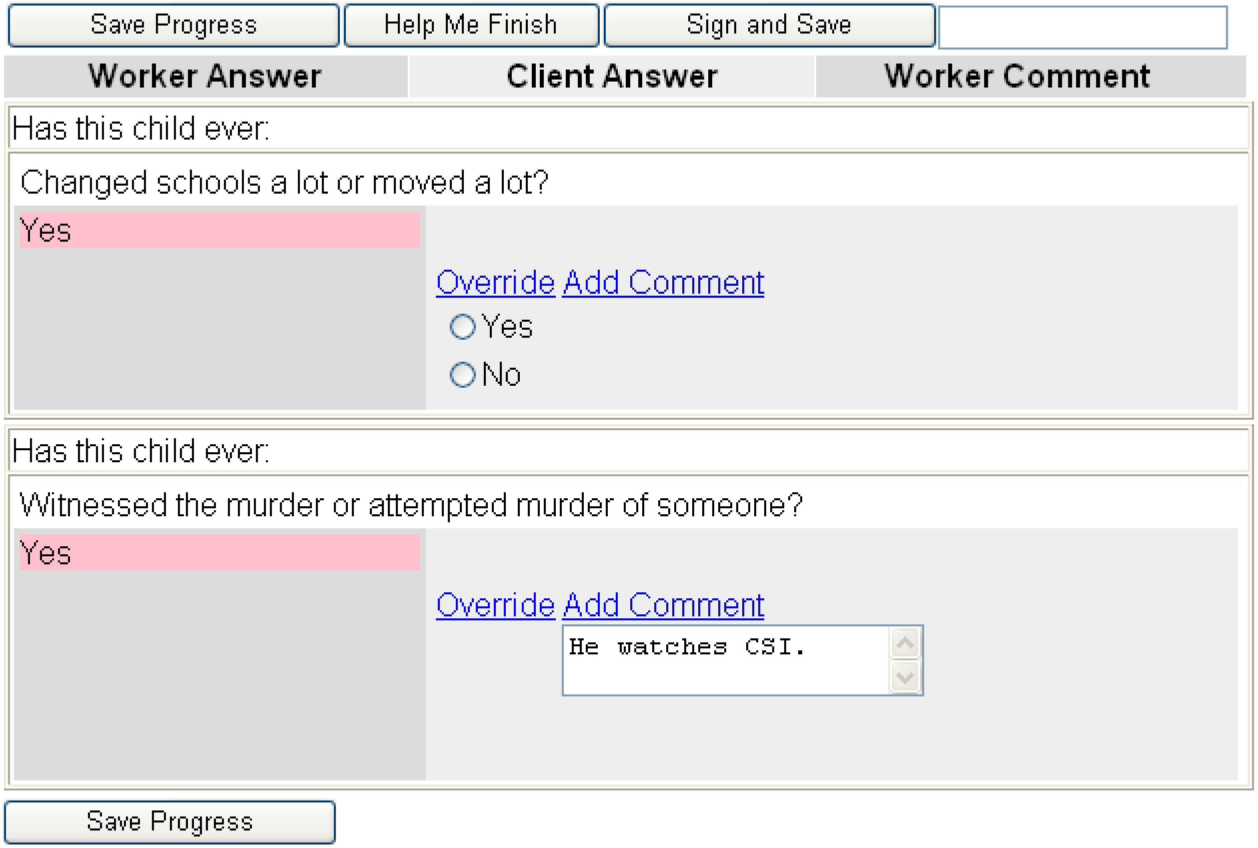
This is a broader range of questions than those included in the System Skip scenarios. For example: If a Client screens negative for Substance Abuse, the Client will not be asked specific questions about drug use and the answers will be marked as Screen Skip.

System Skip

When a client encounters a set of questions that are directly tied together, he/she may or may not see the subsequent questions depending on his/her answer to the first question. For example: If a client encounters a question about what substances he/she uses, if the client selects a substance, he/she will see all of the questions regarding use of that substance. If a client does not select a substance he/she will not see the follow up questions about usage. These follow up questions will be marked as System Skip in this scenario.

Worker Override

Every question has two possible answers: the client answer and the worker answer. Some questions require both answers and other questions require only the client or the worker answer. The Override link allows you to answer any question you select.

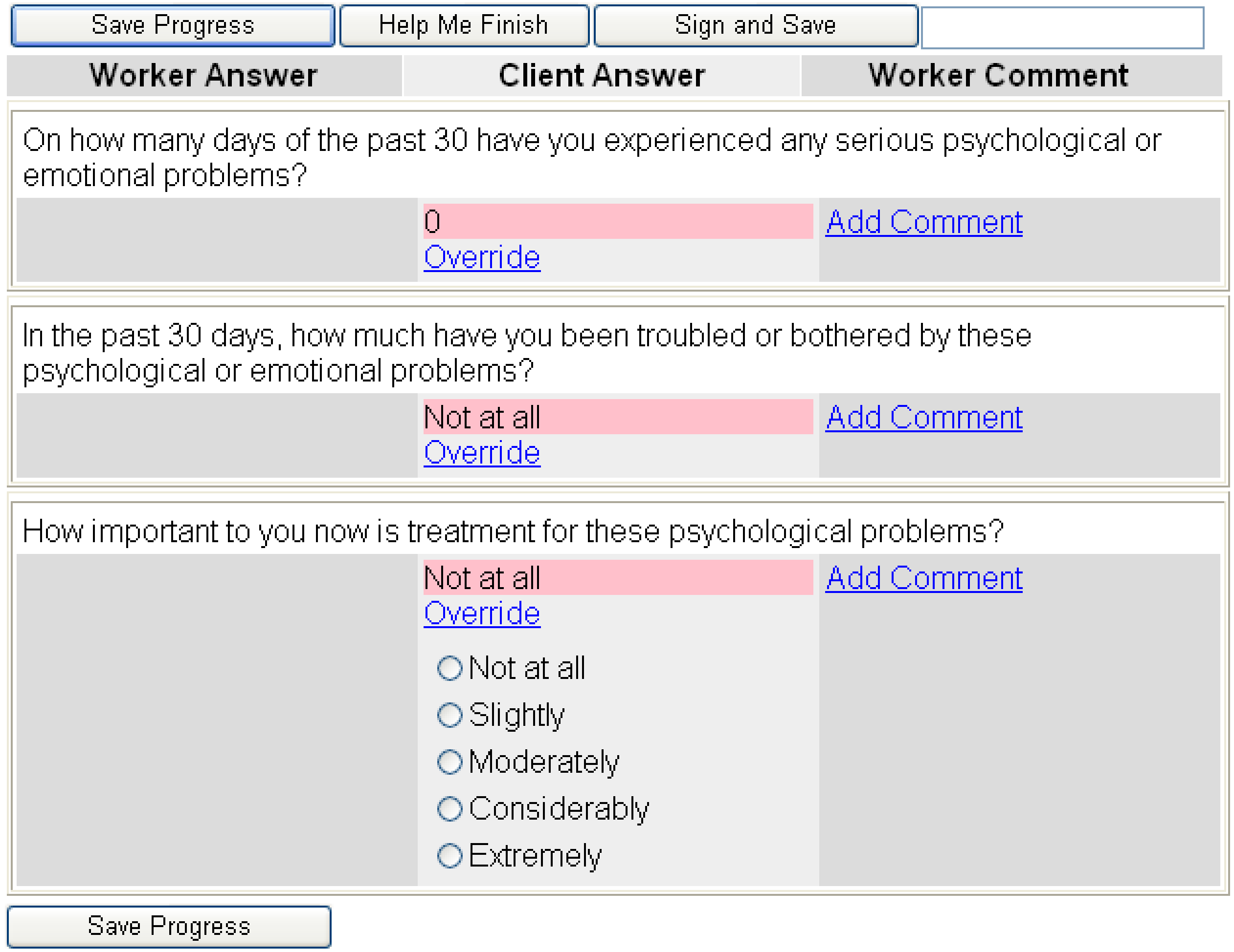


Sometimes questions are answered incorrectly or dishonestly. To avoid incorrect assessment results, you can override a client's answer. This will not change the client's answer; it will add your answer to the assessment. In cases where the worker answer is required, the Override section will be expanded automatically.

Clicking the override link will produce one of two results.

Example 1: The **Override** option has been selected and several possible answers appear below the link. Select the desired answer and click **Save Progress**.

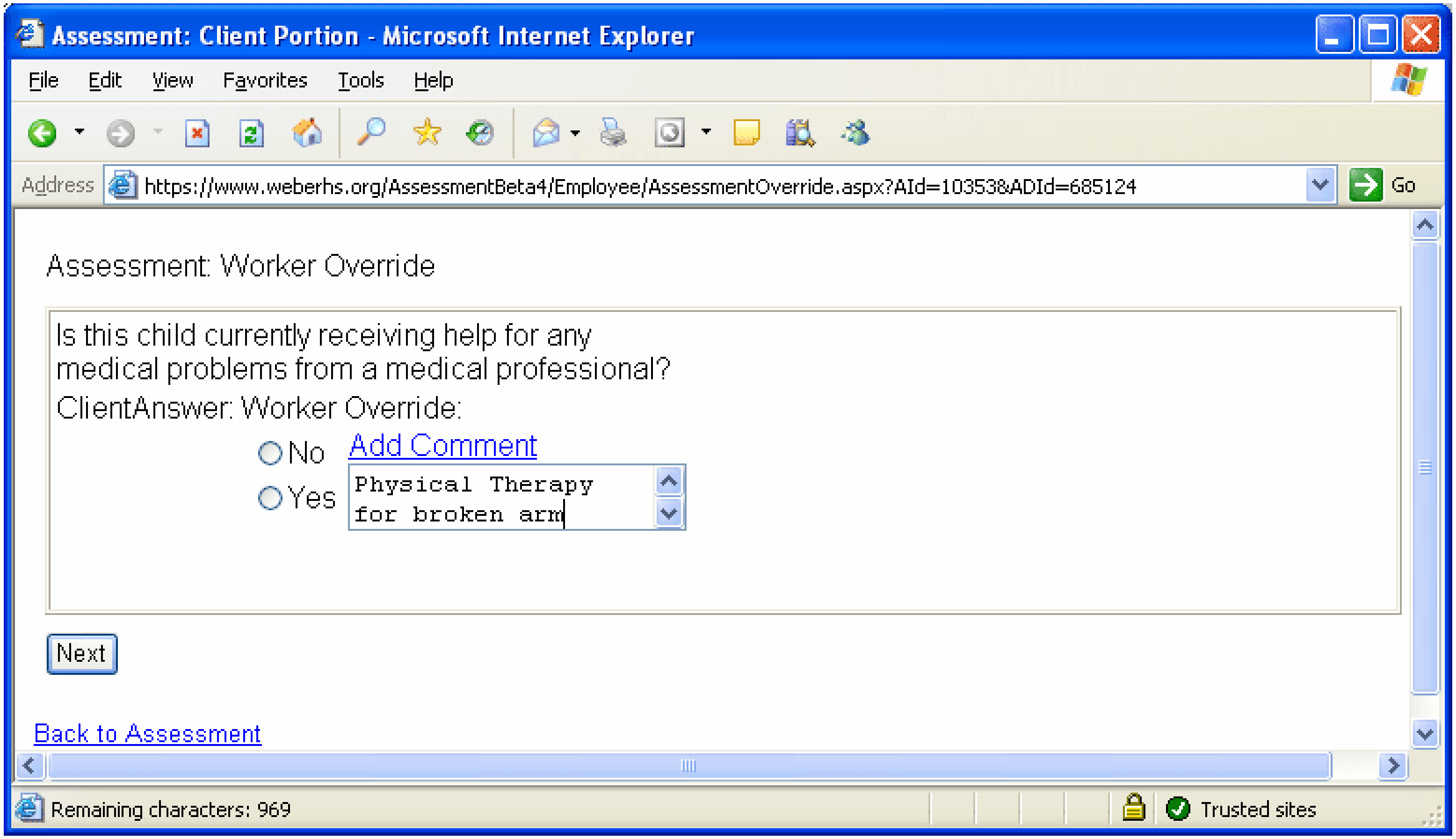
This will change the worker answer to the option you selected.



Example 2: In this example, **Override** was selected on a question that is included in a chain of questions. When this happens, all questions in the chain are asked of the therapist to ensure that the chain logic is followed.

So, in this example we chose to override a question linked to other questions. We are automatically taken to the first question in that chain of questions.

If we answered **No** to this question, the rest of the chain would be skipped. If we choose **Yes**, we will continue through the chain. **Note**: If you are selecting the same value as the client, simply click the **Next** button to continue with the next question in the chain.



You may encounter a question for which you do not want to change the answer. Simply click **Next** to move to the next question in the chain.

After completing the chain of questions, you will return to the Worker screen.

Add Comment

Each question allows you to enter comments. You can add comments from the worker screen, the Override screen, or the Help Me Finish screen. The length of the comments is limited to 1000 characters. If you begin typing in the comment box, the number of remaining characters will display in the window status bar as in the example above.

Note: If you enter a comment at any of the screens and then encounter that same question either from the Override screen or the Help Me Finish screen, your saved comments will be displayed.

Warning: If you enter a chain of questions (Override or Help Me Finish) and answer differently, any comments you entered on a question that is now skipped will be lost.

Assessment Reports

You can now create custom Report Templates of Assessment responses. A saved Template can then be used to create a report for any signed and saved Assessment.

Assessment: Employee Portion
Back to Client List

Active Assessments
Add Assessment | Adult | My report | Manage Reports

DocId	Open	Date	Client Interaction	At Client	Locked	Age Group	Report
10319	Read	1/19/2006		False	True	Adult	Show
10329		1/20/2006	Recall Continue	True	False	Adult	
10330	Edit	1/20/2006	Start	False	False	Adult	
10349	Edit	1/31/2006	Start	False	False	Adult	

Report Template Drop-Down

This drop-down will list all available Report Templates. Select the desired Template and click the **Show** link to display the report.

Manage Reports

Click the **Manage Reports** link and you will be taken to the following screen.

Build Assessment Report

Back to Assessment

Report Name

Include Questions with the following attributes:

Child

- [ ] Screen Skip
- [ ] System Skip
- [ ] N/A Answers
- [ ] Questions with worker comment
- [ ] Questions overridden by worker

Add

Edit	Id	Age Group		Title	Screen Skip	System Skip	Negative	Worker Comment	Worker Override	Owner	
Edit	1	3	Adult	My report	False	False	False	True	True	mattw	Questions
Edit	2	1	Child	test 2	False	True	False	True	False	mattw	Questions
Edit	3	1	Child	test 4	True	True	True	True	True	test	Questions
Edit	4	3	Adult	Michelle's Report	False	False	True	True	True	test	Questions
Edit	5	1	Child	test 234	False	False	True	True	False	test	Questions
Edit	6	1	Child	test 6	True	False	True	False	False	test	Questions
Edit	7	1	Child	another new	True	False	False	False	False	test	Questions
Edit	8	1	Child	eighth	False	False	False	True	True	test	Questions

Report Name

Enter a name to identify the Report Template you are creating.

Include Questions with the following attributes:

Check the box beside the question group you would like to include in the Report Template. Applicable questions will always be selected by default.

Age Drop-Down

Select the Age Group Question Set for which the Report Template will be created

Add

Click the **Add** button to create the Report Template based on the criteria you selected.

Edit

Click the **Edit** link and the selected Report Template will become available for editing in the report list. You can update the Title and included/excluded questions.

You cannot update the Age Group defined in the Report Template.

Edit	Id	Age Group		Title	Screen Skip	System Skip	Negative	Worker Comment	Worker Override	Owner	
Edit	1	3	Adult	My report	False	False	False	True	True	mattw	Questions
Edit	2	1	Child	test 2	False	True	False	True	False	mattw	Questions
Edit	3	1	Child	test 4	True	True	True	True	True	test	Questions
Edit	4	3	Adult	Michelle's Report	False	False	True	True	True	test	Questions
Edit	5	1	Child	test 234	False	False	True	True	False	test	Questions
Edit	6	1	Child	test 6	True	False	True	False	False	test	Questions
Update Cancel	7	1	Child	another new	☑	☐	☐	☐	☐	test	Questions
Edit	8	1	Child	eighth	False	False	False	True	True	test	Questions

Update
Click the **Update** link to save the changes you make to the Report Template.

Cancel
Click **Cancel** to end editing without saving.

Id
Each Report Template is assigned an Id Number as it is created. That number is displayed here.

Age Group
The Age Group Id and Name are displayed in these columns.

Title
The Title given to the Report Template is displayed here.

Screen Skip
If this set of questions is included, it will display True. If this set of questions is excluded, it will display False.

System Skip
If this set of questions is included, it will display True. If this set of questions is excluded, it will display False.

Negative
If this set of questions is included, it will display True. If this set of questions is excluded, it will display False.

Worker Comment

If this set of questions is included, it will display True. If this set of questions is excluded, it will display False.

Worker Override

If this set of questions is included, it will display True. If this set of questions is excluded, it will display False.

Owner

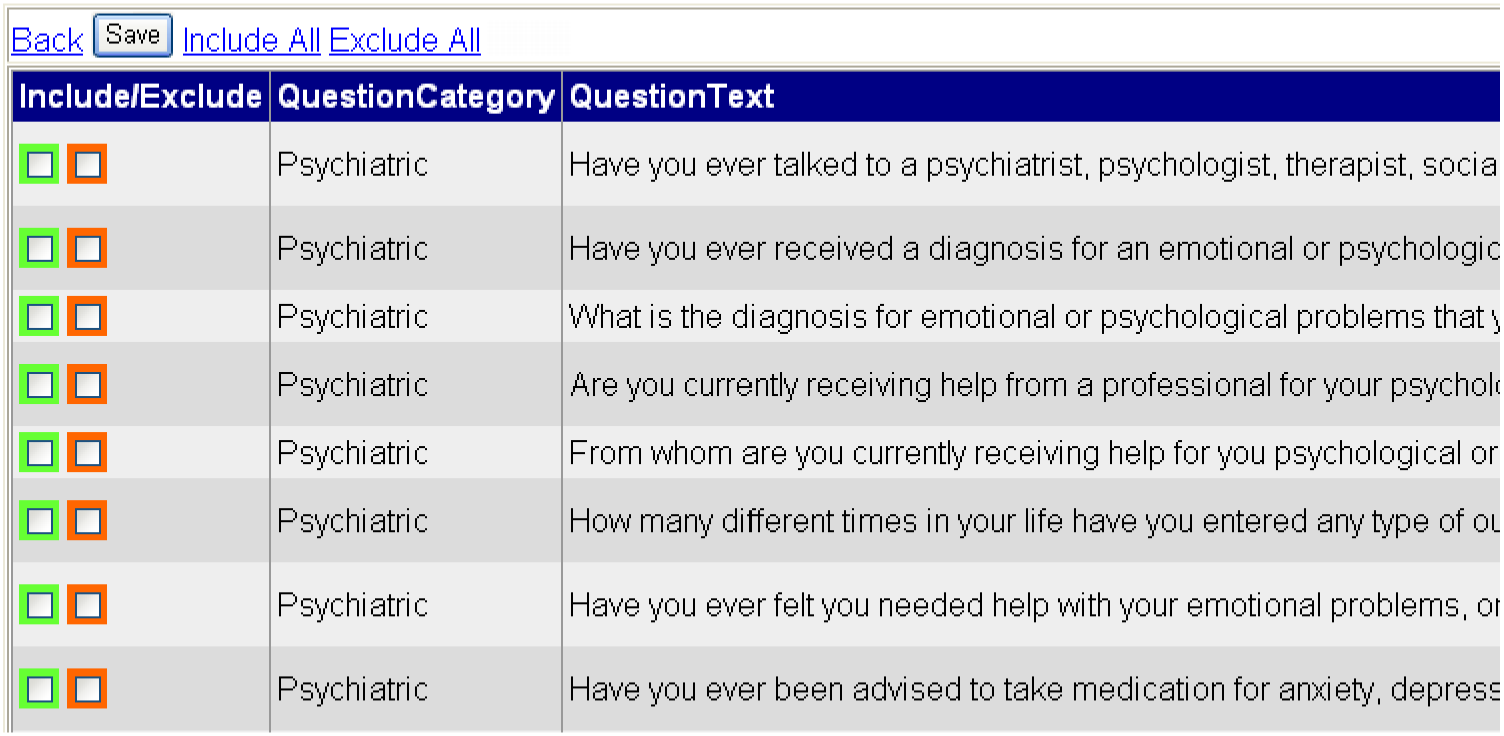
The username of the Report Template creator is displayed here.

Questions

Click the **Questions** button to select individual questions to include or exclude from the Report Template.

When you click the **Questions** button, all of the questions for the selected Assessment Age Group will be listed. You can select which questions to include or exclude from the Report Template. The question settings you select here will override the settings at the Manage Report screen. For example:

If you exclude all Legal questions at this screen, they will not be displayed on the report regardless of your settings at the Manage Report screen.


Back Save Include All Exclude All

Include/Exclude	QuestionCategory	QuestionText
☐ ☐	Psychiatric	Have you ever talked to a psychiatrist, psychologist, therapist, socia
☐ ☐	Psychiatric	Have you ever received a diagnosis for an emotional or psychologic
☐ ☐	Psychiatric	What is the diagnosis for emotional or psychological problems that y
☐ ☐	Psychiatric	Are you currently receiving help from a professional for your psychol
☐ ☐	Psychiatric	From whom are you currently receiving help for you psychological or
☐ ☐	Psychiatric	How many different times in your life have you entered any type of ou
☐ ☐	Psychiatric	Have you ever felt you needed help with your emotional problems, or
☐ ☐	Psychiatric	Have you ever been advised to take medication for anxiety, depress

This image has been truncated for display purposes.

Back

Click **Back** to return to the Manage Report screen. **Warning**: If you have not saved your changes, your changes will be lost.

Save

Click **Save** to save your changes.

Include All

Click **Include All** to include all questions in the Report Template

Exclude All

Click **Exclude All** to exclude all questions in the Report Template.

Question Info

Include/Exclude

Check the Green Box to include this question in the Report Template. Check the Red Box to exclude this question in the Report Template. If neither box is checked, the question will be included or excluded based on the settings at the Manage Report screen.

Question Category

This is the general category used to group the Assessment questions. The Question Category corresponds to the Assessment Page where the question would be displayed at the Worker screen.

Question Text

The question text is displayed here.

Parent Question Text

If the question has a parent question, the parent text will be displayed here.

Ans Type

The Answer Type and available values are displayed here.

Is Part Of Screen (Adult Assessment Only)

If the question is part of the screening questions, the screen name will be displayed here.

Recipient

This column will display C if the question is displayed to the Client and T if the question is displayed to the Therapist.

MH_SA (Adult Assessment Only)

Certain questions are only asked if the Client screens positive based on his/her responses. If the question is part of the screen detail questions, the screen type is displayed here.