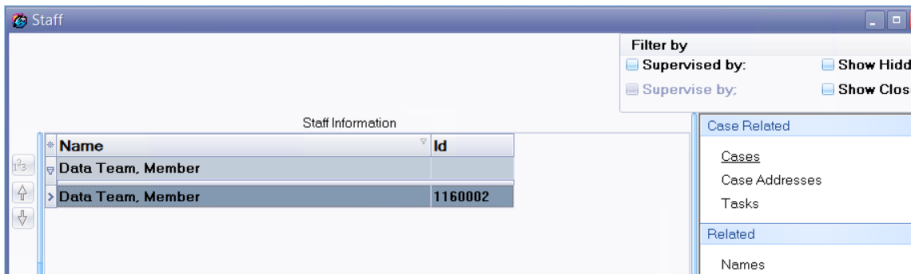Quick Steps

- 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
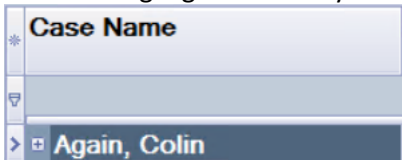- Click the Close Button

Detailed Steps:

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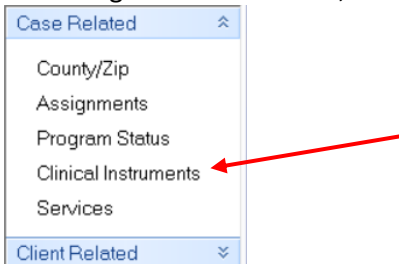

2. Click on the **Cases** link (on the side menu bar) to get to your open case list.
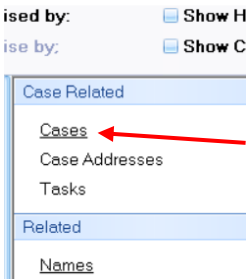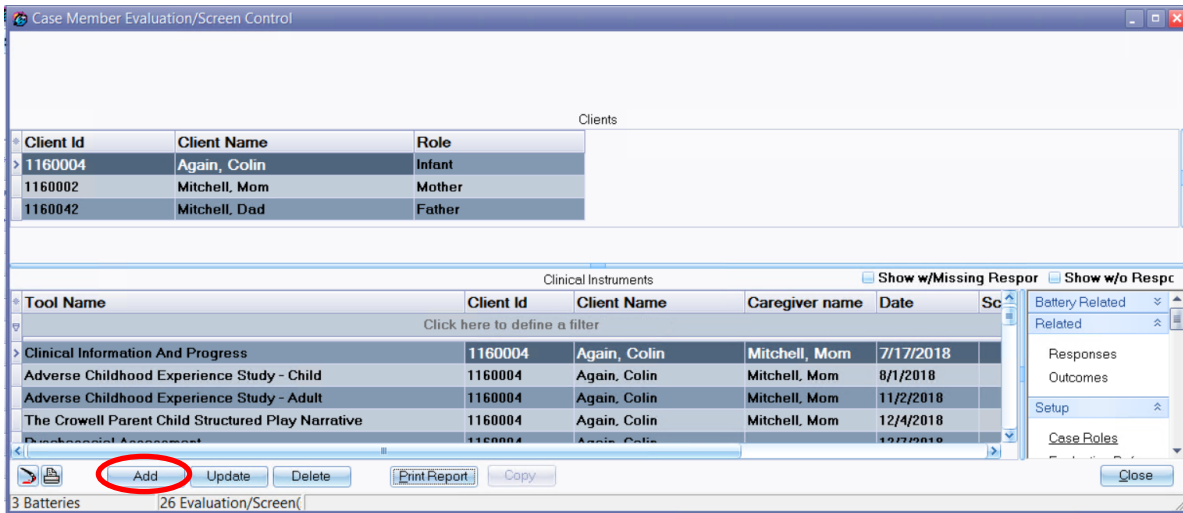

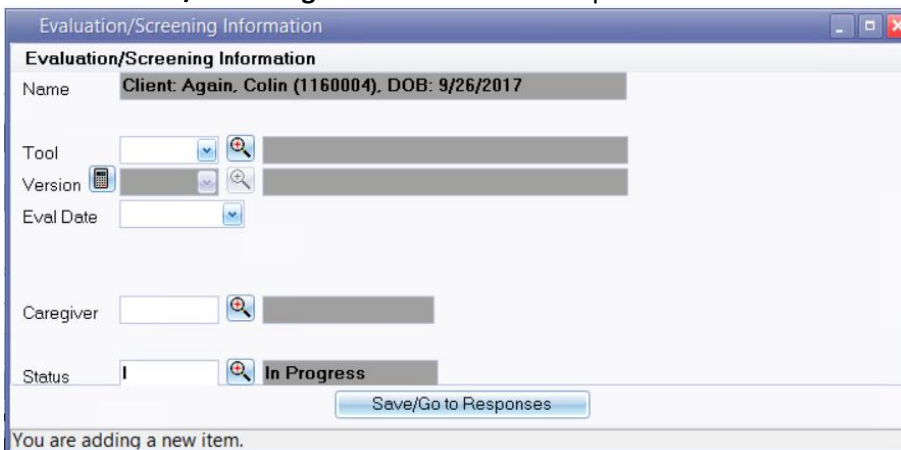3. Click and highlight the case you are entering the assessment for.

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

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

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

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**.

7. 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 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.

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 the ECSC Database Services Team:

ecscdata@unm.edu
Local: (505) 277-0469
Toll Free: (855) 663-2821