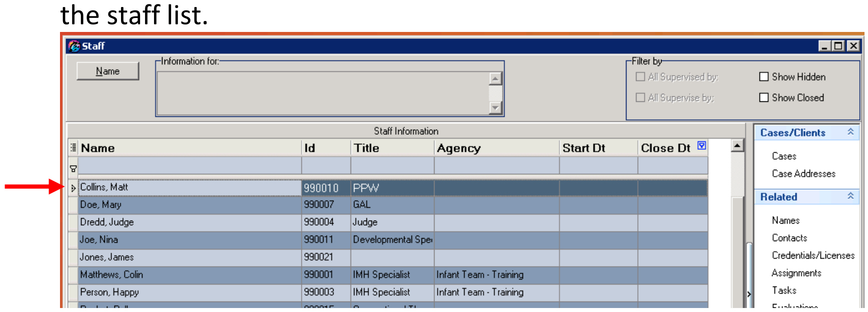
Entering Discharge Assessment for Clients

Quick Steps

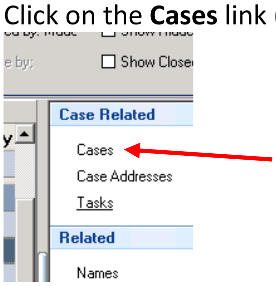
- Open the Case List Screen (if you are not already in it)
- Click on the + Sign to the Left of the Case you are Working on
- Click on the Client Field you are Entering the Assessment for
- From the Right Hand Menu Bar, Click on the Client Assessments/Screens Link
- Enter the Evaluation/Screening Information
    - 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:

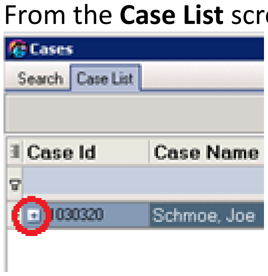
1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.



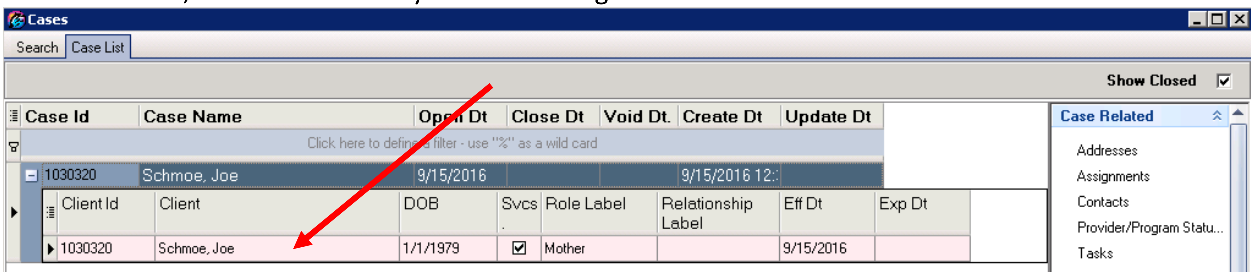
2. Click on the **Cases** link (on the side menu bar) to get to your open case list.



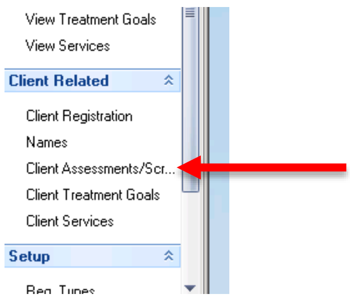
3. From the **Case List** screen, click on the **+** sign to the left of the case that you want to work on.



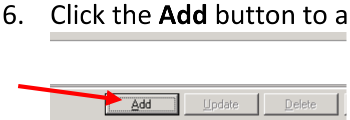
4. Under the case, click on the client you are entering the assessment for.



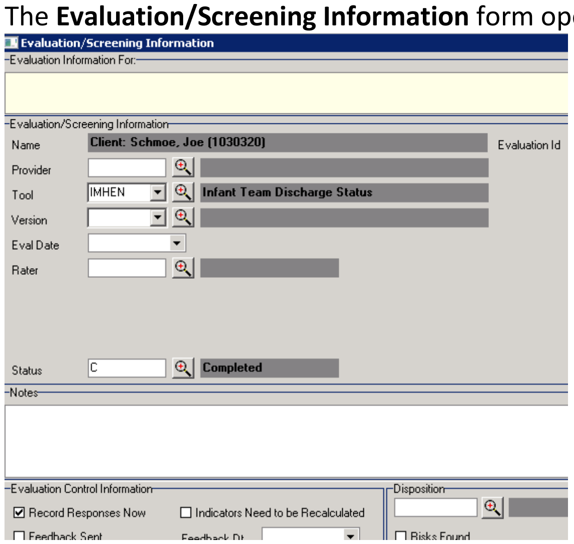
5. On the right hand menu bar, click on the **Client Assessments/Screens** link.



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



7. The **Evaluation/Screening Information** form opens.



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

Tool Use the dropdown or magnifying glass tool to select the **IMHEN Infant Team Discharge 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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