Family Shelter Admission Assessment

AWARDS INSTRUCTION SHEET

The Family Shelter Admission Assessment is a comprehensive assessment designed for clients entering family shelter programs. This assessment, which is an optional database enhancement, can be automatically scheduled for two days after the date of admission (though that is not required).

The Admission Assessment itself is comprised of several FormBuilder forms. As such, a user with FormBuilder access can modify the components of the assessment as needed to tailor it for your programs.

Because the Family Shelter Admission Assessment is optional, it is not automatically available in all databases. When requested, it is turned on behind-the-scenes in AWARDS by Foothold Technology for individual program types. (Contact your Foothold Client Services representative to provide access to specific program types in your AWARDS database.) Staff in programs of the types for which the Family Shelter Admission has been turned on must have the following permissions in order to use it:

- *CHART ACCESS – You must have permission associated with each consumer for whom an assessment is to be completed or viewed.*
- *DATA ENTRY / ACCESS – You must have the "Display Any Chart Records Button" permission. You must also have either the "Display Chart Records Services Button" OR the "Display Chart Records Outcomes Button" permissions in order to access one of the modules in which the Assessment Data feature is located, as it is from within that feature the Admission Assessments are completed.*

ABOUT THIS DOCUMENT

This document is intended to guide you through the process of accessing and completing Admission Assessments. Specific topics covered are:

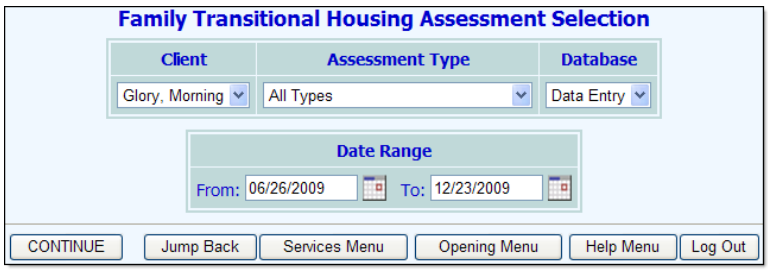
COMPLETING AN ADMISSION ASSESSMENT

To access and complete an Admission Assessment, complete the following steps:

1. From the *AWARDS Opening Menu* page, click **Services**. The *Client Services Menu* page is displayed.
2. Click the **Program** drop-down arrow and select the Family Shelter program associated with the consumer for whom the Admission Assessment is to be completed.
3. Click the **Database** drop-down arrow and select "Data Entry."
4. Click **Assessment Data**. The *Client Assessments* page is displayed.

   The Assessment Data feature can also be accessed from within the Outcomes module.

5. Click **CONTINUE**. The *Assessment Selection* page is displayed.

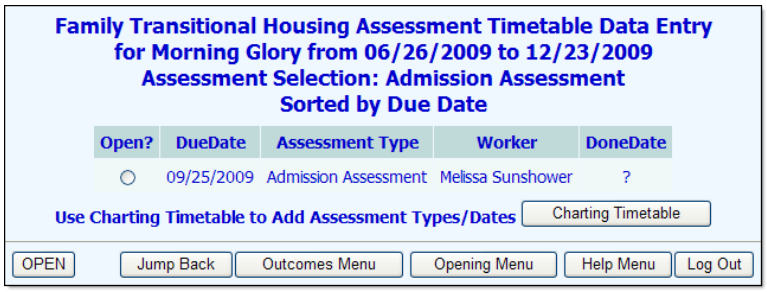


6. Click the **Client** drop-down arrow and select the client for whom the Admission Assessment is to be completed.

7. Click the **Assessment Type** drop-down arrow and select "Admission Assessment."

8. Admission Assessments are scheduled two days post-admission. Adjust the values in the **From** and **To** date range fields to include the scheduled date for the selected client.

9. Click **CONTINUE**. The *Assessment Timetable Data Entry* page is displayed.



10. Click the **Open?** radio button next to the Admission Assessment to be completed.

11. Click **OPEN**. The *Admission Assessment* page is displayed.

12. This page is broken into sections of like information, listed here, each of which must be updated independently:

- **Case Composition –** Click **Update Case Composition** to access a data entry page used to collect basic information on the client (head of household) and his/her household members. By default, this information is already filled in for the head of household and need only be completed for other adults and/or children living in the household. When data entry is complete, click **SAVE**.

  *The information in this portion of the assessment is also accessible/updateable from within the head of household's face sheet using the **Household Information** button found there.*

- **Emergency Contacts –** Click **Update Emergency Contacts** to access a data entry page used to collect information on the client's emergency contact and next of kin. When data entry is complete, click **UPDATE**.

  The information in this portion of the assessment is also accessible/updateable from within the head of household's face sheet in the Profile module.

- **Health Information –** Click **Update Health Information** to access a data entry page used to collect information on the client's support service providers. When contact information has been entered for all applicable providers, click **APPLY UPDATE**.

  The information in this portion of the assessment is also accessible/updateable from within the head of household's face sheet in the Profile module, as well as from within the Medical module Providers feature. For more information on entering provider information, see AWARDS Online Help.

- **Family History –** Click **Update Family History** to access a data entry page used to collect the criminal and domestic violence history of the client and/or members of his/her family. When data entry is complete, click **SAVE**.

- **Public Assistance Income –** Click **Update Public Assistance Income** to access a data entry page from which entitlement records can be created. When all applicable records have been entered, click **Admission Assessment**.

The information in this portion of the assessment is also accessible/updateable from within the head of household's face sheet in the Profile module, as well as from within the Entitlements module Certified Entitlements feature. For more information on entering entitlements records, see AWARDS Online Help.

- **Vocational Training Placements –** Click **Update Vocational Training Placements** to access a data entry menu page from which you can begin the process of entering the client's educational history. When all educational history records have been entered, click **Admission Assessment**.

  The information in this portion of the assessment is also accessible/updateable from within the head of household's records in the Employment module, Training, Education History feature. For more information on the educational history record data entry process, see AWARDS Online Help.

- **Job Placement History –** Click **Update Job Placement History** to access a data entry menu page from which you can begin the process of entering the client's job placements history. When all job placements have been entered, click **Admission Assessment**.

  The information in this portion of the assessment is also accessible/updateable from within the head of household's records in the Employment module, Jobs, Job Placements feature. For more information on the job placement record data entry process, see AWARDS Online Help.

- **Alcohol Substance Abuse Screening (Name) –** Click **Update Alcohol Substance Abuse Screening** to access a data entry page used to collect the corresponding individual's alcohol and substance abuse history. (A separate assessment section exists for screening each household member.) When data entry is complete, click **SAVE**. Be sure to complete this process for each household member.

- **Child Care Current Needs –** Click **Update Child Care Current Needs** to access a data entry menu page from which you can begin the process of entering child care records. When all records have been entered, click **Admission Assessment**.

- **Miscellaneous Client Information –** Click **Update Miscellaneous Client Information** to access a data entry page used to collect a variety of client information not captured elsewhere in the assessment; for example, primary language, citizenship, and more. When data entry is complete, click **SAVE**.

- **Documents Needed –** Click **Update Documents Needed** to access a data entry page used to keep track of which documents are needed for the client. Check off each needed document and enter comments for each as necessary. When data entry is complete, click **SAVE**.

- **Assessed Needs –** Click **Update Assessed Needs** to access a data entry page used to collect details on all family assessed needs. When data entry is complete, click **SAVE**.

  All family assessed needs must be transferred to the service plan / independent living plan. Needs must be prioritized according to achievable goals which will lead to employment (self-sufficiency) and housing other than temporary housing.

- **Comments –** Click **Update Comments** to access a data entry page used to collect general assessment comments. When data entry is complete, click **SAVE**.

Once you have entered data in each section of the assessment, the process of filling out the Admission Assessment is complete.

VIEWING AN ADMISSION ASSESSMENT REPORT

To view a read-only report version of an Admission Assessment, complete the following steps:

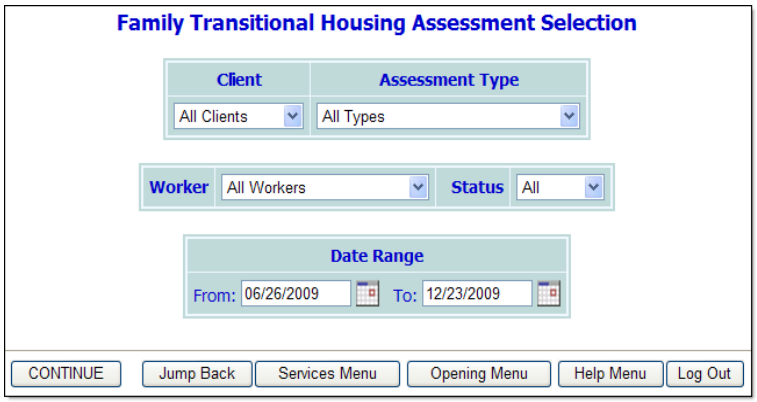
1. From the *AWARDS Opening Menu* page, click **Services**. The *Client Services Menu* page is displayed.

2. Click **Assessment Data**. The *Client Assessments* page is displayed.

3. Click the **Program** drop-down arrow and select the Family Shelter program associated with the consumer for whom the Admission Assessment is to be viewed.

4. Click the **Database** drop-down arrow and select "Reports."

5. Click **CONTINUE**. The *Assessment Selection* page is displayed.



6. Click the **Client** drop-down arrow and select the client for whom the Admission Assessment is to be viewed. The default value is "All Clients."

7. Click the **Assessment Type** drop-down arrow and select "Admission Assessment."

8. When viewing the Admission Assessment for a single client, leave the **Worker** selection set to "All Workers." Otherwise, use that option to narrow assessment selection to those assigned to a specific worker.

9. When viewing the Admission Assessment for a single client, leave the **Status** selection set to "All." Otherwise, use that option to narrow assessment selection to those with a status of "On Time," (completed on or before the due date) "Tardy," (completed after the due date) or "Overdue" (not yet completed after the due date).

10. By default assessment selection is limited to those assessments with due dates in the date range specified in the **From** and **To** fields. Adjust the values in those fields as necessary. Keep in mind that when viewing the assessment for a selected client, the due date for that assessment must fall within the range specified here.

11. Click **CONTINUE**. The *Assessment Timetable Report* page is displayed.

12. Click the **Open?** radio button next to the assessment to be viewed.

13. Click **OPEN**. The assessment report is opened and displayed on the *Admission Assessment* page. If necessary, the assessment can be printed from this page using your browser's printing options.

The process of viewing an Admission Assessment is now complete.