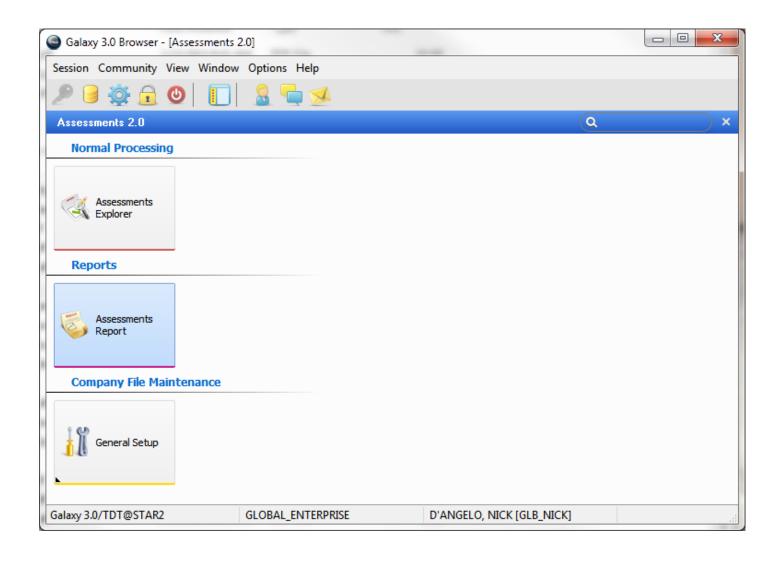
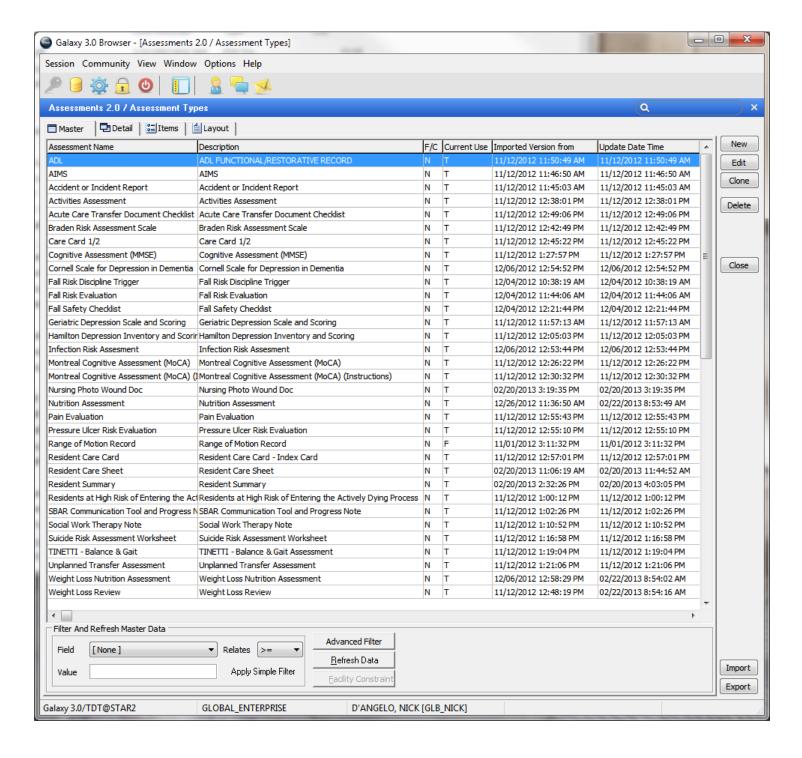


# You have three Sections in the Assessments 2.0 Module

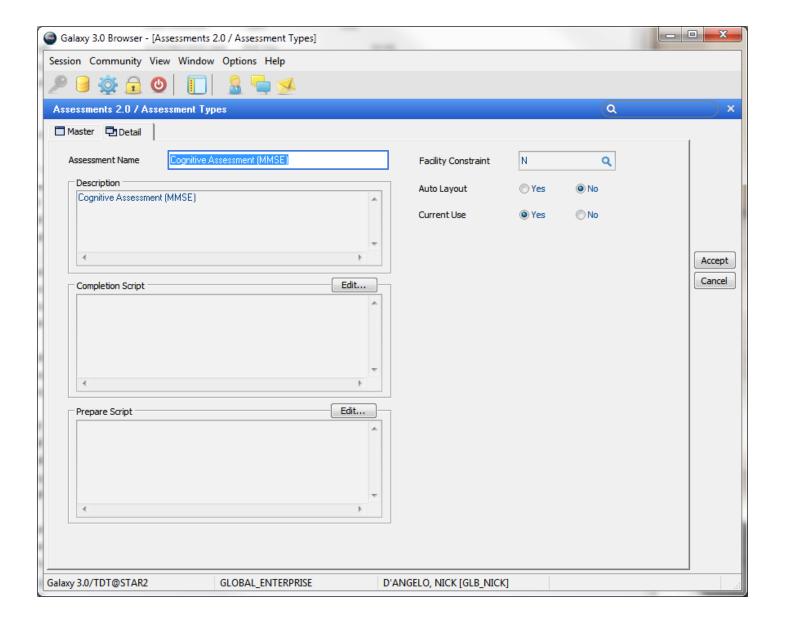


### Company File Maintenance

- General Setup
  - Assessment Types
  - This is a list of all the assessments currently available in your database.

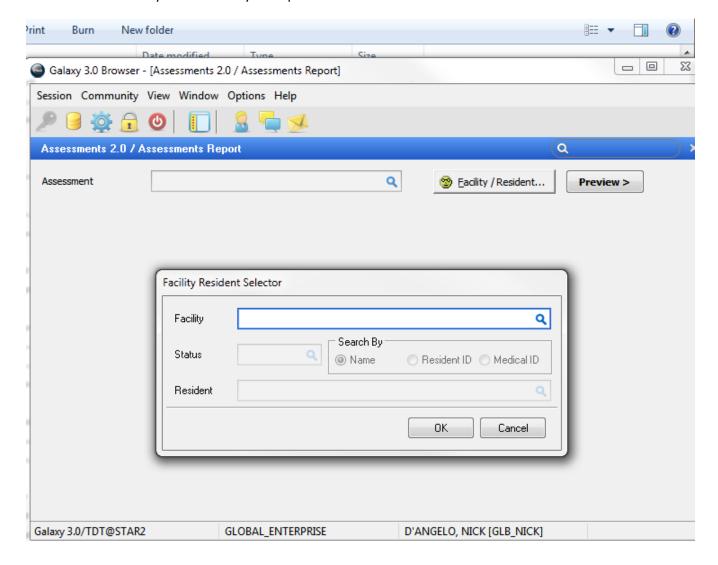


You can edit any assessment in the database to change the current use flag (yes/no) so as to have them appear (or not) in your assessment list



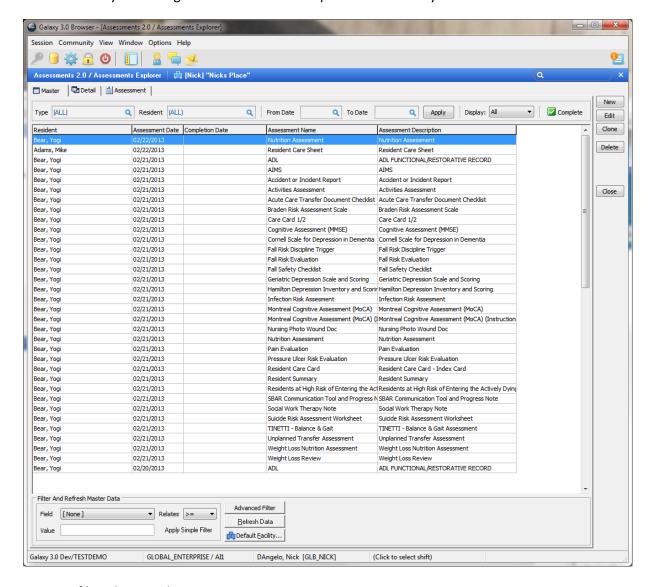
# **Assessment Report**

• This is where you would run your report on the assessments



## Assessment Explorer

- This is where you will work with the assessments
- When you first log into the assessment explorer it will show you all the assessments for the facility



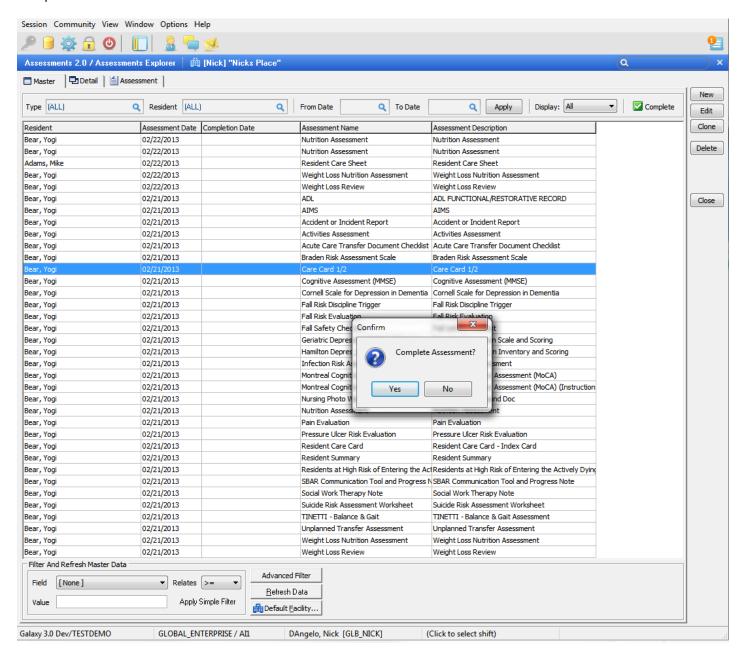
## You may filter this page by

- Type (default is all)
- Resident (default is all)
- From/To dates
- Display (default all can choose only complete or incomplete assessments)

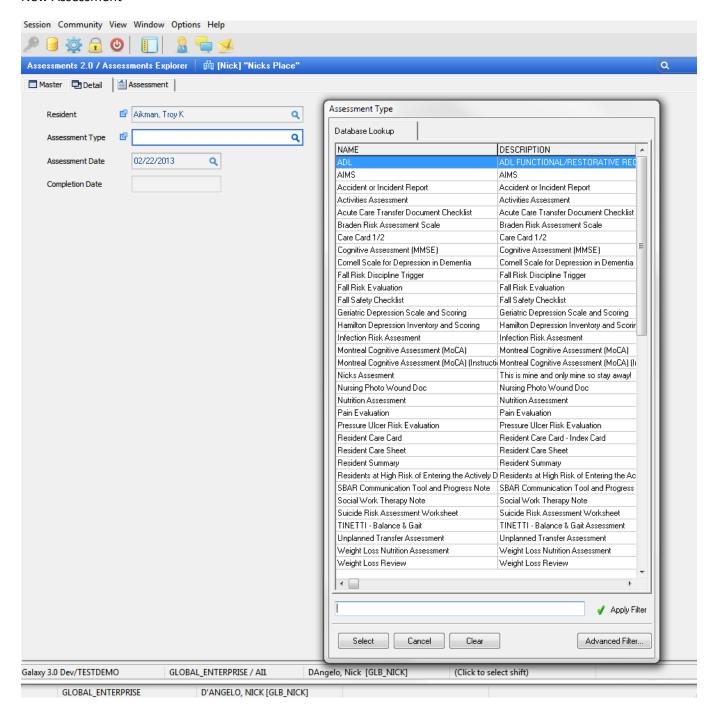
### You also have options on this screen

- Complete complete the highlighted assessment
- New start a new assessment
- Edit edit the highlighted assessment information
- Clone duplicate the assessment
- Delete delete the highlighted assessment

#### Complete Assessment

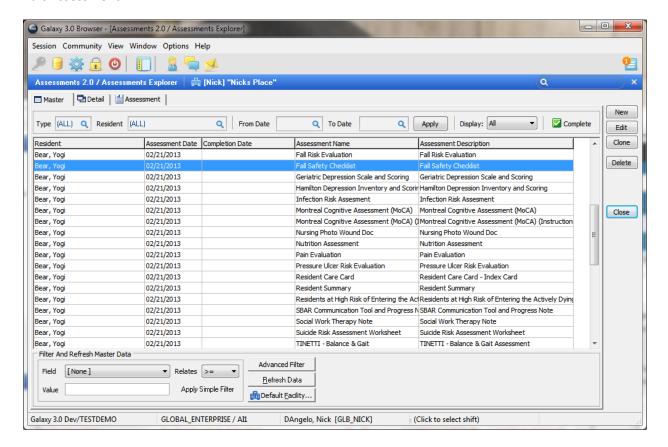


#### **New Assessment**

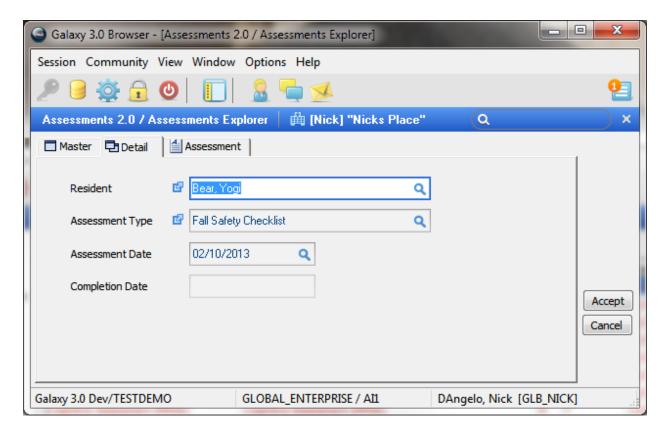


- Choose resident from drop-down list
- Choose assessment type from drop-down list
- Assessment date defaults to today but can be changed

#### **Edit Assessment**

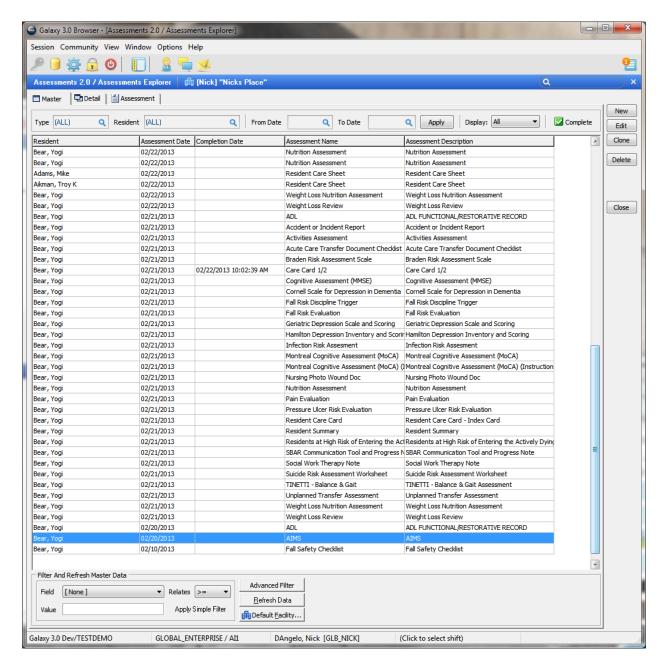


- Highlight Assessment
- Click Edit
- Make your change (date, etc....)
- Click Accept

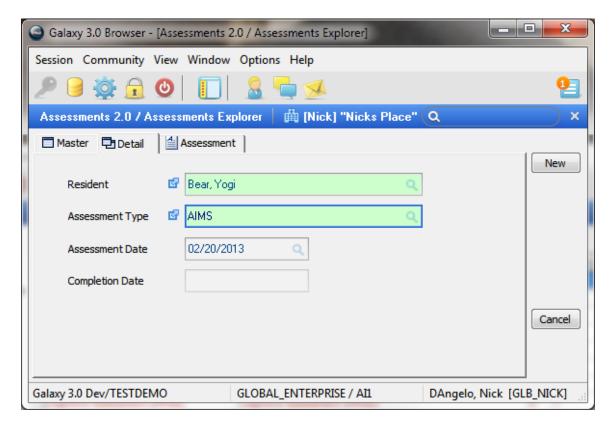


# Clone Assessment

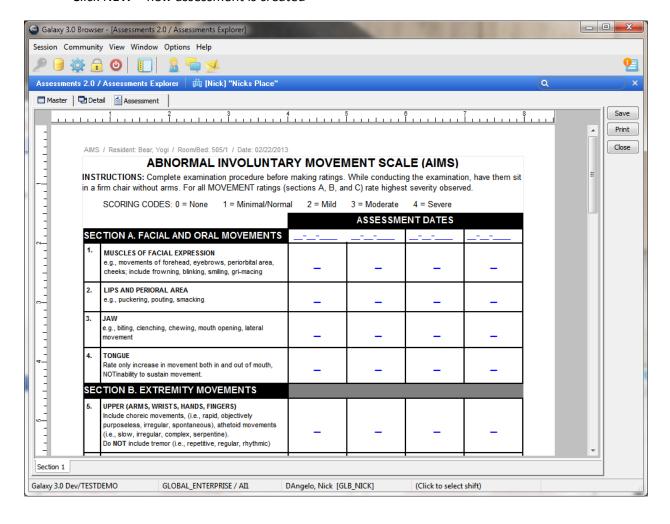
This is just another way to create this same assessment type for this resident directly from this screen instead of clicking NEW



Click the CLONE buton

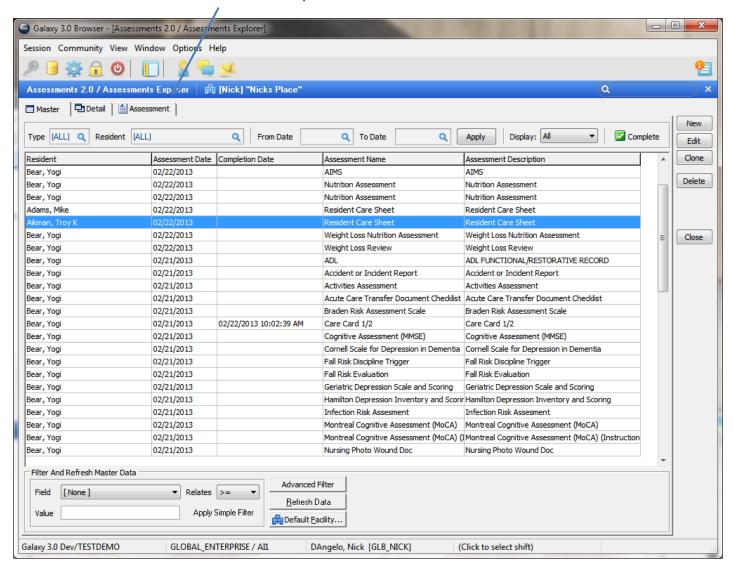


- Click the areas you wish to clone
  - (Here I clicked resident name & assessment type they are now highlighted in green)
- Click NEW new assessment is created

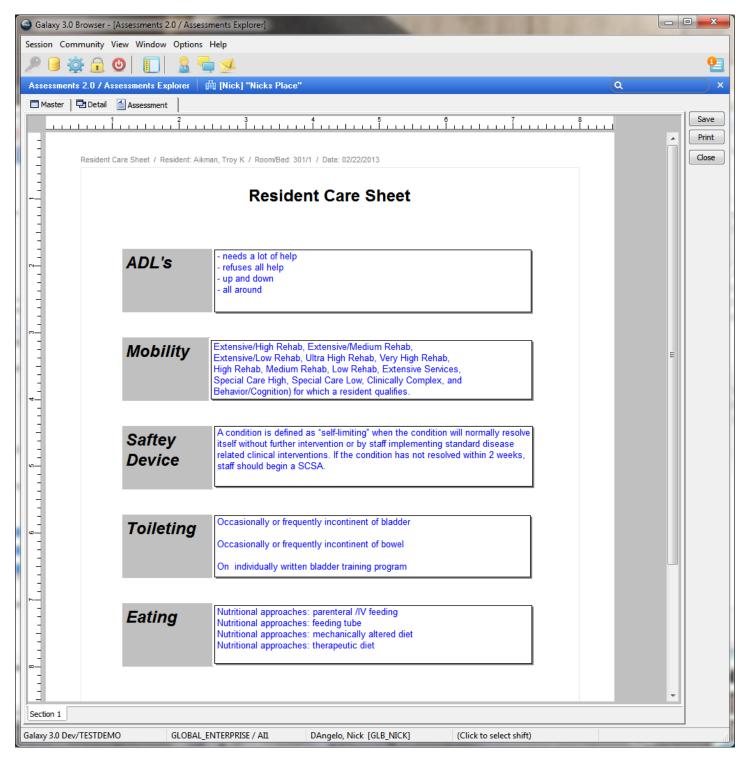


## **Updating an Assessment**

- Highlight the assessment you wish to work on
- Click on the "ASSESSMENT" tab at the top



## Enter data/answer questions in the assessment



- Click Save when done
- Click PRINT if printed copy desired
- Close assessment

This assessment will remain open until you click the complete button