

CSR Navigator – Adding an Assessment Tool

Introduction

This guide will show how to add Assessment Tools to a client's record from the Client Service Request Navigator screen.

NB: If the text on the assessment screen is difficult to read check the preset text size for your computer and change it to normal for the text to be viewed easily.

NSQHS



Governance for Safety and Quality in Health Service Organisations.

Name(ID) AUID/Gender/DOB	Assessment	Data Collection	Discharge	Last/Next Appointment
Female 29-May-19...				Planned 30-Jun-2015 11:00
ASSESSMENT, Ivan (Mr) (S... Male 30-Jun-1989				...
BLDATESTCLIENT01, Ima (M... Male 07-Aug-1976				Occurred 18-Aug-2015 10:30

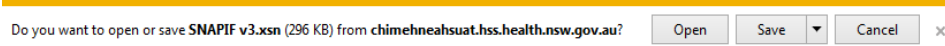
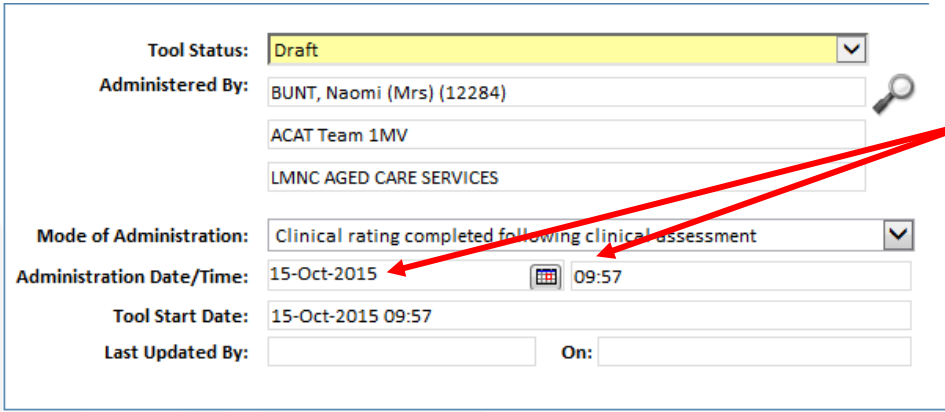


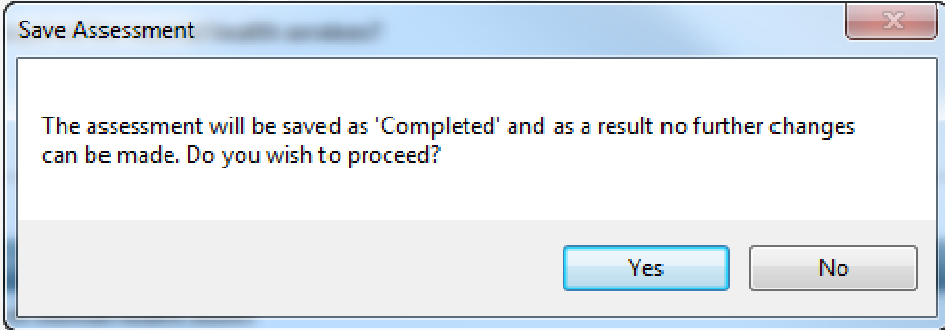
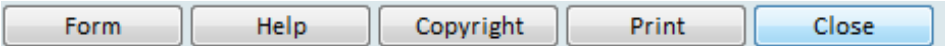
From the Navigator screen locate and highlight the client that requires an Assessment tool added.

Click on the icon under the assessment column to add an assessment.

The Assessment form box will open, locate the assessment you require, highlight it and press OK

Name	Version	Service Type	Organisation Unit
Better Health	3.0		
Domestic Violence Screening	1.0		
ATOP	1.0	Drug and alcohol service	
Complexity Rating	1.0	Drug and alcohol service	
Mental Health	1.0	Drug and alcohol service	
Physical Health	1.0	Drug and alcohol service	
Pregnancy	1.0	Drug and alcohol service	
Psychosocial	1.0	Drug and alcohol service	
Suicide Harm	1.0	Drug and alcohol service	
Withdrawal	1.0	Drug and alcohol service	

NB: Indicates the client has previously had an Assessment added and clicking the icon will take you to the Assessment Tools list. If you need to ADD an assessment click on the Radial Menu button, then to open the list of Assessment Tools

	<p>This will appear at the bottom of your screen click Open</p> <p>The selected form will open</p>
	<p>NB: Administration Date and Time should be changed to reflect when the tool was done</p>
	<p>Answer all mandatory questions marked with this symbol </p> <p>Click Save when finished.</p>
	<p>Click Yes to save the completed form</p>
	<p>Click Close to close the form</p>

	<p> Click the Radial Button</p> <p>Click Refresh to display the assessment</p>														
<table border="1"> <thead> <tr> <th>Assessment ID</th> <th>Name</th> <th>Tool Status</th> <th>Version</th> <th>Service Request</th> <th>Administered By</th> <th>Administration DateTime</th> </tr> </thead> <tbody> <tr> <td>7312526</td> <td>Better Health</td> <td>Completed - finished</td> <td>3.0</td> <td>CHIME SUPPORT TEAM NURSING (27-Nov-2014,7994637)</td> <td>BUNT, Naomi (Mrs) (12284)</td> <td>15-Oct-2015 09:57</td> </tr> </tbody> </table>	Assessment ID	Name	Tool Status	Version	Service Request	Administered By	Administration DateTime	7312526	Better Health	Completed - finished	3.0	CHIME SUPPORT TEAM NURSING (27-Nov-2014,7994637)	BUNT, Naomi (Mrs) (12284)	15-Oct-2015 09:57	<p>The completed assessment will show</p> <p> Close Client Window to go back to the CSR Navigator</p>
Assessment ID	Name	Tool Status	Version	Service Request	Administered By	Administration DateTime									
7312526	Better Health	Completed - finished	3.0	CHIME SUPPORT TEAM NURSING (27-Nov-2014,7994637)	BUNT, Naomi (Mrs) (12284)	15-Oct-2015 09:57									
<table border="1"> <thead> <tr> <th>Assessment</th> <th>Data Collection</th> <th>Discharge</th> <th>Last/Next Appointment</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Planned 26-Jun-2015 11:00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Occurred 31-Aug-2015 10:00</td> </tr> </tbody> </table>	Assessment	Data Collection	Discharge	Last/Next Appointment				Planned 26-Jun-2015 11:00				Occurred 31-Aug-2015 10:00	<p>You will now see the assessment icon indicating that an assessment is present in the client file.</p>		
Assessment	Data Collection	Discharge	Last/Next Appointment												
			Planned 26-Jun-2015 11:00												
			Occurred 31-Aug-2015 10:00												
<p>NB: Double clicking on the assessment icon will open up the Assessment Tools Box</p>															