



County of San Bernardino

# Objective Arts Training Manual Clinical and Clerical Staff

Behavioral Health Children and Youth Collaborative Services

DBH CYCS  
4-10-2015

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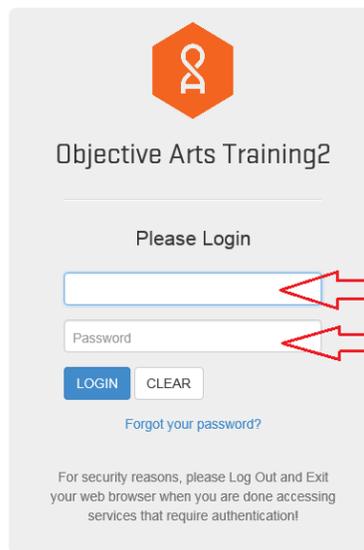
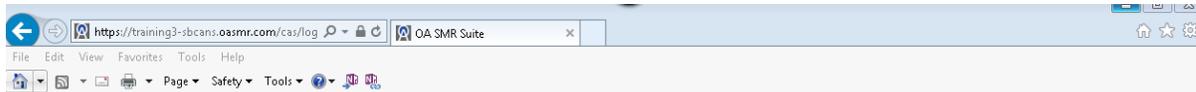
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# Logging in to Objective Arts

## 1. Log on to Objective Arts at: <https://sbcans.oasmr.com>

- Your user name is your SIMON number.
- You will be supplied with a password from your agency's designated OA super-user.
- OA super users are the point persons for all OA related questions for your agency's staff. They will help staff with logging in, entry issues, etc. Super users will be your agency's designated persons to contact CYCS with Objective Arts related questions and issues that they are unable to help staff with.

## 2. Enter the password exactly as it was given to you, it is case sensitive.

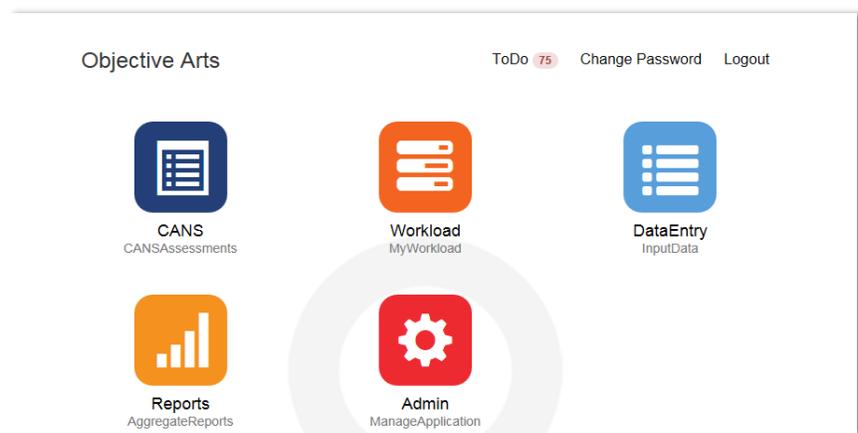


User Name is SIMON Number

Password given to you by your OA Administrator.

After logging in, the following screen appears. The options on this screen will depend on your role in Objective Arts.

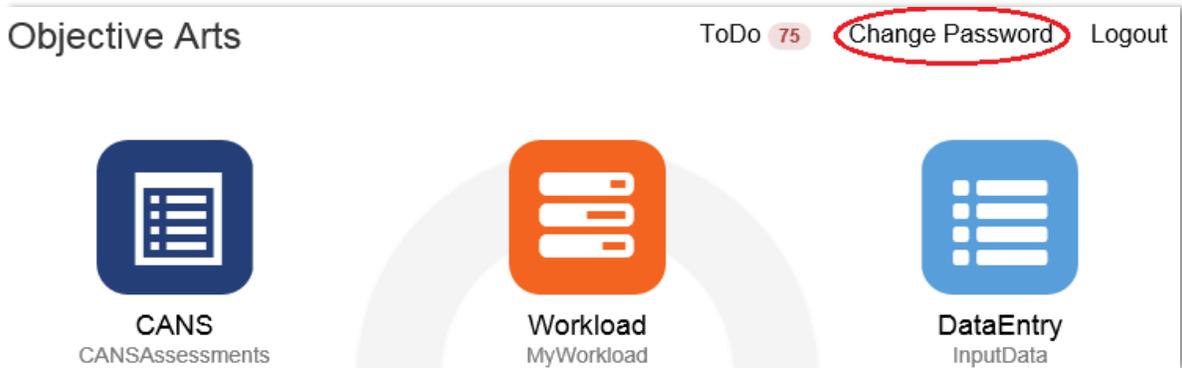
This is referred to as the **Dashboard of Menu Options (Home Screen)**



# Changing your Password

The first time you login, you will be required to change your password, but will not be prompted to do so. To change your password, you will need to be at the **Dashboard of Menu Options**.

1. Click on the **Change Password** link at the top right of the page.



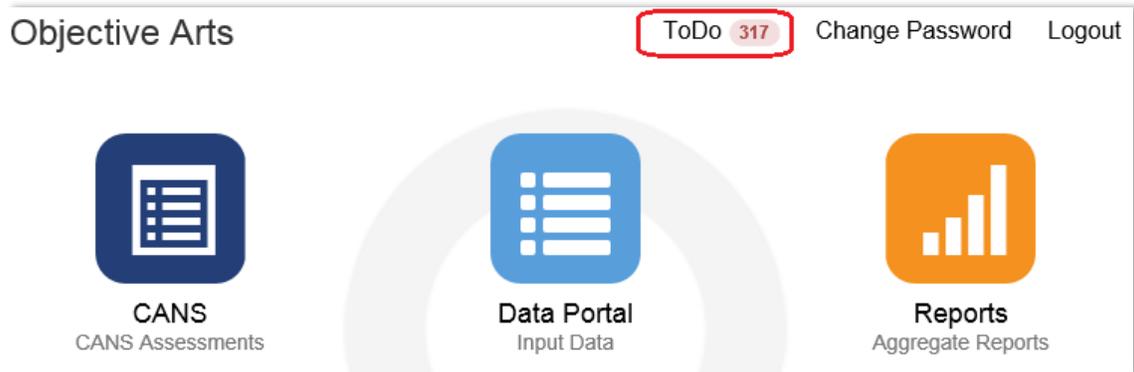
2. Enter your **Old password** supplied by your OA Super User.
3. Then enter your **new password**
  - It must be at least six characters and one capital letter.
  - Repeat to confirm.
4. Click **Save**.

A screenshot of a "Change Password" form. The form has a title bar with "Change Password" and a close button (X). It contains three input fields: "Old Password", "New Password", and "Repeat". Each input field has a red arrow pointing to it from the right. At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is circled in red.

# To Do List

**1. From the Dashboard of Menu Options, click ToDo.**

- This screen is a list of those clients that you have responsibilities for in an RU.



The dashboard menu for Objective Arts includes a 'ToDo' button with a red notification badge showing '317'. Other menu items are 'Change Password' and 'Logout'. Below the menu are three main icons: 'CANS' (CANS Assessments), 'Data Portal' (Input Data), and 'Reports' (Aggregate Reports).

## To Do List

Incomplete <b>667</b>	Desc	Due Date	Owner	OU
Returned <b>73</b>	This CANS assessment for Kuhn, Freddie has been in the Assigned State for over 733 days. Please complete and submit the assessment as soon as possible.	October 14, 2013	Schuppe, Brisa	CCICMS
	This CANS assessment for Weimann, Troy has been in the Assigned State for over 705 days. Please complete and submit the assessment as soon as possible.	November 10, 2013	Little, Maximus	JCBHS - Healthy Homes
	This CANS assessment for Tremblay, Taylor has been in the Assigned State for over 703 days. Please complete and submit the assessment as soon as possible.	November 12, 2013	Thompson, Jammie	CCICMS
	This CANS assessment for Wisoky, Darlene has been in the Assigned State for over 705 days. Please complete and submit the assessment as soon as possible.	November 11, 2013	OKeefe, Eugene	JCBHS - Healthy Homes

**2. Click on a client description and the assessment will open.**

- You will then be able to edit, submit or approve the assessment.

# Data Portal

## Client List

1. From the Dashboard of Menu Options, click Data Portal.



After clicking on Data Portal, you will see the following:

A screenshot of a web application interface. At the top, there is an orange navigation bar with links for Home, Clients, Assessments, Help, and a user profile for Smith, Susie, along with a Logout button. Below the navigation bar, the main content area is titled "Clients List". It features a search bar with the placeholder text "Start typing a last name" and a "Show Filter" button. Below the search bar is a table with three columns: "Identifier", "Name", and "Date of birth". The table contains five rows of data, each with a checkbox in the first column.

Identifier	Name	Date of birth
<input type="checkbox"/>	null, null	May 23, 2005
<input type="checkbox"/>	Last1000015, First1000015	November 12, 1996
<input type="checkbox"/>	Last1000260, First1000260	December 18, 1994
<input type="checkbox"/>	Last1001477, First1001477	May 11, 1994
<input type="checkbox"/>	Last1002090, First1002090	September 11, 1996

Depending on your browser settings, you may see a popup bar at the bottom of the screen that states, "Only secure content is displayed". If you do, click "Show all content".

Only secure content is displayed. [What's the risk?](#)



Show all content ×

## The Data Portal Toolbar

A screenshot of the orange navigation bar (toolbar) from the Data Portal. It contains the following elements from left to right: "Home", "Clients" with a dropdown arrow, "Assessments" with a dropdown arrow, a "Help" button with a question mark icon, a user profile for "Smith, Susie" with a person icon, and a "Logout" button on the far right.

Home Clients Assessments Help Smith, Susie Logout

- ✓ **Home:** allows you to return to the Dashboard of Menu Options.
- ✓ **Clients:** this drop-down menu offers a choice between viewing a client list and viewing client workload.
- ✓ **Assessments:** this drop-down menu is the way to navigate to a list of client assessments or to view assessments in need of approval.
- ✓ **Help:** the help button will take you to the Objective Arts Wiki.
- ✓ **Logout:** after having entered the desired data, end the session by pressing this button on the top right of the screen. In addition, close your browser after your OA session.

## Clients List and Organization

This screen is a list of those clients that you have responsibilities for in an RU. The list may be sorted by three categories: their unique Identifier (Simon number or Medical Record Number), their name (last, first), and their date of birth.

Clients List			Start typing a last name	Show Filter	
Identifier ↑↓	Name ↓↑	Date of birth ↑↓			
<input type="checkbox"/>	null, null	May 23, 2005			
<input type="checkbox"/>	null, null	December 4, 1996			
<input type="checkbox"/>	1000015	Last1000015, First1000015	November 12, 1996		
<input type="checkbox"/>	1000260	Last1000260, First1000260	December 18, 1994		

**1. To sort the information, click on the category (or arrow next to it) to arrange the set by:**

- By default, the list is sorted by Identifier from lowest to highest (increasing sequential order)
- Identifier (from lowest to highest OR highest to lowest).
- Name (alphabetically A-Z or Z-A).
- Date of birth (oldest to youngest OR youngest to oldest).

**2. To view information for a client, click on the row (the bars are colored faint green or white) where the client's information appears.**

- This gives you information about the client's assessments, their ID numbers, dates, and status.

The Assessments List will appear:

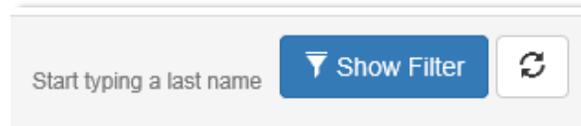
Assessments List for Last1000015, First1000015					Start typing a last name	Show Filter	
ID ↑↓	Instrument ↑↓	Client Name ↑↓	Date ↓↑	Status ↑↓			
<input type="checkbox"/>	86693	CANS	Last1000015, First1000015	November 14, 2014	Approved by WOLKENHAUER, DIANNE on 01/02/2015		
		Assessor: HARRIS, JENNIFER Reporting Unit: CCICMS (36811)					
<input type="checkbox"/>	81930	CANS	Last1000015, First1000015	October 30, 2014	Approved by Wilkinson, Lysane on 11/10/2014		
		Assessor: Johnson, Gregory Reporting Unit: EVC - CHRIS (36B71)					
<input type="checkbox"/>	74318	CANS	Last1000015, First1000015	September 3, 2014	Approved by Wilkinson, Lysane on 10/03/2014		
		Assessor: Johnson, Gregory Reporting Unit: EVC - CHRIS (36B71)					
<input type="checkbox"/>	77412	CANS	Last1000015, First1000015	July 22, 2014	Approved by WOLKENHAUER, DIANNE on 10/09/2014		
		Assessor: HARRIS, JENNIFER Reporting Unit: CCICMS (36811)					

You can sort this list by clicking on the arrows next to each column header. By default, this list is sorted by Date from most recent to oldest (e.g.: newest at the top). Also, you can filter this list if you know specific information about the client.

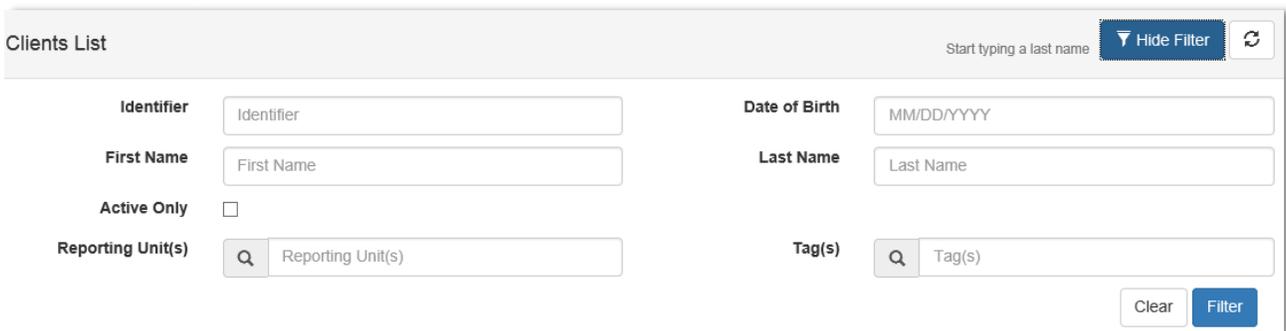
# Clients

## Filtering the Client List

1. Open your Client List.
2. Click the blue Show Filter button to the top right of the screen.



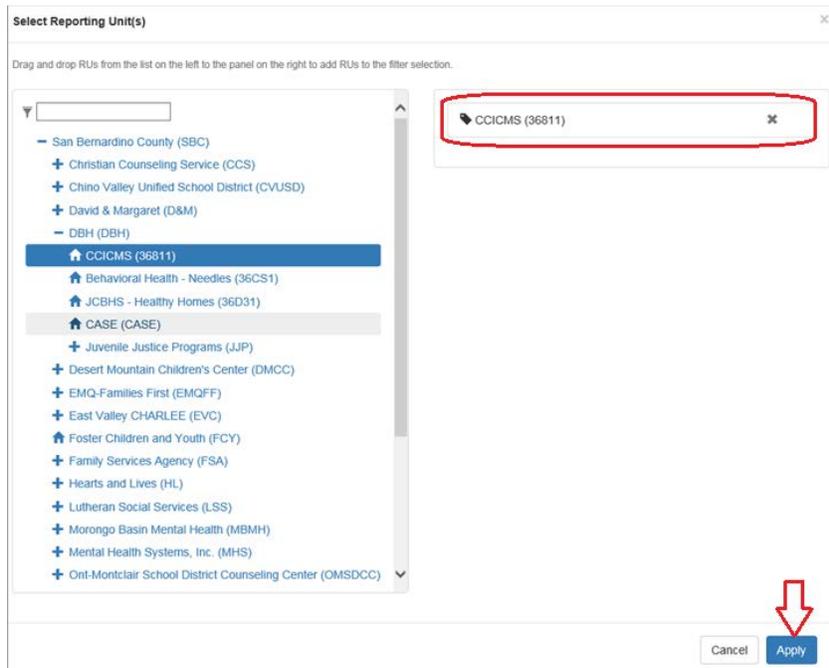
A filter section will open:



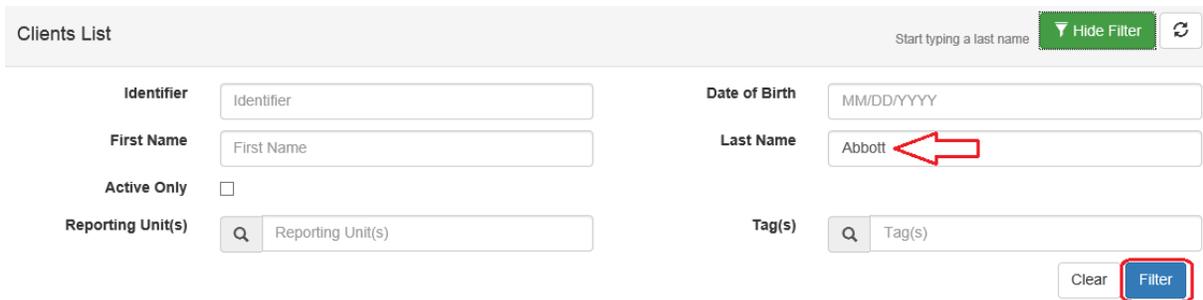
NOTE: It is NOT necessary to enter information in all of the search boxes. You may enter as much or as little information as you wish to narrow the fields.

- ✓ **Identifier:** this function is most useful if you know the Identifier of the client. (e.g. "0123456"). Partial Information may be used.
- ✓ **Date of Birth:** to locate client with a specific date of birth (e.g. "3/14/15)
- ✓ **First Name:** to locate clients with a given first name, (e.g. "Michael"). Partial information may be used.
- ✓ **Last Name:** to locate clients with a given last name, (e.g. "Abbott"). Partial information may be used.
- ✓ **Active Only:** If this box is enabled, the search will only return clients who are active. Otherwise, both active and inactive clients will be shown.
- ✓ **Reporting Unit:** to locate clients within one or a select few RUs. You will need to click the magnifying glass to input your parameters.
- ✓ **Tags:** to locate clients by a specific word or phrase in the report. (Not in use at this time. May be used in the future.)

3. To filter by RU, click on the magnifying glass to input your parameters.
  - You can search for an RU by name in the search box next to the filter icon; or you can make your selections by clicking on the plus icons.
4. Drag and drop RUs from the list on the left to the panel on the right.
5. Click the blue Apply button on the bottom right side of the screen once you have made your selections.



6. Once you're done entering parameters, click Filter, or press the Enter button on your keyboard.



There are several key points about the filter function:

- ✓ Once you enter criteria into the filter, the blue Show Filter section will turn green and will read Hide Filter. If you want to minimize the filter, you can now press the green Hide Filter button to deflate the search terms. Note that the button will still remain green, this indicates that some filter is being applied. Thus, you can always check whether a filter is operating based on the color of the filter button.
- ✓ To delete a filter or to filter according to different terms, just re-open the filter and change the parameters. Then, click the blue Filter button on the bottom right to apply the filter to your data.
- ✓ The Clear button (next to the filter button) removes all of the filters and reverts back to the default setting of having no filters applied.



- ✓ The refresh button on the upper right hand corner of the box allows you to check to see if any new data has appeared since your last search with similar parameters.



- ✓ **Additional note:** for the identifier, first name, and last name search boxes, your entries do not need to be complete words or ID numbers. You can run a search with, just the first three numbers in the ID ("012") or just the middle three letters of a last name ("bot") to yield all results that conform to those criteria.

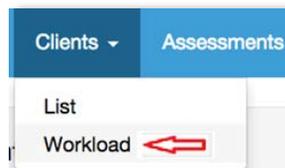
## Adding a Client to Workload

**Your workload is automatically populated based on the Primary Therapist field within Simon.** However, should you need to add a client to your workload:

1. **Navigate to the Client List.**
2. **On the Client List, check the box(es) next to the Identifier, then click the Add to Workload button at the bottom right of your screen.**

Identifier ↑↓	Name ↓↑	Date of birth ↑↓
<input checked="" type="checkbox"/> 9653926886	Bishop, Bradley	September 21, 1997
<input checked="" type="checkbox"/> 0921074559	Bishop, Cecilia	November 11, 2005
<input checked="" type="checkbox"/> 5557115129	Bishop, Clyde	March 5, 2013
<input checked="" type="checkbox"/> 6951671183	Bishop, Cornelia	March 16, 1995
<input type="checkbox"/> 3385544054	Bishop, Dora	April 18, 2002
<input type="checkbox"/> 5496965398	Bishop, Earl	July 27, 1993
<input type="checkbox"/> 5376477807	Bishop, Elnora	September 19, 2000
<input type="checkbox"/> 3335990667	Bishop, Floyd	September 16, 1996

3. **You can view the workload by clicking Clients and then Workload on the top menu.**

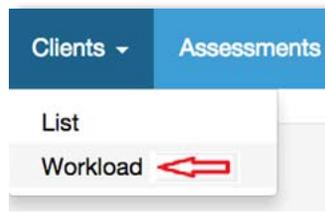


Identifier ↑↓	Name ↓↑	Date of birth ↑↓
<input type="checkbox"/> 40gLkA48	Abbott, Benjamin	March 18, 2004
<input type="checkbox"/> bXlpNdBy	Abbott, Blanca	September 14, 2011
<input type="checkbox"/> 7xKadsk4	Abbott, Carey	October 28, 2005

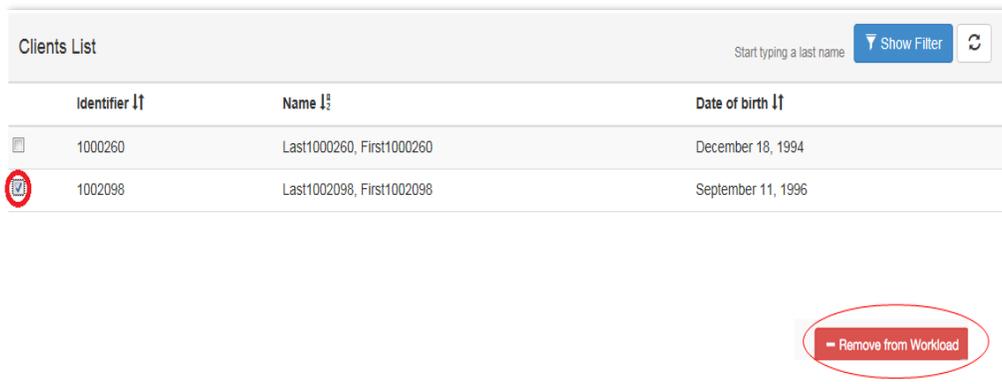
## Removing a Client from Workload

**When the Simon case is closed, it will be automatically removed from your workload.** However, should you need to manually remove a client from your workload:

1. **Navigate to the Client List.**
2. **On the toolbar at the top, click Clients.**
3. **Then click Workload.**



4. **Check the boxes next to the identifier of the client you are removing.**
5. **Click the red Remove from Workload button at the bottom right of your screen.**



## Assessments

### Adding an Assessment

1. **From the Dashboard, click Data Portal.**
2. **Filter for the client for whom you would like to create a new assessment.**
3. **Click on the client name, or filter for a client, to pull up their list of assessments.**
  - You will see a screen like the one shown below, featuring that client's list of assessments, sorted by ID number, the instrument, name, date, and status.

- You can organize the list and sort by clicking on the category name or the set of up and down arrows next to each of the categories.

Assessments List for Last1234, First1234

ID	Instrument	Client Name	Date	Status
95205	CANS Assessor: Smith, Susie Reporting Unit: CCICMS (36811)	Last1234, First1234	April 9, 2015	Assigned
95203	CANS Assessor: Smith, Susie Reporting Unit: CCICMS (36811)	Last1234, First1234	April 7, 2015	Assigned
95178	CANS Assessor: Smith, Susie Reporting Unit: CCICMS (36811)	Last1234, First1234	March 16, 2015	Approved by Smith, Susie on 04/07/2015
95185	CANS Assessor: Krahl, Karen Reporting Unit: CCICMS (36811)	Last1234, First1234	March 16, 2015	Submitted
95179	CANS Assessor: Smith, Susie Reporting Unit: CCICMS (36811)	Last1234, First1234	March 10, 2015	Submitted
95170	CANS Assessor: Krahl, Karen Reporting Unit: CCICMS (36811)	Last1234, First1234	March 9, 2015	Approved by Krahl, Karen on 03/16/2015

Reports + New Assessment Delete

**4. Once on the assessments list, click the green New Assessment tab on the bottom right of the screen.**

- This button will be grayed out if the client is inactive in your RU; or the staff member does not have a placement or responsibility in the RU.



**5. You will be given several different assessment options; these options are specifically designed based on criteria such as the client's age or demographic information.**

- All available assessment types will display, choose the assessment that best fits your needs.
- Most users will select CANS.

- ACE
- ASQ
- BRIEF-P
- CANS
- DAYC-2
- ECBI
- PDMS-2
- PSI-SF
- SPM-P
- TSCYC

+ New Assessment

Once you choose the assessment type, you will continue to the main New Assessment screen. Key information about the client will display. This includes the client's ID number, name, date of birth, and gender.

Home Clients Assessments Help Smith, Ousie Logout

CANS (NEW) - Last1234, First1234

Client ID: 1234 Date of Birth: April 17, 1999  
Client Name: Last1234, First1234 Client Gender: FEMALE  
Assessment ID: Assessment Date: 03/23/2015  
Assessor: Smith, Ousie Assessment Status:  
Org Unit: CCICMS (36811)  
Tags: none

← Fire Setting Module Assessment Information →  
Shortcut: "alt+left arrow" or swipe left Shortcut: "alt+right arrow" or swipe right

OFF Add caregiver section Pre-populate Cancel Save

## Assessment Data Entry

### All fields marked with an asterisk are mandatory and must be completed.

1. To navigate through the assessment, click on the blue routing buttons with white arrows in the direction you wish to go.
  - Instead of clicking on the button, you can navigate left or right by simultaneously holding down the alt and right/left arrow key on the keyboard.
2. You can use the Pre-populate feature by clicking the Pre-populate button on the bottom toolbar of your screen.
  - This will populate the new assessment with the information from the last approved assessment.

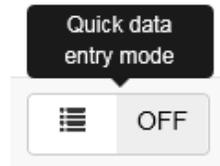
CANS (NEW) - Last1234, First1234

Client ID: 1234 Date of Birth: April 17, 1999  
Client Name: Last1234, First1234 Client Gender: FEMALE  
Assessment ID: Assessment Date: 04/13/2015  
Assessor: Krahl, Karen Assessment Status:  
Org Unit: CCICMS (36811)  
Tags: none

← Fire Setting Module Assessment Information →  
Shortcut: "alt+left arrow" or swipe left Shortcut: "alt+right arrow" or swipe right

OFF Add caregiver section Pre-populate Cancel Save

3. You have the option to toggle Quick data entry mode in the bottom left of the screen:



CANS (NEW) - Last1236, First1236

Client ID:	1236	Date of Birth:	July 1, 2000
Client Name:	Last1236, First1236	Client Gender:	FEMALE
Assessment ID:		Assessment Date:	04/13/2015
Assessor:		Assessment Status:	
Org Unit:	JCBHS - Healthy Homes (36D31)		
Tags:	none		

▼ Assessment Information

Reason for assessment: *		<a href="#">Add Note</a>
If reason for assessment is "Major Life Event", please specify:		<a href="#">Add Note</a>

▼ Caregiver Section(s)

1. Caregiver section(s) does not apply at this time	<input type="checkbox"/>	<a href="#">Add Note</a>
---	--------------------------	--------------------------

▼ Life Domain Functioning

2. Family *		<a href="#">Add Note</a>
3. Living Situation *		<a href="#">Add Note</a>
4. Social Functioning *		<a href="#">Add Note</a>
5. Recreational *		<a href="#">Add Note</a>
6. Developmental *		<a href="#">Add Note</a>

- If you choose to utilize Quick data entry mode, a screen will appear where each field can be seen on the same page.

4. It can be turned off by clicking the same button, which will now look like this:



- The Quick data entry mode will not be covered in any further detail in this document.

5. To add an assessment (not in Quick data entry mode), click the Assessment Information button.

CANS (NEW) - Last1236, First1236

Client ID:	1236	Date of Birth:	July 1, 2000
Client Name:	Last1236, First1236	Client Gender:	FEMALE
Assessment ID:		Assessment Date:	04/13/2015
Assessor:	Krahl, Karen	Assessment Status:	
Org Unit:	JCBHS - Healthy Homes (36D31)		
Tags:	none		

< Fire Setting Module      Assessment Information >

Shortcut: "alt+left arrow" or swipe left      Shortcut: "alt+right arrow" or swipe right

6. Enter a Reason for assessment.

CANS (NEW) - Last1234, First1234

Assessment Information

Reason for assessment: \*      Add Note

If reason for assessment is "Major Life Event", please specify:      Add Note

Initial  
Update  
Planned Discharge  
Unplanned Discharge

< General Information      Caregiver Section(s) >

The next section will ask if the Caregiver Section(s) applies at this time.

7. **CHECK the box if you WILL NOT be adding a caregiver.**

- If you do NOT check this box, a caregiver section WILL be required.

1. Caregiver section(s) does not apply at this time

8. You can add a caregiver at any time by clicking the "Add caregiver section" button along the bottom toolbar.

☰ OFF      Add caregiver section      ✕ Cancel      Save

- A box displaying the current caregivers, if any, will be shown.

**Select caregiver**

First Name	Last Name	Relationship
John	Doe	Adoptive Father



9. Press the Edit button to the bottom right to add a new caregiver.

**Select caregiver**

First Name	Last Name	Relationship
John	Doe	Adoptive Father



10. You can either change the current listing(s), or you can add another caregiver by selecting the **Add New** option.

- If you select Add New, a new row will appear, allowing you to enter the First Name, Last Name, and Relationship to the client for that caregiver (as shown below).

**Select caregiver**

First Name	Last Name	Relationship
John	Doe	Adoptive Father
NEW	CAREGIVER	Adoptive Mother

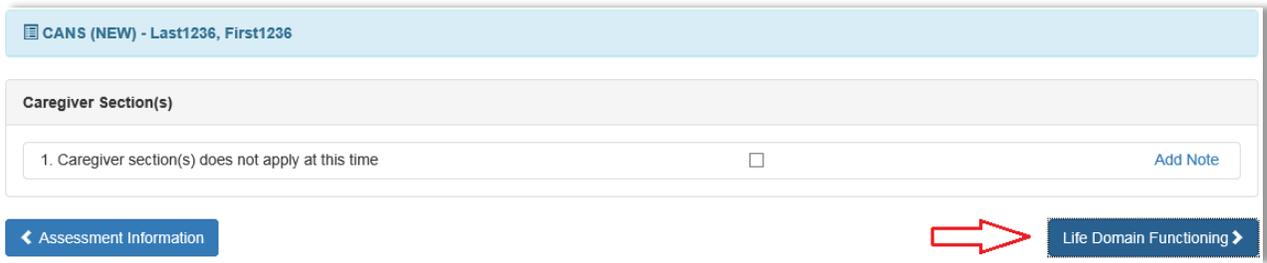


11. To finish adding each caregiver you will need to click the **Save** button before you can add another caregiver.

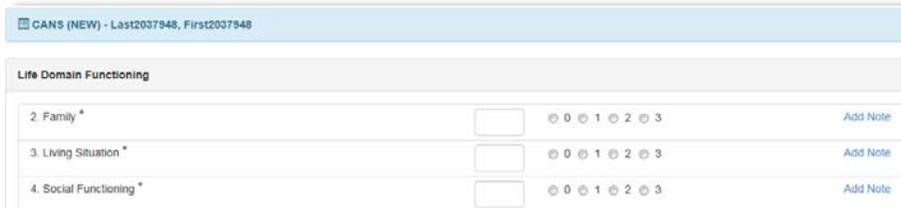
- You can add as many caregivers as you like by repeating this process.

12. To exit the caregiver screen, click out of the caregiver box.

13. Click the blue button pointing to the right for Life Domain Functioning or alt + right arrow.



You will see:



You have two options for entering the data:

- ✓ You can enter numbers 0,1,2,3 in the empty boxes from your keyboard. Press the tab key on your keyboard to move on to the next box to be filled.
- ✓ You can select one of the bubbles from the existing options of 0,1,2,3 for each category with the click of your mouse.
- ✓ Whichever option you choose, you will notice that your responses will automatically generate color-coding dependent on score.

Your end result for each section will look like the sample below.



14. Continue on to other sections by pressing the blue buttons (or again, the alt+right/left arrows) directing you to additional categories until you reach the home screen.

- You have now completed the data entry.

15. If at any time, you would like to add a note, click the Add Note button.

CANS (NEW) - Last1234, First1234

Assessment Information 

Reason for assessment: \*

If reason for assessment is "Major Life Event", please specify:

[General Information](#) [Caregiver Section\(s\)](#)

16. A text box will open, enter your note.

Note for Reason for assessment: ×

17. Click Apply.

18. While entering an assessment, make sure to press the Save button periodically as you complete parts of the assessment so that you don't lose any of your data. You will have to click Edit on the lower toolbar to continue.

- While you do not have to do this every time you change panels, it is recommended that you do so occasionally. If you do not wish to save the changes, press Cancel, which if you have not saved, will completely exit the assessment.

19. Once you have saved the assessment, and are completely finished, click Submit to send the assessment to your supervisor for approval.

### Validation Errors

1. When you submit an assessment you may receive a validation error dialogue box.

- This is a fairly common occurrence, and is specifically designed to ensure that all parts of the assessment have been completed before submission.
- The box, entitled Validation Errors, will list all of the errors on the CANS that need to be addressed.

2. Click on each of the Validation Errors in the box to fix the issues, or navigate through the assessment and complete the question(s) that appear in red.

- The corrections will not eliminate the error message until you re-submit the assessment.
- At that time, another error message may pop up if there are still issues.

School Module			
101. Attention - Concentration in School	<input type="text"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<a href="#">Add Note</a>
102. Sensory Integration Difficulties in School	<input type="text"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<a href="#">Add Note</a>
103. Affect Dysregulation in School	<input type="text"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<a href="#">Add Note</a>
104. Anxiety in School	<input type="text"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<a href="#">Add Note</a>
105. Depression in School	<input type="text"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<a href="#">Add Note</a>
106. Peer Relations in School	<input type="text"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<a href="#">Add Note</a>
107. Oppositional in School	<input type="text"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<a href="#">Add Note</a>
108. Conduct in School	<input type="text"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<a href="#">Add Note</a>

3. You can click the red X next to the title or the arrow on the left side (pointing to the right) if you do not wish to see the errors.

**X Validation Errors**

**Reason for assessment:** Question . Reason for assessment: has not been answered but is required.

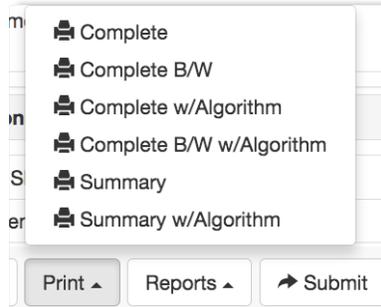
**Adaptation To Change:** Question 8. Adaptation To Change has not been answered but is required.

**Relationship w/Other Adult Family Member:** Question 98. Relationship w/Other Adult Family Member has not

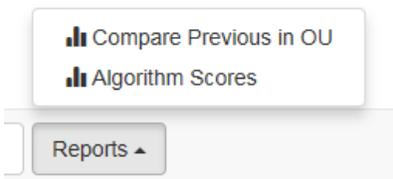
### Assessment Toolbar

Once you open an existing assessment, or after a new assessment has been saved for the first time, you will see a toolbar along the bottom. The options (buttons) shown below vary depending on your Objective Arts role.

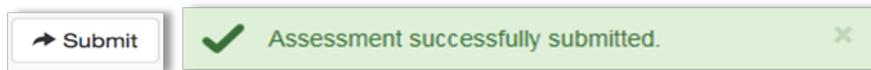
- ✓ **+/- Icons:** the plus/minus icon on the far left of the bar allows you to expand/collapse all of the categories in the assessment. Pressing the plus will show each individual component, whereas the minus will only show the major headings.
- ✓ **Filter:** allows you to filter by assessment scores. For example, you can filter to see assessment scores of "2s & 3s" or for "3s only".
- ✓ **Print:** The print options (shown below) allow you to print the assessment in various forms. You can print a complete version that is color-coded, or a complete version in black and white. Alternatively, you can elect to print just a summary, which shortens the report to only give an overview of main categories/domain items as opposed to each individual sub-category and number value. While Algorithms Scores are not available, the print options with algorithms will not work.



- ✓ **Reports:** You can also generate 2 different kinds of reports based on the assessment data. NOTE: each of these reports will open in either a new tab or window based on your browser settings. While Algorithms Scores are not available, the report options with algorithms will not work.



- ✓ **Submit:** The Submit option allows you to complete the assessment and then submit it for further review. If successful, you will see a confirmation that says that the assessment was successfully submitted. If not, you may receive validation errors.

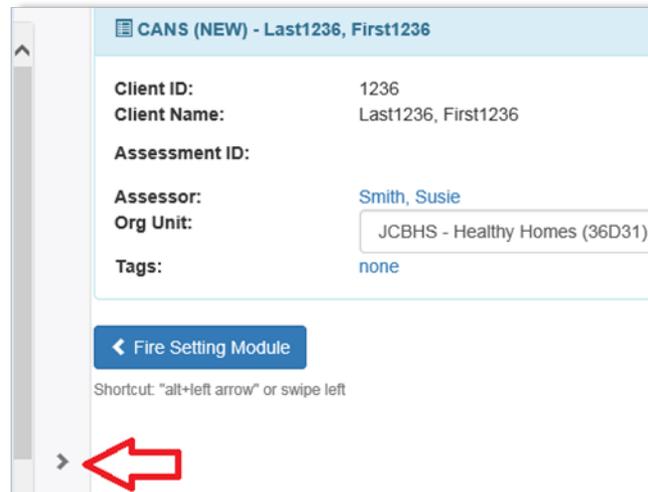


- ✓ **Submit and Approve:** The Submit and Approve option allows a supervisor to submit the assessment and then immediately approve it in one click. If successful, you will see a confirmation that says that the assessment was successfully submitted. If unsuccessful, you may receive validation errors.



- ✓ **Edit:** the Edit option allows you to change information in the assessment.
- ✓ **Delete:** the Delete option allows you to click on any assessment and delete it from the system.

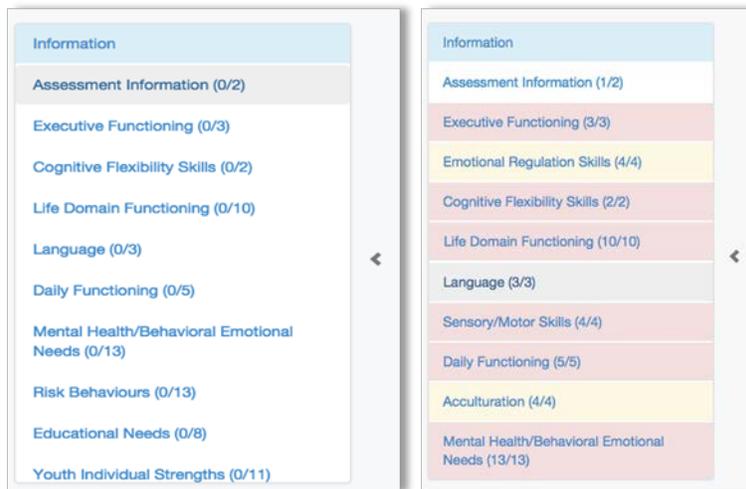
To the left side of the screen you will see a bar with an arrow.



**1. This arrow can be clicked to expand a panel.**

- The purpose of this side panel is to give you a summary level view (which is color-coded).

This example is what the side panel might look like before you begin, with each category showing that 0 out of X questions have been answered.



This example is more indicative of what the panel will look like once you have entered all of your data.

### Accessing an Assessment

**1. From the Client List on the Menu Bar, select the client.**

- Remember you can sort and/or filter the client results to help you find a specific client.

**2. Once you find the client you are looking for, click on the row (the bars colored faint green or white) where the client's information appears.**

Once you select a client, you will see:

ID	Name	Date	Status
05423	CYMS	1/19/2014	Completed
02520	CYMS	1/19/2014	Completed
06030	CYMS	1/19/2014	Completed
06060	CYMS	1/19/2014	Completed
05445	CYMS	1/19/2014	Completed
10321	CYMS	1/19/2014	Completed
13475	CYMS	1/19/2014	Completed
14242	CYMS	1/19/2014	Completed
04000	CYMS	1/19/2014	Completed
02030	CYMS	1/19/2014	Completed

You can sort and/or filter this list to make it easier to find the specific assessment that you are looking for by clicking on the categories.

3. Once you find the assessment you are looking for, click on the row (the bars are colored faint green or white) where the assessment information appears.

After selecting an assessment, you will see:

**CANS - Last2037948, First2037948**

Client ID: 2037948      Date of Birth: January 19, 2004  
 Client Name: Last2037948, First2037948      Client Gender: MALE  
 Assessment ID: 52110      Assessment Date: April 18, 2014  
 Assessor: HAYES, SARAH      Assessment Status: Approved by WOLKENHAUER, DIANNE on 06/14/2014  
 Org Unit: CCICMS (36811)  
 Tags: San Bernardino (EC36), Hispanic Origin (N) (HON), English (LANA), ETHA (ETHA), White (White)

**Assessment Information**

Reason for assessment:  Update  
 If reason for assessment is "Major Life Event", please specify:

**Caregiver Section(s)**

1. Caregiver section(s) does not apply at this time

**Life Domain Functioning**

2. Family	2
3. Living Situation	2
4. Social Functioning	2
5. Recreational	1
6. Developmental	0
7. Job Functioning	NA
8. Legal	0
9. Medical	1
10. Physical	1
11. Sexuality	0
12. Sleep	1
13. School Behavior	2
14. School Achievement	1
15. School Attendance	0

**Child/Youth Strengths**

+ - Filter - Print - Reports - Edit

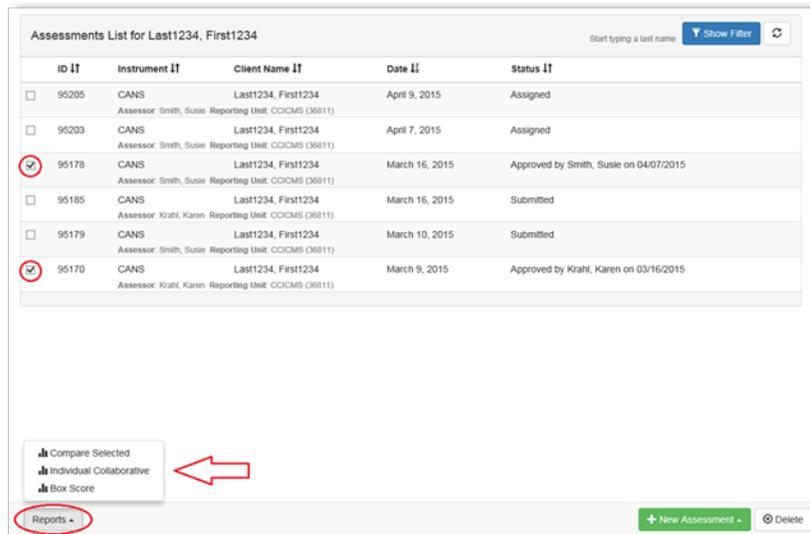
From this screen, you can review, edit, submit the assessment, or access any of the other functions on the toolbar along the bottom of your screen.

### Creating Individual Assessment Reports

1. From the Client List, open the Assessments List for the client (as noted above).

**2. Select the Assessments you would like to report on by clicking the checkbox to the left of each row.**

- Note that multiple are selected below since a Compare Selected report is desired.



**3. Click the Reports button on the bottom left of your screen to reveal a menu of report choices.**

- ✓ **Compare Selected:** This report shows a side by side comparison of the selected assessments to show how the child has changed in each category across the time period of the reports.
- ✓ **Individual Collaborative:** This is a comparison report that presents information that can be discussed between clinicians and parents regarding a child's change in several major categories.
- ✓ **Box Score:** This report shows a composite weighted and actionable item score comparison, and specific actionable items.

**4. Click the name or graph icon for the desired report.**

- Your report will open in a new tab or window, depending on your browser settings

*Sample Reports*

This Compare Selected report compares the chosen assessments and sets up a side by side comparison.

Abbott, Benjamin				
Client ID: 897				
Date of Birth: 03/18/2004				
#	Question	Approved Stoltenberg, Shakira 10-12-2012 1.0	Approved Little, Maximus 05-16-2013 1.0	Approved Gibson, Emanuel 07-31-2013 1.0
<b>Assessment Information</b>				
Reason for assessment:		Initial	Initial	Update
If reason for assessment is "Major Life Event", please specify:				
<b>Caregiver Section(s)</b>				
1	Caregiver section(s) does not apply at this time	Yes		
<b>Life Domain Functioning</b>				
2	Family	3	3	2
3	Living Situation	3	0	2
4	Social Functioning	3	2	3
5	Recreational	1	0	0
6	Developmental	0	2	0



**CANS - Last2037948, First2037948**

<b>Client ID:</b>	2037948	<b>Date of Birth:</b>	January 19, 2004
<b>Client Name:</b>	Last2037948, First2037948	<b>Client Gender:</b>	MALE
<b>Assessment ID:</b>	52110	<b>Assessment Date:</b>	April 18, 2014
<b>Assessor:</b>	HAYES, SARAH	<b>Assessment Status:</b>	Approved by WOLKENHAUER, DIANNE on 06/14/2014
<b>Org Unit:</b>	CCICMS (36811)		
<b>Tags:</b>	San Bernardino (EC36), Hispanic Origin (N) (HON), English (LANA), ETHA (ETHA), White (White)		

**Assessment Information**

Reason for assessment:  [Update](#)

If reason for assessment is "Major Life Event", please specify:

**Caregiver Section(s)**

1. Caregiver section(s) does not apply at this time

**Life Domain Functioning**

2. Family	2
3. Living Situation	2
4. Social Functioning	2
5. Recreational	1
6. Developmental	0
7. Job Functioning	NA
8. Legal	0
9. Medical	1
10. Physical	1
11. Sexuality	0
12. Sleep	1
13. School Behavior	2
14. School Achievement	1
15. School Attendance	0

**Child/Youth Strengths**

+ - Filter - Print - Reports - [Edit](#)

If an assessment has been approved, the header bar will be green. An assessment in an assigned or submitted status will remain blue.

**CANS - Last1234, First1234**

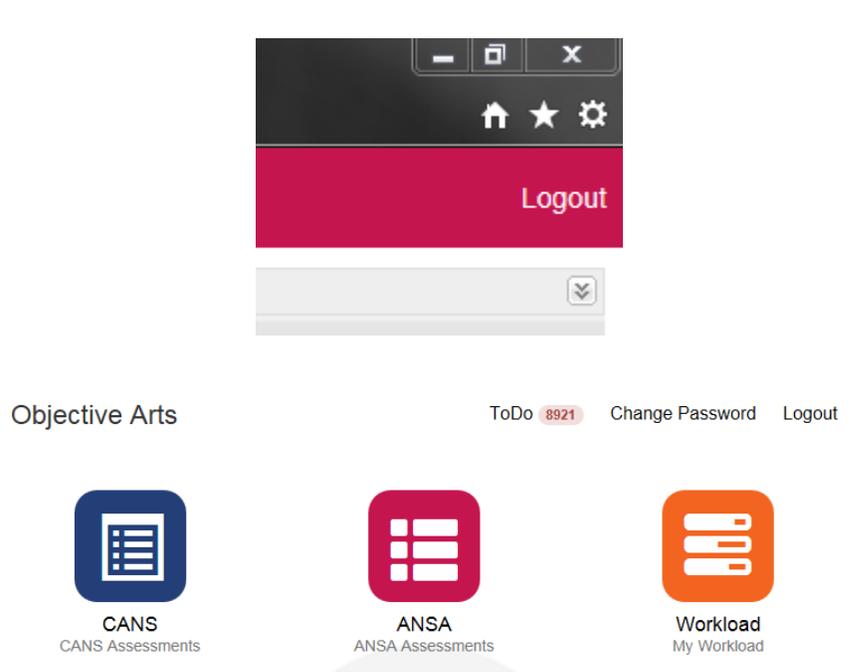
<b>Client ID:</b>	1234	<b>Date of Birth:</b>	April 17, 1999
<b>Client Name:</b>	Last1234, First1234	<b>Client Gender:</b>	FEMALE
<b>Assessment ID:</b>	95178	<b>Assessment Date:</b>	March 16, 2015
<b>Assessor:</b>	Smith, Susie	<b>Assessment Status:</b>	Approved by Smith, Susie on 04/07/2015
<b>Org Unit:</b>	CCICMS (36811)		
<b>Tags:</b>	none		

You can review the assessment, make any necessary changes, submit the assessment, or access any of the other functions on the toolbar along the bottom of your screen.

# Logging Out

**Logout:** after having entered the desired data, end the session.

To log out, click the Logout at the top right of your screen.



**Closeout:** Close your browser after your OA session.

**For assistance**, please contact your agency's Objective Arts super user. Super users are the point persons for all OA related questions and will contact CYCS with Objective Arts questions and issues that they are unable to help you with.