

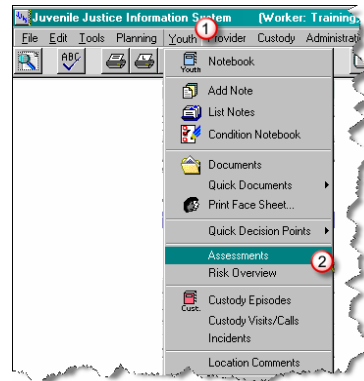


Build & Base Assessment on a Previous Assessment (JCP)

9/23/2005 JJIS 2005.02

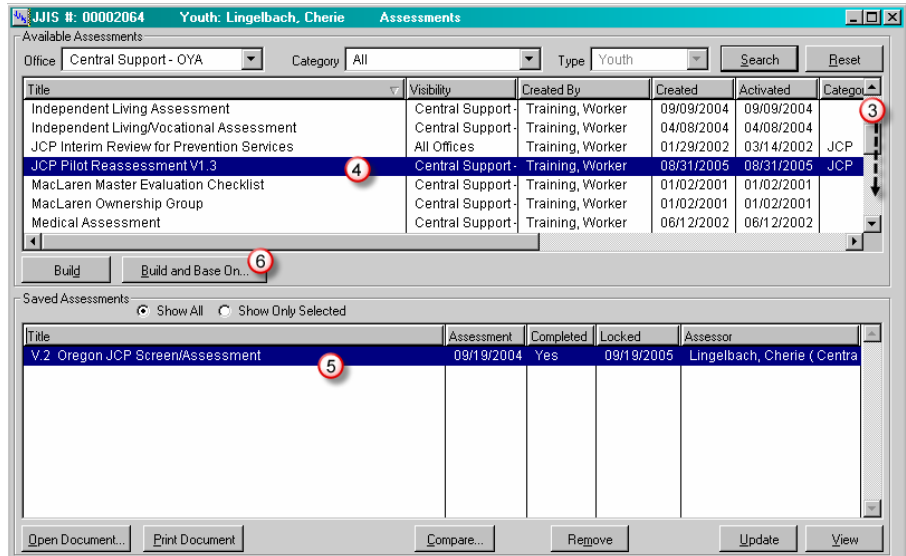
For a selected youth record or from an open Youth Notebook . . .

1. Open the **Youth** menu from the JJIS Toolbar.
2. Select **Assessments** from the drop-down menu.
3. Scroll through the list of Available Assessments in the upper half of the screen.
4. Select the JCP Reassessment template in the upper half of the screen.

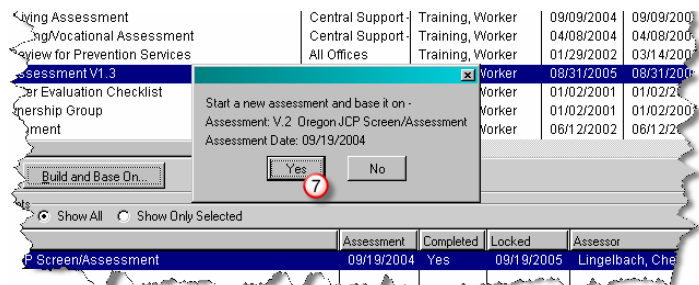


By default, the Show All radio button (☉) is selected and the Saved Assessments list in the lower half of the screen displays all saved assessments. Select an assessment template in the upper half of the screen and select Show Only Selected (☉) to display only assessments based on the selected template.

5. Select the appropriate JCP Assessment in the lower half of the screen. A previous JCP Screen/Assessment or Reassessment will provide the most complete “copy”. However, the Interim Review can be used if it is the most accurate record of a youth’s risks and protective factors prior to this reassessment.

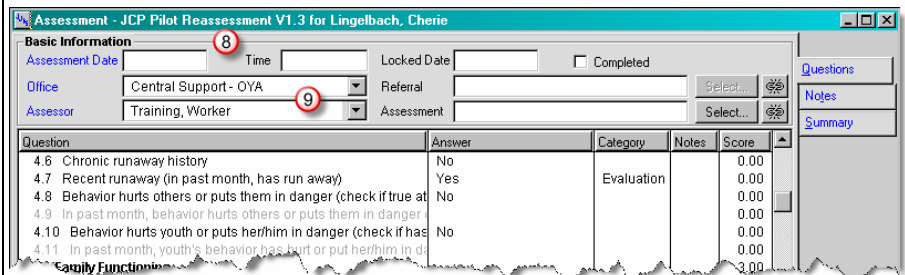


6. Click **Build and Base On...** to create a new full assessment based on the previous JCP assessment.
7. Click **Yes** at the prompt to confirm that a new assessment based on the pre-screen is to be started.
8. Enter the **Assessment Date**. **TIP:** Use Ctrl-O to enter today’s date.



Enter the **Time** the Assessment was actually conducted (optional).

9. The **Office** and **Assessor** fields default to the currently logged-on user – different values can be selected for Office from the drop-down lists for each; text can be typed directly into the Assessor field.



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10. Some answers to questions fill in from the previous assessment.

Select a question in need of an answer or an updated answer.

Details of the question appear in the lower portion of the screen – some questions may have pre-defined drop-down choices while others provide text area fields for typing the response. Additional information about some questions is available through **Question Help...**

11. Answer each question appropriately. JJIS automatically assigns a pre-determined score for each answer.

TIP: To select multiple answers, hold down the keyboard CTRL key and click each answer that applies.

12. Enter any additional relevant information in the **Notes** field.
13. Move to the next question – either select the next question in the list or click **Next →**. Click **← Back** to move back through the questions.

OPTION: Use keyboard shortcuts “Alt-B” for Back & “Alt-N” for Next.

14. Click **Apply** to save the responses and continue working in the screen; or click **OK** to save the responses and exit the screen.
15. If an Assessment Date and Time were not already entered in Step 8, JJIS will prompt the user to enter an Assessment Date and Time – edit the default of current date and time if necessary and click **OK**.
16. Check the **Completed** box to indicate the Assessment is complete – JJIS verifies that all mandatory questions have been answered and inserts the current date as the **Locked Date**.

Question	Answer	Category	Notes	Score
4.6 Chronic runaway history	No			0.00
4.7 Recent runaway (in past month, has run away)	Yes	Evaluation		0.00
4.8 Behavior hurts others or puts them in danger (check if true at	No			0.00
4.9 In past month, behavior hurts others or puts them in danger	No			0.00
4.10 Behavior hurts youth or puts her/him in danger (check if has	No			0.00
4.11 In past month, youth's behavior has hurt or put her/him in d	No			0.00
5.0 Family Functioning				
5.1 Communicates effectively with family members (both verbal	No			0.00
5.2 Poor family supervision and control (don't know where youth	Yes	Dynamic R		1.00
5.3 Serious family conflicts (family often yell at or insult each oth	Yes	Dynamic R		1.00
5.4 History of reported child abuse/neglect or domestic violence	No			0.00

Question	Answer	Category	Notes	Score
1.0 Language and Self-Reported Race and Ethnicity				
1.1 Is English youth's primary language?	Yes			0.00
1.2 [IF NOT] Ask youth to describe his/her understanding of Engl				0.00
1.3 If youth's primary language is not English, what is it?				0.00
1.4 Self-identified race/ethnicity/cultural heritage				0.00
2.0 School Issues				
Significant school attach				0.00

If the Completed box is not checked or a Locked Date not entered, JJIS prompts the user to indicate whether the Assessment is complete. Upon receiving a “Yes” answer and verifying that all mandatory questions have been answered, JJIS checks the box and enters the current date as the Locked Date.

Link Assessments to Prior Assessments

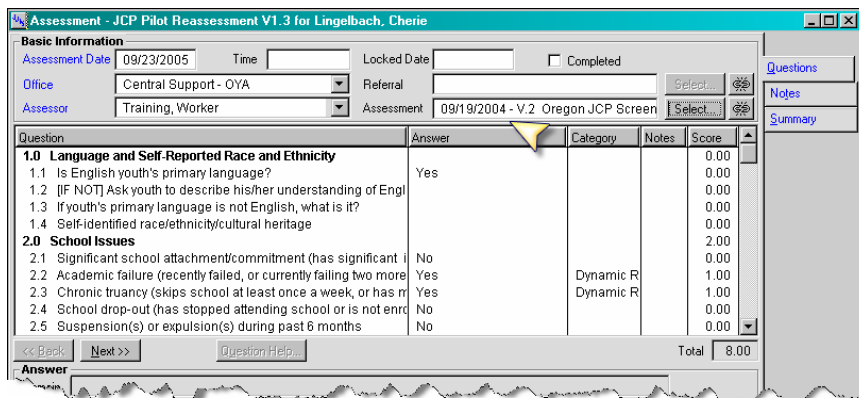
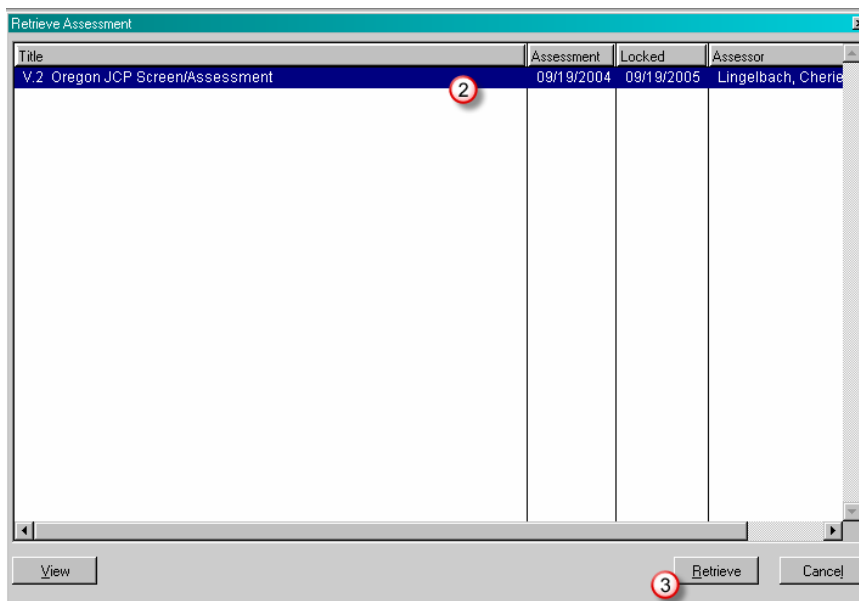
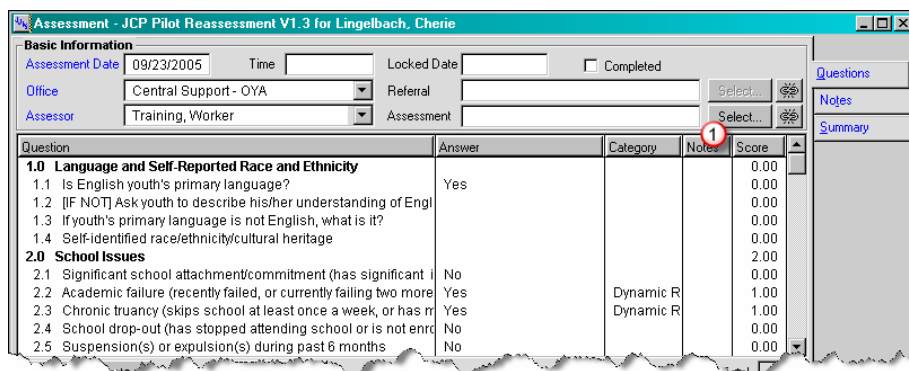
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1. Click **Select...** next to Assessment.

The Retrieve Assessment screen opens to display previous assessments.

2. Select an Assessment from the Retrieve Assessment screen.

3. Click **Retrieve**.



The Name and Date of the “linked” Assessment appear in the Assessment field.

To unlink the prior Assessment, click .

Some JCP Re-Assessment questions are automatically answered based on information in a previous JCP Assessment.