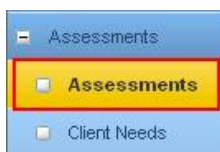


Completing the Single Assessment on ICS

Triggering/Opening up the Assessment

1. Go to the **Assessments** screen →



2. You will then be presented with the **Browse Assessments** screen which will show all historical Assessments that have been recorded if the child was previously known

View Assessments

↓ ↓ Displaying 1...6 of 7 records

Type	Actual Start	Actual End	Person Resp	Team Resp	Resulting From	Auth?	Status	Target Start	Target End	Delete	
Core Assessment	04/12/2010	10/12/2010	Monahan, Daniel Mr	Cs Performance Information Te	Initial Assessment	N	Assessment Completed	04/12/2010	25/01/2011	<input type="checkbox"/>	Questionnaire

3. Click on the **Add Assess.** button which is found at the bottom of the screen →



4. Select Single Assessment from the Assessment Type menu and complete the screen as below:

Master Child Dummy (99999999) 37 Beverley Road, Dagenham, Essex England, RM9 5HR 0208 227 5355 01/01/1998 - 17 yr

Assessment Details

Assessment Type* Single Assessment

Resulting From Please select

Who is the subject of this assessment?* Master Child Dummy

Priority 45 Days (Single Assessment)

Enter **Start date**, the system will automatically calculate the End date

21/08/2015 Target End Date 26/10/2015

Select 45 Days from the dropdown menu

Status* Assessment Ongoing

Select Assessment Ongoing from the Status dropdown

Reason/Views Record the reason for undertaking the assessment here

Person Responsible Mr Daniel Monahan

Find Worker Clear Add Self

Team Responsible Ppp Team

Find Team Clear

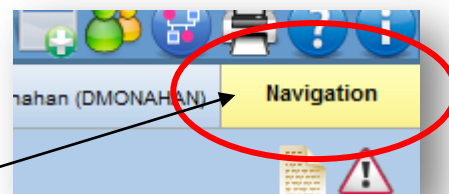
If you're the worker completing this assessment click Add Self, if not click Find Worker and search for the worker who will be completing the assessment

5. Once you have completed the above click **SAVE**

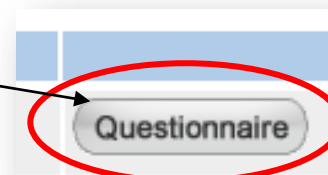
Completing the Assessment

To access the assessment questions you have to options.

1. If you're already in the assessment screen hover over the **Navigation** button in the top right hand corner of ICS and click on the first question CAF

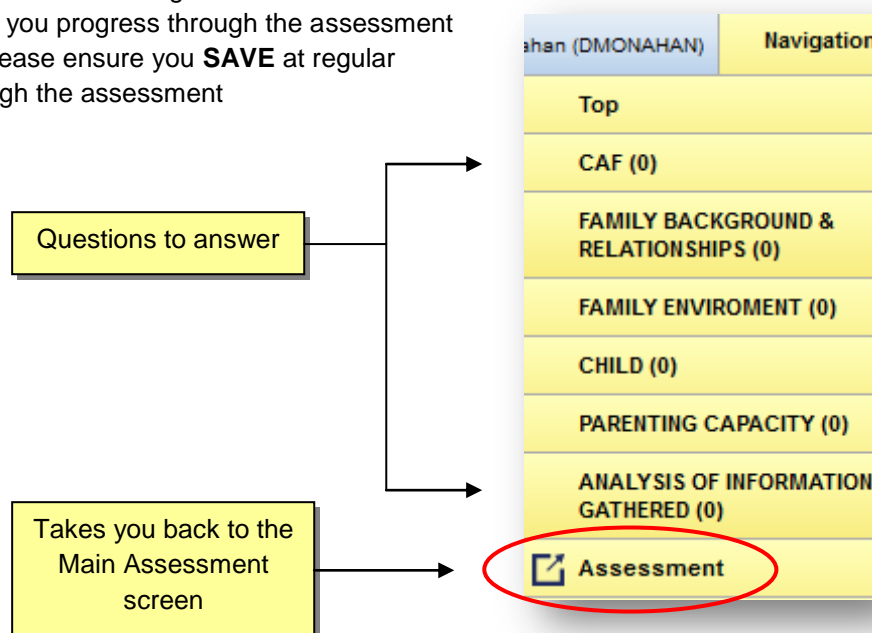


2. If your on the **Browse Assessments** screen where all the previous assessments are showing you can click on the **Questionnaire** button



The Questions

There are a total of 9 questions in the Single Assessment which includes your Analysis. As you progress through the assessment answering the questions please ensure you **SAVE** at regular intervals as you work through the assessment



Finalising the Assessment

Once you have completed the assessment questions and analysis, you will need to go back to the **Maintain Assessment** screen by clicking on the **Assessment** tab on the **Navigation** panel as highlighted in Red above

Linking Involvements

The **Linking Involvements** section provides you with the opportunity to link in any Professionals and Family Members you consulted with during the assessment process (Please note these will appear on the printed version)

View Details	Name	Roles or Relations
<input type="checkbox"/>	Monahan, Daniel Mr - Ppp Team	

There are 124 records available to link to the assessment

Link Involvements Add Involvement Add Related Person

Click on the **Link Involvements** button and then place a tick next to each person you wish to link into the assessment and click **OK**

Linking Visits

The **Linking Visits** section is requiring you to link in all your visits you have undertaken to the child, including any Unsuccessful Visits you have attempted.

Visit Type	Due Date	V
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Link Visits Add Visit

Click on the **Link Visits** button and then place a tick next to each visit you carried out that you wish to link into the assessment and click **OK**

Adding an Outcome

All Assessments should have an outcome recorded on them, which is your final outcome of what needs to happen next. i.e Progress to Care Management, Create CIN Plan, Step down for CAF.

View Details	Outcome	Rejected	Notes
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Add Outcome

Click on **Add Outcome** button and select your recommended outcome from the dropdown menu. You can add as many outcomes as is required.

Adding Factor Identified

At the end of every assessment you have to record the Factors that you have identified at the end of completing your assessment. i.e Drugs Misuse – Child, Gangs, Self Harm.

Start Date	Factor*	End Date
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Add Factor

Click on **Add Factor** button and select your Factor Identified from the dropdown menu. You can add as many Factors as you have identified.

Sending the Assessment for Authorisation

Sending your Assessment for Authorisation has also been simplified and is completed from the main screen now. Ensure that you have recorded an **Actual Start Date** and an **Actual End Date**

Assessment Details

Assessment Type* Core Assessment
Resulting From Referral-Child Care Concern-23/10/2012
Who is the subject of this assessment? Master Daniel Dummy
Find Person Clear
Status* Assessment Ongoing
Priority* 35 DAYS (Care)
Target Start Date* 23/10/2012 Target End Date* 11/12/2012
Actual Start Date 23/10/2012 Actual End Date 11/12/2012
End Reason Please select Delay Reason Please select
Reason/Views
Person Responsible Mr Daniel Monahan
Find Person Clear Add Self
Team Responsible Cs Performance Information Te
Find Team Clear
Select assessment to copy answers from Assessment Clear
Has the subject been seen? Yes
Do you wish to complete this assessment? Yes No
Completed By (worker) Mr Daniel Monahan Completed Date 28/12/2012
Date Given to Client Date Given to Carer

Further below will be the question **Do you wish to complete this assessment?** Tick **Yes**

The screen will refresh like below:

Authorisation

Is the assessment ready to go for authorisation? Yes No Selecting 'Yes' will require you to send to
Send authorisation to* Mr DANIEL MONAHAN
Find Person Clear
Due By Date* 28/12/2012

Tick **Yes**, then click **Find Person** and search for the manager you are going to send the Assessment to. Also ensure you enter a Due by date as the date.

Once the above has been completed, click **Save**, the screen will refresh with a confirmation message of **Pending Authorisation**

Authorisation

Authorisation Status	Pending Authorisation
Is the assessment authorised?	No
Is the assessment rejected?	No