Connect Nevada: Stregthening Youth, Empowering Families

Mage

Outcomes and Assessments System – Adding a New Assessment

Overview

One of the primary features of Magellan's outcomes and assessments system (accessed via Availity Essentials) is the coordinated ability to complete assessments. Assessments refer to each time a questionnaire is completed for a youth, or each time a youth is assessed. Users can complete an assessment for youth as well as update the assessment when needed. This step-by-step guide will demonstrate adding an assessment to a youth's profile in Magellan's outcomes and assessments system.

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Adding an assessment	

Locate the youth within the outcomes and assessments system

There are three ways to access an Individual in the outcome and assessments system:

- 1. Using the Search Bar at the top of the page.
- 2. Using the Individuals module on the left navigation ribbon.
- 3. Using the Individuals table on the Dashboard.

Option 1: Locate the youth via the Search bar

- 1. From the Dashboard, type the youth's name into the **Search** bar at the top of the page.
- 2. Click the **magnifying glass** icon *or* hit **Enter** on your keyboard.
- 3. Locate the appropriate youth within the search results and click the hyperlinked name to navigate to the youth's profile.
- 4. If needed, use the **Advanced Search** option to narrow the search results further.

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Magellan	P-CIS Magellan Health - Neva	da	daffy duck 🖸 English(Mag 🗸	👂 💽 Tort Creech 🔹
Magellan HEALTHCARE.	Dashboard > Search Results > Back		2	
Dashboard	Users and Individuals			
Individuals	Name -	Email -		Type -
Assessment Templates	Daffy Duck			Person
C Insights	and the second sec	All and a second second second second		Helper
Settings	Total: 2			
Switch Agency	Advanced search			
	First Name	Middle Name	Last Name	
	Date Of Birth	Suffix	Zip/Postal Code	
	Country C 👻 Phone	Email	Meetifier Type Please Select an Identifier Type	
	Identifier ID			
•			٩	Search Cancel

Option 2: Locate the youth via the Individuals module

- 1. From the Dashboard, select the **Individuals** module on the left navigation ribbon.
- 2. Locate the appropriate youth within the Individuals list and click the hyperlinked name to navigate to the youth's profile.

	ealth - Nevad	•				Search	٩	English(Maş 🗸	<u> </u>	Super Admin
Dashboard > Individuals										
Individuals										dd New Person
Select Person Status All	•									
Name * =	Facilitator / ÷≡ Coordinator	Collaboratio ∶≡ n	Start Date ÷ ≡	End Date 🗧	Days ÷ E	E Assessed ÷≡	Needs Ever 🗧	E Needs = Addressing	Strengths ÷≡ Ever	Strengths ÷≡ Building
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and the second s	10000	Standard	Dec 15, 2023		1	0	0	0	0	0
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Option 3: Locate the youth via the Individuals table on the P-CIS dashboard

- 1. From the Dashboard, scroll down to the **Individuals** section.
- 2. Locate the appropriate youth within the Individuals list and click the hyperlinked name to navigate to the youth's profile.



Magellan	P-CIS Magellar	Health - Nevada		Total 18	S	earch Q	English(Mag 🗸	5uper Admin
	Users							View All
Dashboard	Name *	Helping ÷	Davs ÷	Assessment ÷	Needs Ever ÷	Needs ÷	Strengths	Councilia d
Individuals	Name -	Helping -	Days ÷	Assessment * S	Needs Ever •	Addressing	Ever	Strengths ÷ Building
Assessment Templates	100.000	0	0	0	0	0	0	0
Insights	the second	1	15	5	71	50	18	17
Settings	10000	2	223	2	18	18	13	13
Switch Agency	1.11	0	0	0	0	0	0	0
Surrey Percy	10.000	1	15	0	0	0	0	0
	Total 6							
	Total 6 Dashboard > Individuals							
	Dashboard > Individuals	Facilitator / : Coordinator	Collaboratio ÷ Si n	tart Date : End Date :	Days ÷ A	usessed : Needs Ever	: Needs : Addressing	Strengths : Strengths : Ever Building
	Dashboard > Individuals	• Facilitator / ÷ Coordinator	n	tert Date : End Date :	Days : A	Ssessed : Needs Ever 6 71	: Needs : Addressing 50	Strengths : ber Bolding 18 17
	Dashboard > Individuals	Coordinator	n Standard D				Addressing	Ever Building
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Adding an assessment

- 1. From the youth's profile, click the **Assessment Templates** tab.
- 2. Is the needed assessment listed in the youth's Assessment Templates tab?
 - A. If yes, complete the following steps:
 - 1) Click the radio button to open the assessment.

Das	Dashboard > Individuals > Mountain Dew							
Мо	ountain	Dew						
DOB	3: Mar 29, 3	2009						
	Profile	Asse	ssment Templates	Notifications Reports				
		-					+ Add Assessme	nt Template
		ID *	Instrument ÷	Assessment Template Name 🗧	Reminder Schedule 🗧	Alert Schedule 🗧	End Date 🗧	
1	0	43	CAN	Clone of Nevada Child & Adolescent Needs & Strengths CA	Tori's Reminder Schedule	Tori's Alert		₫ @
Т	0	61	AUD	Clone of Nevada Consent Form		AUD		
-	1 selected							

2) Click the **ADD** button.



-CIS Magellan Health	n - Nevada			Search	٩	English(Maį 🛩	Super A
CAN			Select filters:	Collaboration Lifetime	*	Data Source	.
Assessment:CAN							
Description: CHILD AND ADOLESCENT NEEDS AND S	TRENGTHS (CANS 3.0)						
Trajectory Graph	-						
Item Types							
Need for Focus							
Need in Background							
In Strength to Build							
Strength Present							
🔲 🧿 Underlying Items							
Consider Items							
Ongoing Goals							
Achieved Goals							
Communimetric	 Individual Natural Support 						
User							
Assessment Details	-	ADD	2				
	Status		_				
	Data Source						

3) Proceed to <u>Step 3</u>.

B. If no, complete the following steps:

1) Click the (+) Add Assessment Template button.

Magellan	P-CIS Magellan Health - Ne	vada	Search	Q English(Maį 🗸	Fori Creech - Super Admin
Magellan HEALTHCARE.	Dashboard > Individuals > Mountain Dew				
Dashboard	Mountain Dew				
🐣 Individuals	DOB: Mar 29, 2009				
Assessment Templates	Profile Assessment Templates	Notifications Reports			
C Insights					
Settings					+ Add Assessment Template
C Switch Agency	ID * Instrument *	Assessment Template Name	Reminder Schedule 🗧	Alert Schedule 🗧	End Date 🗧
	─ 61 AUD	Clone of Nevada Consent Form		AUD	
	0 selected / 1 total				

- 2) Select the appropriate assessment from the **Add Assessment Template** options by clicking the radio button next to the assessment.
- Click Add.
 NOTE: The Add button will not appear until you select an assessment template.



				Add Assessment Template		
	ID 🕶	Instrument -	Assessment Template Name -	Reminder Schedule -	Alert Schedule -	End Date -
02	43	CAN	Clone of Nevada Child & Adolescent Needs & Strengt	hs CANS		
0	44	CIS	Clone of Nevada CI5			
0	45	CSQ	Clone of Nevada Caregiver Strain			
			3	🖹 Add Cancel		

4) Now that you've added the assessment to the youth's profile, click the radio button to open the assessment.

Das	<u>Dashboard</u> > <u>Individuals</u> > Mountain Dew						
Mo	Mountain Dew						
DOE	3: Mar 29,	2009					
	Profile	Asse	essment Templates	Notifications Reports			
							+ Add Assessment Template
		ID 🔺	Instrument ÷	Assessment Template Name ÷	Reminder Schedule ÷	Alert Schedule ÷	End Date ÷
4	0	43	CAN	Clone of Nevada Child & Adolescent Needs & Strengths CA	Tori's Reminder Schedule	Tori's Alert	12 前
T	0	61	AUD	Clone of Nevada Consent Form		AUD	
-	1 selecte	d / 2 total					
	1 selecter	d / 2 total					

5) Click the **ADD** button.

-CIS	Magellan Health	n - Nevada		Search	Q English(Ma _ź V	Tori Cre Super Add
CAN			Select filters:	Collaboration Lifetime	▼ Data Source	•
Assessm Descript						
	ND ADOLESCENT NEEDS AND S	TRENGTHS (CANS 3.0)				
Trajec	tory Graph	▼				
ltem	Types					
	Weed for Focus					
	📌 Need in Background					
	Strength to Build					
	Strength Present Underlying Items					
	Consider Items					
	Ongoing Goals					
	Achieved Goals					
	Communimetric	Individual				
	😑 User	Natural Support				
Asses	sment Details	-				
		Status				
		Data Source				
		Developments of				



- 6) Proceed to Step 3.
- 3. Complete the fields of the Add New Assessment screen.
 - A. **Date** Auto populates to the **current date** and can be changed if needed.
 - B. **Data Source** Select the appropriate option.
 - C. **Reason** Select the appropriate option.
 - D. Notes Optional; provide additional information as needed.
- 4. Establish the assessment in the system by selecting one of the following options:
 - A. **Start Blank** Will start a new assessment from scratch.
 - B. **Copy Previous** Will log a new assessment with the responses indicated in the most recent assessment.

NOTE: If this is an initial assessment, you will not have this option.

C. Invite to Complete – Will send a link to the natural support's (support person/family member/guardian) email or phone number indicated in the youth's profile.
 NOTE: For this option to be available, the person selected must have a phone number and/or email entered in the youth's profile with the text or email permission selected.

1 selected / 3 total			
CAN Assessment:CAN	Select filters:	Collaboration Lifetime	- Data Source -
Description: CHILD AND ADOLESCENT NEEDS AND STRENGTHS (C	WS 3.0)	_	
	3 Add New Assessment		Last updated: 3 minutes ago
Assessment Details	Data Source B Reason *	0	
	Notes	2	
	Cancel Start Blank Copy Previous Invite To Com	plete 4	
	Individual Score 152.00		
			+/- Categories +/- Items Focused View
Strengths Domain	16.00		•
Family Strengths Interpersonal	↔ 1 ↔ 2		

- Complete the fields of the assessment as required and applicable.
 NOTE: You can navigate through the assessment by selecting the appropriate responses from the dropdown for each question or by using the number pad on your keyboard. If using the number pad, P-CIS will automatically progress you to the next question once you input a response.
- 6. As you complete the assessment, be sure the Time column is highlighted as this will let you know the assessment is in edit mode.



selected / 3 total			
CAN		Select filters:	Cottaboration Lifetime Data Source
Assessment:CAN Description: CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS 3.0)			
			Last updated: a few seconds age
Assessment Details	Time 1	<u>Time 2</u> 🖋	
Status	Submitted	In Progress	
Data Source			
Days in Care	0	0	
Time Period	Month 1	Month 1	
Date	12/15/2023	12/15/2023	
Individual Score	152.00	152.00	
			+/- Categories >>> Form View >>>+/- Items >>>> Focused View

- 7. When done, click the **Save** button.
- 8. Choose the appropriate option for how you would like to proceed with the assessment.
 - A. **Submit & Approve** Will immediately submit and show the assessment as approved. The assessment cannot be edited once submitted.
 - B. Save & Close Will save your current progress but will close out the assessment. You can then come back to it if you need to and change/modify any assessment details/answers before finally submitting it.
 - C. **Save & Continue** Will save your current progress and allow you to keep working on the assessment. You can always Save & Close and come back later as well. If you select this option, you can still modify any assessment information before finally submitting.



School Module				100%
+ School Behavior	**	0	0 👻	
Ŧ School Achievement	*	1	1 🔻	
+ School Attendance	* *	0	0 -	
+ Relationships with Teachers	*	1	1 👻	
Caregiver Needs and Strengths Domain	7.	.00	7.00	(100%)
+ Supervision	*	0	0 -	
+ Involvement in Treatment	*	1	1 🔻	
+ Knowledge	⇔4	0	0 -	
+ Organization	↔ 4	1	1 👻	
+ Social Resources	⇔4	0	0 🔻	
🕂 Residential Stability	*	1	1 *	
+ Safety	*	0	0 👻	
+ Medical/Physical	*	1	1 *	8 ► Submit & Ap
🕂 Mental Health	*	0	0 -	Save & Close
+ Substance Use	*	1	1 *	⊻ Save & Conti
+ Developmental	4 🖈 🕒	0	0 -	_

