

# Connect Nevada: Strengthening Youth, Empowering Families

## 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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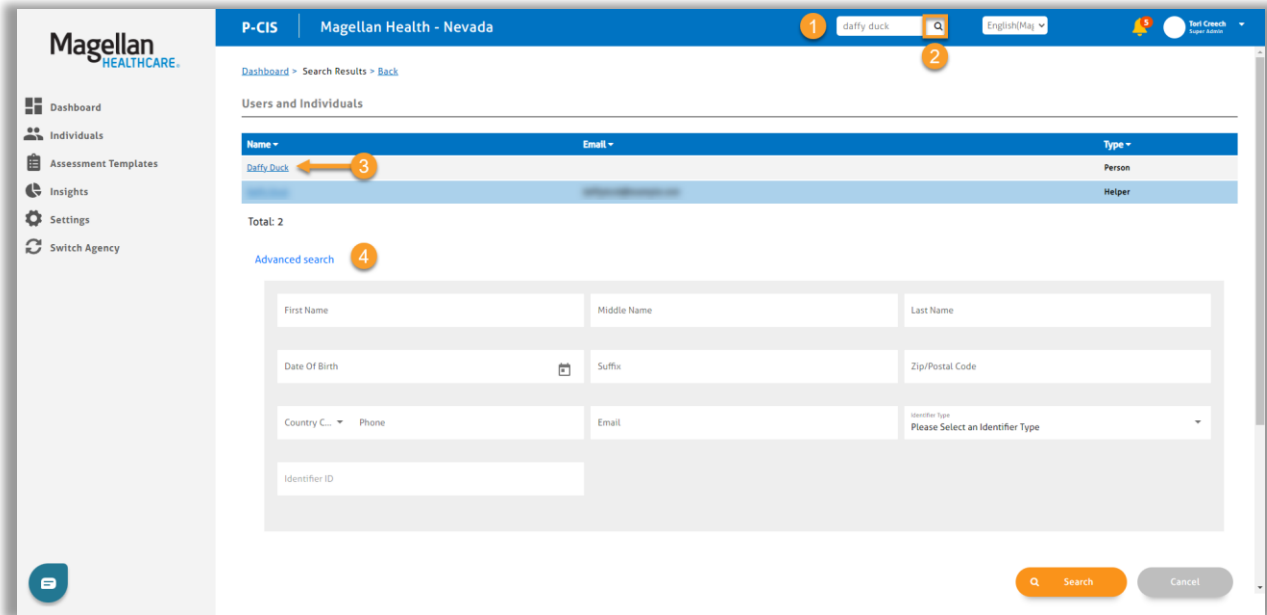
### Locate the youth within the outcomes and assessments system

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.

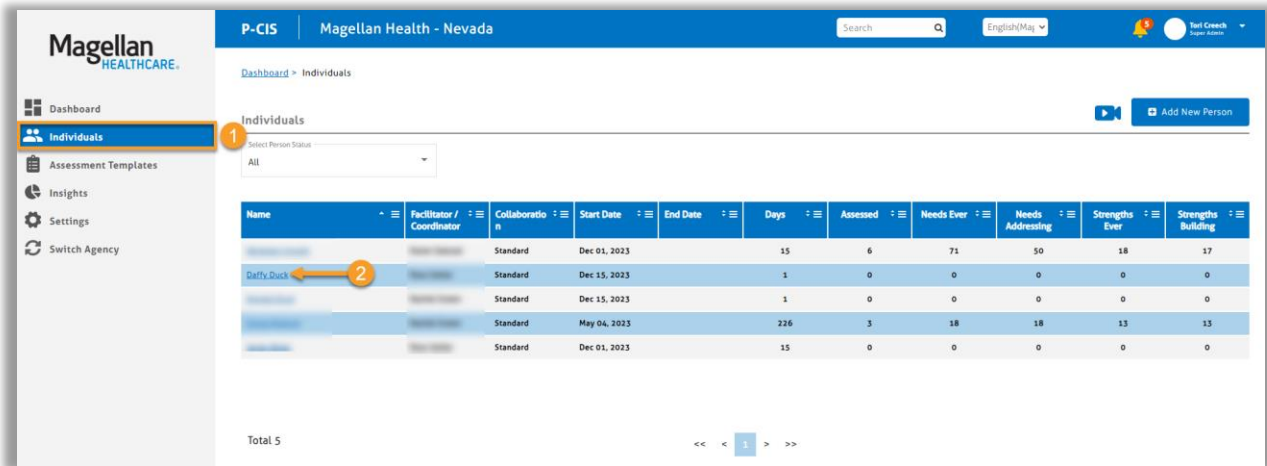
#### Option 1: Locate the youth via the Search bar

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.



### 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.



### 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.

**Users**

Name	Helping	Days	Assessments	Needs Ever	Needs Addressing	Strengths Ever	Strengths Building
	0	0	0	0	0	0	0
	1	15	5	71	50	18	17
	2	223	2	18	18	13	13
	0	0	0	0	0	0	0
	1	15	0	0	0	0	0
	1	1	0	0	0	0	0

Total 6

Dashboard > Individuals

Individuals

Name	Facilitator / Coordinator	Collaboration	Start Date	End Date	Days	Assessed	Needs Ever	Needs Addressing	Strengths Ever	Strengths Building
		Standard	Dec 01, 2023		15	6	71	50	18	17
Daffy Duck		Standard	Dec 15, 2023		1	0	0	0	0	0
		Standard	Dec 15, 2023		1	0	0	0	0	0
		Standard	May 04, 2023		226	3	18	18	13	13
		Standard	Dec 01, 2023		15	0	0	0	0	0

Total 5

## 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.

Dashboard > Individuals > Mountain Dew

**Mountain Dew**  
DOB: Mar 29, 2009

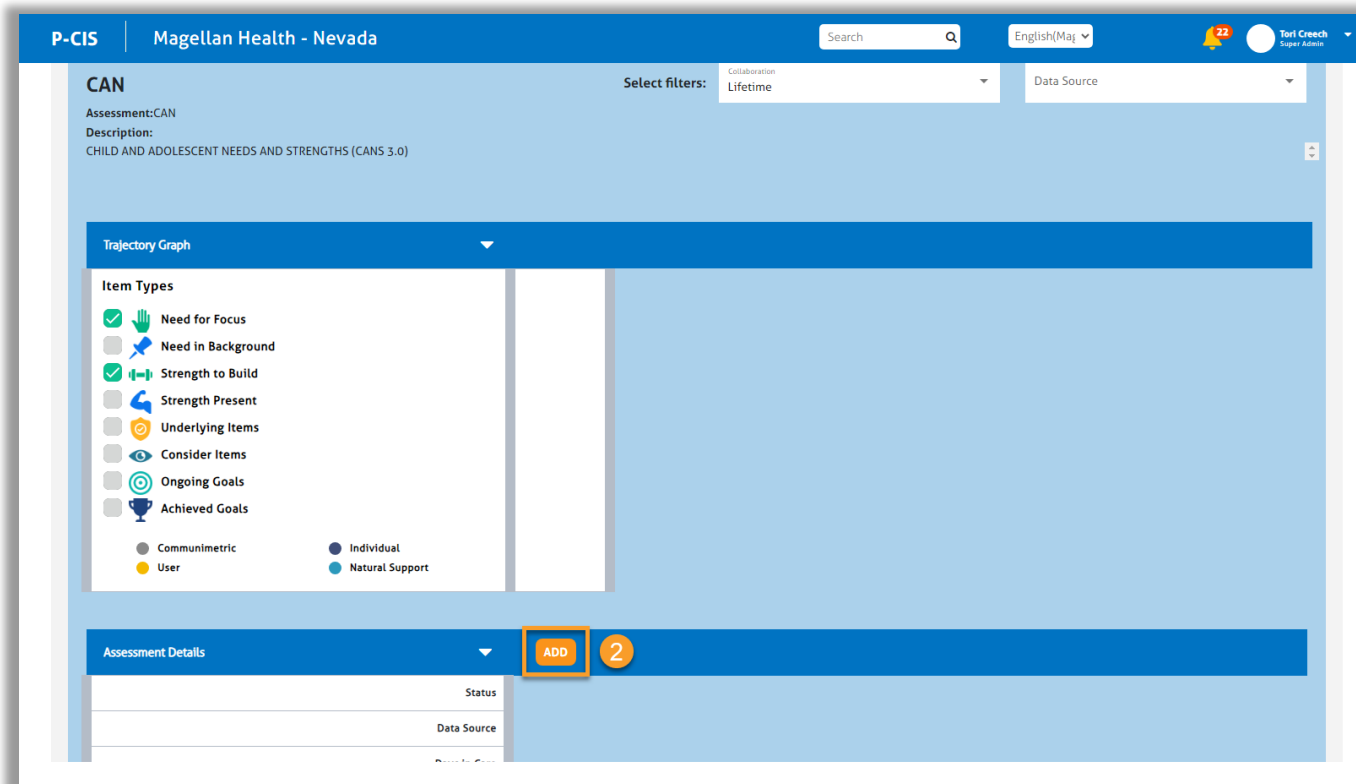
Profile | **Assessment Templates** | Notifications | Reports

+ Add Assessment Template

ID	Instrument	Assessment Template Name	Reminder Schedule	Alert Schedule	End Date
43	CAN	Clone of Nevada Child & Adolescent Needs & Strengths CA...	Tori's Reminder Schedule	Tori's Alert	
61	AUD	Clone of Nevada Consent Form		AUD	

1 selected / 2 total

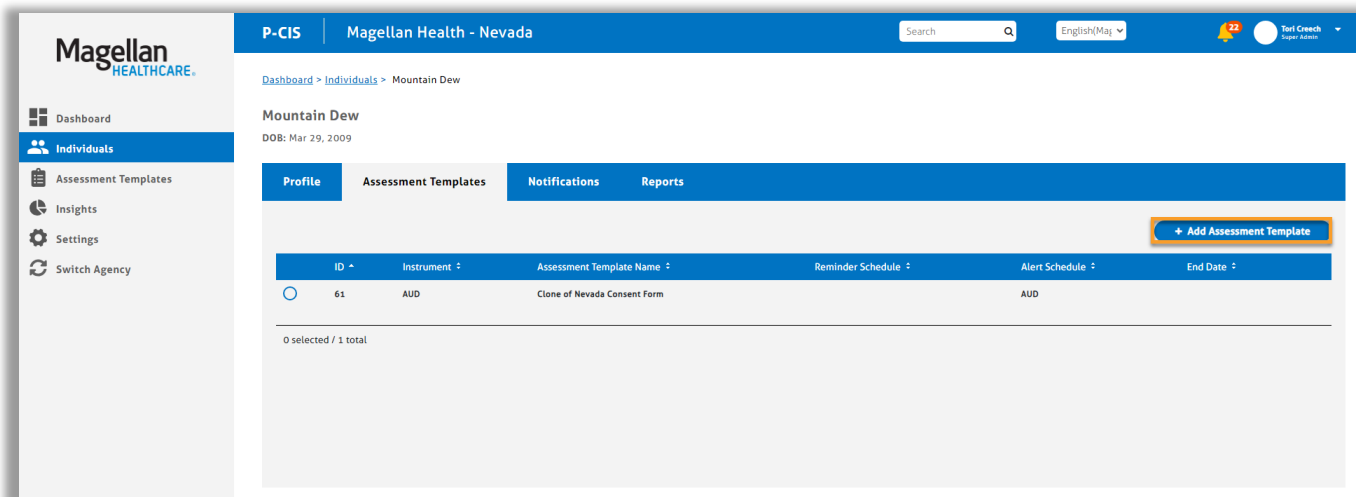
- 2) Click the **ADD** button.



3) Proceed to [Step 3](#).

B. If no, complete the following steps:

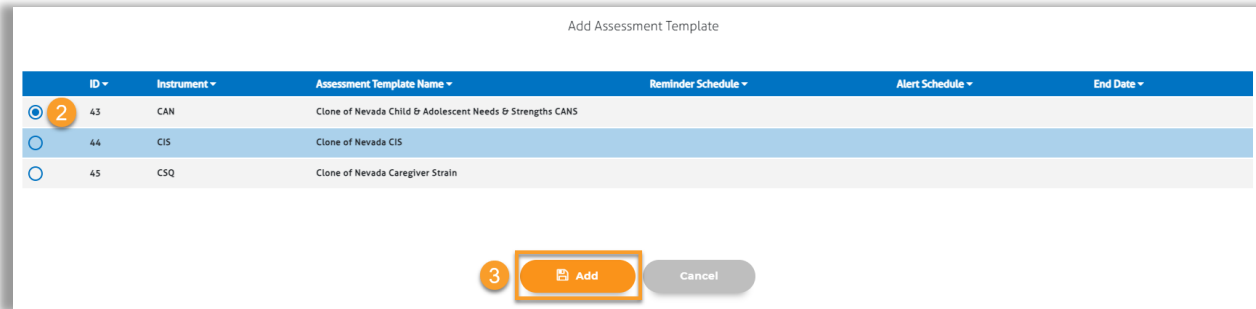
1) Click the **(+) Add Assessment Template** button.



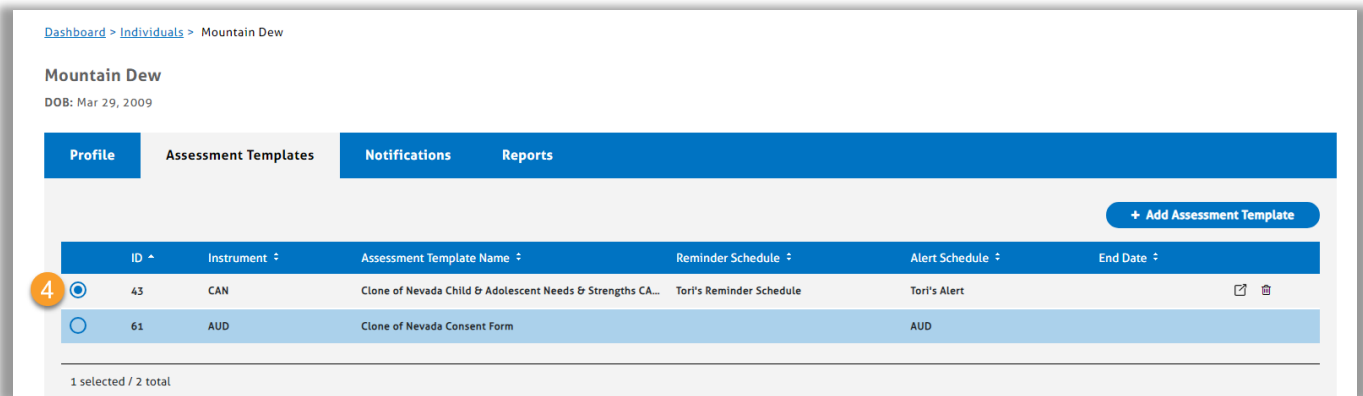
2) Select the appropriate assessment from the **Add Assessment Template** options by clicking the radio button next to the assessment.

3) Click **Add**.

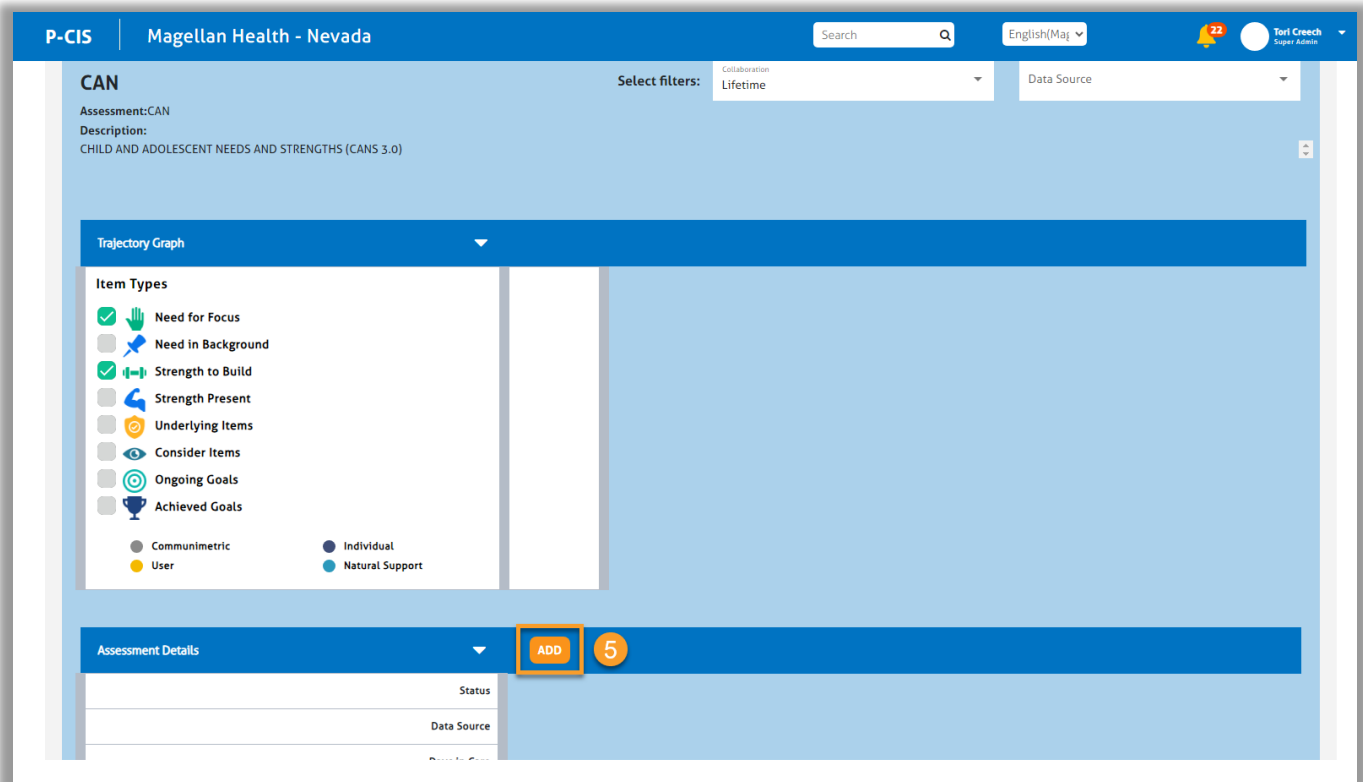
**NOTE:** The Add button will not appear until you select an assessment template.



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



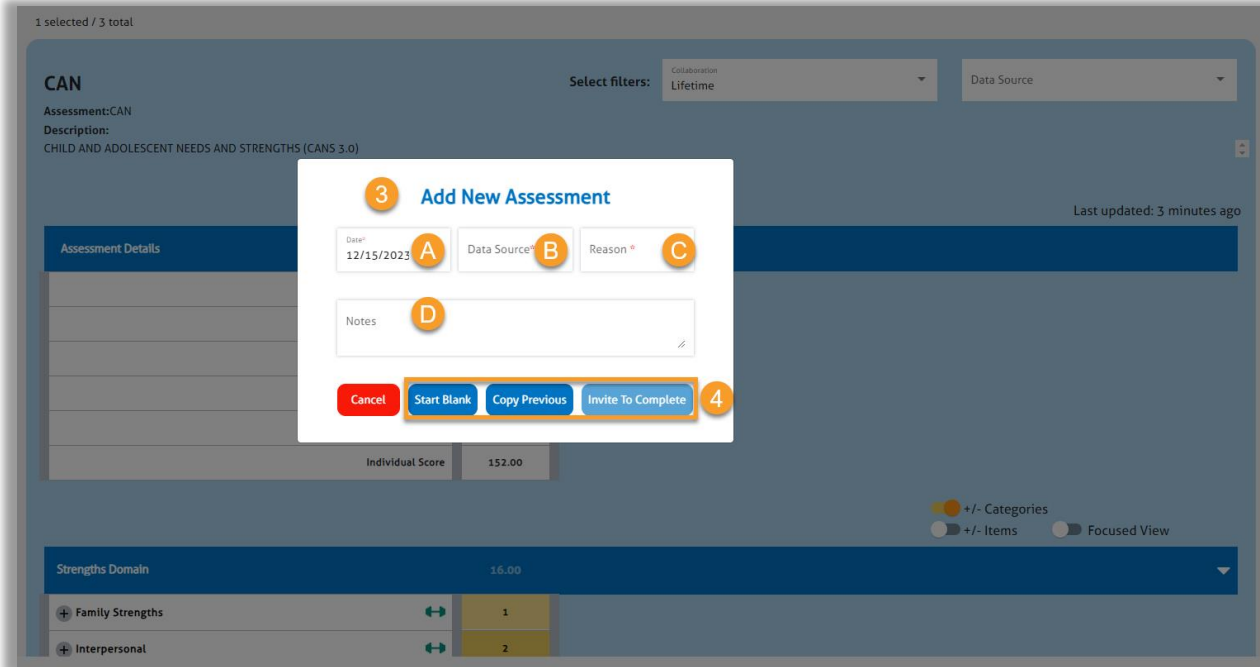
5) Click the **ADD** button.



- 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.



5. 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.

1 selected / 3 total

**CAN**  
 Assessment: CAN  
 Description: CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS 3.0)

Select filters: Collaboration: Lifetime Data Source

Last updated: a few seconds ago

Assessment Details	Time 1	Time 2
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

ADD

+/- 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.

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Search  English ▼ Tori Creech Super Admin

School Module		0.00	0.00	100%
+ School Behavior		0	0	▼
+ 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		0	0	▼
+ Organization		1	1	▼
+ Social Resources		0	0	▼
+ Residential Stability		1	1	▼
+ Safety		0	0	▼
+ Medical/Physical		1	1	▼
+ Mental Health		0	0	▼
+ Substance Use		1	1	▼
+ Developmental		0	0	▼
+ Access to Childcare		1	1	▼

8 Submit & Approve  
Save & Close  
Save & Continue

Cancel 7 Save