

Re-keying Assessments in GAIN ABS

Typically a client will be administered one initial assessment and then one (or more) follow-up assessment(s). For CTBH, the first will be the intake assessment and the second will be the discharge assessment. You will use the Observation Value on the Assessment Header Screen to differentiate between these assessments. The Observation Value for the first GAIN-Q3 will default to 0. For the second GAIN-Q3, you should enter in the number of months it has been since the intake assessment in the Observation Value field.

If you have a GAIN follow-up (discharge) assessment that was completed as an intake in another treatment episode, you (or your staff) will need to re-enter this in the correct treatment episode. This way we can provide DCF with accurate data on follow-up assessments.

Please follow these steps to re-key an assessment under the correct treatment episode and assessment template:

1. Select the client record in GAINabs.org.
2. Select the assessment you would like to change and run the short text report or the full assessment report.

The screenshot displays the 'Client Record View' for 'Oliver Queen'. On the left is a sidebar with the following options: 'Continue with Interview', 'Edit Data Entry', 'View Assessment', 'Run Validity Report', 'Q3 PFR Interviewer Version', 'Run Q3RRS Report', 'Run Short Text Report', 'Run Full Assessment Report', 'Run ICP Report', 'Transfer Case', 'Copy to GAIN-I', 'Move Assessment', and 'Delete Assessment'. Two red arrows point to 'Run Short Text Report' and 'Run Full Assessment Report'. The main area shows a tree view: 'Client Record' expanded to show 'Treatment Episode 1' (containing 'GAIN-Quick Wave 0 {Conducted on 10/8/2016}' and 'Q3RRS Wave 0 {Conducted on 1/23/2017}') and 'Treatment Episode 2' (containing 'GAIN-Quick Wave 0 {Conducted on 1/9/2017}', which is highlighted with a red box).

3. Print out the text report. (example below is the 'short text report')

B2a	Age at time of assessment	20	
B2bv	Current legal custody - verbatim	-9	Legitimately skipped
B2b	Current legal custody code	-9	Legitimately skipped
B12	Last year completed in school	12	
B13_1	High school diploma	1	Yes
B13_2	Passed GED	0	No
B13_3	ABE Certificate	0	No
B13_4	Associate's degree	0	No
B13_5	Bachelor's degree	0	No
B13_6	Advanced college degree	0	No
B13_7	Vocational/trade certificate	0	No

4. Select "Delete Assessment" for the necessary assessments under this treatment episode. *Note: When you delete the assessment it will automatically delete the attached reports.*

GAIN-Quick Wave 0 {Conducted on 1/9/2017}

- Continue with Interview
- Edit Data Entry
- View Assessment
- Run Validity Report
- Q3 PFR Interviewer Version
- Run Q3RRS Report
- Run Short Text Report
- Run Full Assessment Report
- Run ICP Report
- Transfer Case
- Copy to GAIN-I
- Move Assessment
- Delete Assessment

Client Record View
Oliver Queen

- Client Record
 - Treatment Episode 1
 - GAIN-Quick Wave 0 {Conducted on 10/8/2016}
 - Q3RRS Wave 0 {Conducted on 1/23/2017}
 - Treatment Episode 2
 - GAIN-Quick Wave 0 {Conducted on 1/9/2017}

5. Select “Delete Assessment” again

Delete Assessment

Instrument Type:	GAIN-Quick	Participant ID:	1234B
Instrument Version:	3.2	Treatment Participant ID:	
Template:	GAIN-Q3 3.2.4 Standard	Last Name:	Queen
Edit Staff ID:	99978	First Name:	Oliver
Edit Date:	1/23/2017	M.I.:	
Staff Id:	99978	Observation Value:	0
Staff Initials:	RH	Assessment Date:	1/9/2017

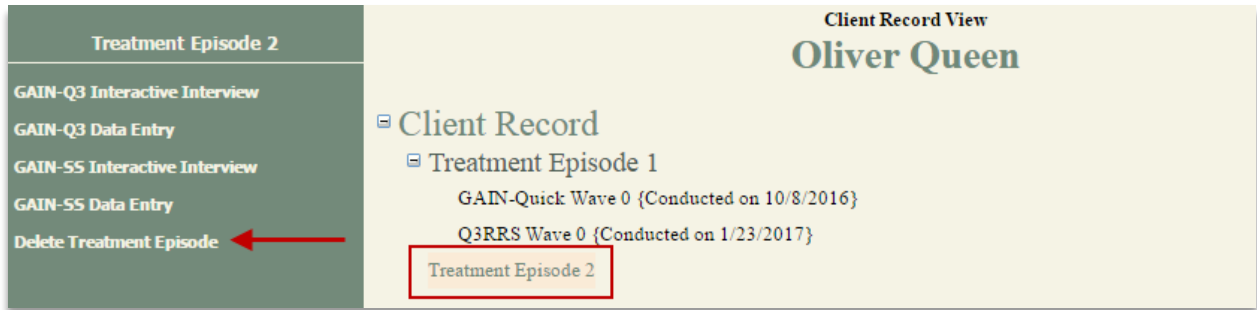
6. GAIN ABS will ask you once more if you would like to delete this assessment. Select “OK.” *(Only do this if you have printed out the text report of the assessment you are moving.)*

Delete Assessment

Instrument Type:	GAIN-Quick	Participant ID:	1234B
Instrument Version:	3.2	Treatment Participant ID:	
Template:	GAIN-Q3 3.2.4 Standard	Last Name:	Queen
Edit Staff ID:	99978	First Name:	Oliver
Edit Date:	1/23/2017	M.I.:	
Staff Id:	99978	Observation Value:	0
Staff Initials:	RH	Assessment Date:	1/9/2017

This will delete this assessment and any reports associated with it. Click OK to continue and delete or CANCEL.

7. (If this was the only assessment in this treatment episode) Follow the same steps to delete the treatment episode.



8. Select the correct Treatment Episode and then select the correct assessment. You can re-key the GAIN-Q3 assessment through interactive or data entry mode. (Note: The initial Q3 has more questions than a follow-up. If you enter the follow-up as an initial you may need to administer some more questions to the client.)



9. In the “Assessment Header,” select the assessment template. For a discharge assessment, please select GAIN-Q3 Follow-up. Please make sure to also fill out the Observation Value. Enter in the number of months it has been since the intake assessment. Note that this field can only be completed in multiples of 3 (e.g., 3 for a 3 month discharge, 6 for a 6 month discharge, 9 for a 9 month discharge, etc.).

Assessment Header

Instrument Type	GAIN-Quick	Language	English
Instrument Version	3.2	Template	GAIN-Q3 3.2.0 Follow
Site ID	Data Team	Local Site Name	
Staff Id	Rachael Hand - 9997	Staff Initials	RH
Participant ID	1234B	Last Name	Queen
Treatment Participant ID		First Name	Oliver
Social Security Number		Observation Verbatim	
Other/State ID		Edit Staff ID	99978
Observation Value	3	Edit Date	1/23/2017
Edit Staff ID	99978	Initial Key Date	1/23/2017
Data Entry Staff Id	99978	Initial Key Time	
Current Time	12:20 AM		
Assessment Date	1/09/2017		
Reference Date			

10. Select “Begin Interview” and rekey the assessment.