

Assessment List

The Individual Demographic Form (IDF) contains the demographic information required to provide care to individuals. Once you open an IDF, you will see the Individual Demographic Form (IDF) with the individual’s basic demographic information. To add an Assessment and Score click on the Assessment List.

In this section, users will be able to add **Assessment** Scores relevant to an individual.

Address List	Advance Directives	Album	Allergy Profile
Assessment List	Attached Files	Case Status	Contact List
Custom Fields	Diagnosis List	Guardian List	Health Profile
Individual Details	Individual Home Page	Individual Status History	Insurance
Pending Admission Notes	Program Enrollments	Shared Contact List	Team Members

1. On the Assessment List page, click on the **Add New Assessment Score** link.

Assessment List

Assessment list of 'Max Cruz'

Nothing found to display
15 ▼ Records

[Add New Assessment Score](#)

Cancel Back

Address List	Advance Directives	Album	Allergy Profile
Attached Files	Case Status	Contact List	Custom Fields
Diagnosis List	Guardian List	Health Profile	Individual Demographic Form (IDF)
Individual Details	Individual Home Page	Individual Status History	Insurance
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2. On the Assessment Score page, enter the type of assessment from the **Assessment Type** drop-down list and **Assessment Date**. Other information such as **'Assessment Score'** and **'Comments'** can be entered as well.

Assessment Score New  

Individual Mark Cruz

* **Assessment Type** Behavioral Assessment

→ **Assessment Score** 10

* **Assessment Date** 09/01/2020 

→ **Comments**
Mark's Assessment was conducted by assigned teacher. He needs exceptionally small assist.

About 3411 characters left

Note: A **Band/Percentile** field will be displayed for the appropriate Assessment Types.

3. Click on the **Add File** button to upload a copy of the assessment or other files as attachments. Each Assessment Score form can have one file attached to it with a maximum size of 3MB.

Attachment

Add File Scan File

4. Once done, click on the **Save** button to save the Assessment Score.

Cancel Back **Save**
