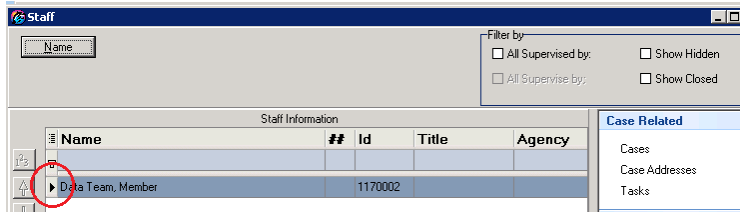


Quick Steps

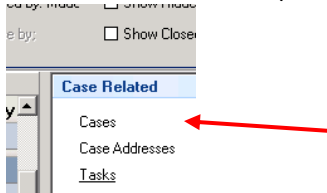
- Open the Case List Screen (if you are not already in it)
- Click on the + Sign to the Left of the Case you are Working on
- Click on the Client you are Running the Report for
- Click the Print Reports Button
- Select Evaluation Response Comparison for Tool for Case Member Report
- Click the Print/ Perform Button
- Click the Select Button and Choose the Evaluation to be Compared
- Click the OK Button
- Click the Customize Report Layout Button
- Export and Review/ Print Optional

Detailed Steps:

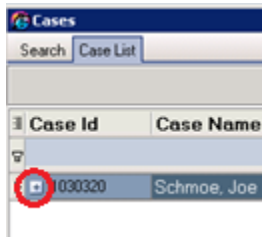
1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.



2. Click on the **Cases** link (on the side menu bar) to get to your open case list.



3. From the **Case List** screen, click on the + sign to the left of the case that you want to work on.



How to Run the "Side-by Side" Report

4. Select the client you are running the evaluation report on and click the **Print Reports** button.

Client	Client Id	DOB	Svcs	Role Label	Relationship Label	Eff Dt	Exp Dt
crockett, jamie	1170023	11/2/2016	<input type="checkbox"/>	Infant		4/26/2017	
Doe, Jane	1170028	11/2/1980	<input checked="" type="checkbox"/>	Mother		4/26/2017	

Buttons: Register New Case, Update, Register New Client, Add Existing Client, **Print Reports**

5. Select **Evaluation Response Comparison for Tool for Case Member** from the list and single-click **Print/Perform** (Double-clicking the report will do the same thing).

Report Titles	Cat
Evaluation Response Comparison for Tool for Case Member	

Buttons: **Print/Perform**

6. Click the **Select** button which will open to a list of evaluations. Select the evaluation that requires the side-by-side comparison. Click the **OK** button.

Search: R/Client Evaluation Tool Codes

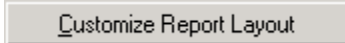
Search Id:

Id	Label	T
ACESA	Adverse Childhood Experience Study - Adult	0
ACESC	Adverse Childhood Experience Study - Child	0
CPPLN	CPP LSC-R	0
CPPTN	CPP TESI	0
Crowell-n	The Crowell Parent Child Structured Play Narrative	0
DC05	Caregiving Dimensions and Levels of Adaptive Functioning	0
DIAPER	Developmentally Informed Assessment Per Each Relationship	0
P-PITA	Progress in Treatment Assessment for PIPS	0
PITA	Progress in Treatment Assessment	0
PSYSOC	Psychosocial Assessment	0
WMCIN	Working Model of the Child Interview	0

Buttons: **Select**, **Ok**, Cancel

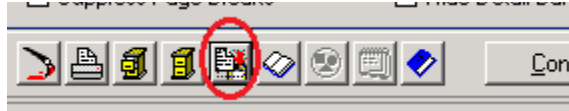
11 of 11 Record(s) 5/4/2018

7. Click the **Customize Report Layout** button.

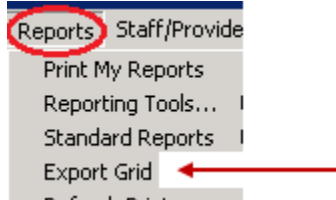


8. To export the report for printing/ reviewing:

- a. Select the copy to clipboard icon in the bottom left corner of the Report Layout Options, open an excel sheet and paste/ format/ save/ print.

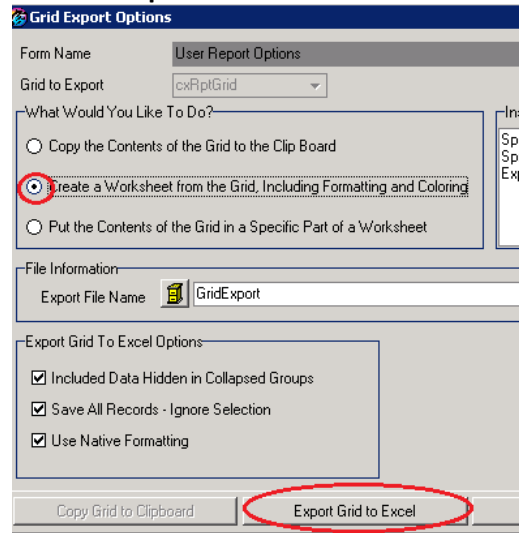


- b. To keep the exact formatting of the information that has been filtered/ expanded, click on **Reports** and then select **Export Grid** from the top menu.



From the Grid Export Options, choose **Create a Worksheet from the Grid, Including Formatting and Coloring**.

Click the **Export Grid to Excel** button and format/ save/ print.



If you need further assistance please contact the ECSC Database Services Team:

ecscdata@unm.edu

Local: 505-277-0469 / Toll Free: 855-663-2821