

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 printout or the full assessment printout.

The screenshot displays the GAIN ABS web application interface. At the top, there is a navigation bar with the GAIN ABS logo and links for Search, Site Reports, Export, and Arrest Totals. Below this, the client record for '3444554 Oliver Queen' is shown, with an 'Actions' menu. The 'Treatment Episodes' section is active, showing 'Treatment Episode 3' with an 'Actions' menu. A dropdown menu is open, listing various actions: 'GAIN-Q3 3.2.5 Standard Wave 0 Conducted 5/4/2020', 'Continue With Interview', 'View', 'Validity Report', 'Full Assessment Printout', 'Short Assessment Printout' (highlighted in yellow with a red arrow pointing to it), 'Q3 PFR Interviewer Version', 'Q3RRS', 'Q3-ICP', 'Screener Summary', 'Copy to GAIN-I 5.6', 'Copy to GAIN-I 5.7', and 'Delete Assessment'. In the background, 'Treatment Episode 2' is visible, showing a table with columns for date and assessment type, with entries for 11/20/2015 (GAIN-Q3 3.2.5 Standard) and 8/16/2016 (Q3RRS).

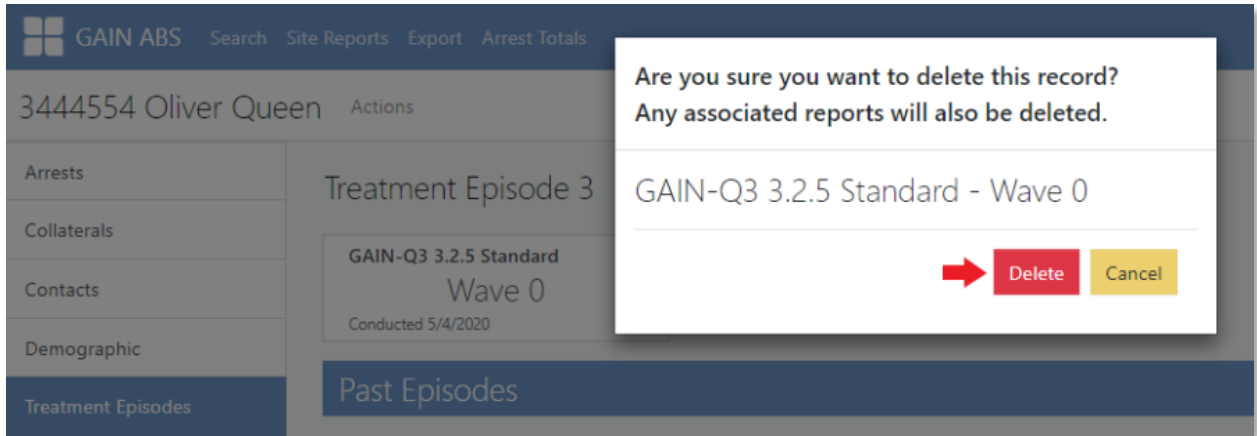
3. Print out the text report. (example below is the 'short text')

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

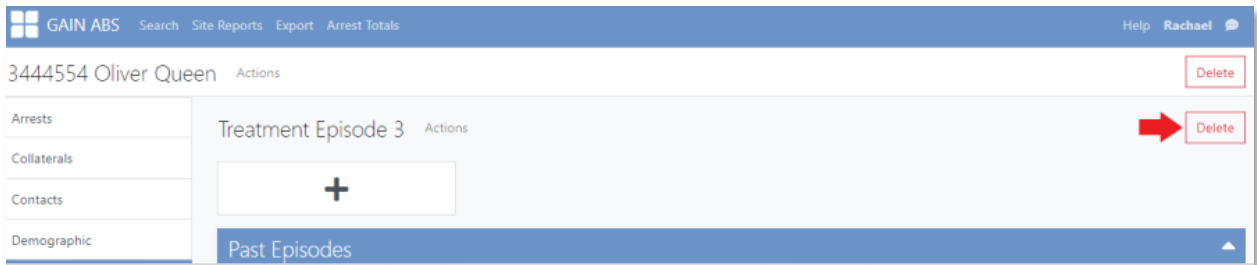
4. Select "Delete Assessment" for the necessary assessments under this treatment episode. *Note: When you delete the assessment it will automatically delete the attached reports.*

The screenshot shows the GAIN ABS web application interface. At the top, there is a navigation bar with the GAIN ABS logo and links for Search, Site Reports, Export, and Arrest Totals. Below this, the user's name '3444554 Oliver Queen' and the 'Actions' menu are visible. A sidebar on the left contains navigation options: Arrests, Collaterals, Contacts, Demographic, Treatment Episodes (highlighted), and Treatment History. The main content area displays 'Treatment Episode 3' with a dropdown menu open. The dropdown menu lists several actions: Continue With Interview, View, Validity Report, Full Assessment Printout, Short Assessment Printout, Q3 PFR Interviewer Version, Q3RRS, Q3-ICP, Screener Summary, Copy to GAIN-I 5.6, Copy to GAIN-I 5.7, and Delete Assessment. A red arrow points to the 'Delete Assessment' option, which is highlighted in yellow. To the right of the dropdown menu, there is a large plus sign button. Below the dropdown menu, there is a table showing 'Treatment Episode 2' with a dropdown menu. The table has two columns: the first column contains 'GAIN-Q3 3.2.5 Standard' and 'Q3RRS', and the second column contains '2/20/2020'. The table also shows dates: 11/20/2015, 11/20/2015, and 8/16/2016.

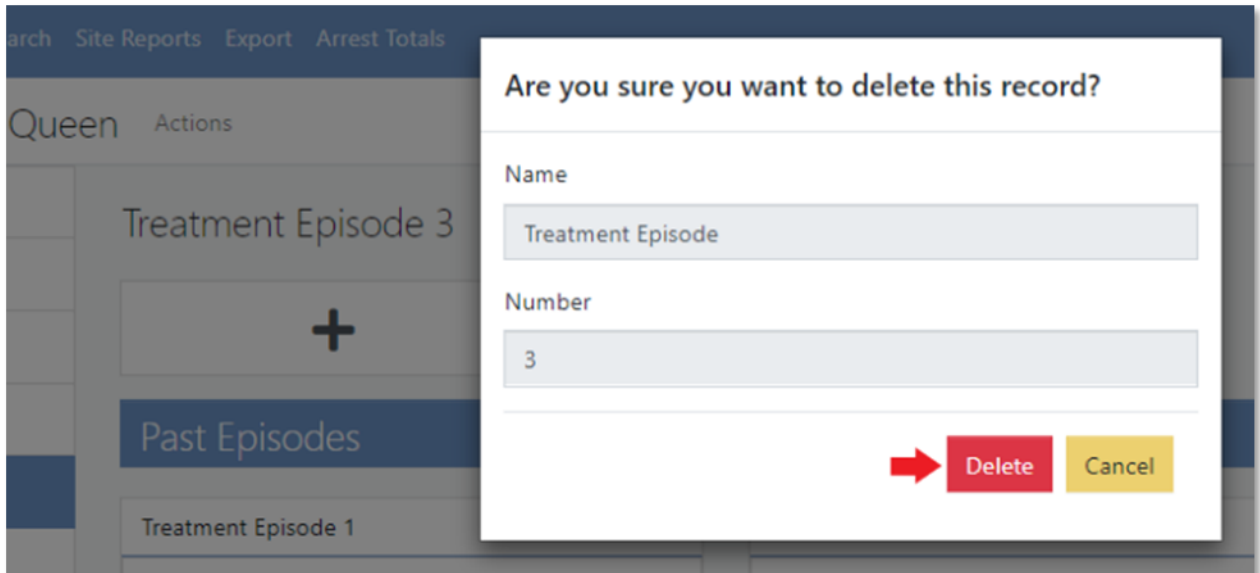
5. Select “Delete” again to remove the assessment from GAIN ABS.



6. (If this was the only assessment in this treatment episode) Select the “Delete” button to the far right of the Treatment Episode.



7. Select “Delete” again to remove the Treatment Episode from GAIN ABS.



8. Choose the correct Treatment Episode under “Past Episodes” and edit the Treatment Episode.

The screenshot shows the GAIN ABS interface for client 3444554 Oliver Queen. The left sidebar contains navigation options: Arrests, Collaterals, Contacts, Demographic, Treatment Episodes (selected), and Treatment History. The main content area displays a message: "This client doesn't have an active treatment episode. You can create a new episode or edit a past episode to be active." Below this is a "Create Treatment Episode" button. The "Past Episodes" section is highlighted with a blue header and a red arrow. It contains two dropdown menus: "Treatment Episode 1" and "Treatment Episode 2". Under "Treatment Episode 1", there are three entries: "GAIN-Q3 3.2.1 Lite" (11/20/2015), "GAIN-Q3 3.2.0 Lite Follow Up" (11/20/2015), and "GAIN-Q3 3.2.0 Follow Up" (8/16/2016). Under "Treatment Episode 2", there is one entry: "Q3RRS". A red arrow points to the "Edit Treatment Episode" button next to the "Q3RRS" entry.

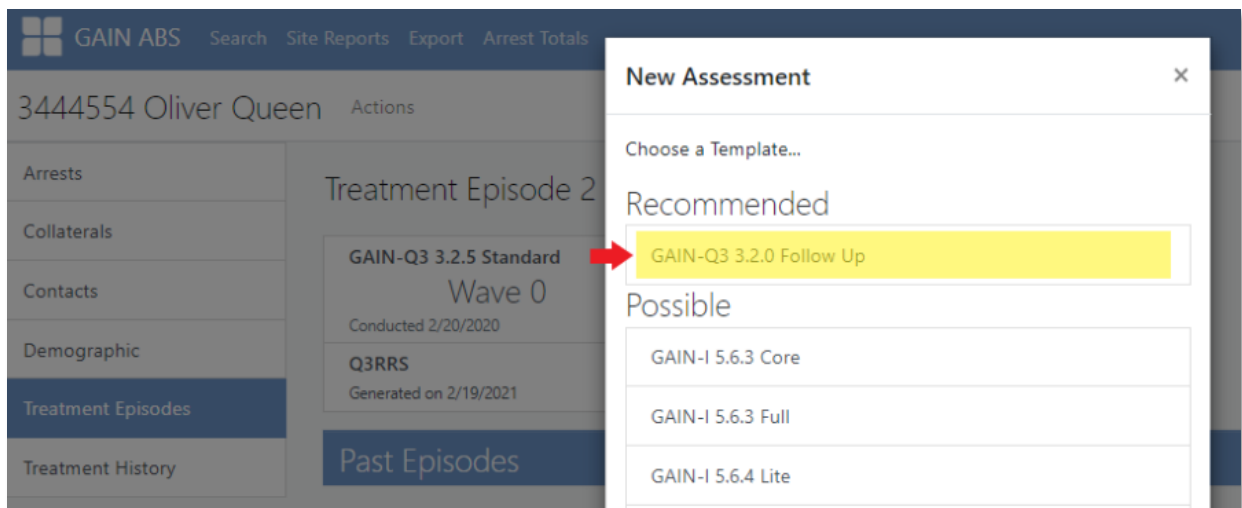
9. Make the status of that treatment episode “Active” and Save.

The screenshot shows the "Add/Edit TreatmentEpisode" dialog box overlaid on the GAIN ABS interface. The dialog box contains the following fields and options:

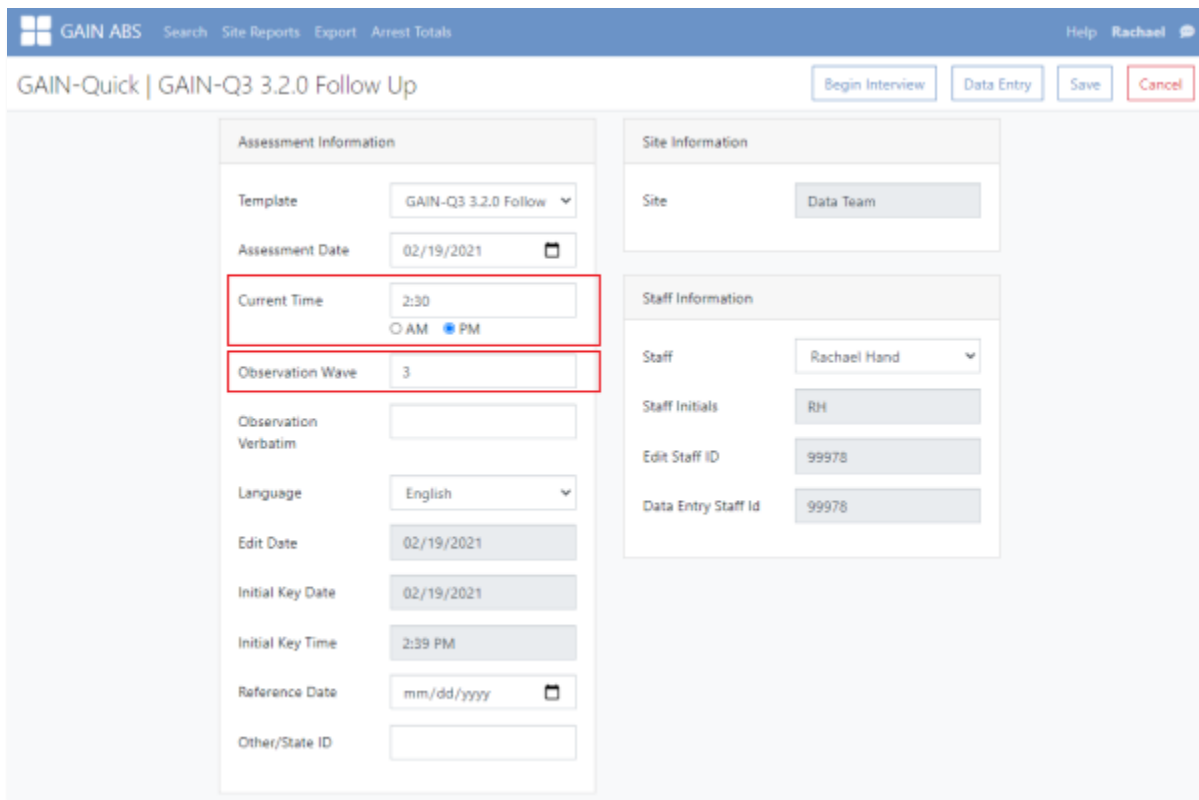
- Name:** Treatment Episode
- Number:** 2
- Status:** Active Inactive
- Follow-up Type:** None - You will not be participating in a follow-up schedule. Standard Follow-up - Follow-up schedule for RRI clients
- Outcome Monitoring based on:** Wave 0 Treatment Episode Date Other Date (i.e. Discharge Date)

At the bottom of the dialog box, there are two buttons: "Save" (blue) and "Cancel" (yellow). A red arrow points to the "Save" button.

10. Add and select the correct assessment. (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.)



11. In the “Assessment Header,” enter the Observation Wave (number of months it has been since the intake assessment) and the time the assessment was completed.



12. Select “Begin Interview” or “Data Entry” and re-key the assessment. You can re-key the GAIN-Q3 assessment through interactive or data entry mode.