



## View and edit a SCORE assessment

### Task card

This task card discusses the following:

- [View a SCORE assessment](#)
- [Edit a SCORE assessment](#)
- [Add a SCORE assessment](#)

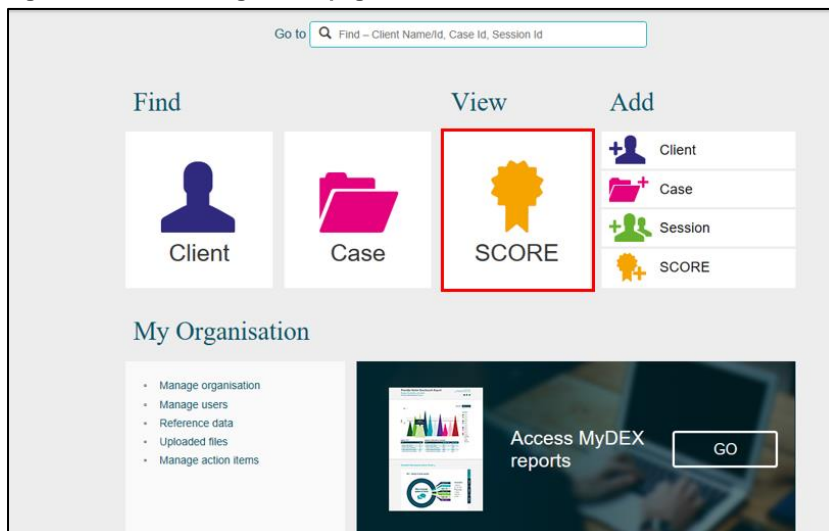
### KEY HIGHLIGHTS

- A SCORE assessment can only be recorded within the relevant reporting period.
- The Activity field must be completed **before** a search of the client can be made.
- If you are unsure of the client details, you can search for your client without completing any of the search fields.

### View a SCORE assessment

From the Data Exchange web-based portal home page, select the **View SCORE** tile. Refer Figure 1.

Figure 1 - Data Exchange home page



The **View client SCORE** screen will display. Refer Figure 2

1. Select the **Activity** that the client attended. This field must be completed **before** a search of the client can be made.
2. Enter either partial or full details into the search fields or leave blank.
3. Leave the tick box **unchecked** to search for all clients who have attended that activity or **check** the tick box for clients that **have not** had a SCORE assessment recorded.

Figure 2 – View client SCORE screen

The screenshot shows the 'View client SCORE' search interface. At the top, there is an information icon and a note: 'The date range is for the current reporting period, unless the activity has an extension.' Below this is the title 'View client SCORE' with a yellow star icon. The form contains several input fields: 'Activity: \*' (a dropdown menu), 'Client Id:', 'Given name:', 'Family name:', and 'Session conducted from:' (with 'to:' and a date format 'dd/mm/yyyy'). There is also a checkbox labeled 'Client has no SCOREs:'. At the bottom are 'SEARCH' and 'Clear' buttons. Red boxes and numbers 1, 2, and 3 highlight the 'Activity' dropdown, the search input fields, and the 'Client has no SCOREs' checkbox, respectively.

Select **SEARCH**.

**Note:** If you are unsure of the client details, you can select **SEARCH** without completing any of the search fields.

The results of the search will display under the **Results** section of the **View client SCORE** screen. Refer Figure 3.

Figure 3 – Results section

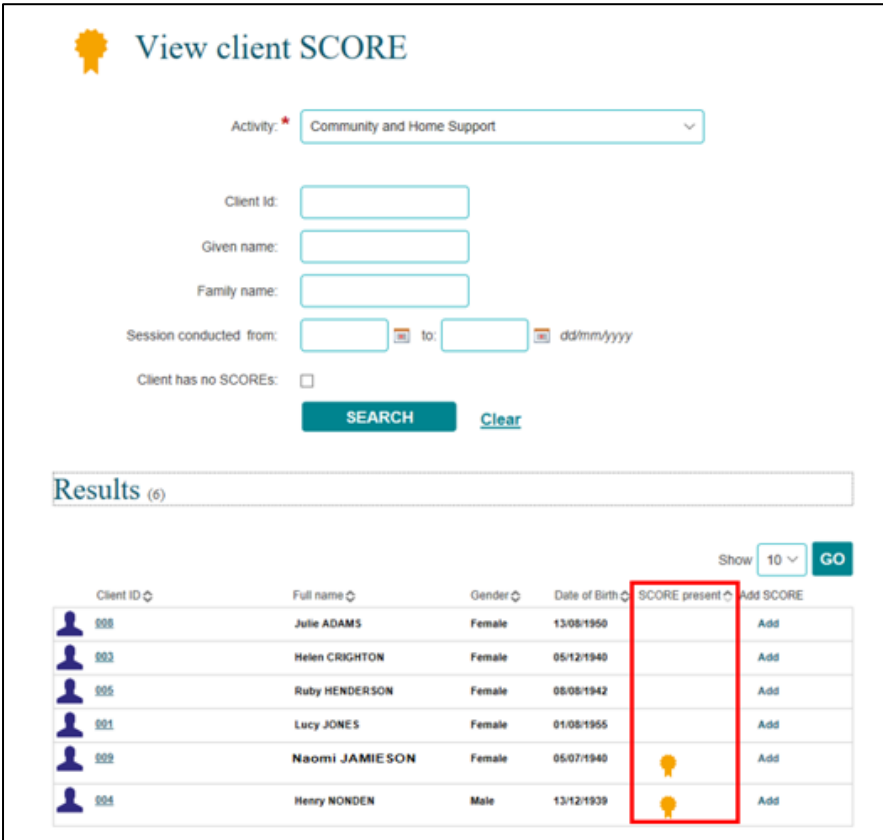
The screenshot shows the 'View client SCORE' results section. The search form is visible at the top, with 'Activity' set to 'Community and Home Support'. Below the form is the 'Results (6)' section. It includes a 'Show 10 GO' dropdown and a table of results. The table has columns for Client ID, Full name, Gender, Date of Birth, SCORE present, and Add SCORE. The results are as follows:



Client ID	Full name	Gender	Date of Birth	SCORE present	Add SCORE
008	Julie ADAMS	Female	13/08/2018		Add
002	Helen CRIGHTON	Female	05/12/1940		Add
005	Ruby HENDERSON	Female	08/08/1942		Add
001	Lucy JONES	Female	01/08/2018		Add
002	Naomi JAMIESON	Female	05/07/1940	Yes	Add
004	Henry WONDEN	Male	13/12/1939	Yes	Add

Under the **View client SCORE** screen you are able to identify if a SCORE assessment has been made for a client. Refer Figure 4.

The **SCORE present** column will display with  indicating that a SCORE assessment has been added to the client.

Figure 4 – SCORE present field



Client ID	Full name	Gender	Date of Birth	SCORE present	Add SCORE
008	Julie ADAMS	Female	13/08/1950		Add
002	Helen CRIGHTON	Female	05/12/1940		Add
005	Ruby HENDERSON	Female	08/08/1942		Add
001	Lucy JONES	Female	01/08/1955		Add
002	Naomi JAMIESON	Female	05/07/1940		Add
004	Henry NONDEN	Male	13/12/1939		Add


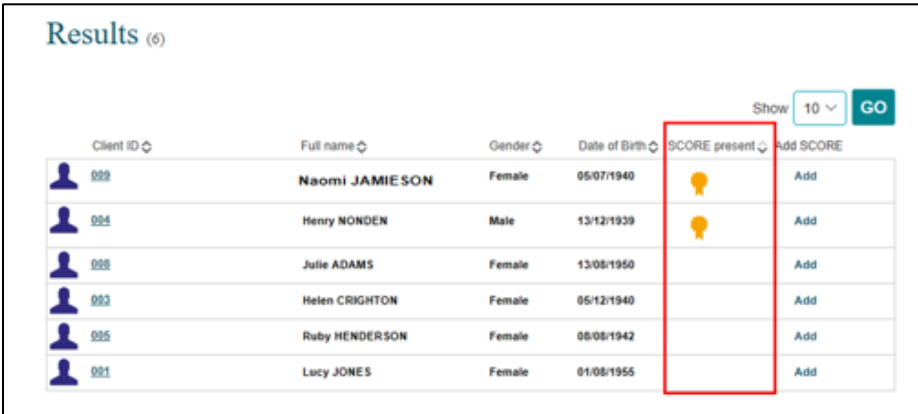


Select  at the top of the column to sort the records. Refer Figure 5.

Figure 5 – SCORE present field sort function



Client ID	Full name	Gender	Date of Birth	SCORE present	Add SCORE
002	Naomi JAMIESON	Female	05/07/1940		Add
004	Henry NONDEN	Male	13/12/1939		Add
008	Julie ADAMS	Female	13/08/1950		Add
002	Helen CRIGHTON	Female	05/12/1940		Add
005	Ruby HENDERSON	Female	08/08/1942		Add
001	Lucy JONES	Female	01/08/1955		Add

Select the **Client ID hyperlink** of the client that the SCORE assessment is to be viewed. Refer Figure 6.

Figure 6 – Client ID hyperlink

Client ID	Full name	Gender	Date of Birth	SCORE present	Add SCORE
000	Julie ADAMS	Female	13/08/1950		Add
002	Naomi JAMIESON	Female	05/07/1940		Add
004	Henry NONDEN	Male	13/12/1939		Add

The **Client profile** screen will display with the cases and sessions that the client has attended. Refer Figure 7.

Select **VIEW CLIENT SCORE** to view the SCOREs that have been recorded for this client.

Figure 7 – Client profile screen

**Client profile**

Naomi JAMIESON

Client ID: 005  
 Name provided is a pseudonym: No  
 Estimated Date of Birth: No  
 Date of birth: 05/07/1940  
 Gender: Female  
 SCORES available: No

Tags:  **+ ADD** **SAVE TAGS**

**VIEW CLIENT SCORE**

**Cases (6)**

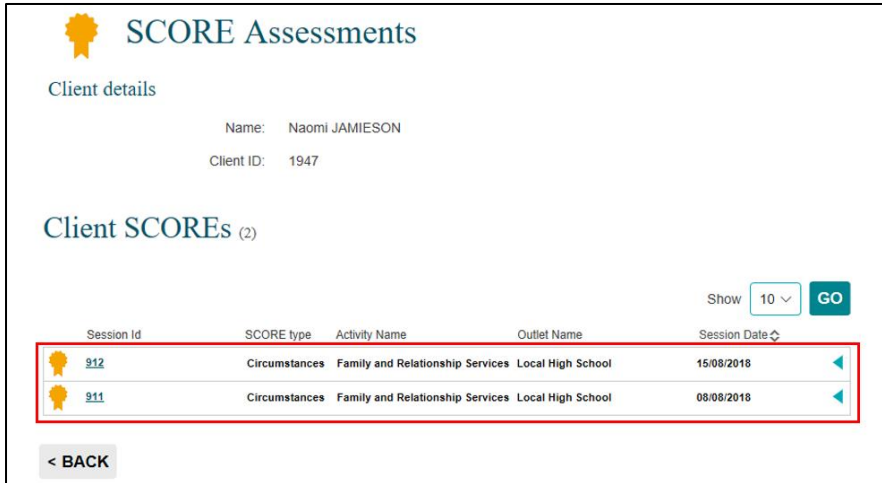
Case ID	Outlet	Program activity	Sessions	Created on
ZB113355	Catchment Team	Financial Crisis and Material Aid - Emergency Relief	4	09/08/2018
AZ001	Bay Area Services	Financial Crisis and Material Aid - Emergency Relief	1	09/08/2018
Community Event 1	Bay Area Services	Financial Crisis and Material Aid - Emergency Relief	2	08/08/2018
Transport - Tuesdays	Bay Area Services	Community and Home Support	2	03/08/2018
Food parcels	Bay Area Services	Financial Crisis and Material Aid - Emergency Relief	0	03/08/2018
Hot Meals on Wednesdays	Bay Area Services	Community and Home Support	3	03/08/2018

**Sessions (4)**

Session ID	Case ID	Session date	Service type	Participation	Created on
0003	Hot Meals on Wednesdays	01/08/2018	Meals at Home	Client	22/08/2018
0018	ZB113355	13/08/2018	Intake/assessment	Support Person	13/08/2018
0002	Transport - Tuesdays	10/07/2018	Meals at Home	Client	09/08/2018
0002	Community Event 1	08/08/2018	Material Goods	Client	08/08/2018

The **SCORE Assessments** screen displays with a listing of the SCORE assessments that have been recorded for the selected client. Refer Figure 8.

Figure 8 – SCORE Assessments screen




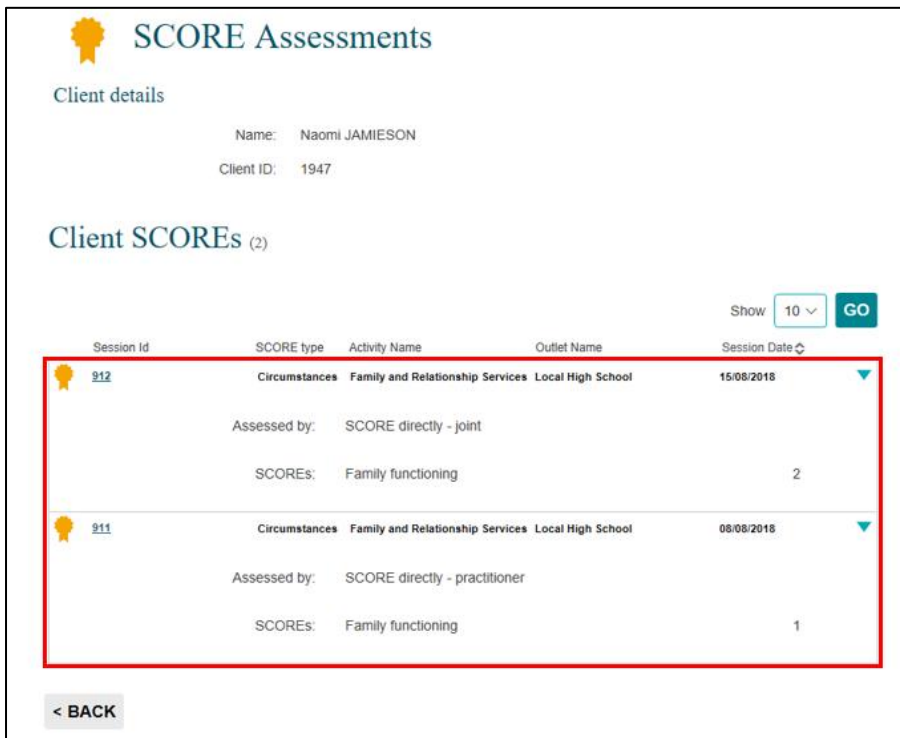

Select  to expand the extra details fields. Refer Figure 9.

Figure 9 – Extra details fields for SCORE



Select  to collapse the extra details fields.

## Edit a SCORE assessment

SCORE assessments can be edited at any time within the reporting period that they were recorded. Start from the **SCORE Assessments** screen at Figure 9.

Select the **Session Id hyperlink** for the session the SCORE is recorded against. Refer Figure 10.

Figure 10 – SCORE Assessments screen – Session Id hyperlink



The screenshot shows the 'SCORE Assessments' interface. At the top, there is a 'Client details' section with the following information: Name: Naomi JAMIESON, Client ID: 1947. Below this is a section titled 'Client SCOREs (2)'. There is a 'Show' dropdown menu set to '10' and a 'GO' button. A table lists two sessions:

Session Id	SCORE type	Activity Name	Outlet Name	Session Date
<a href="#">912</a>	Circumstances	Family and Relationship Services	Local High School	15/08/2018
<a href="#">911</a>	Circumstances	Family and Relationship Services	Local High School	08/08/2018

A red box highlights the '911' session ID. At the bottom left, there is a '< BACK' button.

The **Session details** screen will display with a listing of the clients that attended the session. Refer Figure 11.


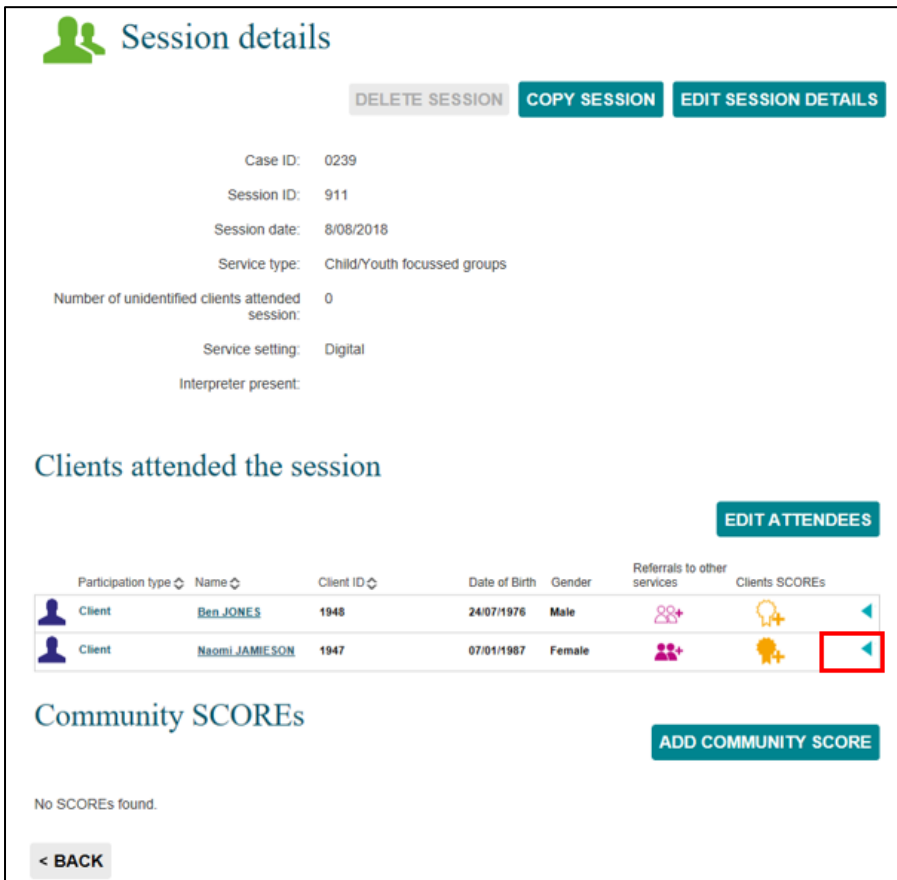
Select  to expand the extra details fields.

Figure 11 – Session details screen



The screenshot shows the 'Session details' interface. At the top, there are three buttons: 'DELETE SESSION', 'COPY SESSION', and 'EDIT SESSION DETAILS'. Below these are several fields:

- Case ID: 0239
- Session ID: 911
- Session date: 8/08/2018
- Service type: Child/Youth focussed groups
- Number of unidentified clients attended session: 0
- Service setting: Digital
- Interpreter present:

Below this is a section titled 'Clients attended the session' with an 'EDIT ATTENDEES' button. A table lists two clients:

Participation type	Name	Client ID	Date of Birth	Gender	Referrals to other services	Clients SCOREs
Client	<a href="#">Ben JONES</a>	1948	24/07/1976	Male		
Client	<a href="#">Naomi JAMIESON</a>	1947	07/01/1987	Female		

A red box highlights the 'Clients SCOREs' column for Naomi JAMIESON. Below this is a section titled 'Community SCOREs' with an 'ADD COMMUNITY SCORE' button. At the bottom left, there is a '< BACK' button.

The **SCORE details** field will display the SCORE assessment recorded. Refer Figure 12.


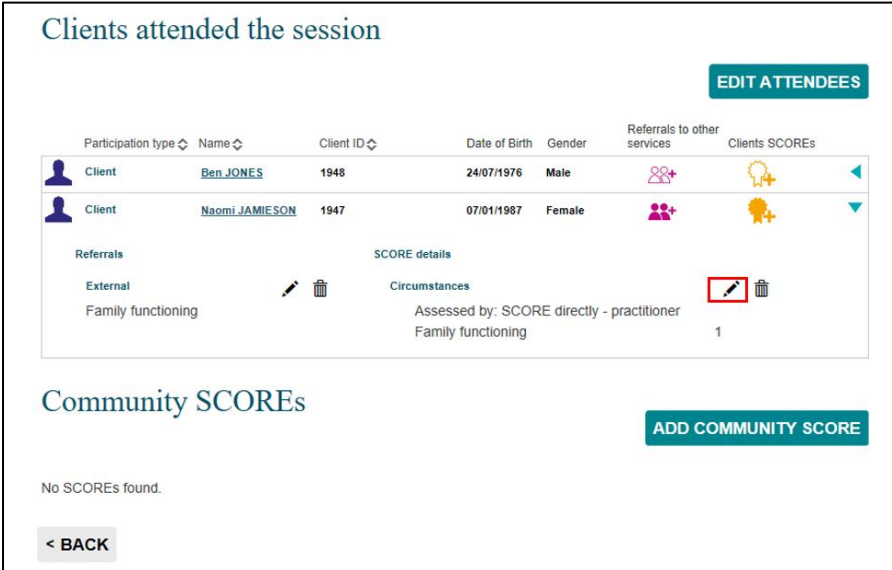
Select  to edit the SCORE record.

Figure 12 – Edit a SCORE assessment



The screenshot shows a web interface titled "Clients attended the session". At the top right is a teal button labeled "EDIT ATTENDEES". Below this is a table with columns: Participation type, Name, Client ID, Date of Birth, Gender, Referrals to other services, and Clients SCOREs. Two clients are listed: Ben JONES (Male, DOB 24/07/1976) and Naomi JAMIESON (Female, DOB 07/01/1987). Below the table, there are sections for "Referrals" (External: Family functioning) and "SCORE details" (Circumstances: Assessed by: SCORE directly - practitioner, Family functioning). A red box highlights a pencil icon next to the SCORE details. At the bottom left is a "< BACK" button, and at the bottom right is a teal button labeled "ADD COMMUNITY SCORE".

Participation type	Name	Client ID	Date of Birth	Gender	Referrals to other services	Clients SCOREs
Client	Ben JONES	1948	24/07/1976	Male		
Client	Naomi JAMIESON	1947	07/01/1987	Female		

**Referrals**


External  
Family functioning

**SCORE details**

Circumstances  
Assessed by: SCORE directly - practitioner  
Family functioning

1

Adjust the rating/s as required and select **SAVE**.

Select  to collapse the extra details fields.

## Add a SCORE assessment

SCORE assessments can also be added from the **View client SCORE** screen. Refer Figure 13.

1. Add a SCORE assessment – from the **Client ID** field.
2. Add a SCORE assessment – from the **Add SCORE** field.

Figure 13 – View client SCORE - Add a SCORE functions

Client ID	Full name	Gender	Date of Birth	SCORE present	Add SCORE
100	Julie ADAMS	Female	13/08/2015		Add
102	Helen CRUGHTON	Female	05/12/1940		Add
105	Ruby HENDERSON	Female	08/08/1942		Add
101	Lucy JONES	Female	01/08/2015		Add
109	Naomi JAMIESON	Female	05/07/1940	🏆	Add
104	Henry NONDEN	Male	13/12/1939	🏆	Add

Refer to the [Add a SCORE assessment](#) task card for more information on how to add a SCORE from this screen.

More information on SCORE and the Data Exchange can be found in the [Data Exchange Protocols](#) and the [Training resources](#) tab.

For technical support; contact the Data Exchange Helpdesk by email [dssdataexchange.helpdesk@dss.gov.au](mailto:dssdataexchange.helpdesk@dss.gov.au) or on 1800 020 283 between 08.30am - 5.30pm (AEST/AEDT) Monday to Friday.