# View and edit a SCORE assessment

## **Task card**

## This task card discusses the following:

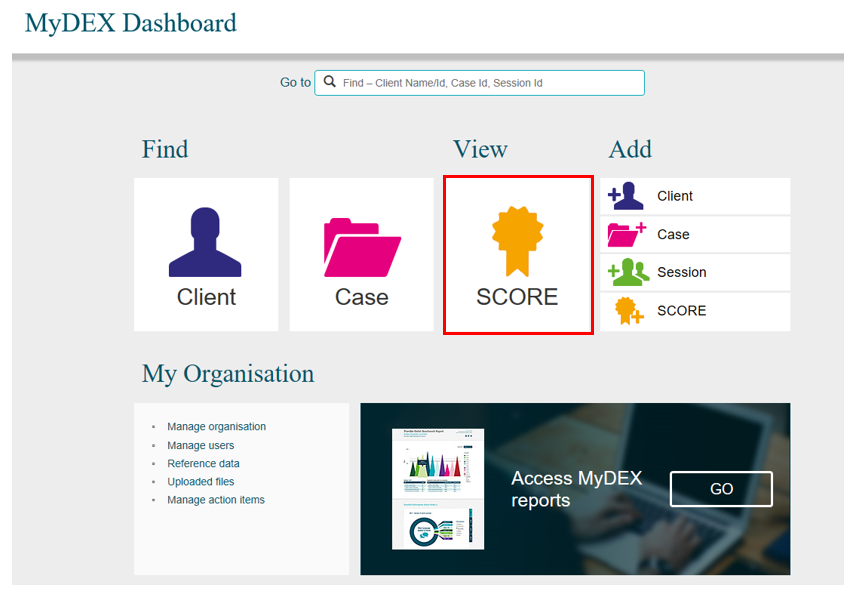
* [View a SCORE assessment](#_Viewing_a_SCORE)
* [Edit a SCORE assessment](#_Editing_a_SCORE)
* [Add a SCORE assessment](#_Adding_a_SCORE)

| **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 to Figure 1.

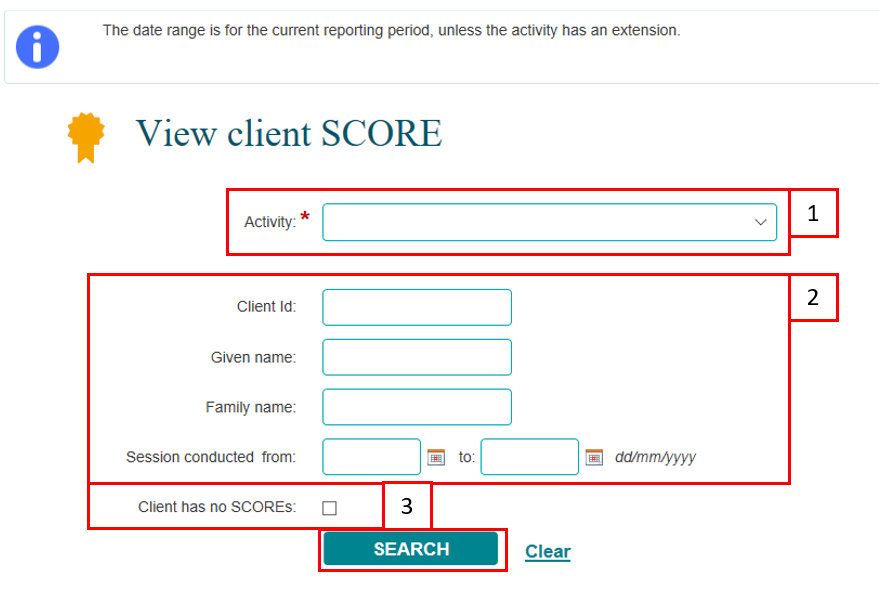
Figure 1 - Data Exchange home page



The **View client SCORE** screen will display. Refer to 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

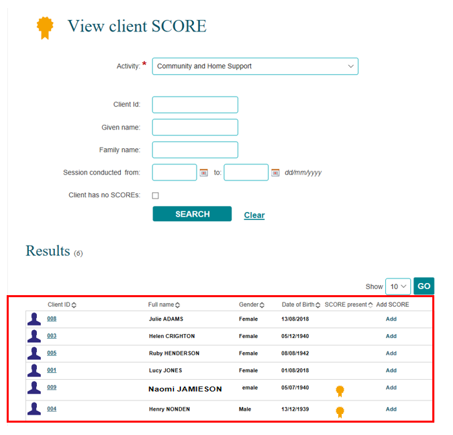


Select **SEARCH**.

**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 to Figure 3.

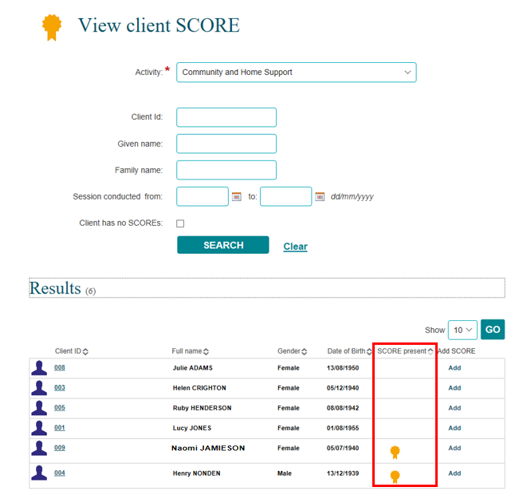
Figure 3 – Results section



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

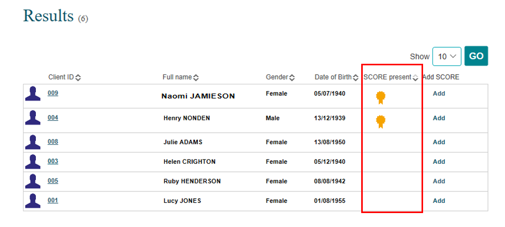
The **SCORE present** column will display with This is a screen shot of the SCORE is present iconindicating that a SCORE assessment has been added to the client.

Figure 4 – SCORE present field



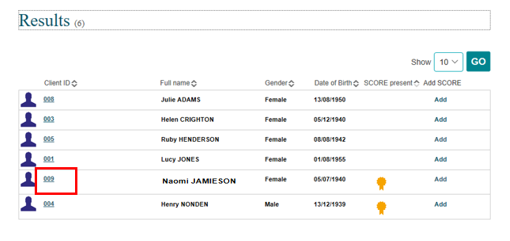
Select Sort list icon at the top of the column to sort the records. Refer to Figure 5.

Figure 5 – SCORE present field sort function



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

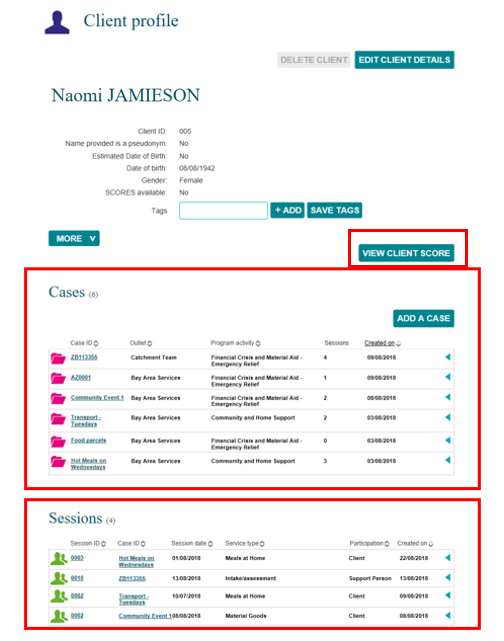
Figure 6 – Client ID hyperlink



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

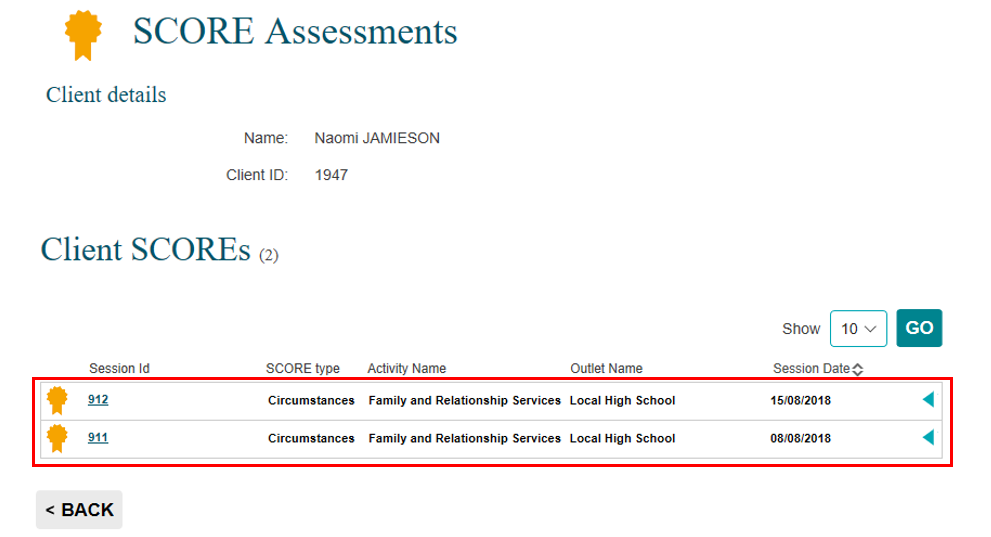
Select **VIEW CLIENT SCORE** to view the SCOREs that have been recorded for this client.

Figure 7 – Client profile screen



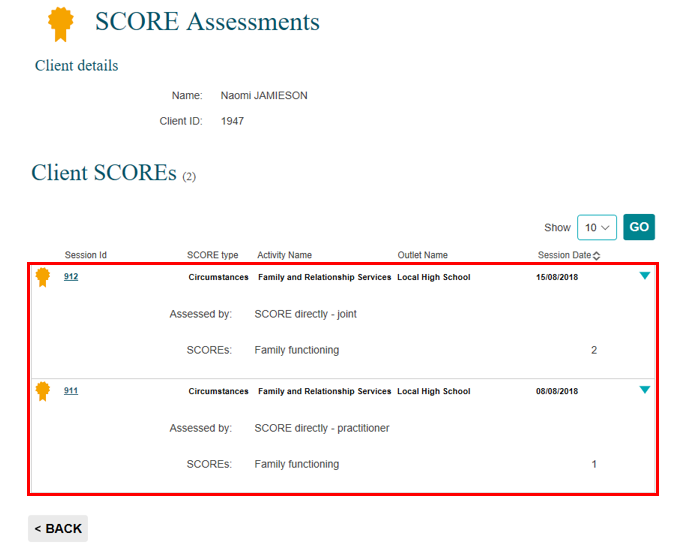
The **SCORE Assessments** screen displays with a listing of the SCORE assessments that have been recorded for the selected client. Refer to Figure 8.

Figure 8 – SCORE Assessments screen



Select Expand record icon to expand the extra details fields. Refer to Figure 9.

Figure 9 – Extra details fields for SCORE



Select this is a screen shot of the collapse button to collapse the extra details fields.

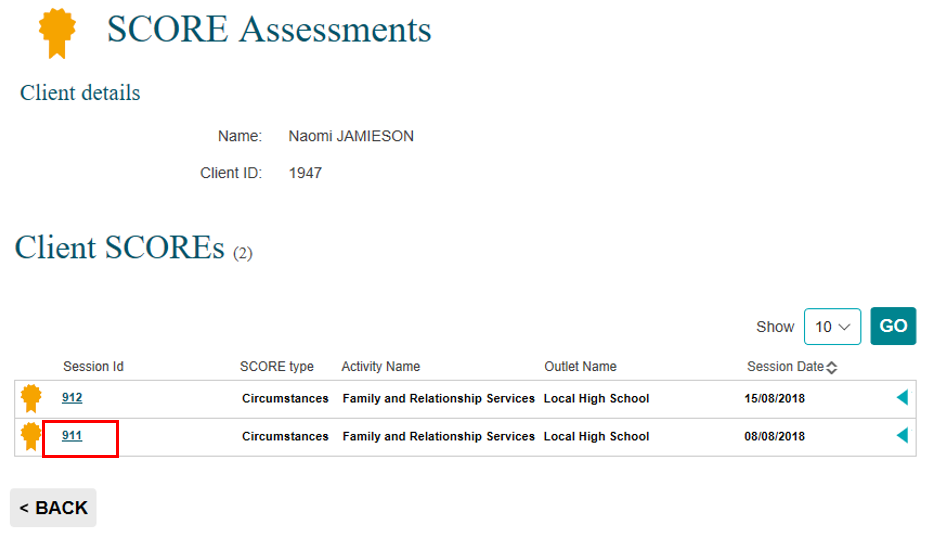
### Edit a SCORE assessment

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 to Figure 10.

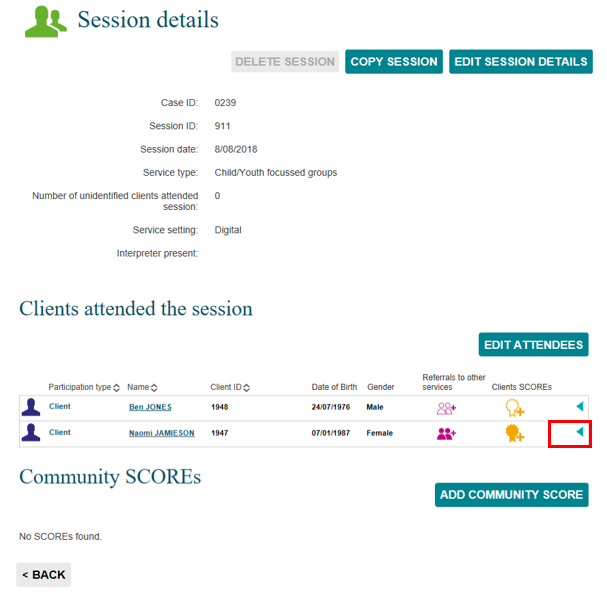
Figure 10 – SCORE Assessments screen – Session Id hyperlink



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

Select Expand record icon to expand the extra details fields.

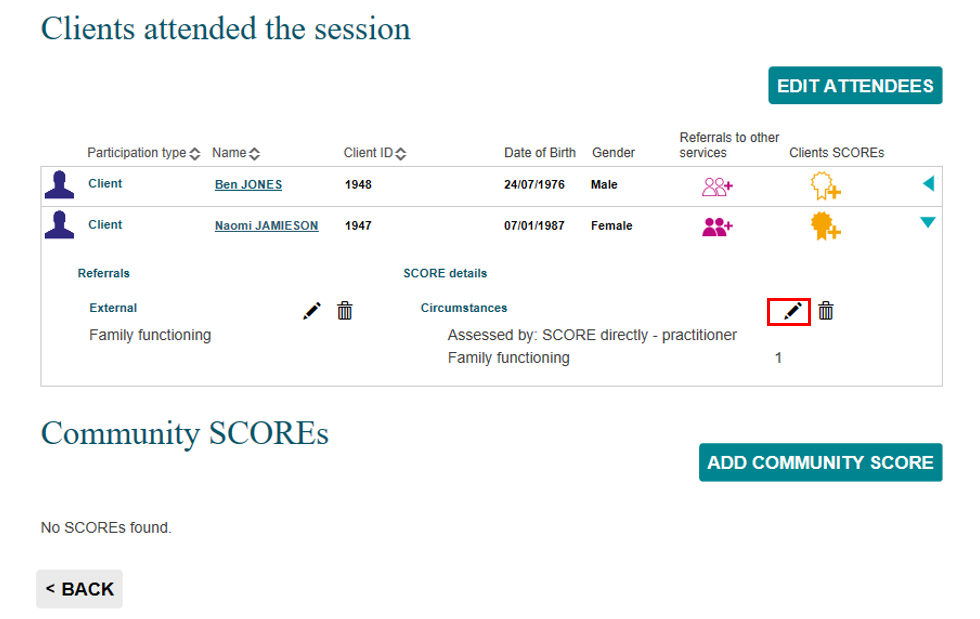
Figure 11 – Session details screen



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

Select This is a screen shot of the edit icon to edit the SCORE record.

Figure 12 – Edit a SCORE assessment



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

Select this is a screen shot of the collapse button to collapse the extra details fields.

### Add a SCORE assessment

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



Refer to the [Add a SCORE assessment](https://dex.dss.gov.au/document/371) task card for more information on how to add a SCORE from this screen.

For more information on SCORE, go to the [Data Exchange Protocols](https://dex.dss.gov.au/document/81), and [Training](https://dex.dss.gov.au/training) page.

For system support, contact the Data Exchange Helpdesk by email [dssdataexchange.helpdesk@dss.gov.au](mailto:dssdataexchange.helpdesk@dss.gov.au) or on 1800 020 283.