



DDAP EDUCATION ASSESSMENT TRAINING GUIDE

DMHAS Information Systems Division



September 2011

EDUCATION ASSESSMENT

OVERVIEW

The Education Services program offers behavioral health clients the opportunity to obtain education that will help them find a job and assist them in their recovery. Most clients in the Education Services program are also admitted to a DMHAS program, but not all.

The Education Services program admits and discharges clients in the same way as other DMHAS programs. *While in the Educational Services program, clients can participate in only one Educational Program.* Many clients are concurrently working a job while in this program.

Client Education Prep Start Dates and Education Start Dates will fall between the Education Services program admission date and discharge date, in the case where the client is discharged. A client is discharged from the Education Services program when they are no longer receiving any services.

Education Services data can only be entered into DDaP through the front end.

FORMS:

The following forms are used when admitting a client to an **Education Program**:

- DDaP Admission Form - Abbreviated
- DDaP Education Assessment Form

These forms are located on the **DMHAS / EQMI website** under [DDaP User Documentation and Forms](http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736) found at the following link: <http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736>

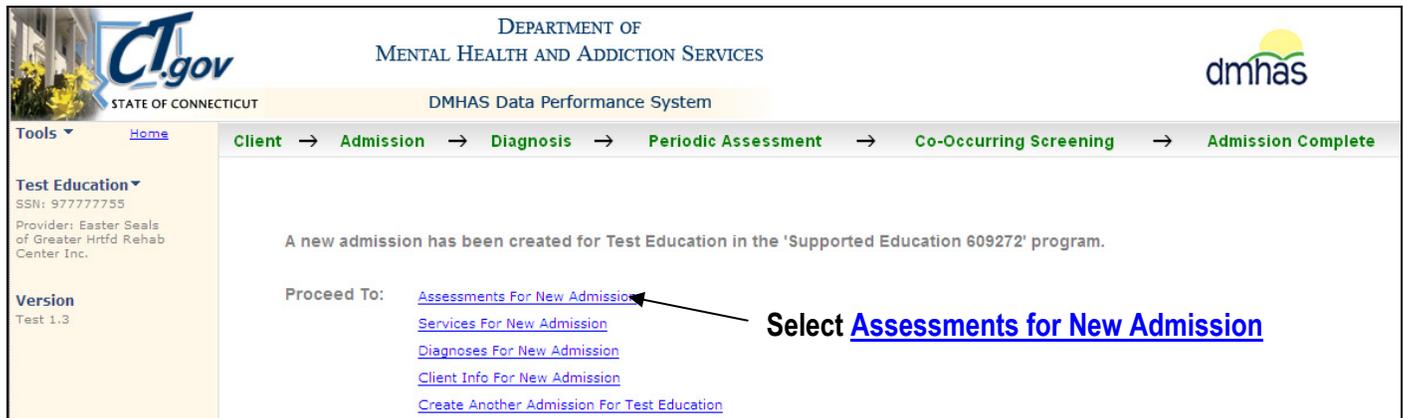
Refer to the **DDaP Training Guide**, for instructions on admitting a new client, admitting an existing client, entering and updating Services and Assessments and Discharging clients.

The **DDaP Training Guide** can be found at the following location:

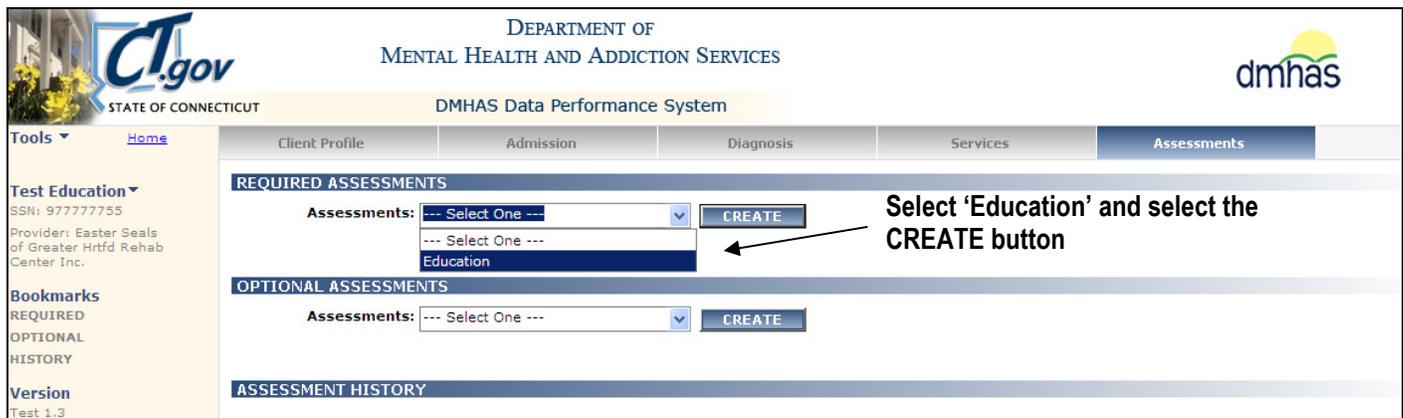
- In the **DDaP Application** on the Sidebar in the **'Tools'** link under **'Documentation'**

ADDING AN EDUCATION ASSESSMENT

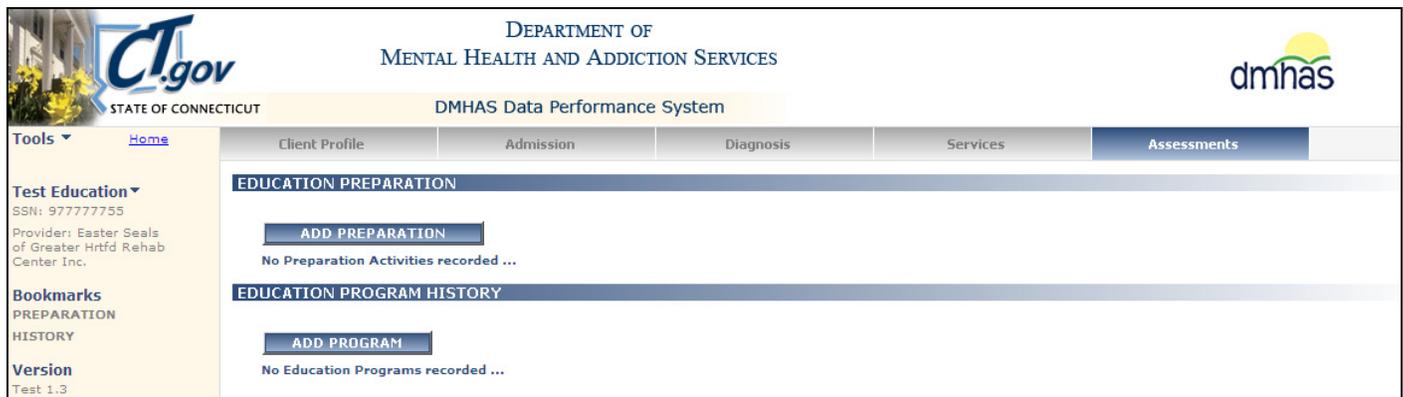
1. If adding the **Education Assessment** immediately following a new admission, select the [Assessments for New Admission](#) link on the **Admission Complete** screen.



2. The **ASSESSMENTS** screen will display.
3. Select 'Education' from the **REQUIRED ASSESSMENTS** drop list.
4. Select the **CREATE** button.



5. The **EDUCATION ASSESSMENT** screen will display.



OR

- If adding an **Education Assessment** by **CLIENT SEARCH**, search on the client's **Last Name**, **SSN** or **Advanced** (First Name, Last Name, DOB) and select [Find Admissions](#) in the **CLIENT(S) FOUND** grid, then select [Details](#) next to the **ADMISSIONS FOUND FOR...** client grid.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Management | Roster Management | File Management

CLIENT SEARCH

Provider: ALL

Search By: Last Name SSN Advanced Last Name: edu

CLIENT(S) FOUND

Last Name	First Name	SSN	DOB	
Education	Test	97777755	02/17/1980	✓ Create New Admission

ADMISSION(S) FOUND FOR: TEST EDUCATION - SORTED BY ADMIT DT

Program(s): ALL

Provider	Program	Status	Admit Dt	Discharge Dt	
Easter Seals of Greater Hrtfd Rehab Center Inc.	Supported Education 609272	Open	09/01/2010		Details Discharge

- The **Client Profile** screen will display.
- Select the **Assessments** tab in the **Navigator Bar**.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
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Client Profile | Admission | Diagnosis | Services | **Assessments**

DEMOGRAPHICS

First Name: Test | Mid Initial: | Last Name: Education | Suffix: |

SSN: 97777755 | SSN Unavailable Reason: | Religion: Catholic |

DOB: 02/17/1980 | DOB Unavailable Reason: | Marital Status: Never married |

Ethnicity: Non-Hispanic | Primary Language: English | Second Lang: |

- The Assessments screen will display with **'Education'** listed in **REQUIRED ASSESSMENTS**.
- Select **'Education'** in the **REQUIRED ASSESSMENTS** drop list.
- Select the **CREATE** button.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | **Assessments**

REQUIRED ASSESSMENTS

Assessments: --- Select One --- [CREATE](#)

--- Select One ---
Education

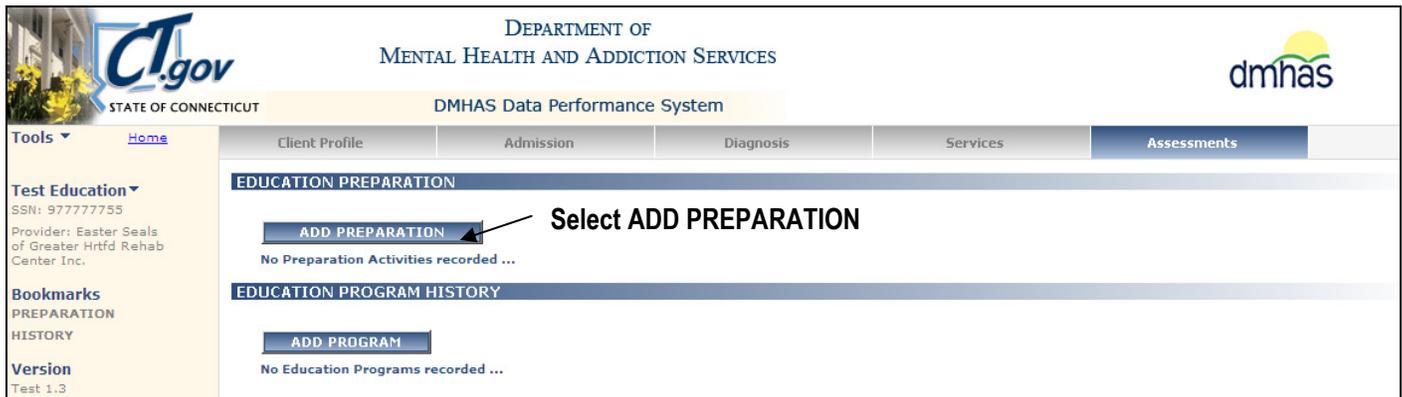
OPTIONAL ASSESSMENTS

Assessments: --- Select One --- [CREATE](#)

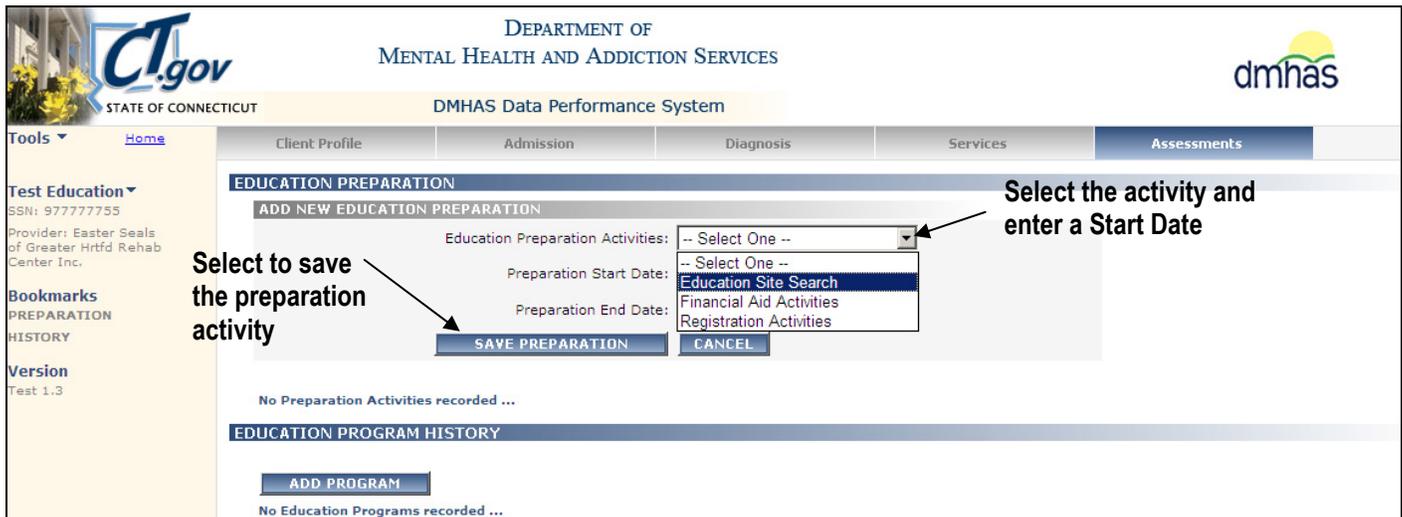
ASSESSMENT HISTORY

12. The **EDUCATION ASSESSMENT** screen will display.

13. **EDUCATION PREPARATION** – Select the **ADD PREPARATION** button if there are Education Preparation Activities to record. (Go to step # 21 if there are **no** Education Preparation Activities to add.)



14. The **ADD NEW EDUCATION PREPARATION** fields will display.



15. Complete the **EDUCATION PREPARATION** data fields as noted below:

EDUCATION PREPARATION ACTIVITIES	Required if there is a Preparation Start Date. Select the activity from the drop list: Education Site Search, Financial Aid Activities, Registration Activities
PREPARATION START DATE	Required if there is a value in Education Preparation Activities. Enter the date when a client started an Education Preparation activity in MM/DD/YYYY date format, or select the date from the calendar.
PREPARATION END DATE	Enter the date when a client completed an Education Preparation activity in MM/DD/YYYY date format, or select the date from the calendar.

16. Select the **SAVE PREPARATION** button to save the Education Preparation information. (Select the **CANCEL** button to cancel the information.)

17. Once the **SAVE PREPARATION** button is selected, the **Preparation Activity** information will display in a grid.

18. Select the **ADD PREPARATION** button if there are more Education Preparation Activities to record.

19. If the same Education Preparation Activity is added and there is **no End Date** for that specified Education Preparation Activity that is in the Preparation Activity grid, an error will display.

20. Select the **CANCEL** button to cancel the activity.



The same Preparation Activity **cannot** be added if that specified preparation activity is already active.

21. **EDUCATION PROGRAM HISTORY** – Select the **ADD PROGRAM** button if there is NEW education program history to add. (If there is no Program history to add, select **SAVE & EXIT**.)

22. The **ADD NEW PROGRAM** data fields will display.



*The same Program **cannot** be added if that specified program is already active.*

23. Complete the **ADD NEW PROGRAM** data fields as noted below:

EDUCATION PROGRAM	Select the Education Program from the drop list.
--------------------------	--

Select to save the program

PROGRAM START DATE	Required only if the Education Program field is populated. Enter the date that the client started the program, in MM/DD/YYYY format, or select the date from the calendar.
PROGRAM END DATE	Enter the date that the client completed the program, in MM/DD/YYYY format, or select the date from the calendar.
PROGRAM SUCCESSFULLY COMPLETED	Select 'Yes' if the program is successfully completed, or 'No' if the program is not successfully completed.

24. Select the **SAVE PROGRAM** button to save the Education Program History. (Select the **CANCEL** button to cancel the information.)

25. The **EDUCATION PROGRAM HISTORY** will display in a grid.

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Client Profile | Admission | Diagnosis | Services | **Assessments**

EDUCATION PREPARATION

ADD PREPARATION

Preparation Activity	Start Date	End Date	
Education Site Search	9/1/2010	9/24/2010	[edit] [delete]

EDUCATION PROGRAM HISTORY

ADD PROGRAM

Program	Start Date	End Date	Successfully Completed	
Adult Basic Education	10/4/2010			[edit] [delete]

SAVE SAVE & EXIT CANCEL

Education Services Assessment

26. Select the **ADD PROGRAM** button to add another program if the client has completed the previous program.



While in the Educational Services program, clients can participate in only one Educational Program. An error will display if adding another program while one is still active.

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Client Profile | Admission | Diagnosis | Services | **Assessments**

EDUCATION PREPARATION

ADD PREPARATION

Preparation Activity	Start Date	End Date	
Education Site Search	10/8/2010		[edit] [delete]

EDUCATION PROGRAM HISTORY

• YOU'RE ATTEMPTING TO ADD A NEW PROGRAM WHILE ANOTHER PROGRAM IS ALREADY ACTIVE, WHICH IS NOT ALLOWED.

ADD NEW PROGRAM

Education Program: Work-related secondary or post-secondary courses at private or public uni

Program Start Date: 10/15/2010

Program End Date:

Program Successfully Completed:

SAVE PROGRAM CANCEL

Program	Start Date	End Date	Successfully Completed	
Adult Basic Education	10/11/2010			[edit] [delete]

27. Select the **SAVE** button to save the **Education Assessment**. (Select the **CANCEL** button to cancel the Education Assessment information.)

28. Select the **SAVE & EXIT** button to save the **Education Assessment** and return to the **Assessments** screen.

29. The **Assessments** screen will display and the **Education Assessment** will display in the **ASSESSMENT HISTORY** grid.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

STATE OF CONNECTICUT DMHAS Data Performance System

Tools Home

Client Profile Admission Diagnosis Services **Assessments**

REQUIRED ASSESSMENTS

Assessments: --- Select One --- CREATE

OPTIONAL ASSESSMENTS

Assessments: --- Select One --- CREATE

ASSESSMENT HISTORY

Assessment Date	Assessment
10/12/2010	Education

'Education' displays in Assessment History

CLIENT MGT ROSTER MGT

30. The **Assessment Date** in the **ASSESSMENT HISTORY** grid is the date the **Education Assessment** was entered into DDaP.

31. Select the open  icon in the **ASSESSMENT HISTORY** grid to view or edit the assessment.

32. Select the delete  icon in the grid to delete the assessment. If the assessment is deleted, it will display in the **REQUIRED ASSESSMENTS** grid.

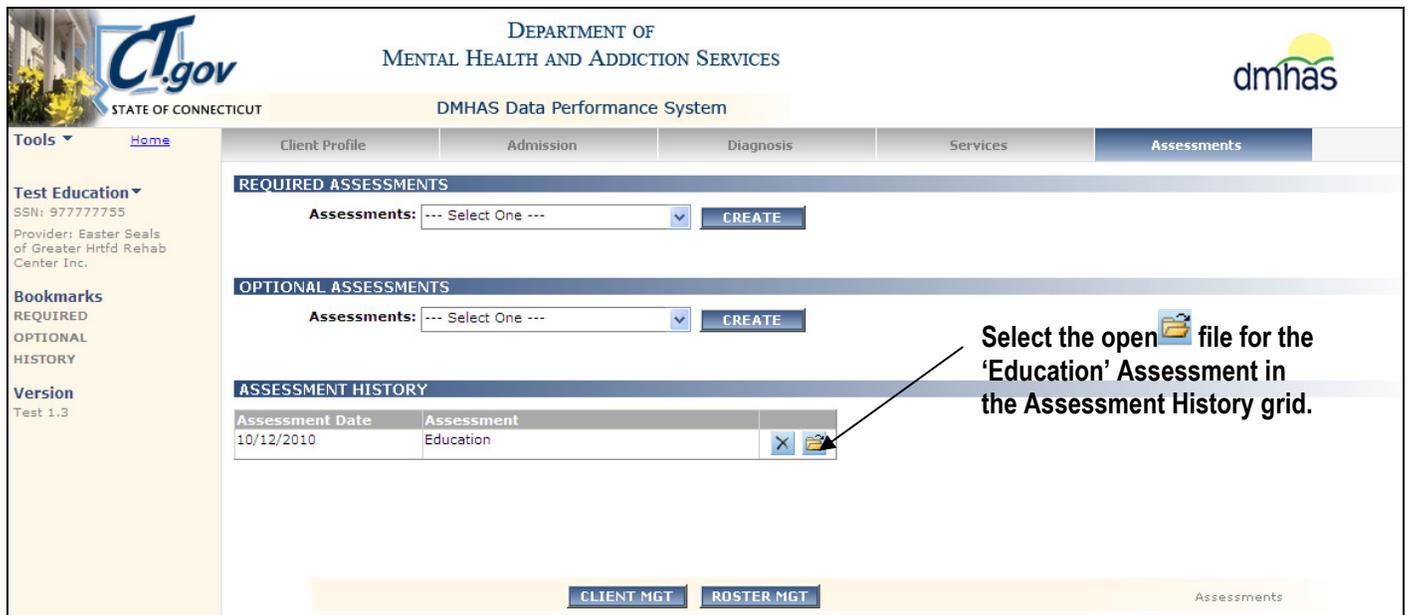
33. Select the **CLIENT MGT** button to return to the **Client Search**.

34. Select the **ROSTER MGT** button to return to the **Roster Search**.

35. Select any of the tabs in the **Navigator Bar** to go to another screen to view or update client data.

UPDATING AN EDUCATION ASSESSMENT

1. Select the open  icon in the **ASSESSMENT HISTORY** grid to view or edit the assessment.



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

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Client Profile Admission Diagnosis Services **Assessments**

REQUIRED ASSESSMENTS

Assessments: --- Select One --- CREATE

OPTIONAL ASSESSMENTS

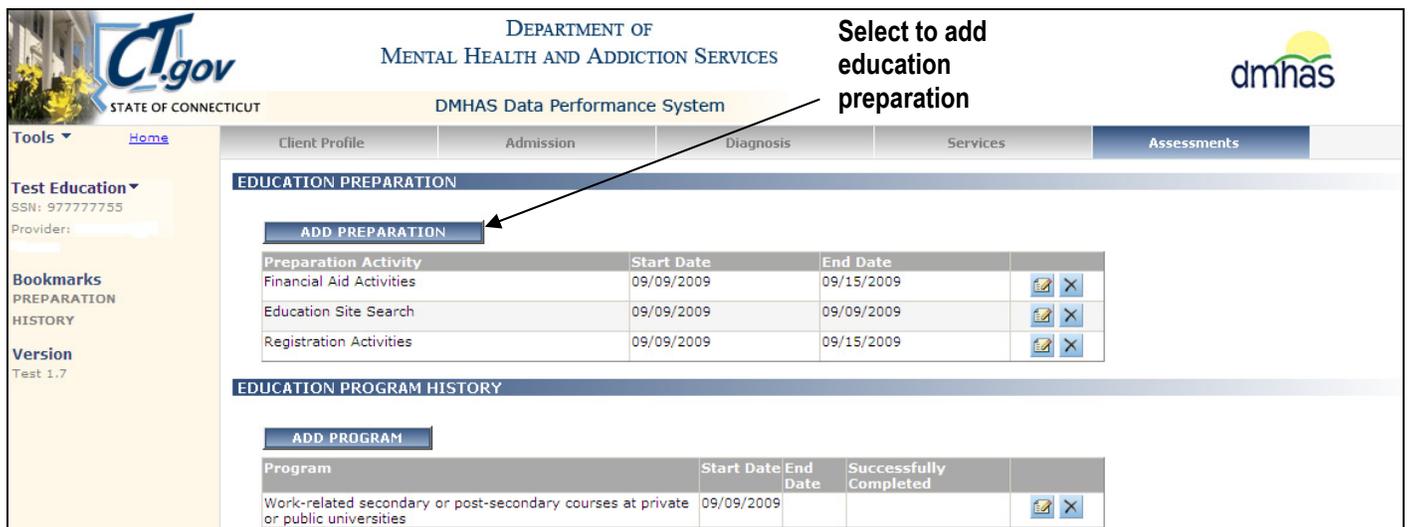
Assessments: --- Select One --- CREATE

ASSESSMENT HISTORY

Assessment Date	Assessment	
10/12/2010	Education	

CLIENT MGT ROSTER MGT Assessments

2. The **Education Assessment** screen will display.



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

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Client Profile Admission Diagnosis Services **Assessments**

EDUCATION PREPARATION

ADD PREPARATION

Preparation Activity	Start Date	End Date	
Financial Aid Activities	09/09/2009	09/15/2009	 
Education Site Search	09/09/2009	09/09/2009	 
Registration Activities	09/09/2009	09/15/2009	 

EDUCATION PROGRAM HISTORY

ADD PROGRAM

Program	Start Date	End Date	Successfully Completed	
Work-related secondary or post-secondary courses at private or public universities	09/09/2009			 

3. To add new education preparation, select the **ADD PREPARATION** button.



The same Preparation Activity **cannot** be added if that specified preparation activity is already active.

4. The **ADD NEW EDUCATION PREPARATION** data fields will display.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
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Client Profile | Admission | Diagnosis | Services | **Assessments**

EDUCATION PREPARATION

ADD NEW EDUCATION PREPARATION

Education Preparation Activities: Registration Activities

Preparation Start Date: 12/1/2010

Preparation End Date: 12/3/2010

SAVE PREPARATION **CANCEL**

Preparation Activity	Start Date	End Date	
Financial Aid Activities	09/09/2009	09/15/2009	
Education Site Search	09/09/2009	09/09/2009	
Registration Activities	09/09/2009	09/15/2009	

EDUCATION PROGRAM HISTORY

ADD PROGRAM

Program	Start Date	End Date	Successfully Completed	
Work-related secondary or post-secondary courses at private or public universities	09/09/2009			

5. Select the activity from the **Education Preparation Activities** drop list.
6. Enter the **Preparation Start Date**.
7. Enter the **Preparation End Date**, if applicable.
8. Select the **SAVE PREPARATION** button to save the education preparation.
9. The **EDUCATION PREPARATION** data will display in the **Preparation Activity** grid.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
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Client Profile | Admission | Diagnosis | Services | **Assessments**

EDUCATION PREPARATION

ADD PREPARATION

Preparation Activity	Start Date	End Date	
Registration Activities	09/09/2009	09/15/2009	
Education Site Search	09/09/2009	09/09/2009	
Financial Aid Activities	09/09/2009	09/15/2009	
Registration Activities	12/1/2010	12/3/2010	

EDUCATION PROGRAM HISTORY

ADD PROGRAM

Program	Start Date	End Date	Successfully Completed	
Work-related secondary or post-secondary courses at private or public universities	09/09/2009			



A new program can only be added if the prior program has an end date.

10. Select the edit icon in the **Program** grid.

11. The **EDIT PROGRAM** fields will display.

12. Enter the **End Date**. (*must have an End Date to enter a new program*)

13. Select **Yes** or **No** for the **Program Successfully Completed** field.

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Client Profile Admission Diagnosis Services **Assessments**

EDUCATION PREPARATION

ADD PREPARATION

Preparation Activity	Start Date	End Date	
Registration Activities	09/09/2009	09/15/2009	
Education Site Search	09/09/2009	09/09/2009	
Financial Aid Activities	09/09/2009	09/15/2009	
Registration Activities	12/1/2010	12/3/2010	

EDUCATION PROGRAM HISTORY

EDIT PROGRAM

Education Program: Work-related secondary or post-secondary courses at private or public uni

Program Start Date: 9/9/2009

Program End Date: 12/1/2010

Program Successfully Completed: Yes

SAVE PROGRAM **CANCEL**

Program	Start Date	End Date	Successfully Completed	
Work-related secondary or post-secondary courses at private or public universities	09/09/2009			

Select to save the program updates

Enter the program updates

14. Select the **SAVE PROGRAM** button to save the Program information.

15. The updated Program information will display in the **Program** grid.

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Client Profile Admission Diagnosis Services **Assessments**

EDUCATION PREPARATION

ADD PREPARATION

Preparation Activity	Start Date	End Date	
Registration Activities	09/09/2009	09/15/2009	
Education Site Search	09/09/2009	09/09/2009	
Financial Aid Activities	09/09/2009	09/15/2009	
Registration Activities	12/1/2010	12/3/2010	

EDUCATION PROGRAM HISTORY

ADD PROGRAM

Select to add a program

Program	Start Date	End Date	Successfully Completed	
Work-related secondary or post-secondary courses at private or public universities	9/9/2009	12/1/2010	Yes	

16. Select the **ADD PROGRAM** button to add another program.

17. The **ADD NEW PROGRAM** fields will display.
18. Select and **Education Program** from the drop list.
19. Enter a **Start Date**.
20. Enter the **End Date** and **Yes** or **No** for '**Program Successfully Completed**', if applicable.
21. Select the **SAVE PROGRAM** button to save the new program information.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
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Tools | Home

Client Profile | Admission | Diagnosis | Services | **Assessments**

EDUCATION PREPARATION

ADD PREPARATION

Preparation Activity	Start Date	End Date	
Registration Activities	09/09/2009	09/15/2009	[Icon] X
Education Site Search	09/09/2009	09/09/2009	[Icon] X
Financial Aid Activities	09/09/2009	09/15/2009	[Icon] X
Registration Activities	12/1/2010	12/3/2010	[Icon] X

EDUCATION PROGRAM HISTORY

ADD NEW PROGRAM

Education Program:

Program Start Date:

Program End Date:

Program Successfully Completed:

SAVE PROGRAM **CANCEL**

Program	Start Date	End Date	Successfully Completed	
Work-related secondary or post-secondary courses at private or public universities	9/9/2009	12/1/2010	Yes	[Icon] X

Select to save program

22. The Program information will display in the **Program** grid.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
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Tools | Home

Client Profile | Admission | Diagnosis | Services | **Assessments**

EDUCATION PREPARATION

ADD PREPARATION

Preparation Activity	Start Date	End Date	
Registration Activities	09/09/2009	09/15/2009	[Icon] X
Education Site Search	09/09/2009	09/09/2009	[Icon] X
Financial Aid Activities	09/09/2009	09/15/2009	[Icon] X
Registration Activities	12/1/2010	12/3/2010	[Icon] X

EDUCATION PROGRAM HISTORY

ADD PROGRAM

Program	Start Date	End Date	Successfully Completed	
Work-related secondary or post-secondary courses at private or public universities	9/9/2009	12/1/2010	Yes	[Icon] X
Work-related secondary or post-secondary courses at private or public universities	1/17/2011			[Icon] X

The new program will display

Select to Save and return to the Assessment screen

SAVE **SAVE & EXIT** **CANCEL**

Education Services Assessment

23. Select the **SAVE & EXIT** button to save the Education assessment information.

24. The updated **Education Assessment** will display in the **ASSESSMENT HISTORY** grid.

DEPARTMENT OF
MENTAL HEALTH AND ADDICTION SERVICES

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Tools ▾ Home

Client Profile Admission Diagnosis Services **Assessments**

REQUIRED ASSESSMENTS

Assessments: --- Select One --- CREATE

OPTIONAL ASSESSMENTS

Assessments: --- Select One --- CREATE

ASSESSMENT HISTORY

Assessment Date	Assessment
10/12/2010	Education

CLIENT MGT ROSTER MGT Assessments

25. Whenever there is a change in the client's Education Preparation or Education Program, select the open  icon in the **ASSESSMENT HISTORY** grid to make the necessary updates to the assessment.



*The same Preparation Activity **cannot** be added if that specified preparation activity is already active. There must be an end date on the prior activity before adding it again.*

*A client cannot be in more than one program at a time. A new program can only be added **if the prior program has an end date.***