

## How to start a significant change assessment

1. e-Assessments > CCRS > scroll down to the bottom of the page and click Start an unscheduled assessment.

SCREEN SHOT: E-ASSESSMENT> CCRS

The screenshot displays a table of assessment records with columns for ID, description, status, and dates. Below the table is a navigation bar with a search filter, a 'Show 10' dropdown, and 'Page 1 of 71 (701 records)'.

MED-14	Quarterly Re...	Incomp...	2011-1...	2010-0...	2010-0...	-70: Aske...	1985-09...	
MED-15	Quarterly Re...	Incomp...	2012-0...	2010-0...	2010-0...	-50: Not ...	1985-10...	
MED-15	Sig. Change	Incomp...	2014-0...	2014-0...	2010-0...	-50: Not ...	1985-10...	
MED-16	Quarterly Re...	Incomp...	2011-0...	2011-0...	2010-0...	-70: Aske...	1987-02...	
MED-21	Sig. Change	Incomp...	2011-0...	2011-0...	2011-0...	2011-0...	-50: Not ...	1950-01...
MED-33	Quarterly Re...	Incomp...	2011-1...	2011-0...	2011-0...	1234567...	1911-02...	
MED-34	Quarterly Re...	Sched...		2011-0...	2011-0...	2014-0...	-70: Aske...	1960-04...

Showing submission information for: **CCRS** Submission status legend: **Not Submitted** **Accepted** **Rejected** **Unknown**

**Create an unscheduled assessment**

[Start an unscheduled assessment](#)

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2. Search for the resident.

SCREEN SHOT: NEW ASSESSMENT

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[CCRS](#)
[NRS](#)
[Alberta CCIS](#)
[DMHRS](#)
[CHA](#)
[Custom Assessments](#)

### Create a new assessment

**1** Select a client to create a new assessment for:

**Filter**

Admitted Clients

**Find Client**

Name  Chart Number

Birth Date  Health Card Number

Refine search:

Name	Chart Number	Birth Date	Health Card Number	Adm. Date	Next Scheduled Type
	MED-13		-90: Not Applicable	2010-04-14	
	MED-14		-70: Asked, unknown	2010-01-30	
	MED-15		-50: Not Available, te...	2010-06-01	
	MED-16		-70: Asked, unknown	2010-06-30	

- Click on the resident's name and a blue highlight will appear on the selected resident.
- Below the list of residents, select the Reason for Assessment from the drop down and click on Significant Change in Status.

SCREEN SHOT: NEW ASSESSMENT

Name	Chart Number	Birth Date	Health Card Number	Adm. Date	Next Scheduled Type
	MED-13		-90: Not Applicable	2010-04-14	

10  1

**Reason for Assessment options:**

- Discharge No Return
- Discharge Prior to 14 Days
- Discharge Return Anticipated
- Full Annual
- Full Initial
- Quarterly Review 1
- Quarterly Review 2
- Quarterly Review 3
- Significant Change in Status
- Update Record
- Discharge No Return

**3** Create the assessment

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- Click Create the assessment button.

SCREEN SHOT: NEW ASSESSMENT

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Show 10 Page 1 of 1 (1 records)

**2** Select assessment options:

Significant Change in Status

**3** Create the assessment

Create the assessment

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6. Continue to enter ARD date and code Assessment.

SCREEN SHOT: NEW ASSESSMENT OPTION

**New Assessment Options**

Dates to note: Scheduled Assessment Date :  
Reference Date of Most Recent Assessment :  
2014-05-21

Assessment Reference Date (ARD)

Auto Fill Assessment with Data from Quarterly Review (1st Quarter) on 2014-05-21

Continue

