


CRIB SHEET – RECORDING SHORT TERM MULTIDISCIPLINARY BASELINE ASSESSMENT FORM (STSS1)

The Short Term Multidisciplinary Baseline Assessment form (STSS1) is an electronic form generated from Swift and should be recorded when a baseline assessment has been completed and should be updated when reviewed.


This guidance should be used alongside the *Swift Reports and Forms* manual.

Accessing Assessments



- Access  via Launch Pad.
- Search for the person you wish to record a Short Term Multidisciplinary Baseline Assessment for.

RECORDING THE INITIAL SHORT TERM MULTIDISCIPLINARY BASELINE ASSESSMENT FORM

- Click on .
- Press **F6** to create a new assessment event and complete the following fields:
- Complete the following fields:

Assess. Type

Enter **Short Term Multidisciplinary Assessment**.

Target Start

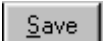
Enter the date the assessment took place.

Subject

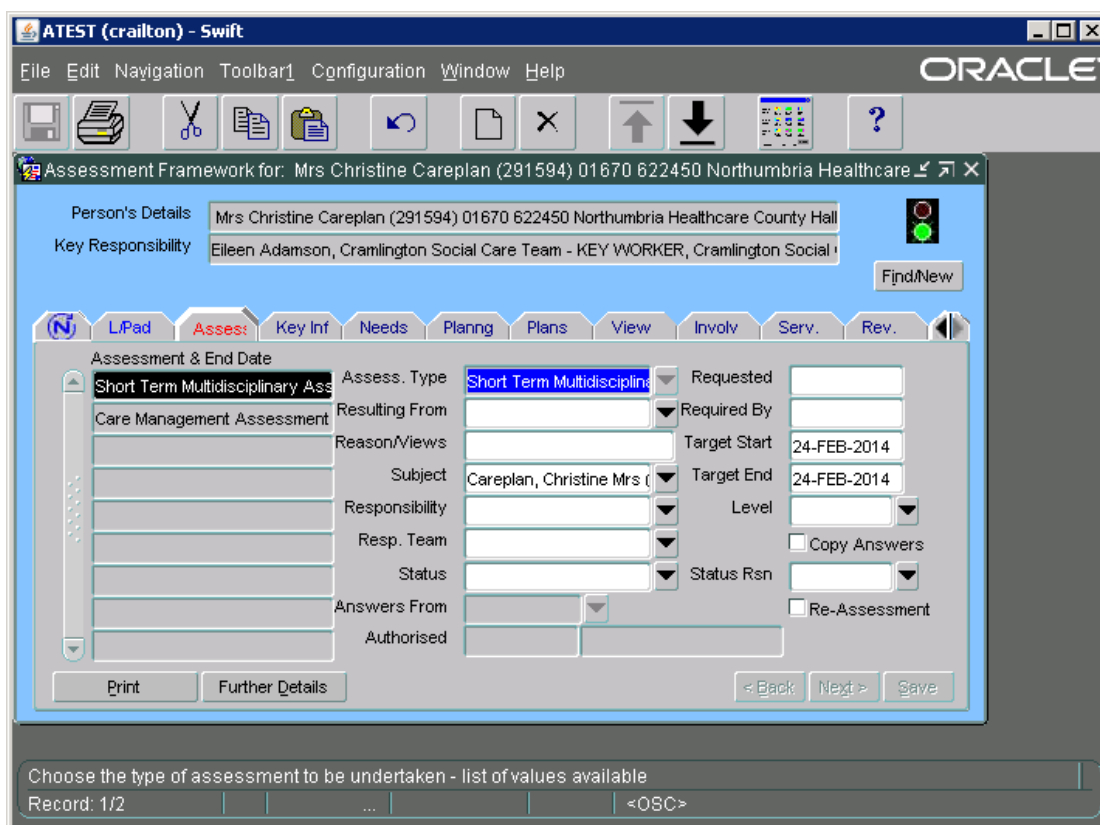
Automatically completed with the name of the client you are recording the assessment against.

Target End



Enter the same date as target start date.

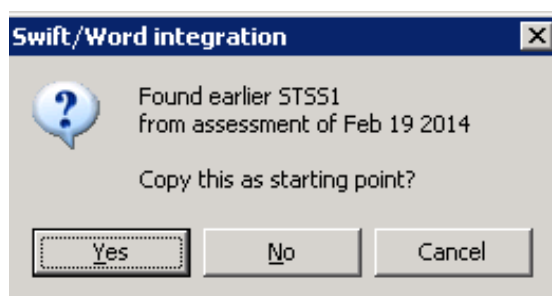
- Click on .

The completed screen will look similar to following:

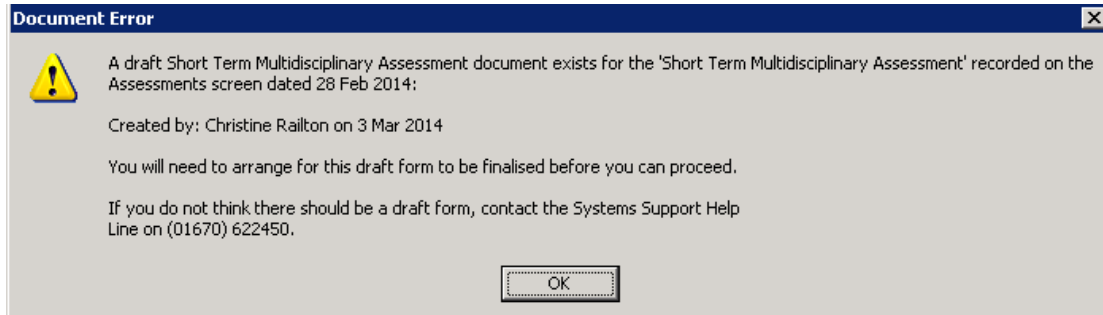


Generating the Short Term Multidisciplinary Baseline Assessment Form

- Click on appropriate Short Term Multidisciplinary Assessment event type in summary list.
- Click on .
- Click on Short Term Multidisciplinary Assessment from the list displayed in Report Options.
- Click on .
- If there has previously been a Short Term Multidisciplinary Baseline Assessment form recorded then you will be given the option to copy the information and use it as a starting point for your new Short Term Multidisciplinary Baseline Assessment form. You should click on Yes.



- If there is a previous Short Term Multidisciplinary Baseline Assessment form still in draft then a message similar to the one below will display. You will not be able to create a new Short Term Multidisciplinary Baseline Assessment form until the existing draft is either deleted or finalised.



- If this is the first Short Term Multidisciplinary Baseline Assessment form then a new form will display as follows:

- The Short Term Multidisciplinary Baseline Assessment form will already be populated with information recorded on Swift for the client.
- If any information pre populated by Swift is incorrect, you cannot update this on the form. You must close and, if relevant, save it as a draft, return to Swift to update the information and then retrieve it again.
- If there is already a draft form linked to the event you have selected, this draft will appear on your screen. It may already be populated with information recorded on Swift for this client together with details that were previously recorded on the draft and will be ready for you to update.

- If information has copied through from an earlier Short Term Multidisciplinary Baseline Assessment form then this information should be checked carefully to ensure it is still relevant and amended where necessary.

Completing the Short Term Multidisciplinary Baseline Assessment Form

- There are different types of field on the Short Term Multidisciplinary form where information is displayed or entered:
 - ◇ Fields populated by Swift – these cannot be updated on the form. You will need to update Swift and then retrieve the form to see the changes.
 - ◇ Form fill in fields – these are the ones that are shaded grey where you enter information, for example:

Occupation	
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- ◇ Drop down boxes – these are grey boxes containing **Select Answer**. Click on the box to display the list to choose an answer.
- ◇ Text fields – these are free text fields which are not shaded, where you can enter an unlimited amount of information below the bold text within the field, for example:

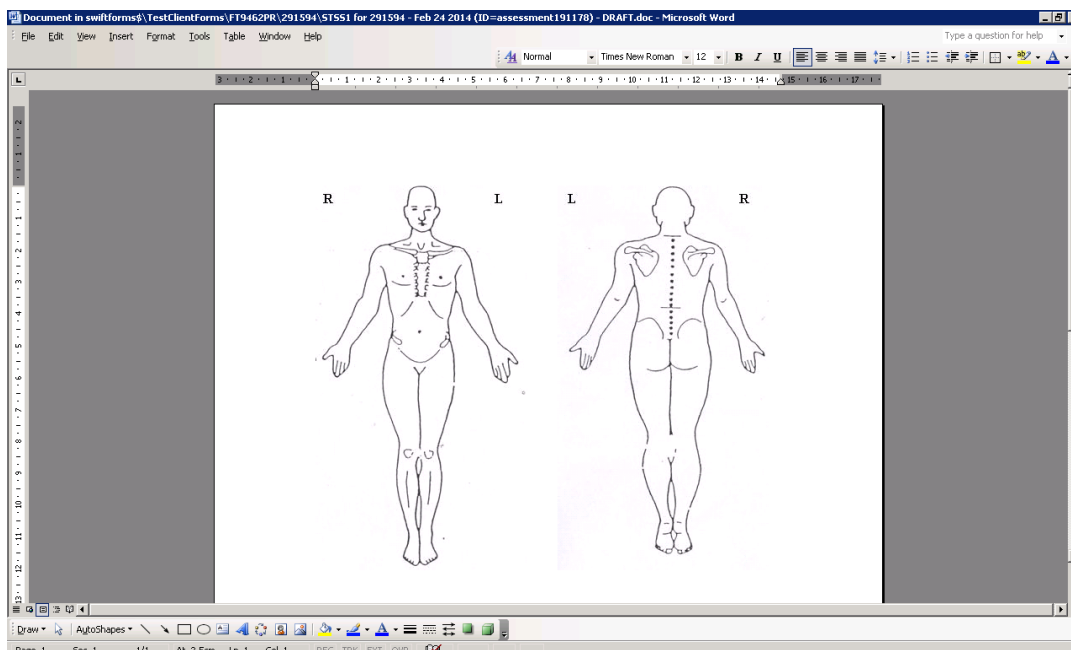
Cognition:

- You can spell check information within the text fields on a Short Term Multidisciplinary Baseline Assessment form
 - Ensure your cursor is in the first Text box field where information has been recorded, i.e. Property Access.
 - Click on the Tools menu and select Spelling and Grammar.

Therapy Section Diagram

Within the Therapy section of the form there is a diagram that you are able to annotate to indicate areas of pain etc. as appropriate.


- To access and record information in the diagram:
 - Double click on the diagram. This will open up the diagram in a separate word document as below:





- Check that the drawing toolbar is open on the word document. It looks like this:



- If the toolbar is not active then click on View/Toolbars/Drawing to open.
- Use the drawing toolbar to insert relevant images, e.g:

- A selection of shapes can be inserted using  option;

- An arrow can be inserted using  ;

- A text box can be inserted by using 

!

- It is **very important** that you do not click in the diagram and select it and then press delete on your keyboard as this will delete the diagram. If you notice that you have deleted the diagram click on Edit and Undo to reverse the action.
- If you do save the form after accidentally deleting the diagram it will not be possible to retrieve the completed diagram.
- If you delete the diagram accidentally and save the form you should contact Systems Help Line who can insert a new blank diagram.

- When you have finished annotating the diagram click on **File**.

- Select **Close and return to swiftforms\$** which will save the diagram and return you to the Short Term Multidisciplinary Baseline Assessment Form.

CLOSING AND SAVING SHORT TERM MULTIDISCIPLINARY BASELINE ASSESSMENT

Regularly Saving Short Term Multidisciplinary Baseline Assessment

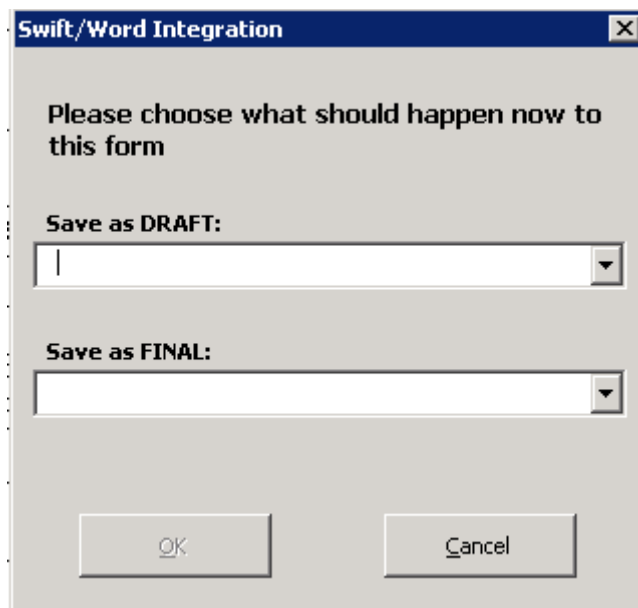
- As with any Word document, it is advisable to regularly save the Short Term Multidisciplinary Baseline Assessment form so that if there is a problem with your PC, the network or Swift you will not lose the information you have recorded.
- Click on .
- Click on .

Note: saving the form in this way will save it as a draft version but will leave it open on your screen.

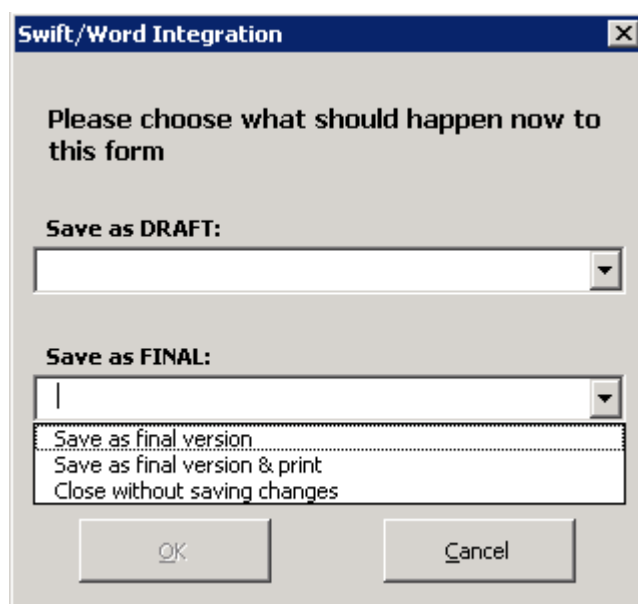
Closing the Short Term Multidisciplinary Baseline Assessment


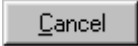
- You can save the form as a draft which will allow you to save the information you have entered so far and close it. The form can then be retrieved before finalising and will still display information you have previously entered.
- You should not leave the form in draft format for the duration of your team's involvement. The form should be finalised when the assessment is completed and updated to review progress when required.
- Once a Short Term Multidisciplinary Baseline Assessment is saved as a final version it cannot be amended, therefore you must be sure that you will not want to make any further changes to it before you save as a final version.
- Click on .
- Click on .

The following screen will be displayed:





- Click on the drop down box.
The following options will be displayed:





- Select appropriate option to finalise the form.
- Click on .
- The Short Term Multidisciplinary Baseline Assessment will close, Word will be minimised at the bottom left of your screen and you will be returned to the Report Options screen.
- Click on  to close the Report Options screen.

RECORDING AN UPDATE TO SHORT TERM MULTIDISCIPLINARY BASELINE ASSESSMENT FORM

Where a follow up call has been made to review progress then an update to the Short Term Multidisciplinary Baseline Assessment form should be recorded. The update should be recorded as a Short Term Support Service Update event type on the Assessment screen.

- Navigate to .
- Press **F6** to create a new assessment event and complete the following fields:
- Complete the following fields:
 - Assess. Type**
Enter **Update to Short Term Multidisciplinary Assessment**.
 - Target Start**
Enter the date the update took place.
 - Subject**
Automatically completed with the name of the client you are recording the assessment against.
 - Target End**
Enter the same date as target start date..
- Click on .

Generating the Updated Short Term Multidisciplinary Baseline Assessment Form

- Click on Update to Short Term Multidisciplinary Assessment event type in summary list.
- Click on .
- Click on Short Term Multidisciplinary Assessment from the list displayed in Report Options.
- Click on .
- You should see a message advising that an earlier Short Term Support Form has been found.
- Click on Yes to copy forward the details.
- The form should display with previously recorded information recorded.

- You should then update and finalise the Short Term Multidisciplinary Baseline Assessment form as required. Refer to *Completing the Short Term Multidisciplinary Baseline Assessment* and *Closing and Saving the Short Term Multidisciplinary Baseline Assessment* sections of this crib sheet for guidance.

AMENDING A FORM SAVED AS A FINAL VERSION

- If you require an amendment to a Short Term Multidisciplinary Baseline Assessment form that has been saved as a final version please contact the Systems Support Help Line for assistance.

DELETING FORMS

- If you have generated the Short Term Multidisciplinary Baseline Assessment form in error and do not wish to have it stored on the network you must ring the Systems Support Help Line who will delete the file on your behalf.