



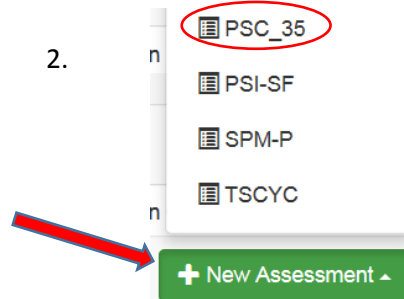
Children and Youth Collaborative Services – CYCS

How to Enter the Data for the PSC-35

1. Navigate to the Specific Child's Assessments screen by selecting "Workload" or "Data Portal" and selecting the specific client you would like to run the report on.



2. Select "New Assessment" in the bottom right hand corner, then select "PSC_35".



3. If more than one reporting unit, select the RU from the drop down menu at the top of the page.



4a. Answer the first 35 questions by entering a number in the empty space.

4a.

	Never (0)	Sometimes (1)	Often (2)	Unanswered (3)
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Move to the next question by pressing the "enter" or the "tab" key on your keyboard, or by using your mouse.

4b. Boxes only accept: 0, 1, 2, 3.



4c. Alternatively, you could use the mouse to select each bubble as you make your way down the page.

4c.

Never (0)	Sometimes (1)	Often (2)	Unanswered (3)
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

5. Questions 36 and 37 are "Yes" or "No". However, if you do not get an answer for these questions then mark "Unanswered". Question 38 provides a space to add any additional services.

5.



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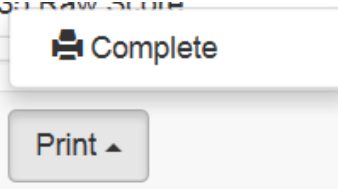
6. Line 39 gives you your “PSC-35 Raw Score”. If four or more blanks, you will get this warning instead of a score.

6. Invalid - Four or More Unanswered Questions

7. When you are done filling out the form or want to save the data you have entered, click the “Save” button.

7.  Save

8. To print, Click “Print”, then “Complete”. NOTE: Printing is not required if you have the hard copy available to file in the chart.

8.  Complete
Print ▲

9. File a hard copy in the Medical Chart

9. PSC-35 forms are filed on top of the Clinical Assessment in the Medical Chart. The order of filing is:

- Clinical Assessment
- PSC-35
- CANS Scoresheet or Other CANS Documents