



**EVIDENT
CHANGE**
Inform Systems. Transform Lives.

DCS USER GUIDE

ARKANSAS STATE POLICE AND DIVISION OF CHILDREN AND FAMILY SERVICES

January 2023

Structured Decision Making[®] and SDM[®] are registered in the US Patent and Trademark Office.



ABOUT EVIDENT CHANGE

Evident Change promotes just and equitable social systems for individuals, families, and communities through research, public policy, and practice. For more information, call (800) 306-6223 or visit us online at EvidentChange.org and [@Evident_Change](https://twitter.com/Evident_Change) on Twitter.

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INTRODUCTION

This user guide illustrates the basic functions of Evident Change’s web-based data collection system (DCS). You will use the DCS to complete your Structured Decision Making® (SDM) assessments.

URL: <https://cps.sdmdata.org/arkansas>

Contact the Evident Change help desk at support@sdmdata.org for assistance with the DCS (logging in, assessment tasks, etc.).

MAIN MENU

The screenshot shows the Evident Change Main Menu. At the top right, the user name 'Sarah Hesse (shes)' is displayed, along with navigation links for 'Policy & Procedures', 'Training', and 'Logout' (callout 1). Below this is the 'Main Menu' header. A navigation bar contains 'My Caseload', 'Search', 'Reports', 'Change Password', and 'User Management' (callout 5). On the left, there is a 'New Assessment Menu' with options: 'Intake Assessment', 'Safety Assessment', 'Risk Assessment', and 'SCP Safety Assessment' (callout 3). Below that is a 'Filter Assessments' section with dropdowns for 'Assessment Type' and 'Assessment Date' (callout 4). A 'Tips' section provides instructions on sorting, editing, and printing assessments. The main content area is titled 'My Assessments' and contains a table with columns: Case ID, Case Name, Assessment Type, Date, and Result (callout 2). The table lists two entries for Case ID 123. At the bottom right of the table are 'View', 'Edit', and 'Delete' buttons.

Case ID	Case Name	Assessment Type	Date	Result
123	fam	Risk Assessment	12/8/2022	Very High
123	fam	Safety Assessment	12/8/2022	Immediate safety plan

1. USER RESOURCES

- Click **POLICY & PROCEDURES** to view your agency’s SDM® policy and procedures (P&P) manual.
- Click **TRAINING** to launch a pop-up with user support materials, including a training video.
- Click **LOGOUT** to end your session.

2. MY ASSESSMENTS

This panel contains all assessments you have created, regardless of their completion status. Incomplete assessments will be displayed in red.

There are three buttons in the bottom right corner of this panel. To perform any of these actions, first click on an assessment to select it, then click the appropriate option.

- **VIEW:** Opens the assessment in read-only mode.
- **EDIT:** Opens the assessment in edit mode to complete or edit.
- **DELETE:** Removes the assessment from the system. (**Note:** This option is not available for all users. If you do not see a **DELETE** button, your user role does not include assessment deletion. Please contact the help desk for assistance: support@sdmdata.org)

3. NEW ASSESSMENT MENU

This menu contains all SDM® assessments currently used by your agency. Start a new assessment by clicking on the appropriate assessment name from the list.

4. FILTER ASSESSMENTS

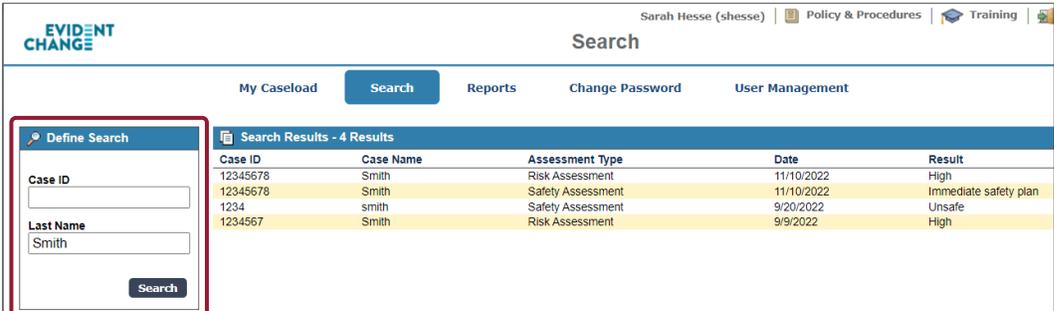
Use one or both filters to limit which assessments are displayed in the **My Assessments** panel. You can filter by assessment type or by completion date.

5. ADDITIONAL FEATURES

In addition to the default **My Caseload** tab, the DCS provides additional features. These features are not commonly used by most users.

Search: Use this tab to find an assessment. Enter all or part of either the case ID or the last name. Any

assessment containing the search criteria will be listed in the **Search Results** panel. From here,



The screenshot shows the EVIDENT CHANGE Search interface. At the top, there is a navigation bar with the user name 'Sarah Hesse (shesse)', 'Policy & Procedures', and 'Training'. Below this is a search bar with the text 'Search'. The main interface has a tabbed view with 'My Caseload', 'Search', 'Reports', 'Change Password', and 'User Management'. The 'Search' tab is active, showing a 'Define Search' panel on the left and 'Search Results - 4 Results' on the right. The 'Define Search' panel has two input fields: 'Case ID' and 'Last Name', both containing the text 'Smith', and a 'Search' button. The 'Search Results' panel displays a table with the following data:

Case ID	Case Name	Assessment Type	Date	Result
12345678	Smith	Risk Assessment	11/10/2022	High
12345678	Smith	Safety Assessment	11/10/2022	Immediate safety plan
1234	smith	Safety Assessment	9/20/2022	Unsafe
1234567	Smith	Risk Assessment	9/9/2022	High

select an assessment to view, edit, or delete. (See **My Assessments** above for more information on these three options.)

Reports: Not commonly used. Contact the help desk (support@sdmdata.org) for assistance.

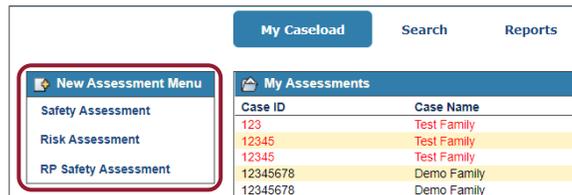
Change Password: Use if you wish to manually change your password to log into the DCS.

User Management: Only available for users with administrative rights. Most users will not see this tab.

ASSESSMENT TASKS

STARTING A NEW ASSESSMENT

1. From **MY CASELOAD**, see the **New Assessment Menu** on the left.
2. Click the name of the assessment you wish to start.



The screenshot shows the 'My Caseload' interface. On the left, there is a 'New Assessment Menu' with three options: 'Safety Assessment', 'Risk Assessment', and 'RP Safety Assessment'. On the right, there is a table titled 'My Assessments' with columns for 'Case ID' and 'Case Name'. The table contains three rows of data.

Case ID	Case Name
123	Test Family
12345	Test Family
12345678	Demo Family

COMPLETING AN ASSESSMENT

Basic Assessment Information

Assessments contain a combination of text fields, radio buttons, and check boxes.

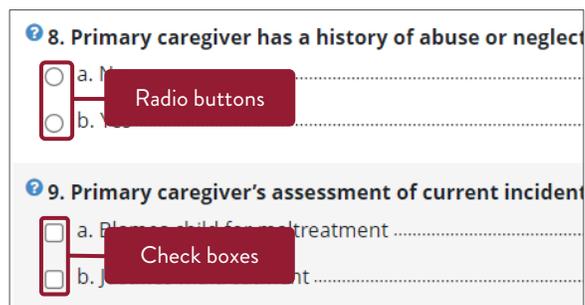
Text fields: These are fields into which you type information. Yellow-shaded text fields are required. **Note:** Some text fields are disabled unless a certain response is selected that enables a required text field.



The screenshot shows a form with two text fields. The first field is labeled 'Family Name:' and the second is labeled 'Date of Assessment:'. Both fields are highlighted in yellow, indicating they are required.

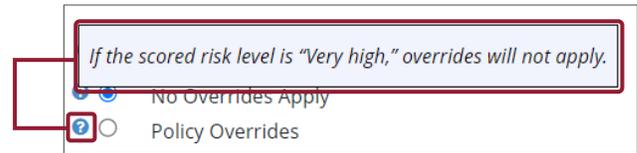
Radio buttons: These indicate that you can only select one response to a question.

Check boxes: These indicate that you can select more than one response to a question.



The screenshot shows two questions from an assessment. Question 8 is '8. Primary caregiver has a history of abuse or neglect' and has two radio button options: 'a. No' and 'b. Yes'. Question 9 is '9. Primary caregiver's assessment of current incident' and has two check box options: 'a. Please child for treatment' and 'b. Just want to see child'. A red box labeled 'Radio buttons' highlights the radio buttons for question 8, and another red box labeled 'Check boxes' highlights the check boxes for question 9.

SDM definitions: The question mark icons provide definitions from the P&P manual for the specific assessment item. Click the question mark to open a pop-up. Click again to close the pop-up.

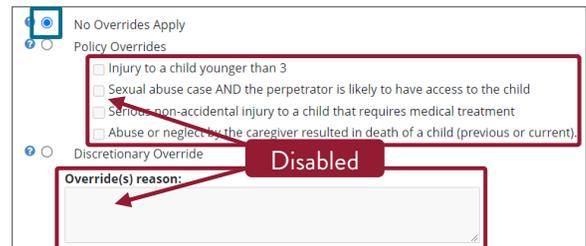


Completion Process

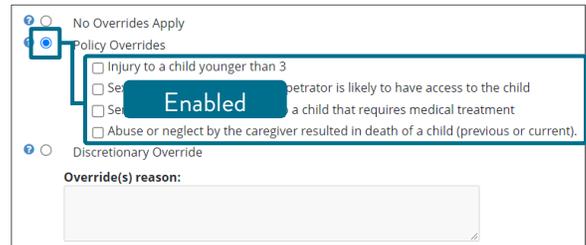
Complete the SDM assessment from top to bottom, in order, referring to the definitions as needed.

Reminder: Click the question mark icon to review the definition.

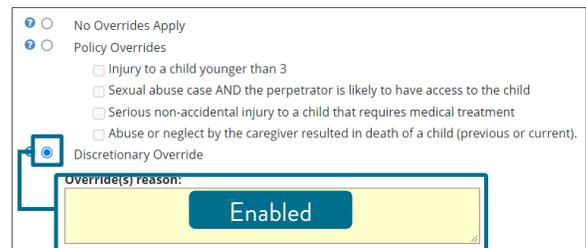
Certain selections on the assessment are enabled (i.e., you can select them) only by a specific response. In the top image with the Disabled label, the policy override options and discretionary override text box are disabled (i.e., you cannot selected them) because the response was “No Overrides Apply.”



In the middle image with the Enabled label, the check boxes are enabled because the response was “Policy Overrides,” which requires an additional response to capture the policy reason.



In the bottom image, the text field is enabled because the response was “Discretionary Override,” which requires a text entry to document the reason for the override.



SAVING AN INCOMPLETE ASSESSMENT

You are not required to complete the entire assessment in one session. To save an incomplete assessment to finish later, you must complete the assessment header. All fields are marked with an alert icon.

Family Name:	<input type="text"/>	Referral/Case ID:	<input type="text"/>
Date of Assessment:	<input type="text"/>	County (Office):	<input type="text"/>
Worker Name:	<input type="text"/>	Assessment Type:	<input type="radio"/> Initial <input type="radio"/> Reassessment <input type="radio"/> Case closure
Household Assessed:	<input type="text"/>	Caregiver(s) Assessed:	<input type="text"/>

Once these fields are completed, you can save and close the assessment. It will appear in the **My Assessments** panel in red with a result of “Incomplete” until it is finished.

COMPLETING AN ASSESSMENT

1. Once all fields have been completed, the status in the assessment footer will change to **Complete**.



2. Click **SAVE** to save the assessment. Click **PRINT** to create a PDF or print a hard copy. Click **CLOSE** to return to the main menu.

3. The assessment will appear in **My Assessments** with the assessment outcome (e.g., the decision on the safety assessment or the risk level for the risk assessment) in the **Result** column.

Case ID	Case Name	Assessment Type	Date	Result
12345	Test Family	Safety Assessment	1/4/2023	Immediate safety plan
12345	Test Family	Safety Assessment	1/2/2023	Immediate safety plan
12345	Test Family	Safety Assessment	11/11/2022	Incomplete
12345	Test Family	Safety Assessment	1/2/2023	Incomplete
123	Test Family	Safety Assessment	12/8/2022	Incomplete
123	Test Family	Safety Assessment	1/4/2023	Unsafe
123	Test Family	Safety Assessment	1/4/2023	Unsafe

Note: For incomplete assessments, the **Result** column will state **Incomplete** in red. To continue the assessment, double-click it to open.

Hint: If the assessment footer does not say “Complete,” but you feel you have completed all fields, click **SAVE**, and then scan for alert icons. They will appear next to any required, incomplete fields.

VIEWING AN ASSESSMENT AS READ-ONLY

To view an assessment in read-only mode, click once to select it from **My Assessments** and click the **VIEW** button in the bottom right. You can review and print the assessment, but you cannot make changes.

EDITING AN ASSESSMENT

To edit an assessment, double-click it from **My Assessments**; or click once to select the assessment, then click the **EDIT** button in the bottom right.

PRINTING A COMPLETED ASSESSMENT

Assessments can be printed to PDF once they have been completed and saved. To print, open the assessment in view mode (see above for instructions). Click **PRINT** to launch your browser’s print dialog box.

DELETING AN ASSESSMENT

To delete an assessment, select it from **My Assessments** and click the **DELETE** button in the bottom right.