

Part A: Individual Participant Screening Assessment

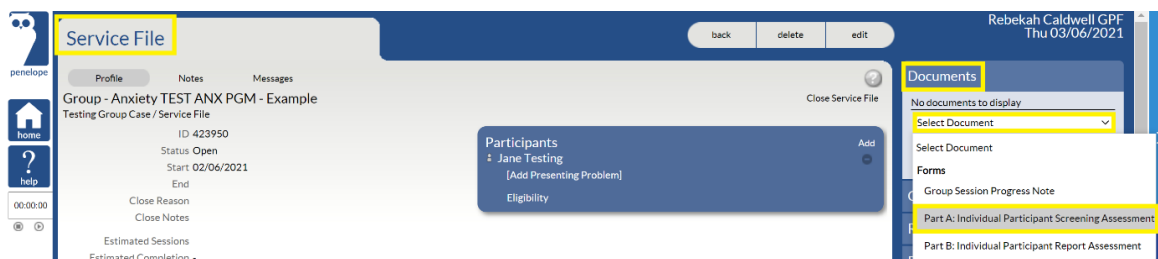
Purpose: This task card is an instructional document that outlines clinical requirements and steps to complete a Part A: Individual Participant Screening Assessment in VERA.

Clinical Requirements

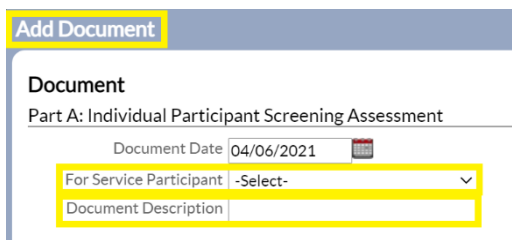
- A screening assessment of each participant is required prior to the group program
- Must be completed at least two weeks prior to the commencement of a group program
- A workflow task will automatically be assigned to the Group Program Coordinator to review once the Screening Assessments are completed in VERA.
- A Screening Assessment is required for all Group Program with the exception of Stepping Out, Building Better Relationships and Sleeping Better.

VERA Instructions

1. Access the clients **Individual Group Service File**
**(Note: You can access the participant's individual service file from the members list of at the group list level. The members tab will list all clients that have enrolled for the program.)*
2. Move to the **Documents** tab at the top right of the service file
3. **Select** Part A: Individual Participant Screening Assessment **Document** template from the drop down list.



4. An Add Document window will open. Select the participant name from the **For Service Participant** drop down list.
5. Select the **Document Description** box to populate the template.
**(Note: you do not need to enter anything into the Document Description)*



6. Complete the document template and select **Update**.
7. Select **Finish**. An automatic workflow task will be sent to the Group Program Coordinator to review and approve the report.