

Part B: Individual Participant Report

Purpose: This task card is an instruction document that outlines the clinical requirements and steps to complete the Part B Individual Participant Report in VERA.

Clinical Requirements

- A report must be completed for each participant that attended the Group Program
- Must be completed within 2 weeks following the program completion
- A workflow task must be submitted to the Group Program Coordinator to advise the participant reports are completed.
- An Individual Participant Report is required for all Group Programs with the exception of 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 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 B: Individual Participant Report 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)*

Add Document

Document
Part B: Individual Participant Report Assessment

Document Date: 17/06/2021

For Service Participant: Bloggs, Joe

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.