

Assessment Video

Transcript

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This video provides an overview of how to enter basic skills assessment data for participants in the GPMS system.

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In order to fill out assessment data for a participant, you need to ensure that all of the intake forms are completed.

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Otherwise, the Assessment tab will not appear.

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To illustrate this, let's look at a profile that has not yet completed the intake stage.

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Here, we only see the tabs Summary, Intake,

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case notes, and documents, but no assessment tab.

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Again, the assessment tab does not display here because this individual has not completed intake.

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Now let's take a look at an individual who has all of their intake forms filled out.

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Because this record shows a complete intake, there are several more tabs that display in their profile, including this Assessments tab.

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In this section, you'll be able to enter data for up to three assessments.

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Note that only data from assessment number one will be submitted to WIPS.

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There are two things to note about the fields in this section.

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First, as is the case elsewhere in GPMS, the numbers next to the headers

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correspond to PIRL data elements.

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And secondly, any field that has an asterisk next to it is a mandatory field that requires input.

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Let's say this participant has taken an ESL test.

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The fields that capture pre-test information are on the left, and the fields that capture post-test information are on the right.

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To begin recording pre-test information in this example scenario,

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you would select ESL for element 1902, category of assessment number one.

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Note that selecting ESL causes several of the other fields to become mandatory, as indicated by the asterisks that have appeared next to the field names.

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For element 1903, enter the date of the test.

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The next field is for the test name, though it is not required.

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You do have to enter a score for the test, as well as the pre-test educational functioning level.

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We are now done filling in the pre-test information.

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It is possible to save your work and return to fill in the post-test information at a later time.

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Right now, however, we will continue filling out the post-test fields.

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Note that these fields are not required.

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until a post-test date has been added.

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Then, certain fields do become mandatory.

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Add your updated score and educational functioning level.

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These are the fields that became required after adding a post-test date.

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Again, make sure to save your work.

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If you had already saved the page after inputting pre-test information,

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This button would say Update instead of Save, as it does now.

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That concludes our overview of how to record assessment information in GPMS.

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Please send an e-mail to the NFJP inbox if you have additional questions.