



# GAIN-SS Guide for Apex Data Hub

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## Introduction

This guide will discuss the basics of the using the GAIN-SS within Apex Data Hub. CYFD generally refers to the Apex Data Hub as the PORT.

For additional guidance regarding GAIN-SS, please consult the Project Evaluator.

## Add a Record

Log into Apex PORT

- a. Enter the following address into your internet browser (Google Chrome is preferred) - <https://cc.apexeval.org/>
- b. Input your login credentials (Click "Forgot your Password?" or "Need an Account?" if necessary.)

Locate the PORT: GAIN-SS Chiclet

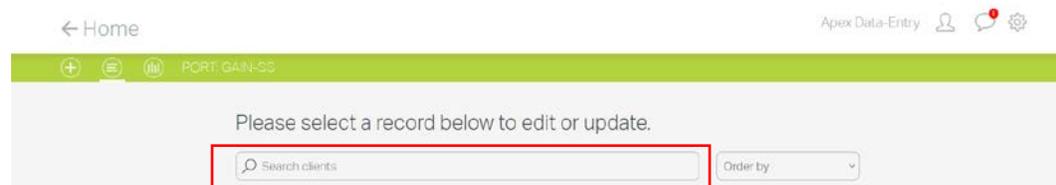


**STOP** – Check the records list before adding a new Record! A youth would be in the records list already if any data has been entered for that youth in any PORT chiclet. Checking for the youth before adding them will minimize duplicate records in PORT. To search the records list, follow the steps below.

1. To search the records list for a client, select "Record List" on your chicket.



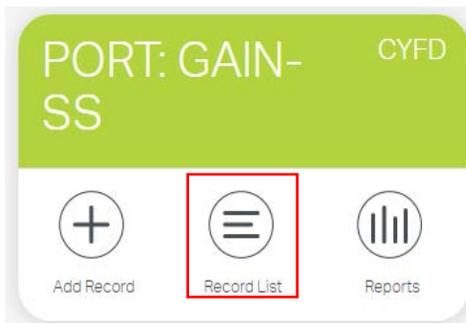
2. At the top of the page, there is a search bar that says "Search Clients"



3. Use this to search for a client before creating a new profile.

Once you have confirmed that your client does not already have a youth profile, you can create a new one.

To create a new record with GAIN-SS, use the following steps:



1. Select "Add a Record".
2. Input the client information into the respective fields.

*A 'site' will be selected by default – please make sure it is correct or select the correct site from the dropdown.*

Please enter a new client below.

Site Six Flags - test	First Name <b>REQUIRED</b>	Last Name <b>REQUIRED</b>
Date of Birth <b>REQUIRED</b>		
Personal/Individual/JJS CYFD FACTS ID	Case/Family/PS CYFD FACTS ID	
Zip	County <b>REQUIRED</b>	

3. Once you have input all the required fields, a "Save & Continue" button will appear at the bottom of the page. Select this to create the new client in the system.

<b>What services is the youth receiving? <b>REQUIRED</b></b> <input checked="" type="checkbox"/> Youth Support Services <input type="checkbox"/> Behavioral Health Services <input type="checkbox"/> Wraparound	<b>Type of Coverage</b> <input type="checkbox"/> Medicaid <input type="checkbox"/> Private Insurance <input checked="" type="checkbox"/> No Insurance <input type="checkbox"/> Other	<b>Funding Source <b>REQUIRED</b></b> <input type="checkbox"/> State General Fund <input checked="" type="checkbox"/> Healthy Transitions <input type="checkbox"/> Treatment Drug Court
<b>Children?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Save &amp; Continue</b>	

## Records List

Once your client has been added, you can find him/her in the records list.

### Editing Demographic/Youth Profile information.

To edit an existing record within GAIN-SS, use the following steps:

1. Select Records List from the GAIN-SS chiclet.



From this screen, you can view previously entered records, edit the demographic information previously entered, or start/edit an assessment.

To quickly view demographic information entered when the record was created, select "View"

Client: Record, Test	not started
<i>Santa Fe Mountain Center - Santa Fe</i>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Start GAIN-SS</a>
JJS ID:	
PS ID:	

To edit demographic information, select "Edit"

Client: Record, Test	not started
<i>Santa Fe Mountain Center - Santa Fe</i>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Start GAIN-SS</a>
JJS ID:	
PS ID:	

## Assessments

### Starting an Assessment

Now that your client profile has been created, you are ready to start doing a GAIN-SS.

1. Locate your client in the records list.
2. Select Start GAIN-SS.

Client: Record, Test	not started
<i>Santa Fe Mountain Center - Santa Fe</i>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Start GAIN-SS</a>
JJS ID:	
PS ID:	

3. When you click on "Start GAIN-SS", you will have an option of either English or Spanish.

Client: Record, Test	not started
<i>Santa Fe Mountain Center - Santa Fe</i>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Start GAIN-SS</a>
JJS ID:	<a href="#">English</a> <a href="#">Español</a>
PS ID:	

- This will take you to the assessment screen. You will see ***Start a new GAIN-SS*** on the left side of the screen. If the client has never had any assessments completed, the GAIN-SS History will be empty.



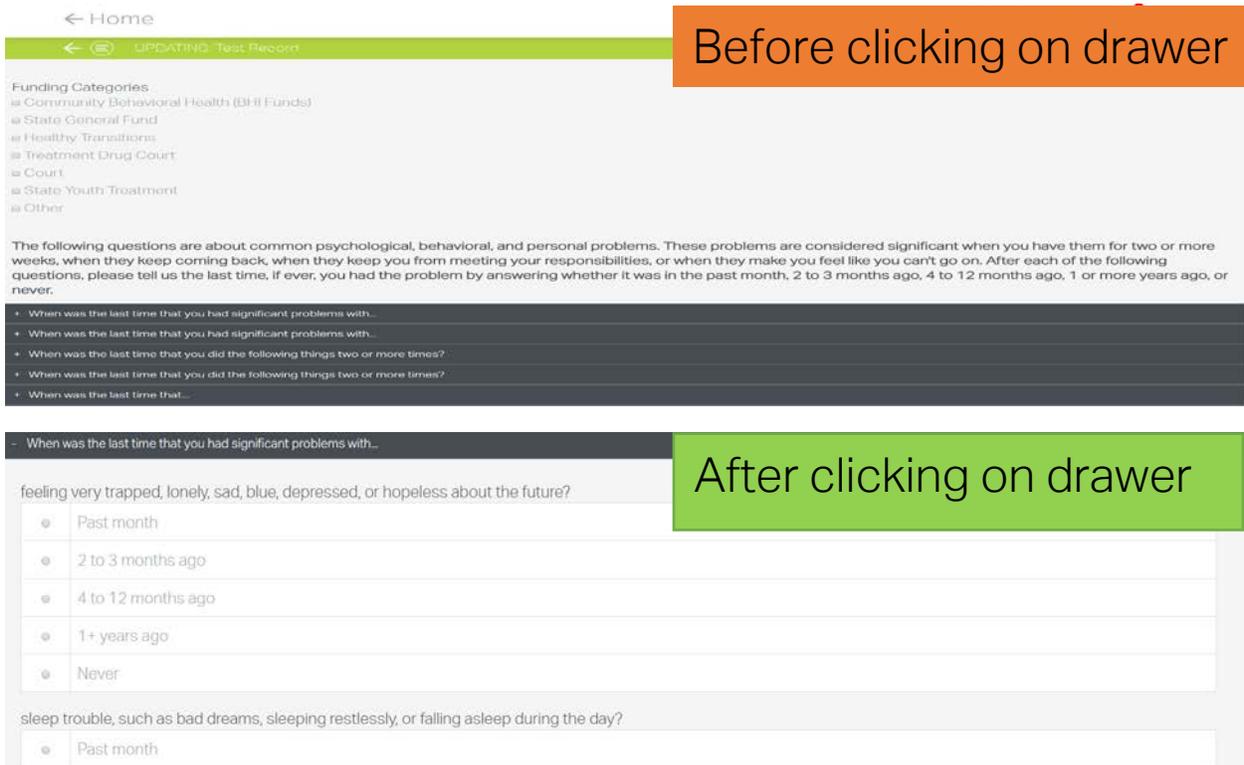
- Click on ***Start a new GAIN-SS*** to start the assessment.

## Completing an Assessment

Once you have selected ***Start a new GAIN-SS***, the assessment will begin. Use the following tips to guide you through the assessment.

### 1. Completing Drawers

Each section of the assessment is housed in a “drawer”. To open a drawer, simply click on it. You can close a drawer by clicking on it again.



2. After you input all the required data into a drawer, click Save and Continue at the bottom. The drawer will close and turn green with a green check mark also appearing on the far right.

The screenshot shows a survey form titled "Demographics/Medical". It contains four sections of questions, each with radio button options:

- Do you have an ongoing medical condition (like diabetes or asthma)?
  - Yes
  - No
- I have you seen an eye doctor in the past year?
  - Yes
  - No
  - Never
- Have you seen a dentist in the past year?
  - Yes
  - No
  - Never
- How long did it take you to complete this survey?
  -

At the bottom of the form, there are two buttons: "Save & Continue" and "Save & Exit". An orange callout box in the top right corner says "Before Saving".

The screenshot shows a list of survey sections. The sections are:

- + When was the last time that you had significant problems with...
- + When was the last time that you did the following things two or more times?
- + When was the last time that you did the following things two or more times?
- + When was the last time that...
- + When was the last time that... (highlighted in green with a checkmark)
- + When was the last time that you... (highlighted in green with a checkmark)
- + Treatment Needed
- + Demographics/Medical

A green callout box in the top right corner says "After Saving".

## Saving Data

There are two options to save data on an assessment – Save & Continue or Save & Exit. Both options appear below every section. **YOU MUST SELECT ONE OF THESE OPTIONS TO SAVE YOUR DATA.**

The screenshot shows a survey form titled "Treatment Needed". It contains one section of questions with radio button options:

- Do you have other significant psychological, behavioral, or personal problems that you want treatment for or help with? (Please describe)
  - Yes
  - No

At the bottom of the form, there are two buttons: "Save & Continue" and "Save & Exit". A red box highlights these two buttons.

Save and Continue. This is the most commonly used save option. This allows the user to complete a drawer and continue with the assessment.

a. Save and Exit

This option is useful for users who need to temporarily exit the assessment and continue later. Selecting this option will save the drawer data and exit the assessment.

If you Save and Exit, you can return to the assessment by simply locating your client in the records list and selecting the *Start GAIN-SS* hyperlink then *click to edit*.

The screenshot shows a software interface with the following elements:

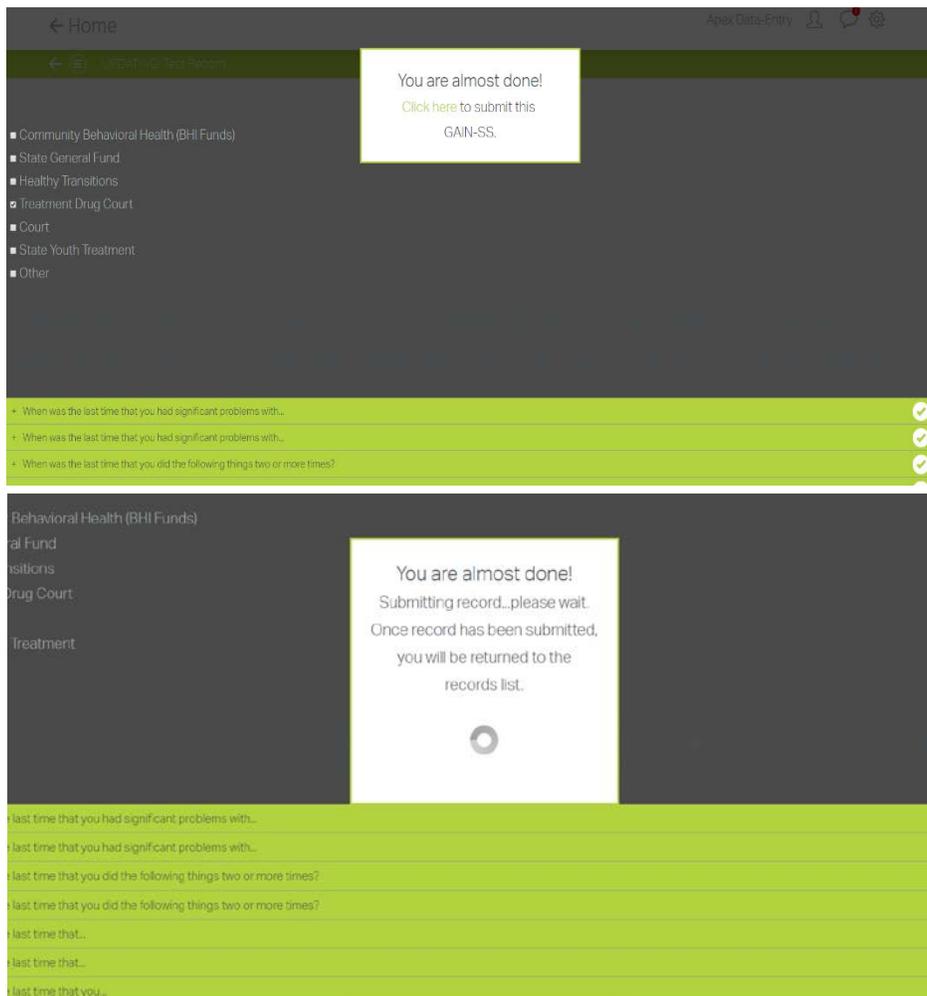
- Client information: Client: Record, Test; Santa Fe Mountain Center - Santa Fe; JJS ID: ; PS ID: ; not started
- Actions: View, Edit, Start GAIN-SS (highlighted with a red box), English, Español
- Navigation: Home button, Apex Data-Entry, user profile, chat, settings
- Table: GAIN-SS History with columns: interview, status, report, interview date, platform. The status cell contains 'incomplete - click to edit' (highlighted with a red box).
- Footer: Start a new GAIN-SS



**STOP** – Are your sections still grey after selecting Save & Continue? That probably means some data fields have not been completed. Go back to that drawer and see if you missed anything. If the problem persists, please contact Apex Technical Support at (505) 816-7233.

## Completing the Assessment

After all sections of the assessment have been marked green (indicating they have been completed), you will be notified that you are almost done. "Click here" to complete the assessment. You will see another screen telling you the assessment is being submitted. This may take a few seconds. You do not need to do anything else to save your data.

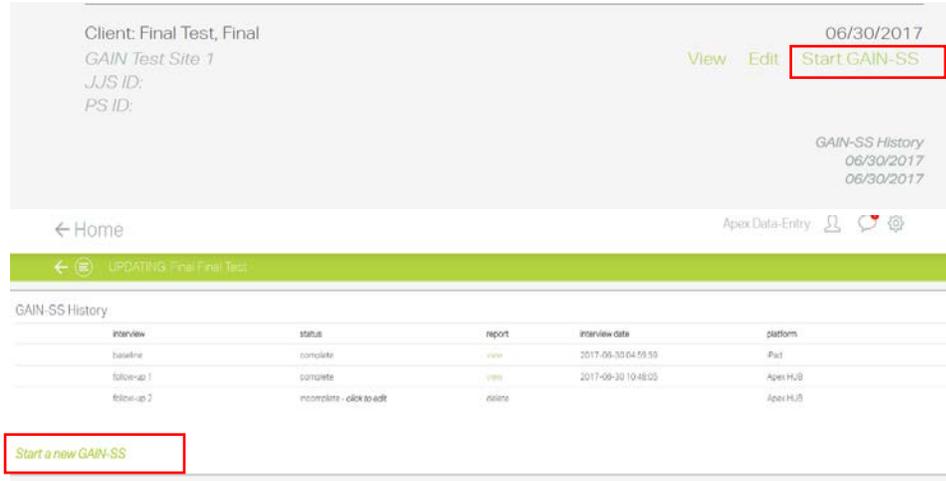


**STOP** – Did you not receive this message after completing all sections? Go back and ensure no sections or subsections are grey. If the all sections appear to be completed, but you still don't receive this message, please contact Apex Technical Support at (505) 816-7233.

## Reassessment Interviews

You can view all other assessments that have been completed on either an iPad or in Apex Hub.

To conduct any reassessment, select *Start a new GAIN-SS*.



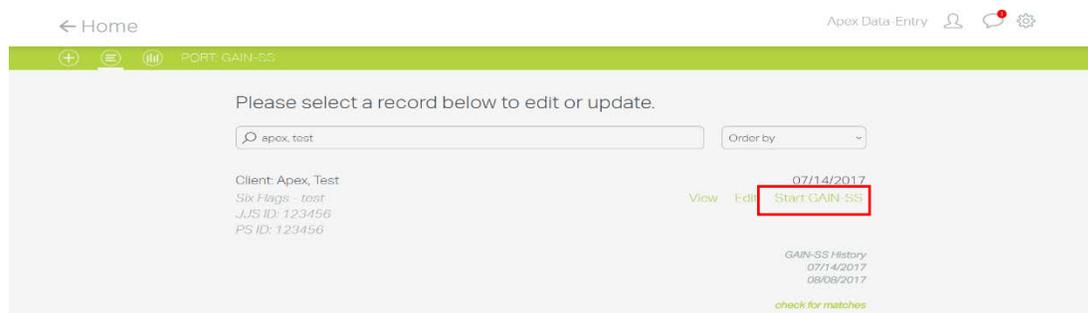
## Reports

To view alert reports, use the following steps:

1. Select "Record List" from the GAIN-SS chiclet.



2. This takes you to the "Record List" home page. From here you will select "Start GAIN-SS" to view GAIN-SS History:



3. From here, select "view" to review the Alert Report.



4. Alert Report

print

Submitted 7/14/2017

Student Information					
Name	Test Apex	Today's date	7/14/2017	Gender	Female
		Age	37	Survey Time	4

Severity Scale	Low - 0 past-year symptoms	Moderate - 1 to 2 past-year symptoms	High - 3+ past-year symptoms
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The table shows Test's scores for each of the four sub-screener and for the total screener. Note that each time frame is calculated separately. The past month, past 90 days, past year, and lifetime symptom counts are determined by adding the number of 4s for past month problems, the number of 4s and 3s for past 90 day problems, the number of 4s, 3s and 2s for the past year problems, and the number of 1s, 2s, 3s and 4s for problems that have occurred any time over the life span.

Domain	Items	Scoring			
		Past Month (4)	Past 90 days (4, 3)	Past year (4, 3, 2)	Ever (4, 3, 2, 1)
Internalizing Disorder Scr (IDS)	1a-1f	3	4	6	6
Externalizing Disorder Scr (EDS)	2a-2h	0	3	4	6
Substance Disorder Scr (SDS)	3a-3f	1	3	4	5
Crime/Violence Scr (CVS)	4a-4f	0	0	3	6
<b>Total</b>	1a-4f	4	10	17	23

NM Healthcare Questions		GAIN Severity Summary	
Has health insurance or medicaid?	No	Domain	Recommendations
Immediate family has health conditions?	No	IDS	It appears you are working through some challenging issues. Let's schedule a meeting with someone who can help you work through this so you get the help you need. <i>This patient needs a warm hand-off and assessment and probably treatment.</i>
Has ongoing medical condition?	Yes	EDS	It appears you are working through some challenging issues. Let's schedule a meeting with someone who can help you work through this so you get the help you need.
Seen a doctor in the past year?	Yes	SDS	It appears you are working through some challenging issues. Let's schedule a meeting with someone who can help you work through this so you get the help you need.
Seen an eye doctor in the past year?	No	CVS	It appears you are working through some challenging issues. Let's schedule a meeting with someone who can help you work through this so you get the help you need.
Seen a dentist in the past year?	Yes	<b>Total</b>	High total recommendations coming soon

Do they have significant psychological, behavioral, or personal problems that they want treatment for, or help with?

No

Student Responses			
Internalizing (IDScr)	When?	Externalizing (EDScr)	When?
Feeling trapped, lonely, depressed, or hopeless about the future	4-12 months ago	Lied or conned to get something, or avoid doing something	1+ years ago
Sleep trouble, bad dreams, or restless during day	Past month	Hard time paying attention	2-3 months ago
Feeling anxious, tense, or like something bad was going to happen	2-3 months ago	Hard time listening	2-3 months ago
Distressed when reminded of past	4-12 months ago	Hard time waiting turn	4-12 months ago
Thinking about ending life, or committing suicide	Past month	Bullied or threatened others	1+ years ago
Seeing or hearing things that no one else could	Past month	Started fights with others	Never
		Tried to win back gambling losses	Never
		Last treated for a mental, emotional, behavioral, or psychological problem	2-3 months ago
Substance (SDScr)	When?	Crime/Violence (CVScr)	When?
Used alcohol or drugs weekly or more often	4-12 months ago	Pushed, shoved, or grabbed someone in a disagreement	4-12 months ago
Spent a lot of time getting, using, or recovering from drugs	1+ years ago	Took something without paying for it	1+ years ago
Kept using even when it caused social problems	Never	Sold, distributed, or helped make drugs	1+ years ago
Use reduced involvement in activities	Past month	Drove under the influence	1+ years ago
Had withdrawal problems	2-3 months ago	Purposely vandalized property that did not belong to them	4-12 months ago
Last received treatment	2-3 months ago	Last in criminal justice system	4-12 months ago

## Conclusion

This is the end of the GAIN-SS Guide for the Apex Hub. Please use the following resources for any additional questions.

Further questions on:

Issue	Contact Name	Contact Information
Program Requirements	Nancy Hood	n.hood@apexeval.org
Collecting Data	Jacqueline Eckman	j.eckman@apexeval.org
Account Setup & Assistance	Stephanie Soto	s.soto@apexeval.org

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