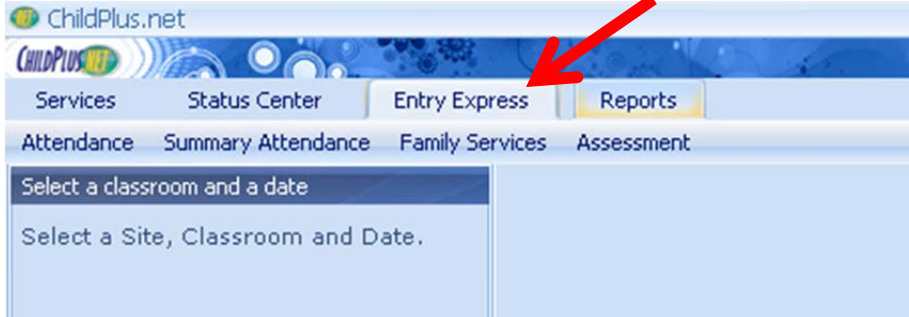


FAMILY RISK ASSESSMENT

Directions to enter into ChildPlus:

1. Go to Entry Express (across top menu of ChildPlus)



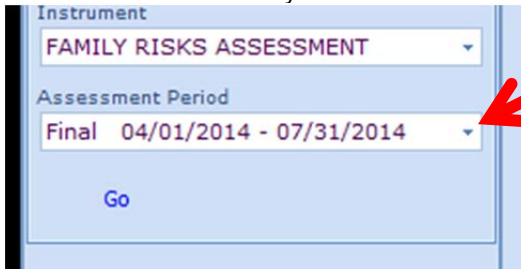
2. Select "Assessment"



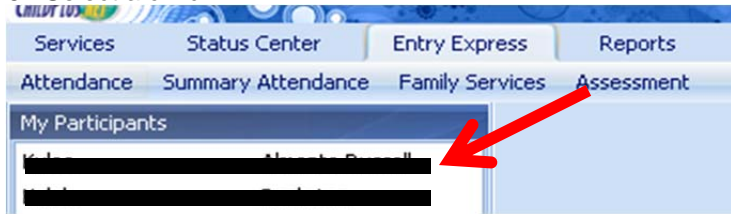
3. Select the Instrument as "Family Risk Assessment" and Assessment Period as "Initial" for the first entry then select "Go"



4. For End of Year entry select Assessment Period as "Final"



5. Select a child



6. Make sure the assessor is you. Select the date you completed the assessment. Check the "completed" box.

The screenshot shows the 'Assessment Data' form. On the left, there is a 'Data Entry Keys' table:

Label	Data Entry Character
1. Yes	Y
2. No	O
3. Often true	S
4. Sometimes True	V
5. Never True	N
6. Don't Know	D

Below the table is a link: 'Change Data Entry Keys'. The main form fields include:

- Program Term: Head Start 2013-2014
- Instrument: FAMILY RISKS ASSESSMENT
- Period: Initial 08/01/2013 - 04/01/2014
- Classroom: JOHN DAY - John Day
- Assessor: Bartsch, Erin
- Date: 10/18/2013
- Completed
- Non-English Speaking
- Total Score: 0.0

At the bottom, there is a 'Notes' field with a red arrow pointing to it. Below the form is a table with columns: Rating, Rating Label, Item Description.

7. Score each question with the appropriate response.

For the tobacco questions, please answer "yes" or "no" to each and if the last 2 tobacco questions do not apply, please indicate as such.

For the hunger questions, the first 2 questions should be answered "yes" or "no".

For the last hunger question, "which of the following statements best describes your situation," please answer with one of the following to each of the 4 statements: "O", "S", "V."

The screenshot shows a table of assessment questions. The table has columns: Rating, Rating Label, Item Description. The questions are grouped under 'TOBACCO USE' and 'HUNGER'.

Rating	Rating Label	Item Description
		TOBACCO
		TOBACCO USE
		Do you currently use tobacco?
		Does anyone in your household use tobacco?
		Is smoking allowed in your car?
		Is smoking allowed in your home?
		Do you know where you can get help to quit using tobacco?
		If yes, were resources/information provided by Head Start? (if not, indicate n/a)
		Did you learn about the effects of secondhand smoke from anyone in Head Start?
		HUNGER
		Within the past 12 months did you worry about whether your food would run out before you were able to bu...
		Within the past 12 months did the food that you bought run out before you were able to buy more?

At the bottom of the form, there are buttons: 'Undo Changes', 'Delete', 'Next >>', and 'Save Changes'. A red arrow points to the 'Save Changes' button.

8. Click on "Save Changes"