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| EOTS – Work Through Question Set |
| Video Transcript |
| OFFICIAL |

This video contains a short tutorial on how to work through a Question Set in the Enterprise Outcomes Tracking System.

On the dashboard screen, locate the relevant Client, then click "View".

This will take you to the "Manage Cases and Groups" screen.

Click "View" for the relevant Case to go to the "Manage Question Sets" screen.

Locate the Question Set that you wish to work through, then click “View”.

This will take you to the Question Set screen, where you will be able to record outcome responses.

It is possible to switch between different outcomes by selecting the tabs at the top of the screen.

Scroll down the Question Set screen to answer all questions, noting that fields with asterisks are mandatory.

Check the “Goal Set" checkbox to indicate any outcome areas where you have set a goal with your client via your case management system. You can also enter some brief comments on the goal for use when you were discussing the questions.

You can save your progress at any time by clicking the "Save" button at the bottom of the screen.

Clicking "Cancel" will return you to the "Manage Question Sets" screen. And clicking "Next" will take you to the next Outcomes tab.

Other functions that you could complete while working through the Question Sets are: "Print" and "Complete Phase".

For detailed instructions on the "Print" function, please see the tutorial titled "Print Button in the Question Set".

For detailed instructions on the "Complete Phase" function, please see the tutorial titled "Complete Phase at the End of Question Set".

Thank you for watching.

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