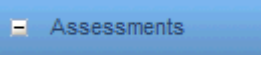

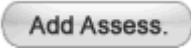
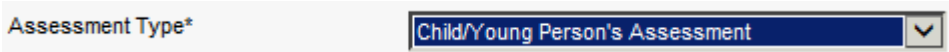
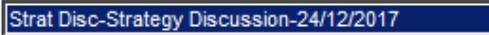
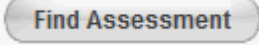





Centre for Professional Practice

Practice Briefing Note

Title:	CCM Copying Assessments from previously completed Assessments										
Effective From:	22/02/2018										
Practice Note:	<p>The option to 'copy forward', the answers from a previous assessment to a new assessment has now been made available and is Live in CCM.</p> <p>In order to successfully 'copy forward' the answers from a previous assessment please follow these steps:</p> <ul style="list-style-type: none"> ➤ Open the child in which you need to create the assessment ➤ Click , then select  ➤ Click  ➤ Select Assessment Type from the drop down  ➤ Select Resulting From  ➤ Next, against 'Assessment to copy from' click  ➤ Next you will see a window appear with all previous assessment that have completed. ➤ Select the Assessment from which you need the answers copied, by clicking in the select tick box. <p>Select an Assessment to copy answers from</p> <p>21 Records</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Actual Start</th> <th>Actual End</th> <th>Person Resp</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Child/Young Person's Assessment</td> <td>05/02/2018</td> <td>05/02/2018</td> <td>Weaver, Simo</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click  ➤ CCM will then pull through the answers from the previous assessment that you have selected. <p>NOTE - Please ensure when copying assessments forward you update the new assessment with your current assessment findings as required</p>	Select	Type	Actual Start	Actual End	Person Resp	<input checked="" type="checkbox"/>	Child/Young Person's Assessment	05/02/2018	05/02/2018	Weaver, Simo
Select	Type	Actual Start	Actual End	Person Resp							
<input checked="" type="checkbox"/>	Child/Young Person's Assessment	05/02/2018	05/02/2018	Weaver, Simo							
Reason:	To allow the copy function when completing assessment										
Adopted at:	Business Development Group										
Authorised by:	Darren Shaw (PSW)										
Date:	22/02/2018										
Review Date:	22/02/2019										
Reference No:	0025/2018/CPP										