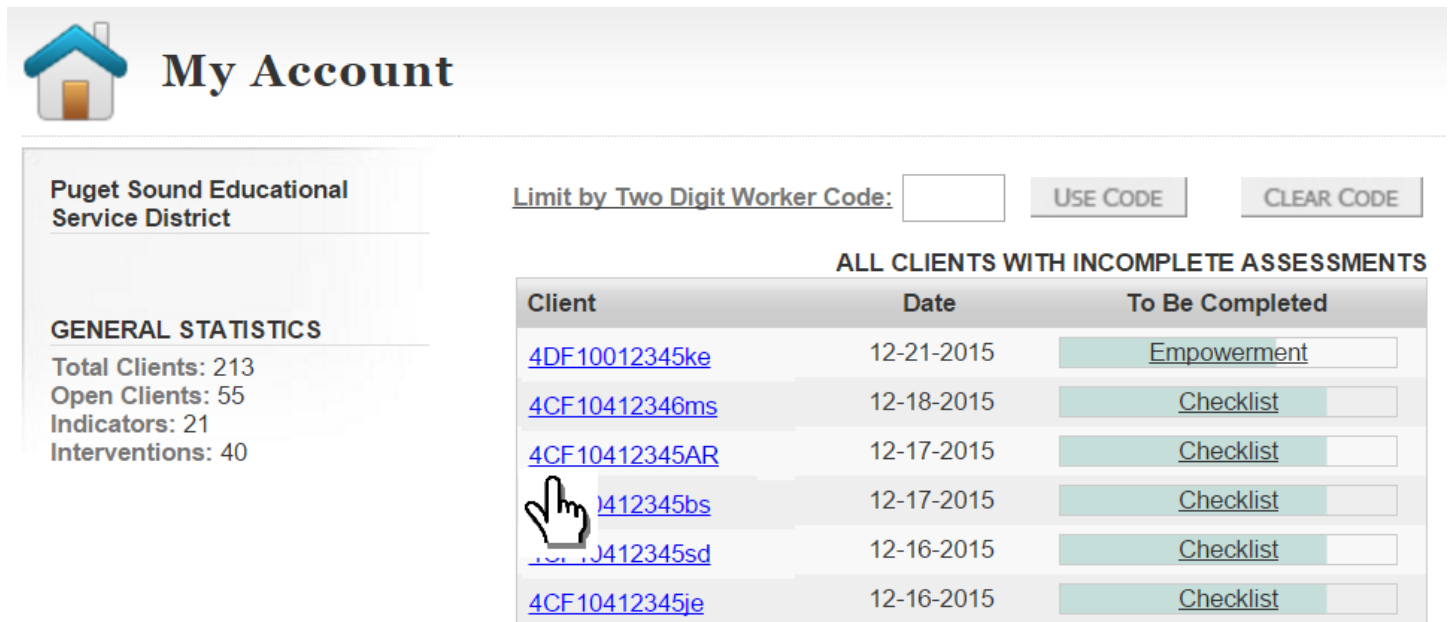


How to Edit Assessment Data in the FDM Database

To go back and edit information on a family that has already been entered in the FDM database –

1. Log into the FDM Database.
2. Note: If the assessment is unfinished, you can search by worker code on the main *My Account* page and click on the correct Client ID (see below).



My Account

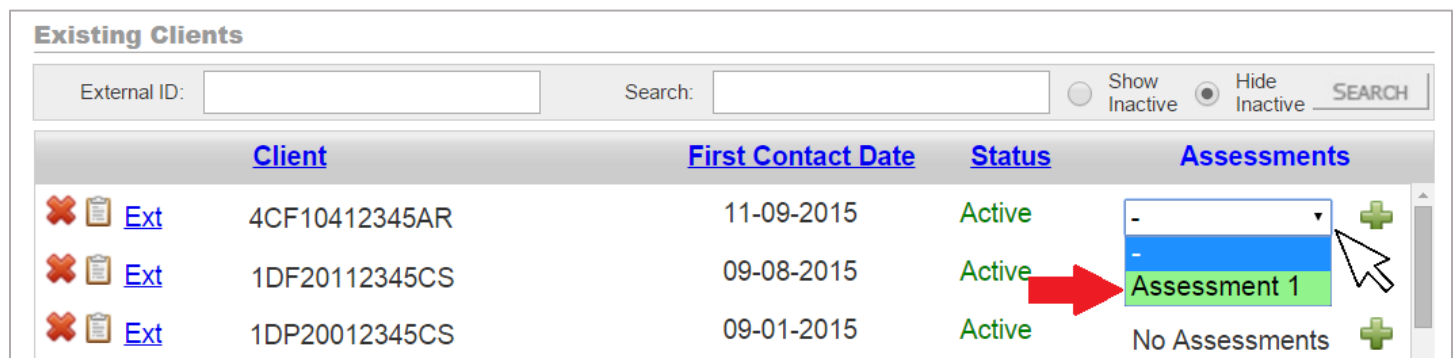
Puget Sound Educational Service District

Limit by Two Digit Worker Code:

ALL CLIENTS WITH INCOMPLETE ASSESSMENTS

Client	Date	To Be Completed
4DF10012345ke	12-21-2015	Empowerment
4CF10412346ms	12-18-2015	Checklist
4CF10412345AR	12-17-2015	Checklist
4CF10412345bs	12-17-2015	Checklist
4CF10412345sd	12-16-2015	Checklist
4CF10412345je	12-16-2015	Checklist

3. Otherwise, go to the *Case Management* page.
4. On the *Case Management* page, use the search function in your browser (Ctrl + F) to find the family's client ID.
5. When you find the Client ID, click on the dropdown box on the right side of the page and select *Assessment 1* (see below).

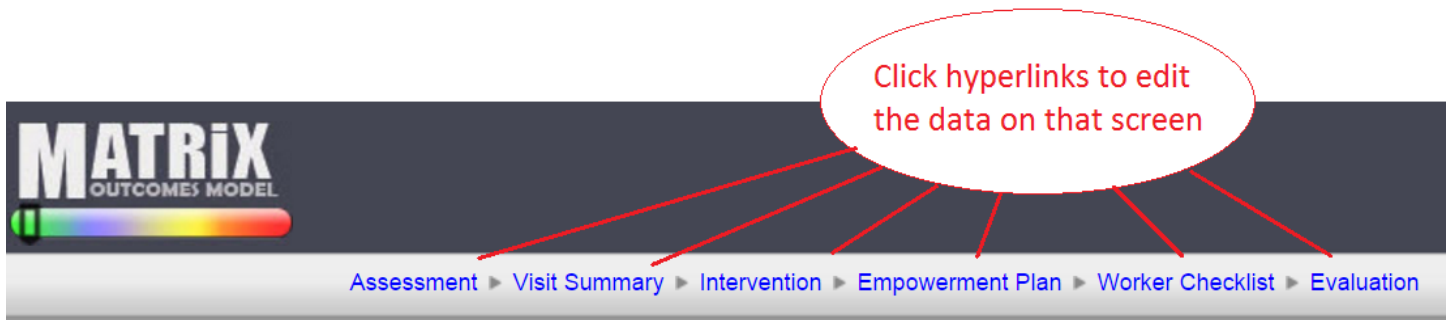


Existing Clients

External ID: Search: Show Inactive Hide Inactive

Client	First Contact Date	Status	Assessments
Ext 4CF10412345AR	11-09-2015	Active	-
Ext 1DF20112345CS	09-08-2015	Active	Assessment 1
Ext 1DP20012345CS	09-01-2015	Active	No Assessments

- This will take you to that family's file in the FDM database. There will be a "breadcrumb trail" of hyperlinks at the top of the screen. Any screen that you have already completed will show up as a blue "live" hyperlink. The example below shows a completed assessment because all the hyperlinks are active.



- Click on the screen you want to edit.
- Make the necessary changes.
- Go to the bottom of that screen and click *Save*.
- If the assessment is still unfinished, you can click *Next Step* at this point and go on to finish it.



- When finished, exit by going to the left hand menu and clicking on *Case Management*.