Job Aid: Common Assessment

Completing and Submitting a Common Assessment: Referred Direct to **WREN**

Common Assessment Sections	Step-by-Step Instructions
Create New Common Assessment (CA)	*Note: The WREN will gather basic information from the client for the referral (eg. Name, D.O.B., address, etc.) then forward the referral to the Service Provider through the Jobs Portal. The Service Provider will use the information in the referral details to begin a Common Assessment.* 1. Log into the Common Assessment tool (CAT) 2. Search client by **Name and D.O.B**. Conduct a secondary search using the **SIN** to ensure client does not already exist in the system, or have an active EAP 3. If client does not come up in the search, you will be prompted to create assessment, click "**Yes**"
NOCC **(Notice of Collection and Consent)**	*Note: **This step must be completed prior to Common Assessment being completed**.* 1. Read and review Notice to Collect and Consent in great detail with client 2. Once **NOCC** consent has been read and accepted by client, check the box at bottom of consent 3. Click "**PROCEED TO NEXT STEP**"
M1 (Module 1)	1. On Client Background Information page complete the following sections of Module 1 with the client: o Basic Information o Mail Address & Contact details o Demographics o Education o Skills Supports o Support Needs o Service level Determination 2. Click "**PROCEED TO NEXT STEP**"

M2 (Module 2)	1. On the <u>Income and Employment</u> page complete the sections of Module 2 with the client:
	    o Income and Assistance
	    o Disability Information
	    o Employment Status and History
	    o Employment Goals
	2. Click "**NEXT TO PROCEED**" to conclude Module 2

Assign CA (If Applicable)	*Note: For self-referred clients that would like to register with another service provider, the Employment Caseworker will assign the CA to WREN.* 1. On the <u>Summary Page</u>, use the Service Delivery Site and Employment Caseworker fields drop down menu to assign the CA to the ongoing caseworker 2. Click "**ASSIGN ASSESSMENT**" 3. The page will refresh; a message will display at the top of the page confirming the assessment has been successfully assigned
Submit Application	***Note:*** *Once a CA is submitted, you can no longer make any changes to that CA; if you try to access a CA once it has been submitted it will be in a read-only copy.* 1. On <u>Summary Page</u> add a note in the text box that includes the ongoing caseworker contact information (name, number, ext., email etc.) ***Refer to Job Aid: Case Note Guide for the template.*** 2. Click "**SAVE**" 3. Scroll down and review a read-only summary of Module 1 and Module 2 to ensure all the information it correct. **Note:** If any corrections need to be made, click "*Return to previous step*" at the bottom of the screen. 4. Scroll to the bottom of the page and click "**SUBMIT ASSESSMENT**" 5. A message will load at the top of the page showing the CA has been successfully submitted

	6. Once the assessment is submitted, the client's stream will be determined, and an EAP can now be created in CaMS