Topic Title: Add External Assessment (CM42_external_assessment)

An External Assessment is any assessment that is completed by a non-DCS professional (e.g. Vocational Assessment, Psychological Assessment, etc.).

The following elements are **REQUIRED** in order to complete an External Assessment record:

- ***Assessment Type**
    - Only one type value can be selected per assessment.
- ***Assessment Date**
    - Represents the date the assessment occurred.
    - Cannot be a future date; must be less than or equal to the Assessment Received Date.
- ***Assessment Received Date**
    - Represents the date DCS received the assessment from the external partner.
    - Cannot be a future date.

- **Conducted By** is an optional element. Allows free-form text entry of the name of the professional/provider who conducted the assessment.
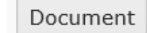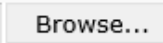
Strengths and Needs
- Any Strengths and Needs records in 'Open' status for the Concerned Person will display on the External Assessment screen.
- Can add new or update existing Strengths and Needs from this screen.
- Any Strength or Need added or reviewed on a **source activity** must be in **completed** status before the **source activity** can be completed.
- Adding Strengths and Needs on an External Assessment record is optional.
- Refer to **_Strengths_** and/or **_Needs_** help topics for information on 'How To' create/update Strengths and Needs records.

- Assessment Summary is an optional element. Allows narrative text description of the assessment and outcome.
- The Document button allows the External Assessment document to be uploaded to that External Assessment Record.

Attach copy of Assessment

To attach a copy of the actual assessment to the External Assessment record in TFACTS, the assessment must be in electronic format. If the assessment was received in paper form, scan it and save it to your computer.

- Click the **Document** button on the External Assessment page.
- Select the Document Type value that best describes the document being uploaded.
- Enter the Document Name
- Click the **Browse...** button to locate the document on your computer.
- Select the document, then click Save.