

How do I use a form index?

1 CLICK ON NEW OR SAVED
ENTRY

2 CLICK ON INDEX TO RETURN
ONCE IN A FORM

3 CLICK ON A SCALE NAME TO
ENTER ITEMS

4 VIEW PROGRESS

The form index (depicted below for the Youth PQA) is a quick and easy way to gain an overview of the progress of a form as well as an easy way to jump to different areas of aW form.

Youth PQA

i NOTE: This entry has been started! Even if you provide no responses/scores at this time, this entry is saved and can be located in the Saved Entry area.

The index below outlines the progress of this entry. Scale/Section names can be selected as a shortcut to that portion of the form. The color and icon of each scale/section will adjust to correspond to the completion status of that scale/section. The sequence of items in this electronic form will match the sequence found in the paper form. In order for the form to be submitted, a response/score must be provided for all items not indicated as optional.






Network: Test Network
 Region: Test Region 9
 Organization: Test Org Z
 Site: Test Site 99
 Self or External: Self

Start Form

- Observation Information and Details ⊗
- I. SAFE ENVIRONMENT**
- Emotional Safety ⊗
- Healthy Environment ⊗
- Emergency Preparedness ⊗
- Accommodating Environment ⊗
- Nourishment ⊗
- II. SUPPORTIVE ENVIRONMENT**
- Warm Welcome ⊗
- Session Flow ⊗
- Active Engagement ⊗
- Staff support youth in Skill-Building ⊗

- 1. The form index can be navigated to in two different ways. By going through the 'New Entry' tile (depicted below) on the CYPQ homepage and entering in a new form you will be brought to the form index before hitting the 'Start form' button (see 'how do I make a new entry' for more on this). The other way is by going through the 'Saved Entry' tile (depicted below) on the CYPQ homepage and clicking on the 'edit/view' button next to a previously saved entry (see 'how do I access a saved or submitted form' for more on this).

Welcome to the Scores Reporter

 New Entry	 Saved Entry	 Create Report
 Export Data	 View Dashboard	 Help / Resources

2. When entering a form, the index may always be returned to by clicking the blue 'Index' button (circled in red below) at the top of the page.

Youth PQA

i This form is separated into multiple sections/pages. In order for the form to be submitted, all items not indicated as optional will require a response/score. The pages and items in this form can be completed in any order. The form will automatically save your responses every 45 seconds. Each page of this form will have a series of action buttons present at the top, as well as an indicator that shows the form's saved status. A save button, that will allow you to manually save this form, can be accessed by selecting the next button on the final page of this form. Not all form types can be submitted. If the form is eligible to be submitted, a submit form button will appear at the top of each page.

Next
Index
Submit Form
Form is Saved

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I. SAFE ENVIRONMENT

Emotional Safety

1. Positive emotional climate

2. Lack of bias

3. In order to use the index to move to a particular part of the form, click the name of the scale you are interested in going to (example scale name in red box below). This will take you right to that scale page so it can be filled out or reviewed.

Youth PQA

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Start Form

- Observation Information and Details ⓧ
- I. SAFE ENVIRONMENT
- Emotional Safety ⓧ
- Healthy Environment ⓧ
- Emergency Preparedness ⓧ
- Accommodating Environment ⓧ

- The index will show the status of each scale by way of its status indicators located to the right of each scale name. A green “✓” will be present when a scale is complete, a yellow “!” when a form has been started but is not yet complete (i.e. all of the necessary fields have been entered), and a gray “x” will appear when a scale has not yet been started.

NOTE: if you are using a PQA form, the index page will correspond to all of the domains and scales on your PQA sheet.

Youth PQA

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Observation Information and Details !

I. SAFE ENVIRONMENT

Emotional Safety ✓

Healthy Environment ✓

Emergency Preparedness ✓

Accommodating Environment x

Nourishment x

II. SUPPORTIVE ENVIRONMENT

Warm Welcome !

Session Flow x

Active Engagement x

Staff support youth in Skill-Building x

Encouragement x

Reframing Conflict x

III. INTERACTION

Belonging x

Collaboration x

Leadership x

Adult Partners x

IV. ENGAGEMENT

Planning x

Choice x

Reflection x

Completed

In Progress

Not yet started