

MVCDC Support

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How to Copy FAMILY SUCCESS ROADMAP from a previous year (FAMILY OUTCOMES)

Richard Woolf - 2023-07-12 - [ChildPlus](#)

Here are the steps required to copy the results from the past year's **FAMILY OUTCOMES - Family Success Roadmap** to the current year:

1. Go to FAMILY SERVICES tab

1. Go to the Family Outcomes sub-tab

1. Ensure that no results have already been entered

1. Click on ENTER RESULTS link at top of form



Pebbles (TEST ONLY) Flintstone¹

Female DOB: 5/29/19 4y 1m CPID: 12357

New 1/13/23 • Year 1 (+2)

Application Enrollment **Family Services** Health Immunizations Disability Me

Events **Family Outcomes** Family Services Information Attachments (2) Far

2023 - 2024 School Year 

Family Success Roadmap (1) Pre ... Initial Assessment

Lower Score Means Greater Need



Not Enrolled

Enter Results

Family Life Practices

Family Routines

1. Click on COPY ANSWERS FROM ANOTHER ASSESSMENT link at the bottom of the form

Copy Answers from Another Assessment

1. Select last year for the SCHOOL YEAR

1. Select INITIAL ASSESSMENT for the assessment

1. Click on the COPY link

Copy Assessment Answers ✕

Select an assessment to copy answers from:

School Year / Agency 2022 - 2023 School Year

Assessment Initial Assessment

Copy Cancel

1. If asked if you want to replace existing answers, click on YES link

Overwrite Existing Assessment Results

If you proceed, the answers from the selected assessment will replace any existing answers and the existing answers will be lost. Are you sure you want to continue?

Yes No

1. Enter today's date for ASSESMENT COMPLETED

1. Change the CASE WORKER to the correct FSS name

Initial Assessment Assessment

Assessment Completed 7/10/23

Case Worker Woolf, Richard

1. Time Stamp this action by clicking on the CLOCK icon above the ASSESSMENT NOTES box and adding the note, "**Copied from previous year**"

Initial Assessment Assessment Notes 🕒 ABC 📄 📝 📄 ↗

7/7/2023 1:39 PM Richard Woolf Data - Coordinator

Copied from previous year

<end of entry>

1. Click on SAVE link at the bottom right of the form

[Copy Answers from Another Assessment](#)

Save

Cancel

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