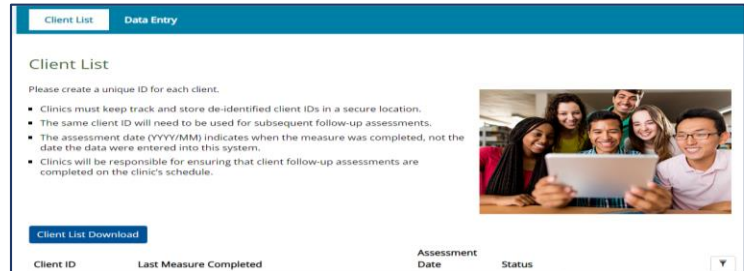


WebCAB Downloads

Multiple downloads are available in the WebCAB, including all clinic data entered by your clinic. Please note that all downloads will be a pop-up and therefore you may need to enable pop-ups for this site in order to see the downloads.

- The **Client List Download** is found at the top of the Client list and will download a file containing client IDs and the client Disposition, active or discharged.
- At the bottom of the Client List screen, you will find the **Clinic Data Download** button. This will download all measures that have data entered in the system for your clinic. Each measure will download in a separate file and contain all clients for which that measure has been entered.



Client List Data Entry

Client List

Please create a unique ID for each client.

- Clinics must keep track and store de-identified client IDs in a secure location.
- The same client ID will need to be used for subsequent follow-up assessments.
- The assessment date (YYYY/MM) indicates when the measure was completed, not the date the data were entered into this system.
- Clinics will be responsible for ensuring that client follow-up assessments are completed on the clinic's schedule.

Client List Download

Client ID	Last Measure Completed	Assessment Date	Status
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Clinic Data

Download your clinic data at any time:

- The "Clinic Data Download" button below provides separate MS Excel data files for each measure.
- Each MS Excel file contains all client data entered into this system for each measure.
- Clinic data is available for download immediately.
- The Clinic Data Download currently works on desktops/laptops and is not supported on tablets/smartphones at this time.
- Please note: While we collect only Month and Year for dates, if the data download is opened in Excel the dates will show '1' for day in some date formats (e.g., 3/1/2018).

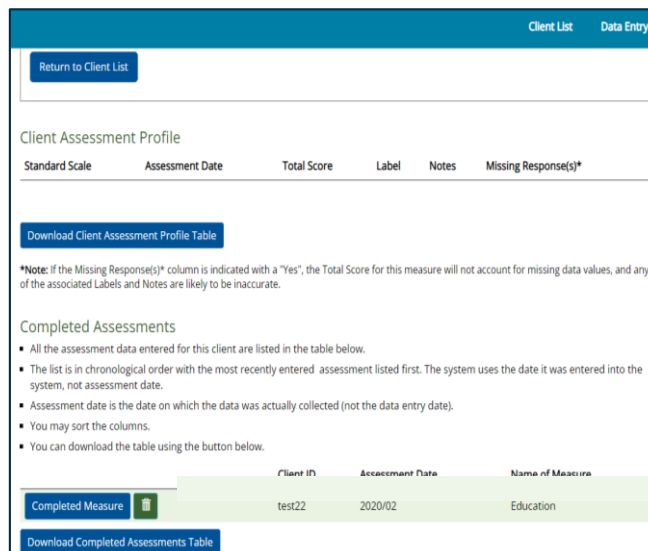
Clinic Data Download

Client Summary Screen

On the Client Summary screen, for a specific client, you can download the **Client Assessment Profile Table**. The Client Assessment Profile will download a file that contains all the scored assessments entered for the client. The file includes:

- Client ID
- Assessment Date
- Assessment Name (Standard Scale)
- Total Score
- Score Label and Notes

Available on the Client Summary screen is the **Completed Assessments Table**. This file contains a list of all assessments entered for the selected client.



Client List Data Entry

Return to Client List

Client Assessment Profile

Standard Scale	Assessment Date	Total Score	Label	Notes	Missing Response(s)*
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Download Client Assessment Profile Table

Note: If the Missing Response(s) column is indicated with a "Yes", the Total Score for this measure will not account for missing data values, and any of the associated Labels and Notes are likely to be inaccurate.

Completed Assessments

- All the assessment data entered for this client are listed in the table below.
- The list is in chronological order with the most recently entered assessment listed first. The system uses the date it was entered into the system, not assessment date.
- Assessment date is the date on which the data was actually collected (not the data entry date).
- You may sort the columns.
- You can download the table using the button below.

Completed Measure	Client ID	Assessment Date	Name of Measure
Education	test22	2020/02	Education

Download Completed Assessments Table

Next to a completed measure you can click the **Completed Measure** button, once clicked it will open in a separate window. This allows you to view the measure as presented on the data entry screen with the client's responses.

