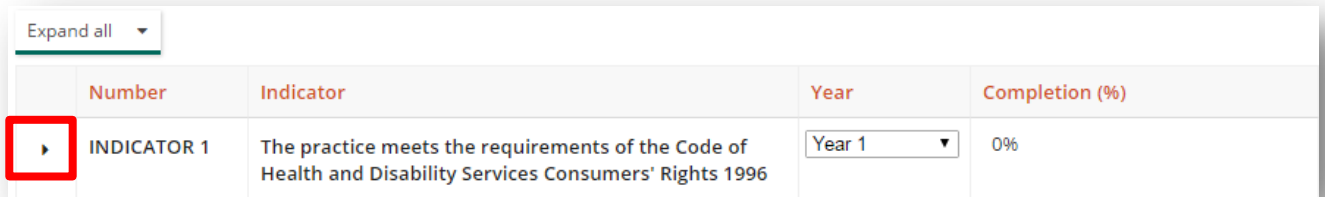


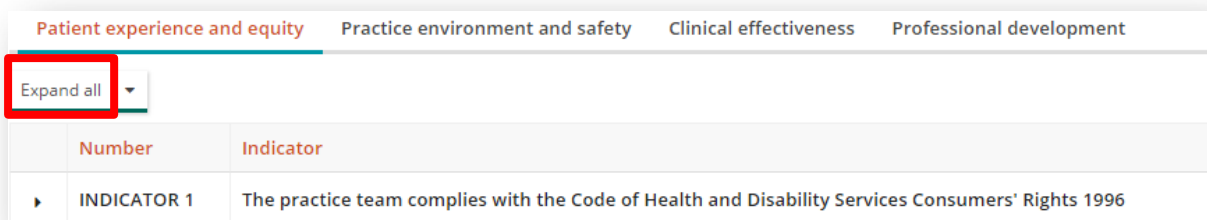
5 - How do I add comments for my practice's self assessment?

1. To open an indicator and access the assessment information, click on the arrow next to the relevant indicator



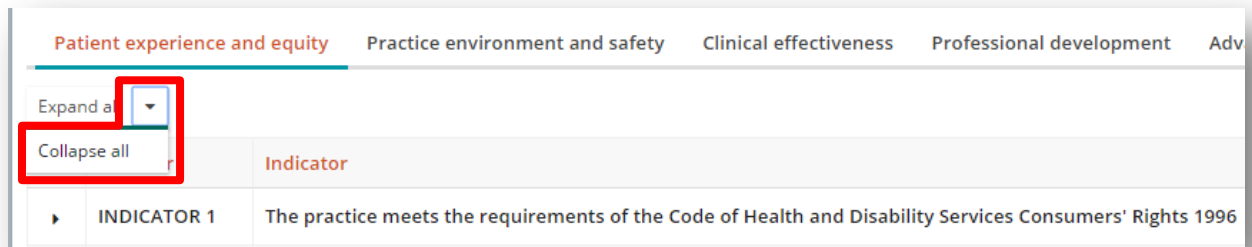
Expand all				
	Number	Indicator	Year	Completion (%)
	▶ INDICATOR 1	The practice meets the requirements of the Code of Health and Disability Services Consumers' Rights 1996	Year 1	0%

2. An alternative is to click the 'Expand all' button which will open up all of the indicators in that section.




Patient experience and equity		Practice environment and safety	Clinical effectiveness	Professional development
Expand all		Number	Indicator	
	▶	INDICATOR 1	The practice team complies with the Code of Health and Disability Services Consumers' Rights 1996	

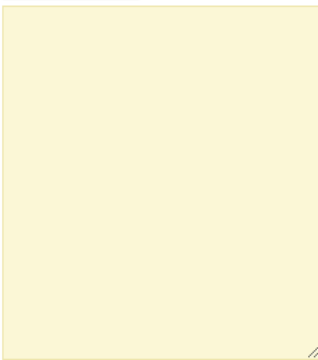
To collapse all Indicators, click the arrow next to expand all and then click 'Collapse All' which will close all of the indicators in that section.



Patient experience and equity		Practice environment and safety	Clinical effectiveness	Professional development	Adv
Expand all		Number	Indicator		
	▶	INDICATOR 1	The practice meets the requirements of the Code of Health and Disability Services Consumers' Rights 1996		

3. After opening the indicator, you will see yellow self assessment boxes to enter comments into. **TIP: The comment box can be expanded by clicking and dragging the bottom corner of the box, see example below with the original box and then the expanded box. This option can only be carried out when using Google Chrome or Mozilla Firefox.**

INDICATOR 1		The practice meets the requirements of the Code of Health and Disability Services Consumers' Rights 1996		Year 1	0%		
	Number	Criterion	Evidence May Include	Self Assessment	Evidence	Assessor Assessment	Moderator/Audit Assessment
	1.1	The practice displays a copy of The Code of Health and Disability Services Consumers' Rights 1996 (The Code) poster prominently in the practice and brochures about The Code are available for patients to access.	<ul style="list-style-type: none"> Posters on prominent display in the reception area identifying The Code, and brochures are available. 	--None-- 			

INDICATOR 1		The practice meets the requirements of the Code of Health and Disability Services Consumers' Rights 1996		Year 1	0%		
	Number	Criterion	Evidence May Include	Self Assessment	Evidence	Assessor Assessment	Moderator/Audit Assessment
	1.1	The practice displays a copy of The Code of Health and Disability Services Consumers' Rights 1996 (The Code) poster prominently in the practice and brochures about The Code are available for patients to access.	<ul style="list-style-type: none"> Posters on prominent display in the reception area identifying The Code, and brochures are available. 	--None-- 			

- Once a comment and/or any evidence has been uploaded, the self assessment also needs to be set to 'Met', or 'Partially Met' from the drop down list in the 'Self Assessment' column in order for evidence to be submitted. Setting it to 'Not Met' will not allow the indicator to reach 100%.

INDICATOR 1		The practice meets the requirements of the Code of Health and Disability Services Consumers' Rights 1996			Year 1	0%
Number	Criterion	Evidence May Include	Self Assessment	Evidence	Assessor Assessment	Moderator/Audit
1.1	The practice displays a copy of The Code of Health and Disability Services Consumers' Rights 1996 (The Code) poster	<ul style="list-style-type: none"> Posters on prominent display in the reception area identifying The Code, and brochures are available. 	--None--	<ul style="list-style-type: none"> 1.1 Health and Disability Commissioner Code of Health and Disability Services <ul style="list-style-type: none"> interview quest 		

- The completion bar should fill upon completion of self assessment for the criterion. **Note, for the criterion to be completed and the completion bar to fill, there must be something entered into the Comments box and/or some evidence uploaded.**

Number	Indicator	Year	Completion (%)
INDICATOR 1	The practice meets the requirements of the Code of Health and Disability Services Consumers' Rights 1996	Year 1	25%

Number	Criterion	Evidence May Include	Self Assessment	Evidence	Assessor Assessment	Moderator/Audit Asses
1.1	The practice displays a copy of The Code of Health and Disability Services Consumers' Rights 1996 (The Code) poster	<ul style="list-style-type: none"> Posters on prominent display in the reception area identifying The Code, and brochures are available. 	Met	<ul style="list-style-type: none"> 1.1 Health and Disability Commissioner Code of Health and Disability Services <ul style="list-style-type: none"> interview quest 		

Don't forget to regularly save your assessment activity!