

To make a correction on an ONA within 60 days of the ONA submission date, an ONA assessor should go to the demographics page of the approved ONA they wish to edit and select "copy" from the bottom of the page.

Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

Home My Account Change Password Help Customer Service Log Out
Logged in as fjabin - All my Organizations and Program Areas

Express Payment & Reporting System

Oregon Needs Assessment

1 - Assessment and Demographic Information

Assessment ID: [redacted]
Status: **Approved**

Assessment Type: New to Service
Date of Assessment Interview: 12/28/2018
Date of Documentation Review: 12/27/2018
Date of Face-to-Face Observation: 12/28/2018
Date Assessment Completed: 1/7/2019

Client Prime: [redacted] Gender: M
Legal Name: [redacted] Preferred Gender: [redacted]
Age: 12 Birth Date: 12/14/2006
Address: [redacted] City: Salem Zip Code: 97306
Phone: [redacted] Parent/Guardian: [redacted]
Vision Function (with correction): Adequate
Hearing (with correction): Adequate

Service Setting: Other
Other setting: Child is new to DD Services and will be enrolling in SE 151

CI 8 or Children's Residential Coordinator:
Phone: [redacted] Email: [redacted]

Service Coordinator/ Personal Agent: [redacted] Marion Case Management Provider
Case Management County: Marion

Additional comments related to case management entity:
[redacted]

Assessor's Name: Michele Tom
Affiliation: CDDP

Did the individual participate in the assessment?: Yes
The type of involvement or why the individual was not able to participate:
[redacted]

People Who Attended the Assessment Interview or Contributed to the Assessment

Name/ Role	Relationship	Phone/ Email
[redacted]	[redacted]	[redacted]

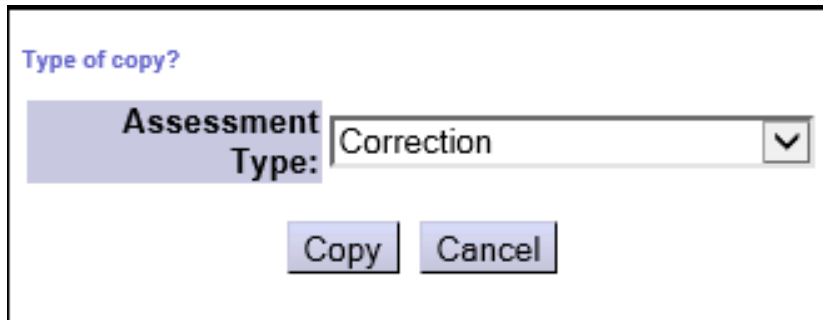
Created By: Michele Tom
Last Updated By: Michele Tom
Last Submitted By: Michele Tom
Created Date: 1/20/19 9:08:30 AM
Last Updated Date: 1/20/19 11:21:47 AM
Last Submitted Date: 1/20/19 11:21:48 AM

Cancel Continue Print Full Print Summary **Copy**

A box with a menu will appear.

select "Correction" from the Assessment type menu

And then select "copy"



The image shows a dialog box titled "Type of copy?". Inside the dialog, there is a label "Assessment Type:" followed by a dropdown menu. The dropdown menu is currently displaying "Correction". Below the dropdown menu, there are two buttons: "Copy" and "Cancel".

You are now able to make changes to any editable field in the ONA.

When you are done making edits, go to the final page of the ONA (the comprehensive review page) and press "submit". After submitting make sure the ONA now shows the approved status is "approved".

If it is, you are done.

ONA Correction Status:

- Only available to the person who created the ONA.
- Only available within the first 60 days of the "Date Assessment Completed".
- Original LOC is retained with the Original ONA submit date, ending day before new LOC
- LOC created from "Correction" ONA retains the End Date of the original LOC created from the copied Original ONA.

Steps:

Client

Oregon Needs Assessment

Find Oregon Needs Assessment

Search by Client prime, Assessment ID or Approved status (can only correct an approved ONA)

Click on Copy

Box will pop up with: Type of copy? Dropdown for Assessment Type: Annual (new assessment), Annual (review assessment), Change in need, Request, New to Service and Correction. And button options are Copy and Cancel.

Select Correction

Click on the Copy button