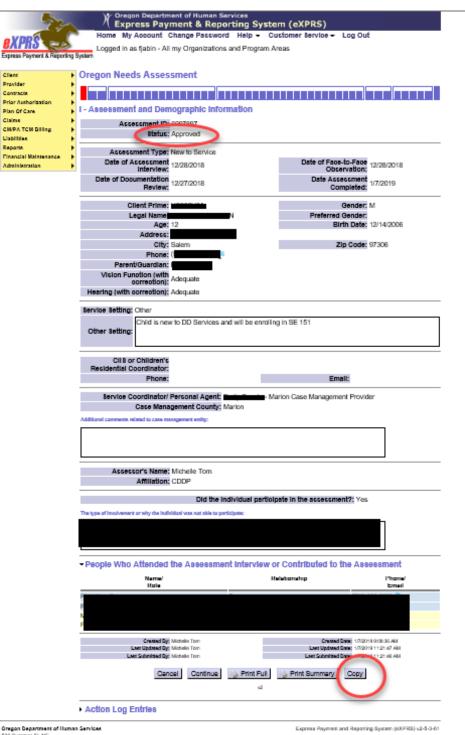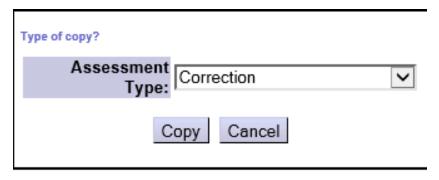To make a correction on an ONA within 60 days of the ONA submission date, an ONA assessor should go to the demographics page of the approved ONA they wish to edit and select "copy" from the bottom of the page.

A box with a menu will appear.
select "Correction" from the Assessment type menu

And then select "copy"

Type of copy?

Assessment Type:	Correction ▼

Copy   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