Organizational Self-Evaluation: Outcomes Management Systems Checklist

If statement is true, place a check mark in the box.

What is your organization's assessment approach regarding outcomes for each client?

At entry into treatment/services or at intake:

- ☐ Is each client assessed at entry into treatment/services or at intake?
- ☐ Does this assessment focus on the client's quality of life or day-to-day functioning (problems that interfere with age appropriate growth and strengths that can be used to promote growth)?
- ☐ Is it standardized?
- ☐ Does the assessment result in quantitative scores ("numbers")?
- ☐ Does the assessment result in more than one score (i.e., multi-dimensional)? Does the assessment evaluate various self domains (e.g. home, school, community) resulting in more than one score?
- ☐ Is the assessment done or input electronically (that is, into a computer by the assessor)?
- ☐ Are reports automatically generated electronically, so as to reduce time spent on "paperwork"?
- ☐ Is the assessment module integrated with the larger client information system so staff members do not have to double enter information?

At the end of services, or when the client discontinues seeking services:

- ☐ Is the client assessed again, using the same measure as done at intake?

During the time that the client receives services:

- ☐ Is the client assessed while receiving services to track his/her progress (so that adjustments can be made as needed)?

Accessibility of assessment findings and results

- ☐ Are assessment results for each client presented electronically (directly viewable by assessor on the computer) and available at all times?

Evidence-Based Treatments:

- ☐ Can the staff indicate if a client receives an evidence-based treatment, and if so, which one and the duration of the treatment?

Is the assessment and outcome information readily available to supervisors and program managers?

Can supervisors view on the computer the following information for the clients served by their supervisees or managers under them:

- ☐ A summary of the assessment results for each client?
- ☐ The progress each client is making, while receiving services?
- ☐ The outcome (end of services) for each client served by their supervisees?

- ☐ Can supervisors easily determine clients who, at intake, may need special attention?
- ☐ Can supervisors easily identify youth who are not improving?

Is information about client-level needs and outcomes readily available to Top Management?

- ☐ Are there electronically available reports that summarize the aggregated data showing the needs/functioning of youth at intake?
- ☐ Are there electronically available reports that summarize aggregated data showing outcomes (i.e., clients that are improved, not improved (deteriorated or stayed the same)?
- ☐ Are the client-level data available as an electronic file that can be exported (i.e., to permit further analyses).