

4 - How do I check the progress of my practice's self assessment?

1. Once you have accessed your assessment, you should see a bar showing the Overall Completion of the self assessment, see below. **Note: if you are on the Cornerstone Annual Programme, the bar is called 'Completion of Year' and will not show until the required number of Indicators for the current year are allocated.**

The screenshot shows a web interface for 'Assessments'. The main heading is 'Test Practice 5 - Assessment 00002067'. Below this, there are several fields: 'Standard' (Cornerstone Full 1.0), 'Assessment Initiated By' (Joe Smith), 'Status' (In Progress - Self Assessment), 'Created Date' (22/11/2016 2:38 pm), 'Closed Date', 'Preferred Assessment Date', and 'Alternative Assessment Date'. A red box highlights the 'Overall Completion (%)' field, which shows a small orange bar and the text '4%'.

2. Each Indicator has its own progress bar showing progress of the criteria within the specific Indicator. If an indicator has been completed it will show 100% in a green bar

Number	Indicator	Year	Completion (%)
▶ INDICATOR 1	The practice team complies with the Code of Health and Disability Services Consumers' Rights 1996	Year 1	100%

3. If an indicator has not been completed, then it will either show 0%, or

▶ INDICATOR 19	The practice has planned response and recovery procedures for fires, disasters or emergencies	Year 3	0%
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A partially completed indicator will have an orange bar showing the percentage completed.

▶ INDICATOR 20	The practice team is committed to ensuring health and safety in the workplace	Year 3	25%
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4. 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%

5. 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									
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	Number	Indicator							
	INDICATOR 1	The practice meets the requirements of the Code of Health and Disability Services Consumers' Rights 1996							