

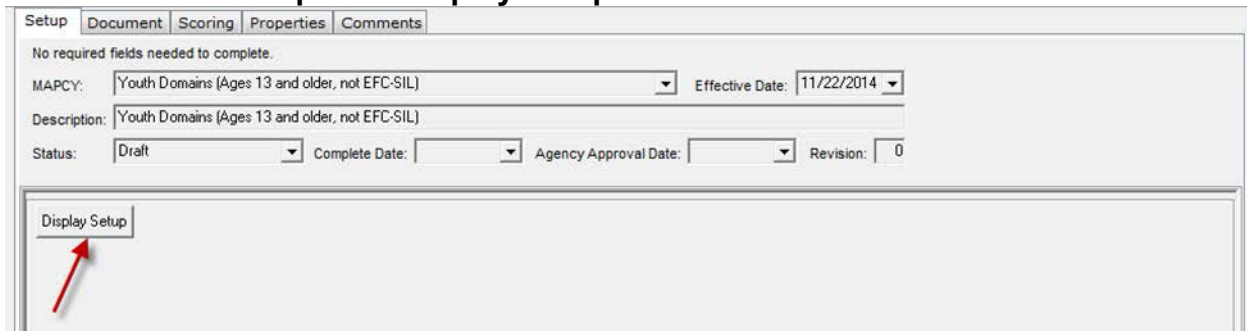
## Minnesota Assessment of Parenting Children and Youth: Document Tab

The Minnesota Assessment of Parenting Children and Youth (MAPCY) tool looks at both the needs of the child, and the parenting required to meet those identified child needs. Because the MAPCY tool documents the child's needs and parenting attention received, whether in foster care, kinship care or adoption, it is important that it be accurately completed with information from both the foster care providers and the child. For detailed guidance, refer to the MAPCY Practice Guide.

Staff need **Approver MAPCY** and/or **Assessor MAPCY** role assigned to them in SSIS Administration prior to being able to open and Assess a MAPCY or Approve a MAPCY. Information on roles is available in the [Security Administration – General Security](#) module.

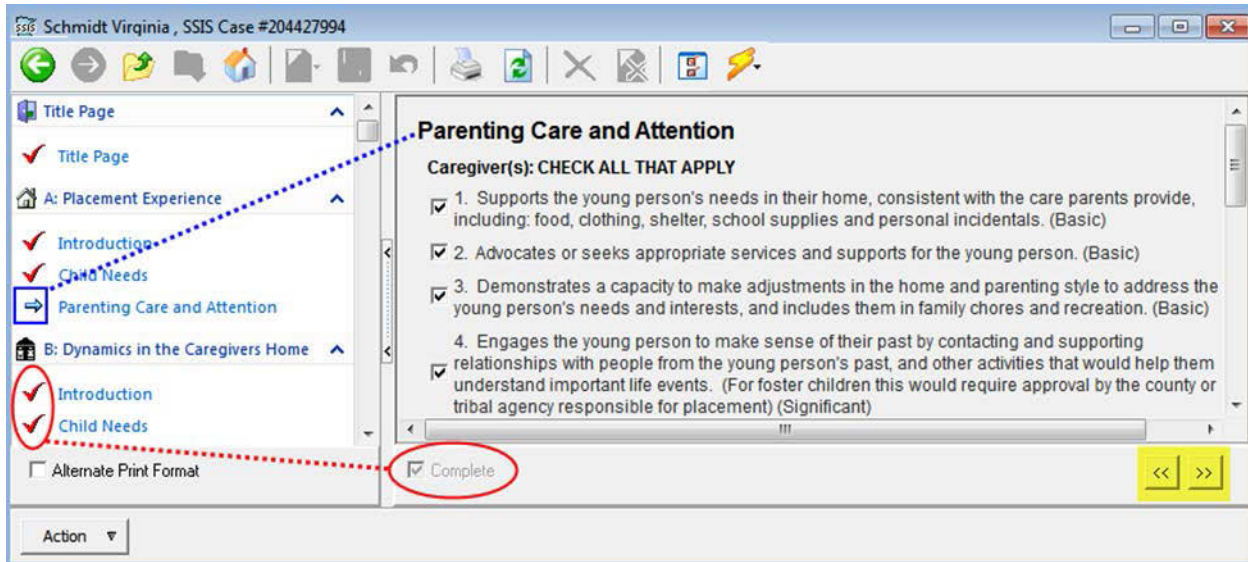
If returning to complete the MAPCY tool, you may click the Display Setup button on the Setup tab to verify the specific tool selected. Different domains are assessed depending upon the “sub-tool” selected on the on the Setup tab. For example, child care domains are not included for youth ages 13 and older.

### MAPCY Tool - Setup tab - Display Setup



The screenshot shows the 'Setup' tab of the MAPCY tool configuration interface. At the top, there are tabs for 'Setup', 'Document', 'Scoring', 'Properties', and 'Comments'. Below the tabs, a message states 'No required fields needed to complete.' The form contains several fields: 'MAPCY:' with a dropdown menu set to 'Youth Domains (Ages 13 and older, not EFC-SIL)', 'Effective Date:' with a date picker set to '11/22/2014', 'Description:' with a text box containing 'Youth Domains (Ages 13 and older, not EFC-SIL)', 'Status:' with a dropdown menu set to 'Draft', 'Complete Date:', 'Agency Approval Date:', and 'Revision:' with a text box set to '0'. At the bottom left of the form, there is a button labeled 'Display Setup' with a red arrow pointing to it.

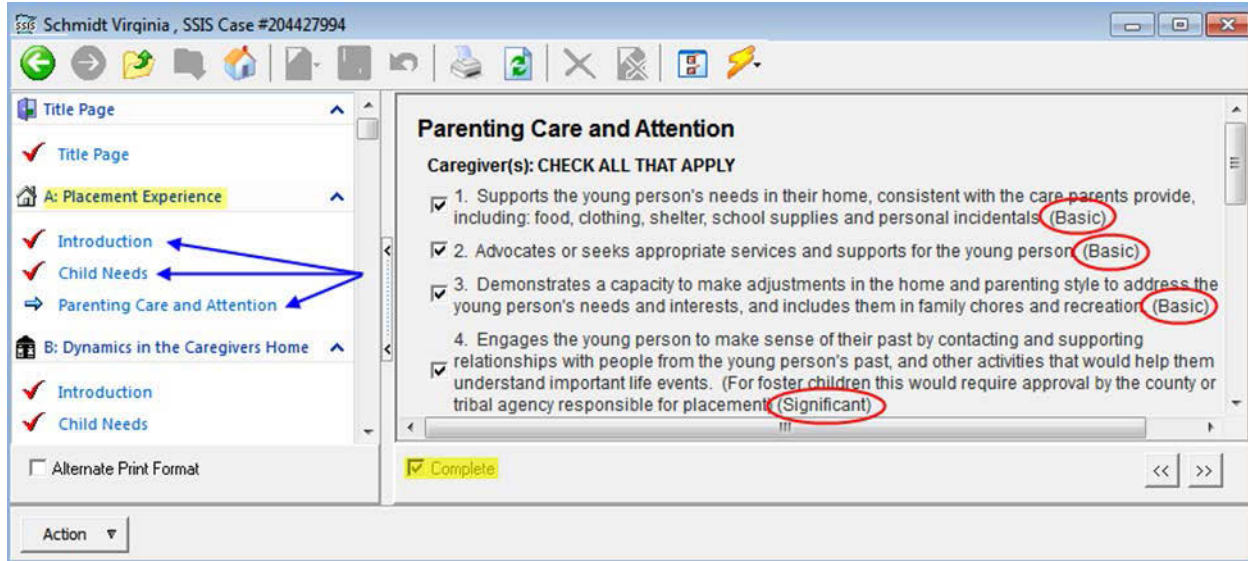
## MAPCY Tool Document Tab - Navigation



The functionality of the MAPCY screens is similar to that of SSIS State Service Plans;

- The Navigation bar lists each domain for the selected MAPCY tool.
- The **blue arrow** in the Navigation bar indicates the screen that displays to the right. Navigate between screens by clicking different nodes in the Navigation bar, or clicking the double arrow buttons at the bottom right of the screen.
- Click **Complete** at the bottom of each screen after selecting the relevant checkboxes. Note that if you click **Complete**, and then make a change to that screen, the checkmark no longer displays in the **Complete** checkbox. No data entry is lost if **Complete** is not selected, simply return to the screen and select it.
- When the **Complete** checkbox is selected, a **red checkmark** displays next to that node in the Navigation bar. This indicates that this screen will print as part of the completed MAPCY paper document.
- Navigate between screens by clicking on Navigation bar nodes, or by clicking the double arrow buttons at the bottom right of the screen.

## MAPCY Tool Document Tab – Domain Nodes and Screens



### To complete the Document tab screens:

1. Read each **Introduction** screen carefully. Note that the Introduction screen requires no data entry. Each Introduction screen provides information specific to completing that domain. Note that the **Complete** checkbox is already selected for each Introduction node.
2. Complete the associated **Child Needs** screen. Only one checkbox can be selected on each Child Needs screen. Click **Complete**.
3. Complete the associated **Parenting Care and Attention** screen. Select either all that apply, or make only one selection, depending upon the directions provided. Click **Complete**.
4. After domains **A – H** are complete, complete the **Documentation and Feedback Questions** screen if a child rating of '**D**' or higher was selected in any of the domains, or if a rating of '**extensive**' or '**exceptional**' was selected for any of the parenting indicators. Provide explanations as to why these selections are appropriate for the child and/or pertinent to the parenting of the child. Click **Complete**.
5. When all screens are complete, click **Save**.