

## Editing GRRS within GAIN ABS

### Summary

Editing of a GAIN Recommendation and Referral Summary (GRRS) can be done within the GAIN ABS system. All formatting of edited text can also be completed within GAIN ABS (this includes bullets, bolded text, italicized text, etc.). You can also copy and paste text from external sources into your GRRS edits within GAIN ABS.

Below are some considerations when copying and pasting text:

- Be sure to only paste “plain text” into GAIN ABS. Text from Microsoft Word or PDF documents should not be pasted into GAIN ABS, as text from these files are “rich text” formatted.
- Text from Microsoft Notepad can be pasted into GAIN ABS, as text from Notepad files are “plain text” formatted.
- **IMPORTANT\*\*If you save an edit that was made with “rich text” (e.g., MS Word or PDF), then the edit will not save and will be erased.**

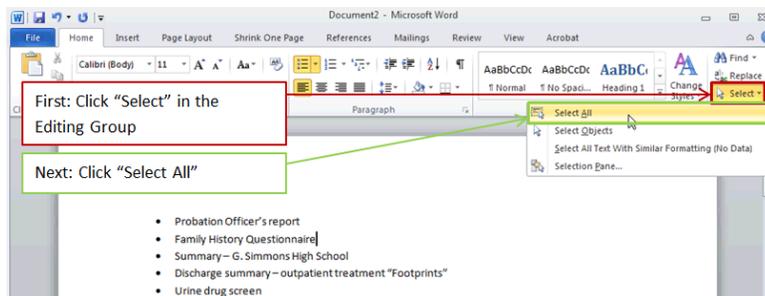
Below are the steps to take to correctly copy and paste text from external sources into GAIN ABS.

1. Remove formatting from external source (recommended)
2. Make sure your external source is in the correct format (e.g., plain text)
3. Paste text from external source into GAIN ABS
4. Format text within GAIN ABS

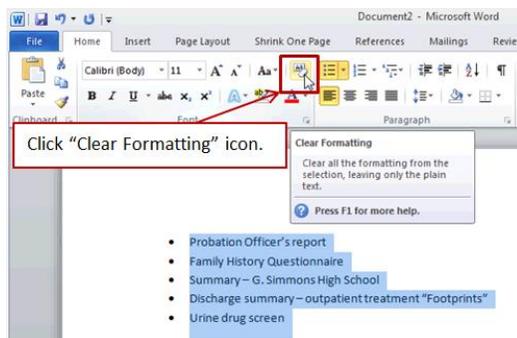
### Step 1: Remove formatting from external source

It is recommended that you remove formatting from your external source (e.g. MS Word). If the formatting is not removed at the beginning, it will be removed when pasted into GAIN ABS.

- **Step 1:** Select text in Word file



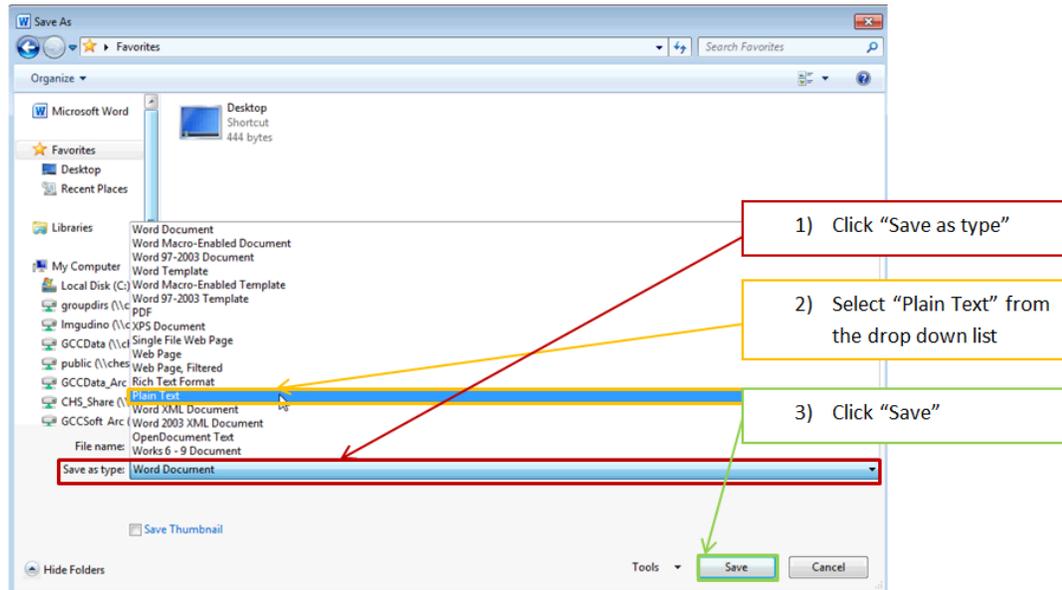
- **Step 2:** Click “Clear Formatting”



## **Step 2: Make sure your external source is in the correct format (e.g., plain text)**

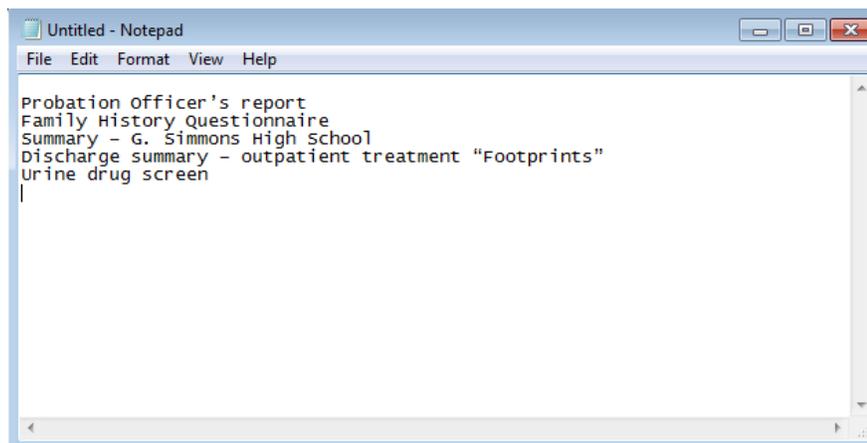
You have two options available to make sure your external source is in the correct format before you paste it into GAIN ABS.

- **Option 1:** You can save your external file (e.g., MS Word or PDF document) as a plain text file.
  - **Step 1:** Click “Save as type”
  - **Step 2:** Select “Plain Text” from the drop down list
  - **Step 3:** Click “Save”



- **Option 2:** You can open up Microsoft Notepad, and copy text from your external file (e.g., MS Word or PDF document) into Notepad.
  - **Step 1:** Open Notepad by clicking the Start button . In the search box, type Notepad, and then, in the list of results, click Notepad.
    - **Tip:** You can save a shortcut to Microsoft Notepad on your desktop if you prefer.
  - **Step 2:** Copy text from external file (either right click and select copy, or press “Ctrl C”)
  - **Step 3:** Paste text into Notepad (either right click and select paste, or press “Ctrl V”)

With either option, you will end up with an unformatted Microsoft Notepad file that looks like this:

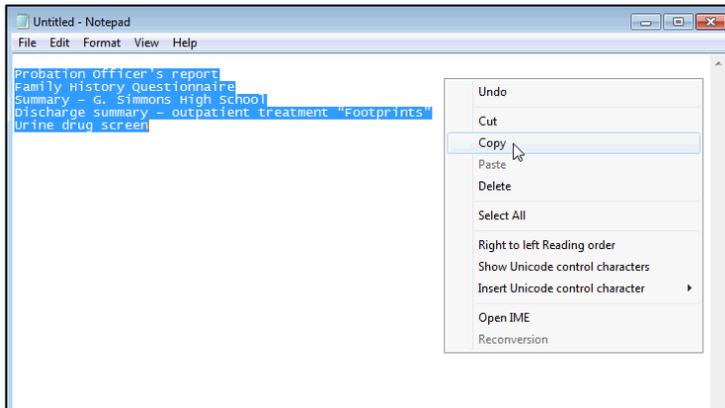


### Step 3: Paste text from external source into GAIN ABS

Once your external source is in Microsoft Notepad (which is the correct “plain text” format”), you can copy the text from this file and paste directly into GAIN ABS.

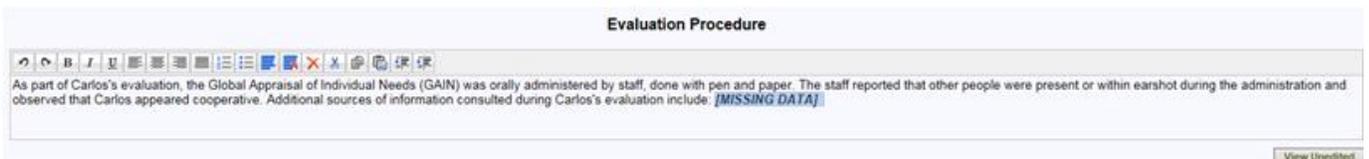
#### Step 1: Copy text from Microsoft Notepad file

- Highlight text, right click, then select “Copy” (Or Highlight text, press “Ctrl C”)

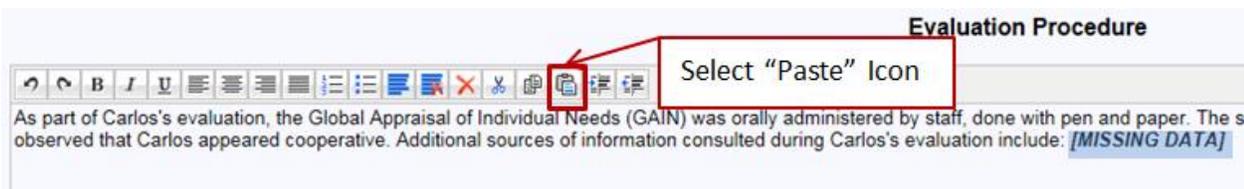


#### Step 2: Paste text into GAIN ABS

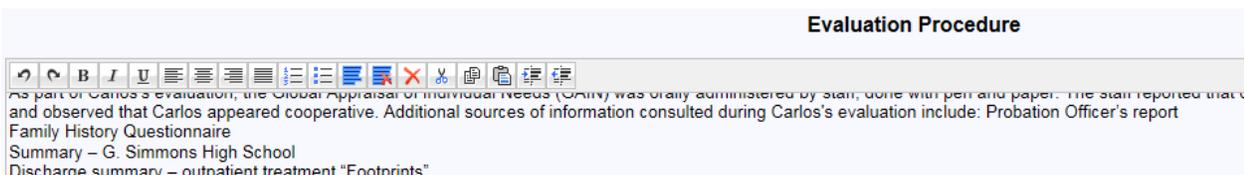
- When in GRRS editing mode in GAIN ABS, find the location where the text from the external source should be placed and click inside the box (or highlight the “MISSING DATA” prompt where you will be placing the new information)



- Select the paste button in GAIN ABS



Pasted text will look like this:



#### **Step 4: Format text within GAIN ABS**

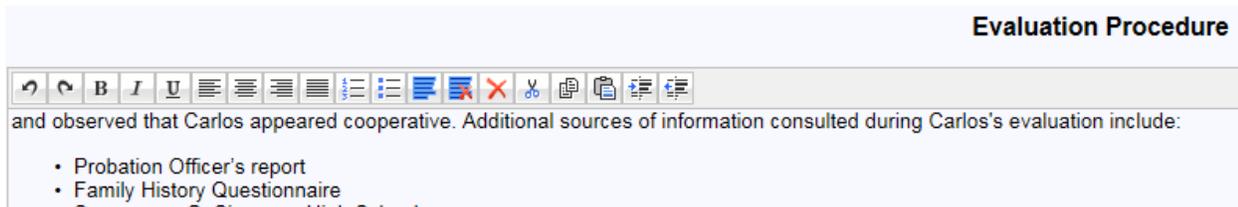
All formatting will need to be done within the GAIN ABS system using the following keys:



In the example above, we started with bullet points. These bullets were removed when we cleared the formatting. You can re-insert the bullets using the bullet button:



Once the formatting is complete, it will look like this in the editing mode in GAIN ABS:



From here, select "Save" or "Next."

**IMPORTANT\*\*** If you save an edit that was made with "rich text" (e.g., MS Word or PDF, or without using Notepad), then the edit will not save and will be erased.

The final edit will appear as follows in the report:

#### **Evaluation Procedure**

As part of Carlos's evaluation, the Global Appraisal of Individual Needs (GAIN) was orally administered by staff, done with pen and paper. The staff reported that other people were present or within earshot during the administration and observed that Carlos appeared cooperative. Additional sources of information consulted during Carlos's evaluation include:

- Probation Officer's report
- Family History Questionnaire
- Summary – G. Simmons High School
- Discharge summary – outpatient treatment "Footprints"
- Urine drug screen

Please contact ABS Support ([ABSsupport@chestnut.org](mailto:ABSsupport@chestnut.org); 309-451-7777) or our Project Coordination Team ([gaininfo@chestnut.org](mailto:gaininfo@chestnut.org) or 309-451-7900) with any questions.