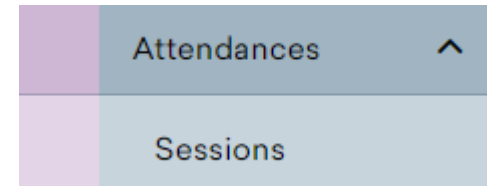


How to Attach a Questionnaire, Outcome or Engagement Level to a Session Attendee

To attach a Questionnaire to a person attending a session:

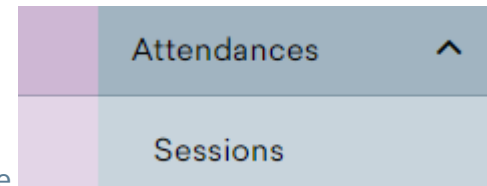
- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**
- Click on **Sessions** from the **Attendances** Tab on the left-hand side
- Select the relevant **Session Date**
- Select the **Add Questionnaire** icon to the right of the relevant contact
- Choose a Questionnaire* and click **Select**
- Complete the form and click **Save**



To attach an Outcome to a person attending a session:

* Please note, only Questionnaires selected in the **Participant Questionnaires** field on the Session Group form will be available. To change the available Questionnaires, see the **How to Edit a Session Group** guide under <https://www.substance.net/work-support/>

- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**



- Click on **Sessions** from the **Attendances** Tab on the left-hand side
- Select the relevant **session date**
- Select the **Add Outcome** icon to the right of the relevant contact
- Choose an Outcome[†] and select **Add Outcome**
- Complete the form and select **Add Outcome**

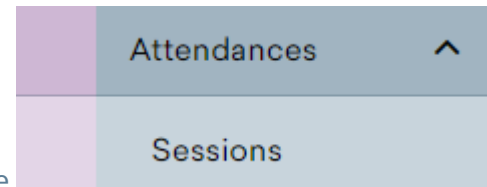


To attach an Engagement Level to a person attending a session:

- Hover over **Work** and select **Session Groups**

[†] Outcomes must first have been allocated to the Session Group. See the **How to Allocate Qualifications, Outcomes or Objectives** guide at <https://www.substance.net/work-support/>

- Select the relevant **Session Group**



- Click on **Sessions** from the **Attendances** Tab on the left-hand side

- Select the relevant **session date**

- Select the **Set Engagement** icon to the right of the relevant contact



- Complete the form and click **Save**

Engagement levels relate to the **Substance Engagement and Progression Matrix**, developed by Substance:

Level 1 Disengagement	Level 2 Curiosity	Level 3 Involvement	Level 4 Achievement	Level 5 Autonomy
Sit out and ignore activity	Watch activity	Join in with others	Complete tasks	Initiate ideas
Encourage disputes	Dip in and out	Respond to instruction	Communicate with staff outside of activity	Help plan and run activities
Distract others	Ask questions	Talk about experiences	Make positive statements about work	Advise and educate peers
Walk out	Listen to staff and peers	Enjoy good relations with others	Celebrate work publicly	Praise work of others
Make negative comments	Comment on activity	Share facilities	Make connections beyond the project	Manage conflict between others
Destroy/damage	Talk to	Handle	Receive	Volunteer