

GUIDELINES TO COMPLETING THE WHEELED MOBILITY & POSTURAL MANAGEMENT ASSESSMENT FORM ELECTRONICALLY

The 'WHEELED MOBILITY & POSTURAL MANAGEMENT ASSESSMENT FORM' has been saved in a restricted format so that it can be filled out electronically.

For guidelines on how to complete certain areas of the form, please continue below.

- All highlighted areas within the document are able to be edited. To type directly into the document, simply position your cursor inside the yellow area or on a yellow cursor and type into the document as per usual.

NAME: <small>(First name only)</small>	Age: 	Male 	Female
REASON FOR RE/ASSESSMENT: 	Other Health & Disability Providers: 		

- To check a checkbox, simply click inside the highlighted box.

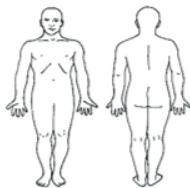
NAME: <small>(First name only)</small>	Age: 	Male 	Female
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- Where there is a diagram and you are required to indicate certain areas, you must insert a shape into the document:
 - Firstly, place your cursor inside the highlighted area (indicated by these two symbols: [and]) and then click on the 'INSERT' tab in the toolbar at the top of the page.

Pressure care: Consider pressure mapping for chronic pressure related injuries

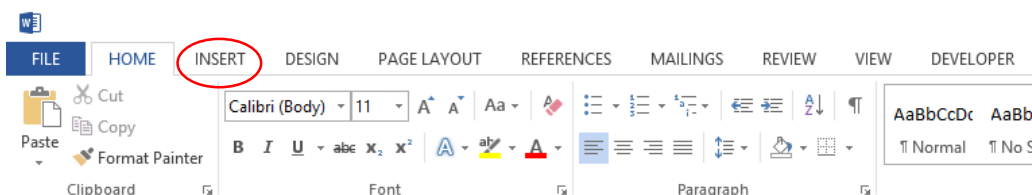
Risk assessment: Score:

Areas of compromised skin integrity:

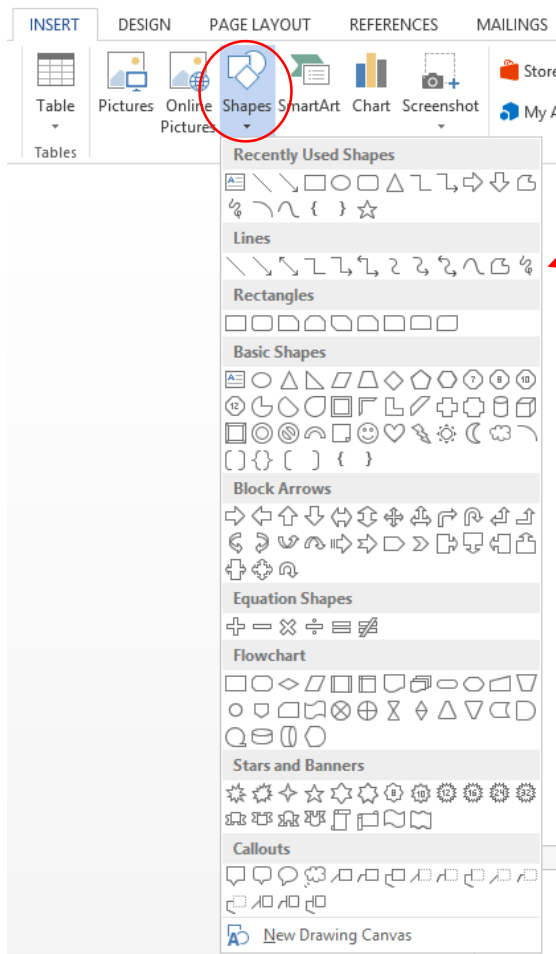


cursor

Contributing factors / comments:



2. Once you have clicked on the 'INSERT' tab, click on the 'Shapes' option and a dropdown menu will appear showing you all the different shape options. Select the shape that you would like to use (Note: the oval, rectangle, arrow or scribble options will probably work best).



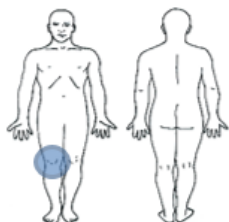
The scribble tool allows you to draw directly into the document, whereas the others only allow you to draw certain shapes

3. After selecting your shape, you will be able to insert it (or draw if you selected the scribble tool) directly into the document.

Pressure care: Consider pressure mapping for chronic pressure related injuries

Risk assessment: Score:

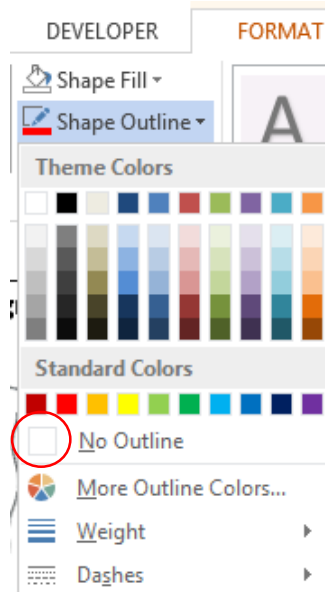
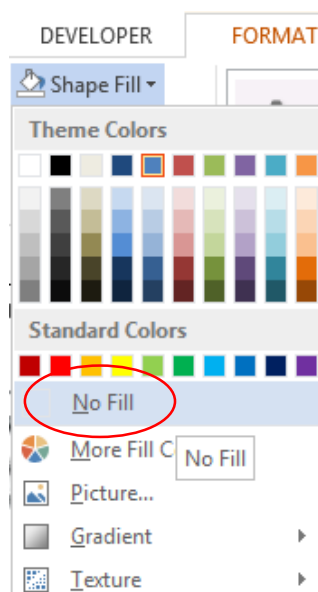
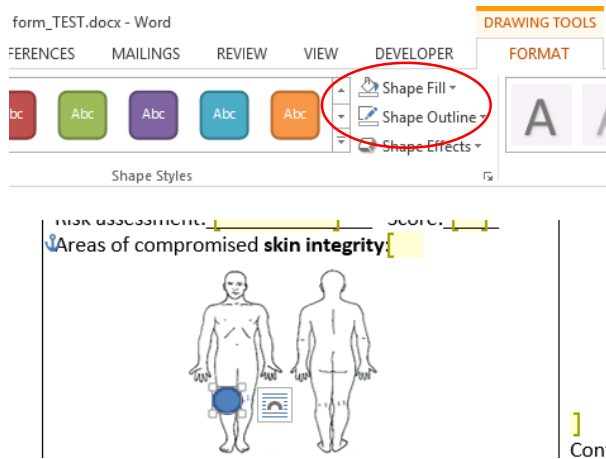
Areas of compromised skin integrity:



Contributing factors / comments:

4. By clicking on the inserted shape, you can then format it to change the fill and outline colour to whatever you choose (Note: changing the shape fill colour to 'No Fill' and changing the shape outline colour to something bright like red is best).

You can then continue inserting shapes until you have finished the section.



Pressure care: Consider pressure mapping for chronic pressure related injuries

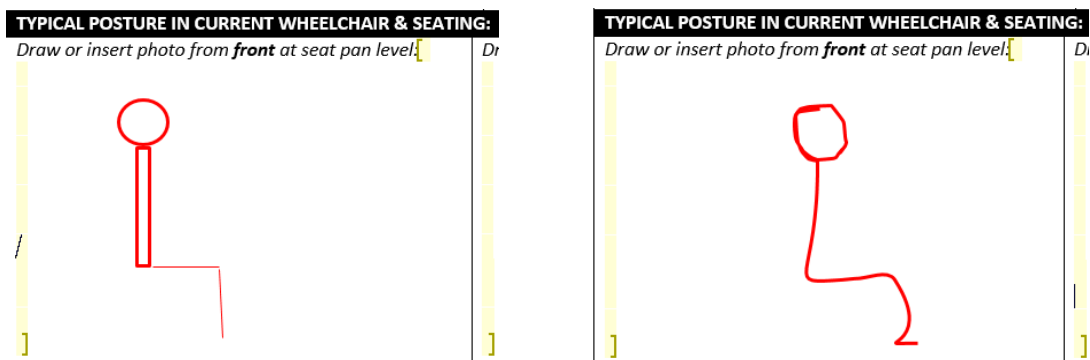
Risk assessment: Score:

Areas of compromised **skin integrity**:

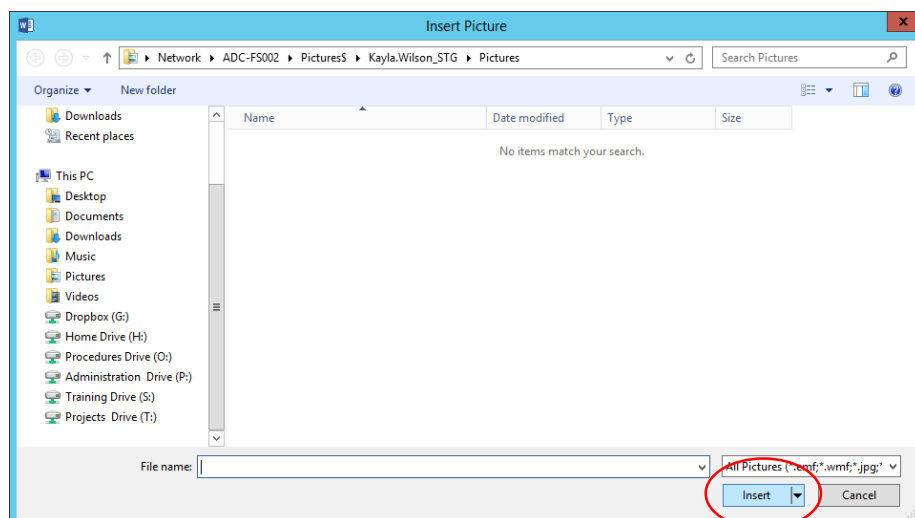
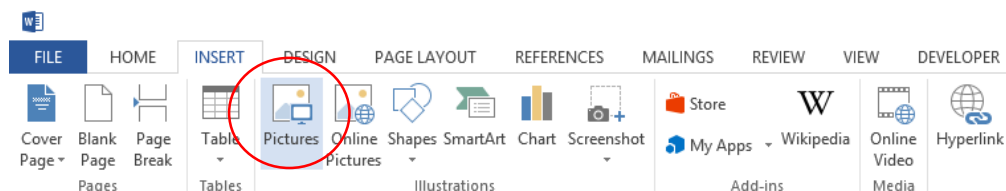
Contributing factors / comments:

- Where the form asks you to draw or insert a photo into the document, you can insert multiple shapes to make your picture, draw your picture using the scribble tool, or insert a photo.

1. Using shapes or the scribble tool as per instructions above:



2. To insert a picture, click on the 'INSERT' tab like you would to insert shapes but rather than selecting the 'Shapes' option, select the 'Pictures' option. You will then be able to insert a file from your computer (Note: you may need to resize the image so that it fits into the document).



- Where you need to select an option (choosing either left or right, adduction or abduction etc.) and there are no checkboxes for you to select, you must delete one of the options using the backspace button on the keyboard as per usual. Simply place your cursor in the yellow highlighted area and delete the option you don't want to use.

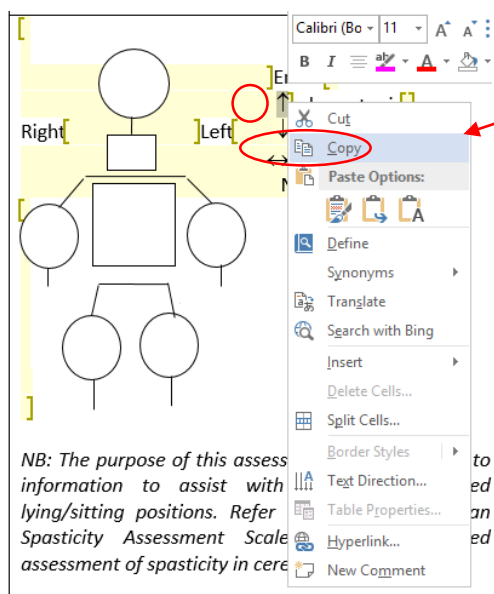
Indicate below, typical posture in current equipment:		
Pelvis: Posterior tilt	<input type="checkbox"/>	Anterior tilt <input type="checkbox"/> Neutral <input type="checkbox"/>
Obliquity down	L / R <input type="checkbox"/>	Rotation to L / R <input type="checkbox"/>
Lower limbs: Abduction	L / R <input type="checkbox"/>	Adduction L / R <input type="checkbox"/>
Int rotn	L / R <input type="checkbox"/>	Ext rotn L / R <input type="checkbox"/> Neutral L / R <input type="checkbox"/>
Feet: Dorsiflexed	L / R <input type="checkbox"/>	Plantarflexed L / R <input type="checkbox"/>
Inverted	L / R <input type="checkbox"/>	Everted L / R <input type="checkbox"/> Neutral L / R <input type="checkbox"/>

Before

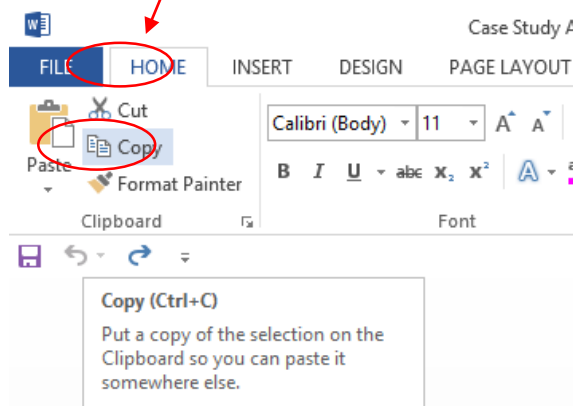
Indicate below, typical posture in current equipment:		
Pelvis: Posterior tilt	<input type="checkbox"/>	Anterior tilt <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Obliquity down	L <input checked="" type="checkbox"/>	Rotation to R <input checked="" type="checkbox"/>
Lower limbs: Abduction	L / R <input type="checkbox"/>	Adduction L <input checked="" type="checkbox"/>
Int rotn	L <input checked="" type="checkbox"/>	Ext rotn L / R <input type="checkbox"/> Neutral R <input checked="" type="checkbox"/>
Feet: Dorsiflexed	L / R <input type="checkbox"/>	Plantarflexed L / R <input type="checkbox"/>
Inverted	L / R <input type="checkbox"/>	Everted R <input checked="" type="checkbox"/> Neutral L / R <input type="checkbox"/>

After

- When you get to the '**DISTRIBUTION & OBLIGATORY MOVEMENT PATTERNS OBSERVED:**' section, you must copy and paste the symbols ($\uparrow, \downarrow, \leftrightarrow, N$) into the circle/square areas:
 - Highlight the symbol you want to copy, then right click on it with your mouse and select 'Copy' or select copy in the 'HOME' tab in the toolbar at the top of the page. This will copy the symbol so that you can paste it later (Note: the **Ctrl+C** keyboard shortcut will also work).



Highlight symbol then select 'Copy' as shown in these two examples or use the keyboard shortcut



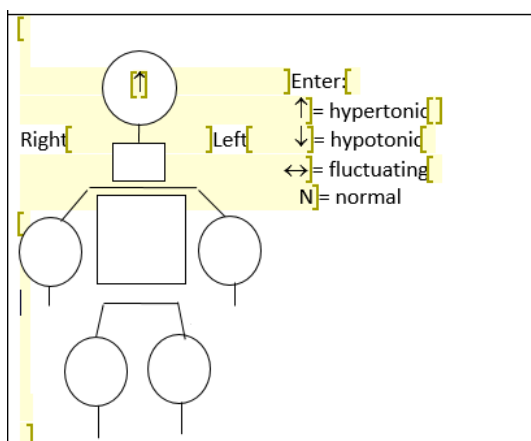
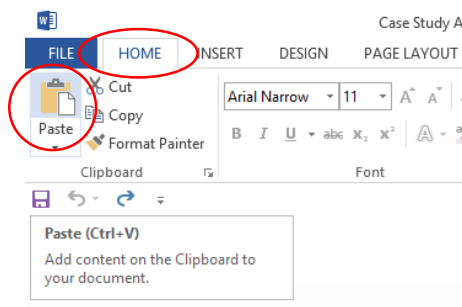
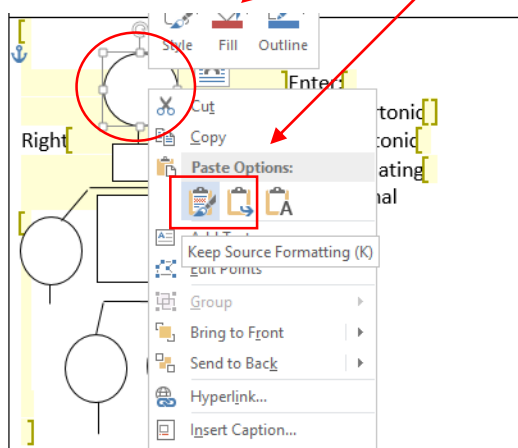
- After you have copied the symbol, you must paste it inside the circle/square area that it applies to. Do this by selecting the circle/square area with your cursor and then pasting the symbol inside by right clicking in the area with your mouse and selecting on of the first two 'Paste' options or by selecting 'Paste' in the 'HOME' tab in the toolbar above (Note: the **Ctrl+V** keyboard shortcut will also work).

Select the shape you want to insert the symbol into

Right mouse click inside the shape and select one of these two options

Or select 'Paste' under the 'HOME' tab in the toolbar above

Or use the keyboard shortcut



Continue inserting the symbols into the circle/square areas until you have completed the section

NB: The purpose of this assessment form is limited to information to assist with providing supported lying/sitting positions. Refer also to the Australian Spasticity Assessment Scale for more detailed assessment of spasticity in cerebral palsy.