



***Army Recovery Care System  
(ARCS) 2.9.15***

***Solider Module User Guide***

PRODUCED BY



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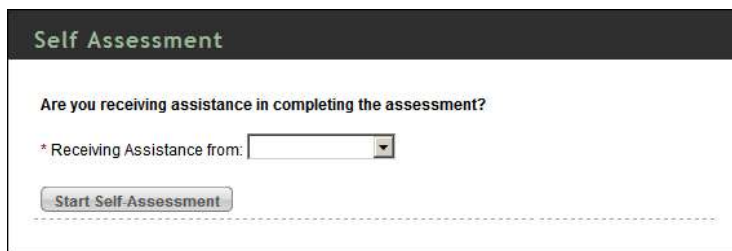
## Complete Self-Assessment

The self-assessment involves six screens that address the following areas: Career, Physical, Emotional, Social, Family, and Administrative Support. Self-assessments are completed by Soldiers on a periodic basis. They should be completed as soon as possible so the care team has time to properly validate each assessment.

When an assessment is available, ARCS will send an email to all active email accounts in a Soldier's profile. To add additional email addresses, contact your local Program Analyst.

To complete a Self-Assessment:

1. Login to the Soldier Module.
2. Click **Begin Self-Assessment**.
3. The Receiving Assistance screen opens.



Self Assessment

Are you receiving assistance in completing the assessment?

\* Receiving Assistance from:

Start Self-Assessment

3. Select an option from the drop down:

- CADRE
- Family Member
- Self
- Significant Other

**NOTE: If no assistance is needed, select Self.**

4. Click **Start Self-Assessment**.
5. The Career screen opens

**Self-Assessment: Step 1 of 6**

**Career** [Save] [Cancel]

**\* Work Plan ?**

☐ My work plan supports my transition goals. \*Priority [-- Select --] Comments [Text Area]

☐ My work plan somewhat supports my transition goals.

☐ My work plan does not support my transition goals.

**\* Education ?**

☐ My work plan supports my education goals. \*Priority [-- Select --] Comments [Text Area]

☐ My work plan somewhat supports my education goals.

☐ My work plan does not support my education goals.

**\* Employment ?**

☐ I have an employment/career plan when I transition. \*Priority [-- Select --] Comments [Text Area]

☐ I have an employment/career plan but have some issues.

☐ I do not have an employment/career plan.

[Previous] [Next]

6. Complete each statement. For a list of all statements and answers, see [Self-Assessment Rating Scale](#).

- Answer 1 = (Green) - Soldier believes this item is being managed at this time and assistance is not needed
- Answer 2 = (Amber) - Soldier may need assistance or believes that there are obstacles
- Answer 3 = (Red) - Soldier is having significant issues and needs assistance

**NOTE: Provide honest and candid input when completing the self-assessment. Responses will be validated by your NCM and SL/PSG.**

7. For each item, when the second or third response is selected, you will be required to select the Priority for the issue.
- Low - Not a priority at this time, or no issue to note(automatically selected if the Soldier selects Answer 1 (Green))

- Medium - This category is of average importance
  - High - This category is of high importance at this time
8. Comments are required (10 character minimum) dwhen selecting answers 2 or 3.  
Provide additional information for your care team so they are able to create appropriate Action Plans to address the issues.
  9. Click **Next** to continue or **Save** to save your progress

**NOTE: You can click Save at any time to save the self-assessment and return to the self-assessment main screen. To continue a saved self-assessment, click the Begin Self-Assessment hyperlink.**

10. Continue to fill out each form until the Summary screen opens.

Self-Assessment Summary

Print

| Category                   | Assessment | Priority | Comments                                     |
|----------------------------|------------|----------|----------------------------------------------|
| Work Plan                  |            | Low      | Don't know what my transition strategy is    |
| Education                  |            | Low      | don't have a goal yet and no education plans |
| Employment                 |            | Low      |                                              |
| Activities of Daily Living |            | Medium   | can't get around on my own                   |
| Health Care                |            | High     | not getting the response i want              |
| Medication                 |            | High     | meds don't seem to be helping                |
| Pain                       |            | High     |                                              |
| Weight Control             |            | Low      |                                              |
| Physical Fitness           |            | Low      |                                              |
| Behavioral Health          |            | Low      |                                              |
| Well Being                 |            | Medium   |                                              |
| Social                     |            | Medium   |                                              |
| Family                     |            | Low      |                                              |
| Financial                  |            | Low      |                                              |
| Housing                    |            | Low      |                                              |
| Administrative Support     |            | Low      |                                              |
| Transportation             |            | Low      |                                              |

Previous

Submit

11. Click **Submit** to submit the Self-Assessment.

**NOTE: You cannot edit your responses once the self-assessment has been submitted.**

**NOTE: Once your self-assessment is submitted, the system generates notification to your care team and the status is changed to status is changed to “Pending Validation.”**

NEXT STEP: [View Completed Self-assessment](#)

## About the Soldier Module

The Army Recovery Care System (ARCS) was developed for the Army Recovery Care Program (ARCP). The purpose of ARCS is to support the ARCP organizations that assist wounded Soldiers and their families.

The Soldier module provides Soldiers with the capability to:

- Complete their periodic Self-Assessments
- View past Self-Assessments including Squad Leader/Platoon Sergeant and Nurse Case Manager comments
- View clinical and non-clinical appointments
- Create and manage challenges, sub-goals and action statements in Goal Setting

## Standard Features

The Soldier module has several standard features which will appear throughout the application, as described in the following sections.

---

### Icons

The Solider module uses icons in various contexts throughout the application. The following table describes the most common icons:

### **System Icons**

| Icon                                                                              | Function    | Description                                                                                                           |
|-----------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------|
|  | Add         | Click the <b>Add</b> icon to add an item.                                                                             |
|  | Date Picker | Click the <a href="#">Date Picker</a> icon to open a small calendar to select a date instead of entering it manually. |
|  | Excel       | Export as a spreadsheet in Excel: <a href="#">Export to Microsoft Excel</a> .                                         |
|  | Help        | Point to a help icon to view a tip.                                                                                   |
|  | Low         | Indicates a Self-Assessment Category of low, assistance is not needed.                                                |
|  | Moderate    | Indicates a Self-Assessment category of moderate; there are obstacles and additional assistance may be required.      |
|  | High        | Indicates a Self-Assessment category of high, significant obstacles require assistance.                               |

### **Date Picker**

Whenever you see the Date Picker icon , click it to select dates from a calendar instead of entering the dates manually.





**Date Picker**

| Label | Name                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A     | Date field          | Click this field to enter the date manually (DD MMM YYYY format).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| B     | Previous/Next icons | <p>Use the icons here to scroll by month or year:</p> <ul style="list-style-type: none"> <li>Click  to go back one month. Click  to go back three months.</li> <li>Click  to go ahead one month. Click  to go ahead three months.</li> </ul> |
| C     | Day selector        | Select a day from the calendar to enter the date in the field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| D     | Month/Year View     | Click on the month (August 2011) to see the month/year view.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

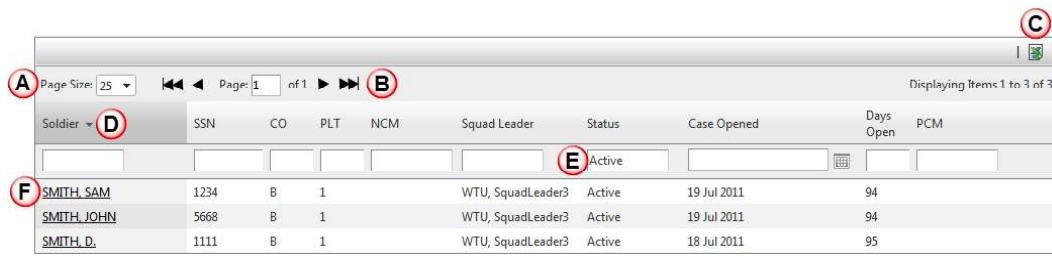
**Month/year view**

### ***Date Picker Month and Year***

| Label | Name                | Description                                                       |
|-------|---------------------|-------------------------------------------------------------------|
| A     | Month selector      | Click a month to select it.                                       |
| B     | Previous/Next icons | Click ◀◀ to go back 10 years. Click ▶▶ to go ahead 10 years.      |
| C     | Year selector       | Click a year to select it.                                        |
| D     | Today button        | Click Today to select the current date                            |
| E     | OK button           | Click OK to confirm the selection.                                |
| F     | Cancel button       | Click Cancel to close the date picker without making a selection. |

### **Grid Controls**

ARCS uses grids to organize types of content, with standard features for sorting, filtering, and interacting with the content. Some features will vary by grid and user role.



The screenshot shows a data grid with the following components annotated:

- A**: Page Size dropdown (set to 25)
- B**: Page navigation icons (Previous, First, Last, Next)
- C**: Filter icon (funnel)
- D**: Soldier dropdown menu
- E**: Status dropdown menu (set to Active)
- F**: Data rows containing soldier information

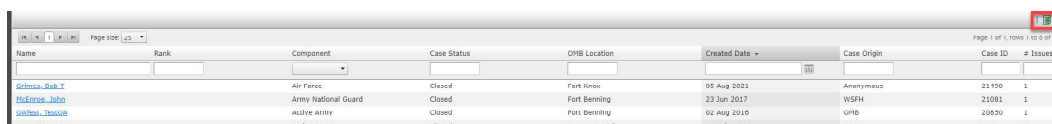
| Soldier     | SSN  | CO | PLT | NCM | Squad Leader      | Status | Case Opened | Days Open | PCM |
|-------------|------|----|-----|-----|-------------------|--------|-------------|-----------|-----|
| SMITH, SAM  | 1234 | B  | 1   |     | WTU, SquadLeader3 | Active | 19 Jul 2011 | 94        |     |
| SMITH, JOHN | 5668 | B  | 1   |     | WTU, SquadLeader3 | Active | 19 Jul 2011 | 94        |     |
| SMITH, D.   | 1111 | B  | 1   |     | WTU, SquadLeader3 | Active | 18 Jul 2011 | 95        |     |

### **Grid Controls**

| Label | Name               | Description                                                                                                                                                                                                               |
|-------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A     | Page Size list box | Use the list box to select the number of records you want to view on one page.                                                                                                                                            |
| B     | Navigation buttons | If there are multiple pages for a grid, click on a button to go to another page. You can also enter a page number, and then press ENTER on the keyboard to go to a different page number.                                 |
| C     | Export icons       | Click on the icon to export the grid contents as a Microsoft Excel.                                                                                                                                                       |
| D     | Column Header      | Click a column heading once to sort the grid by that column in ascending order. Click the column heading again to sort in descending order. As shown above, the list is sorted by the Soldier column in descending order. |
| E     | Column Filter      | Enter a filter term in the text box at the top of a column in the grid. Press Enter on the keyboard to see only the filtered results. As shown above, the grid is filtered to show only items that are Active.            |
| F     | Item Hyperlink     | Click on the hyperlink to open the associated item. Some grids also allow right click to open to a specific case section, or open in a new tab/window.                                                                    |

### **Export to Microsoft Excel**

To export a grid to a spreadsheet that can be opened using Microsoft Excel, click the Excel icon  in the upper right corner of any grid.



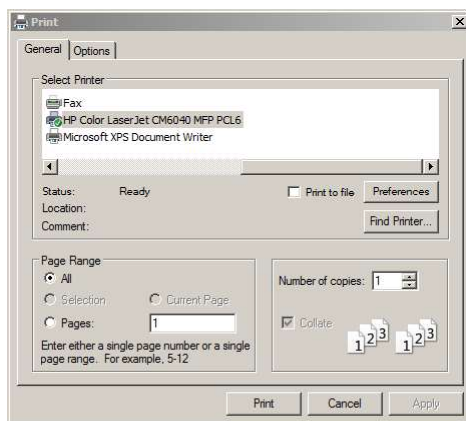
| Name                           | Rank | Component           | Case Status | OMB Location   | Created Date | Case Origin | Case ID | # Issues |
|--------------------------------|------|---------------------|-------------|----------------|--------------|-------------|---------|----------|
| <a href="#">Solider-John-T</a> |      | Air Force           | Closed      | Parkinson      | 05 Aug 2021  | Anonymous   | 21199   | 1        |
| <a href="#">Solider-John</a>   |      | Army National Guard | Closed      | Fort Benning   | 23 Jun 2017  | WSFH        | 21081   | 1        |
| <a href="#">Solider-John</a>   |      | Air Force           | Closed      | Fort Benning   | 02 Aug 2010  | OMB         | 20830   | 1        |
| <a href="#">Solider-John</a>   |      | Air Force           | Closed      | TR San Antonio | 17 Feb 2011  | OMB         | 747     | 0        |

## Printing Pages

To print a screenshot of a page, click on the Print button on the right of the tabs.



This will open a printer dialog box (the look will vary depending on your browser). Select your printer from the list and click **Print** to get a print out or **Cancel** to close the dialog box.



You may also print directly from your browser using its print function.

**NOTE: Only the visible part of the screen will print. Change the screen zoom in your browser to increase the printable area.**

## Release Notes History

[April 2024 Release Notes \(2.9.13\)](#)

[January 2024 Release Notes \(2.9.12\)](#)

[October 2023 Release Notes \(2.9.11\)](#)

[July 2023 Release Notes \(2.9.10\)](#)

[April 2023 Release Notes \(2.9.9\)](#)

[Jan 2022 Release Notes \(2.9.8\)](#)

[Oct 2022 Release Notes \(2.9.7\)](#)

[July 2022 Release Notes \(2.9.6\)](#)

[April 2022 Release Notes \(2.9.5\)](#)

[January 2022 Release Notes \(2.9.4\)](#)

[Oct 2021 Release Notes \(2.9.3\)](#)

[July 2021 Release Notes \(2.9.2\)](#)

[April 2021 Release Notes \(2.9.01\)](#)

[January 2021 Release Notes \(2.8.27\)](#)

[September 2020 Release Notes \(2.8.26\)](#)

[July 2020 Release Notes \(2.8.25\)](#)

[April 2020 Release Notes \(2.8.24\)](#)

[January 2020 Release Notes \(2.8.23\)](#)

[October 2019 Release Notes \(2.8.22\)](#)

[July 2019 Release Notes \(2.8.21\)](#)

[May 2019 Release Notes \(2.8.20\)](#)

[February 2019 Release Notes \(2.8.19\)](#)

[December 2018 Release Notes \(2.8.18\)](#)

[August 2018 Release Notes \(2.8.17\)](#)

[May 2018 Release Notes \(2.8.16\)](#)

[November 2017 Release Notes \(2.8.14\)](#)

[August 2017 Release Notes \(2.8.16\)](#)

[June 2017 Release Notes \(2.8.12\)](#)

[February 2017 Release Notes \(2.8.11\)](#)

[November 2016 Release Notes \(2.8.10\)](#)

[August 2016 Release Notes \(2.8.9\)](#)

# Getting Started

This section describes how to request access to the Army Recovery Care System (ARCS) application and log in for the first time. It also describes how to log in once your account is set up.

## System Requirements

- Supported Browser - Google Chrome or MS Edge
- Internet connection (DSL or faster for optimal performance)
- Monitor with a screen resolution of 1280 x 1024 or higher
- An active ARCS account
- A completed and current DD2875
- A current HIPAA Certification uploaded to ARCS (annually)
- CAC and CAC reader
- Adobe Acrobat Reader for viewing Portable Document Format (PDF) files
- Microsoft Word for viewing .DOCX files
- Microsoft Excel for viewing exported .XLSX files

**NOTE: Edge and Google Chrome are the tested and approved browsers for ARCS. Firefox may also be used, but may not be fully compatible. Internet Explorer, Safari and iOS/Android are not supported browsers.**

## Logging In

Once you have an ARCS account, you can log into the ARCS application using your Common Access Card (CAC) or user name and password from the AKO login screen:

1. Open your browser and enter the ARCS Soldier Module URL: <https://aw-cts.csd.disa.mil/Soldier/>
2. Insert your CAC. Select a certificate, and then enter your Personal Identification Number (PIN).

The Acceptance screen opens.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Acceptance</b></p> <hr/> <p><b>Freedom of Information Act:</b></p> <p>The information contained in this communication is intended for the sole use of employees and authorized users of the US Army Warrior Care and Transition System (AWCTS) in the conduct of official business for the United States Government. This system may contain information that is exempt from disclosure under the Freedom of Information Act, USC 552 and the Privacy Act, 5 USC 552a. Users are not to disseminate this communication to individuals other than those who have an official need to know this information in the course of their official Government duties.</p> <hr/> <p><b>Health Insurance Portability and Accountability Act:</b></p> <p>This system may contain confidential information that is legally privileged under the Privacy Act, 5 USC 552(a), and/or the Health Insurance Portability and Accountability Act (PL 104-191) and its various implementing regulations. This system contains healthcare information that is being provided to you or entered by you after appropriate authorization from the patient or under circumstances that do not require patient authorization. You are obligated to maintain it in a safe, secure and confidential manner. Unauthorized redisclosure or failure to maintain confidentiality subjects you to application of appropriate civil and federal criminal sanctions. Access rights to this information are defined in AR 40-66 and DOD Regulation 6025.18, Health Information Privacy Regulation 60. You are accessing a U.S. government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:</p> <ul style="list-style-type: none"><li>• The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.</li><li>• At any time, the USG may inspect and seize data stored on this IS.</li><li>• Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.</li><li>• This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.</li><li>• Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.</li></ul> <p><input checked="" type="checkbox"/> I have read and accept the User Agreement.</p> <p><b>Accept Terms</b></p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4. Read the Freedom of Information Act (FOIA) and Health Insurance Portability and Accountability Act (HIPAA) notifications.
6. Click the "Accept Terms" button to continue to the Soldier module.



# Soldier's Module

A Soldier can log into the ARCS Soldier Portal to complete and view self-assessments, and view goal and scrimmage information.

**ARCS SOLDIER RECOVERY UNIT - SOLDIER** (CUI)

Navigation: **A** HOME **B** SELF ASSESSMENT **C** APPOINTMENTS **D** GOALS / SCRIMMAGE **E** CONTACTS **F** CAUSE **G** **H**

Profile: Name: Daulton, Rosalyn Rank: WO1 Status: Outpatient MRC: MRC-East SRU: Fort Belvoir CO: SRU Belvoir RLT: VET SDO: 2nd SSN: \*\*\*-\*\*-\*\*\*\* DOB: 03 May 1977 CDR: SRU SRMM: NCM NCM: NCM SRU: Belvoir 2 SW: Serial Worker 10 PSQ: Plank, Plank SL: SL Belvoir VET2

**HOME**

Upcoming Self-Assessment **I** [Generate Handbook](#)

Availability: Frequency: Next Projected Self-Assessment Date: Yes Every Four Weeks 03 Jun 2023

Self-Assessment Summary

| Created     | Soldier Completed                               | Assisted by | NCM Validation | PSQ/SL Validation | Status     |
|-------------|-------------------------------------------------|-------------|----------------|-------------------|------------|
| 06 May 2023 | <a href="#">Review Self-Assessment</a> <b>J</b> |             |                |                   | Active     |
| 09 Apr 2023 |                                                 |             |                |                   | Incomplete |
| 11 Mar 2023 |                                                 |             |                |                   | Incomplete |

**Upcoming Scrimmage/FTR** **K**

| Type                | Date        | Start Time | End Time | Location            | Status  |
|---------------------|-------------|------------|----------|---------------------|---------|
| Initial Scrimmage   | 19 May 2023 | 14:30      | 15:30    | SRU Conference Room | Kapt    |
| Follow-up Scrimmage | 21 Jun 2023 | 10:00      | 11:00    | SRU Office          | Banding |

**Goal Summary** **L**

| Domain    | Challenges | Action Statements | End State (Sub Goals) |
|-----------|------------|-------------------|-----------------------|
| Career    | 1          | 1                 | 1                     |
| Emotional | 1          | 1                 | 1                     |
| Family    | 1          | 0                 | 1                     |
| Physical  | 1          | 1                 | 1                     |
| Social    | 1          | 0                 | 1                     |
| Spiritual | 0          | 0                 | 0                     |

**Soldier Home Screen**

| Label | Name                     | Description                                                                                                                                                                                                    |
|-------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A     | Home                     | Click Home to return to the Home screen.                                                                                                                                                                       |
| B     | Self-Assessment          | Click Self-Assessment to go to the Soldier Self-Assessments screen, to view a list of all Self-Assessments.                                                                                                    |
| C     | Appointments             | Click Appointments to view a list of all appointments from both CHCS (medical) and manual ARCS appointments.                                                                                                   |
| D     | Goals / Scrimmage        | Click Goals / Scrimmage to view the Goal Setting / Scrimmage screen.<br><div><b><u>NOTE: The Goal Setting / Scrimmage screen cannot be accessed until Phase One Goal Setting has been completed.</u></b></div> |
| E     | Contacts                 | Click Contacts to view your contact information and your relationship (personal and professional) contact information.                                                                                         |
| F     | Cadre                    | Click Cadre for quick access to a list of your care team and their phone and email contact information.                                                                                                        |
| G     | Logout                   | Click Logout to end the current ARCS session.                                                                                                                                                                  |
| H     | Help                     | Click Help to launch the ARCS Soldier Module Help Files.                                                                                                                                                       |
| I     | Upcoming Self-Assessment | Displays availability and frequency information as well as the next projected Soldier self-assessment date.                                                                                                    |

| Label | Name                                   | Description                                                                                                                                                                                |
|-------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| J     | Begin Self-Assessment / Date hyperlink | <ul style="list-style-type: none"><li>■ Click Begin Self-Assessment to complete a Self-Assessment.</li><li>■ Click a date hyperlink to view a completed Self-Assessment summary.</li></ul> |
| K     | Upcoming Scrimmage/FTR                 | Displays all Scrimmage dates and times.                                                                                                                                                    |
| L     | Goal Summary                           | Displays a tally of goal data in each domain. Click on the Domain name to open to the Goal Setting data entry page.                                                                        |

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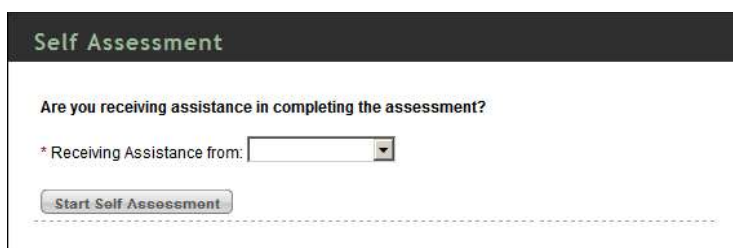
## Complete Self-Assessment

The self-assessment involves six screens that address the following areas: Career, Physical, Emotional, Social, Family, and Administrative Support. Self-assessments are completed by Soldiers on a periodic basis. They should be completed as soon as possible so the care team has time to properly validate each assessment.

When an assessment is available, ARCS will send an email to all active email accounts in a Soldier's profile. To add additional email addresses, contact your local Program Analyst.

To complete a Self-Assessment:

1. Login to the Soldier Module.
2. Click **Begin Self-Assessment**.
3. The Receiving Assistance screen opens.



Self Assessment

Are you receiving assistance in completing the assessment?

\* Receiving Assistance from:

Start Self Assessment

3. Select an option from the drop down:

- CADRE
- Family Member
- Self
- Significant Other

**NOTE: If no assistance is needed, select Self.**

4. Click **Start Self-Assessment**.

5. The Career screen opens

**Self-Assessment: Step 1 of 6**

**Career** [Save] [Cancel]

**\* Work Plan ?**

☐ My work plan supports my transition goals. \*Priority [-- Select --] Comments [Text Area]

☐ My work plan somewhat supports my transition goals.

☐ My work plan does not support my transition goals.

**\* Education ?**

☐ My work plan supports my education goals. \*Priority [-- Select --] Comments [Text Area]

☐ My work plan somewhat supports my education goals.

☐ My work plan does not support my education goals.

**\* Employment ?**

☐ I have an employment/career plan when I transition. \*Priority [-- Select --] Comments [Text Area]

☐ I have an employment/career plan but have some issues.

☐ I do not have an employment/career plan.

[Previous] [Next]

6. Complete each statement. For a list of all statements and answers, see [Self-Assessment Rating Scale](#).

- Answer 1 = (Green) - Soldier believes this item is being managed at this time and assistance is not needed

- Answer 2 = (Amber) - Soldier may need assistance or believes that there are obstacles
- Answer 3 = (Red) - Soldier is having significant issues and needs assistance

**NOTE: Provide honest and candid input when completing the self-assessment. Responses will be validated by your NCM and SL/PSG.**

7. For each item, when the second or third response is selected, you will be required to select the Priority for the issue.
  - Low - Not a priority at this time, or no issue to note(automatically selected if the Soldier selects Answer 1 (Green))
  - Medium - This category is of average importance
  - High - This category is of high importance at this time
8. Comments are required (10 character minimum) dwhen selecting answers 2 or 3. Provide additional information for your care team so they are able to create appropriate Action Plans to address the issues.
9. Click **Next** to continue or **Save** to save your progress

**NOTE: You can click Save at any time to save the self-assessment and return to the self-assessment main screen. To continue a saved self-assessment, click the Begin Self-Assessment hyperlink.**

10. Continue to fill out each form until the Summary screen opens.

Self-Assessment Summary

Print

| Category                   | Assessment | Priority | Comments                                     |
|----------------------------|------------|----------|----------------------------------------------|
| Work Plan                  |            | Low      | Don't know what my transition strategy is    |
| Education                  |            | Low      | don't have a goal yet and no education plans |
| Employment                 |            | Low      |                                              |
| Activities of Daily Living |            | Medium   | can't get around on my own                   |
| Health Care                |            | High     | not getting the response i want              |
| Medication                 |            | High     | meds don't seem to be helping                |
| Pain                       |            | High     |                                              |
| Weight Control             |            | Low      |                                              |
| Physical Fitness           |            | Low      |                                              |
| Behavioral Health          |            | Low      |                                              |
| Well Being                 |            | Medium   |                                              |
| Social                     |            | Medium   |                                              |
| Family                     |            | Low      |                                              |
| Financial                  |            | Low      |                                              |
| Housing                    |            | Low      |                                              |
| Administrative Support     |            | Low      |                                              |
| Transportation             |            | Low      |                                              |

Previous

Submit

11. Click **Submit** to submit the Self-Assessment.

**NOTE: You cannot edit your responses once the self-assessment has been submitted.**

**NOTE: Once your self-assessment is submitted, the system generates notification to your care team and the status is changed to status is changed to “Pending Validation.”**

NEXT STEP: [View Completed Self-assessment](#)

## Self-Assessment Rating Scale

**Green:** Indicates that a Soldier feels that he has everything in place related to the specified field and does not believe he needs additional assistance.

**Amber:** Indicates the Soldier may need assistance or believes that there are obstacles that may limit his ability to get everything in place for that field.

**Red:** Indicates the Soldier is having significant issues and needs assistance.

17 Self-Assessment statements answer choices.

- Choice A = Green
- Choice B = Amber
- Choice C = Red

1. Work Plan

- a. My work plan supports my transition goals.
- b. My work plan somewhat supports my transition goals.
- c. My work plan does not support my transition goals.

2. Education

- a. My education plan supports my goals.
- b. My education plan somewhat supports my goals.
- c. My education plan does not support my goals

3. Employment

- a. I have an employment/career plan when I transition.
- b. I have an employment/career plan but have some issues.
- c. I do not have an employment/career plan.

4. Activities of Daily Living (For example: eating, bathing dressing, toileting, and meal preparation)

- a. I am able to take care of myself without any help.
- b. I need a little help taking care of myself.
- c. I need a lot of help taking care of myself.

5. Health Care

- a. My medical care needs are being met with no issues.
- b. My medical care needs are being met with some issues.
- c. My medical care needs are not being met.

6. Medication

- a. My medications are working for me.
- b. Some of my medications are working for me. (Specify those that are not working)
- c. My medications are not working for me. (Specify those that are not working)

7. Pain
  - a. I have no pain, or my pain is currently managed
  - b. I have some pain and I need help managing it.
  - c. I have pain that is unmanageable.
8. Weigh Control
  - a. I meet the Service specific Height/Weight Standard.
  - b. I do not meet the weight standard, but I am on a program and making progress.
  - c. I do not meet the weight standard, and I am on a program and NOT making progress.
9. Physical Fitness
  - a. I am able to pass the APFT (primary or alternate events) and I am participating in an adaptive PT program, or I have a permanent profile that exempts me from taking the APFT.
  - b. I am unable to pass the APFT (primary or alternate events), but I am participating in an adaptive PT program.
  - c. I am not participating in an adaptive PT program (regardless of my ability to pass the APFT).
10. Behavioral Health
  - a. All of my behavioral health needs are being met with no issues.
  - b. Some of my behavioral health issues are being met, with some issues.
  - c. My behavioral health needs are not being met.
11. Well-Being
  - a. I am at peace with myself and hopeful about my future.
  - b. Sometimes I struggle to find peace and somewhat concerned about my future.
  - c. I often struggle to find peace and I am very concerned about my future.
12. Social – Overall
  - a. I have a dependable social support system.
  - b. I have some social support system but it is not adequate.
  - c. I have no social support system.
13. Family – Overall
  - a. My family is well.
  - b. My family is well but there are some issues.
  - c. My family is not well.



14. Financial

- a. I have enough money to take care of myself and my family.
- b. I struggle to have enough money to take care of myself and my family.
- c. I do not have enough money to take care of myself and my family.

15. Housing

- a. My housing satisfactorily meets my needs, very satisfied.
- b. My housing meets my needs, but with some issues.
- c. My housing does not meet my needs.

16. Administrative Support – Overall

- a. I receive adequate and timely administrative support to complete my transition.
- b. I receive administrative support to complete my transition, but there are some issues.
- c. I am not receiving adequate administrative support to complete my transition.

17. Transportation

- a. I have access to dependable transportation.
- b. I have occasional transportation problems.
- c. I have frequent problems meeting my transportation needs.

## View Completed Self-assessment

All historical Self-assessments are maintained in ARCS.

To view a completed or pending self-assessment:

**NOTE: This view is available from the Soldier module and within a case record.**

1. Click the date hyperlink on the Soldier Self-Assessment screen.

| Self-Assessment Summary                                                    |                   |             |                |                   |          |
|----------------------------------------------------------------------------|-------------------|-------------|----------------|-------------------|----------|
| Page Size: 25    <<    Page: 1 of 1    >>>    Displaying Items 1 to 1 of 1 |                   |             |                |                   |          |
| Created                                                                    | Soldier Completed | Assisted by | NCM Validation | PSG/SL Validation | Status   |
| 02 May 2016                                                                | 04 May 2016       | Self        | 04 May 2016    | 04 May 2016       | Complete |

2. The Soldier Self-Assessment Summary screen opens.

Created: 28 Jul 2017

Completed: 31 Jul 2017

Assisted By: Self

Status: Complete

NCM Validator: \_25, NCM

Soldier Face to Face

Participation:

Date Completed: 31 Jul 2017 11:23

PSG/SL Validator: Platoon, Sergeant 10

Soldier Face to Face

Participation:

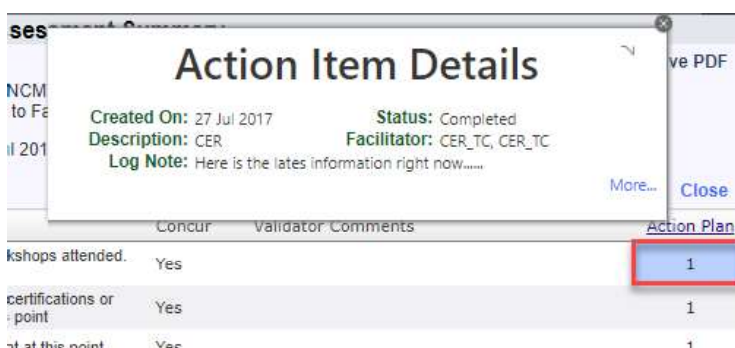
Date Completed: 31 Jul 2017 15:21

Save PDF

Close

| Category                   | Assessment | Priority | Soldier Comments                                                                                          | Concur | Validator Comments                   | Action Plan |
|----------------------------|------------|----------|-----------------------------------------------------------------------------------------------------------|--------|--------------------------------------|-------------|
| Work Plan                  |            | High     | SFL-TAP not yet attended. No workshops attended. No Resumes built                                         | Yes    |                                      | 1           |
| Education                  |            | High     | I am unaware of what educational certifications or further education is required at this point            | Yes    |                                      | 1           |
| Employment                 |            | High     | I do not have a plan for employment at this point                                                         | Yes    |                                      | 1           |
| Activities of Daily Living |            | Low      |                                                                                                           | Yes    |                                      |             |
| Health Care                |            | High     | Have several medical issues that require follow-up/further diagnosis                                      | Yes    |                                      | 1           |
| Medication                 |            | Medium   | Pain meds are making me groggy and I have issues with breakthrough pain at night especially.              | Yes    |                                      | 1           |
| Pain                       |            | Medium   | Pain level getting worse along with knee stability. Having trouble walking.                               | Yes    | Reporting pain 7/10 on regular basis | 1           |
| Weight Control             |            | Low      | I meet weight standards, but I am trying to exercise more/lose weight. Injuries are making this difficult | Yes    |                                      |             |
| Physical Fitness           |            | Low      | I do not know what this means                                                                             | Yes    | Schedule session with PT.            | 1           |
| Behavioral Health          |            | Low      | Currently a patient at the co-occurring clinic                                                            | Yes    |                                      |             |
| Well Being                 |            | Low      |                                                                                                           | Yes    |                                      |             |
| Social                     |            | Low      |                                                                                                           | Yes    |                                      |             |
| Family                     |            | Low      |                                                                                                           | Yes    |                                      |             |
| Financial                  |            | Low      | For now                                                                                                   | Yes    |                                      |             |
| Housing                    |            | Low      |                                                                                                           | Yes    |                                      |             |
| Administrative Support     |            | High     | Need help with COAD application                                                                           | Yes    |                                      | 1           |
| Transportation             |            | Low      |                                                                                                           | Yes    |                                      |             |

- Soldier ratings, priority and comments are on the left.
- Cadre validation information and comments are on the right.



- Hover over the numbers in the Action Plan column to view action plans associated with this category. Click "More" to view the full Action Plan in a new window.
- Click **Save PDF** to generate a PDF of the summary that can be saved or printed, or click the **Close** hyperlink to return to the Home screen.

# Appointments

Navigate to the Appointments tab to view appointments or add an appointment.

ARCS

ARMY RECOVERY CENTER SYSTEM

SOLDIER RECOVERY UNIT - SOLDIER

Welcome Kathie Logout Help

HOMESELF-ASSESSMENTAPPOINTMENTSGOALS / SCRIMMAGECADRE

(CUI)

|                 |             |            |           |                |             |            |                  |
|-----------------|-------------|------------|-----------|----------------|-------------|------------|------------------|
| NAME            | RANK        | STATUS     | RHC       | SRU            | CO          | PLT        | SGD              |
| Argenti, Kathie | SGM         | Outpatient | RHC-A     | Fort Belvoir   | SRU Belvoir | VET        | 2nd              |
| SSN             | DOB         | CDR        | SRMM      | NCM            | SW          | PSG        | SL               |
| ***_**_2793     | 03 May 1977 | SRU, CDR   | SRU, PCM2 | NCM, Belvoir 2 | SRU, SW 2   | Davis, Dan | SL, Belvoir VET2 |

**NOTE: ARCS may not reflect all of your scheduled clinical and non-clinical appointments.**  
**Please consult with your NCM or SL/PSG to confirm your full appointment schedule.**

|                                             |    |
|---------------------------------------------|----|
| <a href="#">View Appointment</a>            | 27 |
| <a href="#">Add Appointment</a>             | 28 |
| <a href="#">Edit Appointment</a>            | 29 |
| <a href="#">View, Edit or Delete Series</a> | 31 |
| <a href="#">Calendar Tab</a>                | 32 |

## View Appointment

To view appointment details, click the view appointment icon .

1. The Appointment Details screen opens.

View Appointment not in AHLTA/CHCS

|                                                     |                                 |
|-----------------------------------------------------|---------------------------------|
| Recurrence: WEEKLY                                  | Status: Pending                 |
| Start Date: 26 Jan 2023                             | End Date: 26 Jan 2023           |
| Start Time: 15:00                                   | End Time: 16:00                 |
| Location: SRU Conference Room                       | Facilitator: SSG Jones          |
| Type: Counseling                                    |                                 |
| Created By: Real, 000 AdminReal                     | Updated By: Real, 000 AdminReal |
| Details: Please update goals prior to this meeting. |                                 |

Cancel

**NOTE: This view is read-only.**

2. Click **Cancel** to return to the Appointments grid.

## Add Appointment

To add an appointment:

1. Click the Add icon .
2. The Add Appointment screen opens.

Add Appointment not in AHLTA/CHCS

Recurrence: None

Status:

\* Date: 26 January 2023

\* End Date: 26 January 2023

\* Start Time:

\* End Time:

\* Location:

\* Facilitator:

\* Type:

Comments:

Words: 0 Characters: 0

Validate Conflicts Cancel Save

4. Complete appointment fields.

**NOTE: To schedule an appointment that occurred in the past, contact the ARCS Service Desk for assistance.**

5. Select **Validate Conflicts** to view potential conflicts on the Soldier's schedule. ARCS will detect:

- CHCS appointments beginning before or during the listed time
- Manual appointments overlapping the listed time

**NOTE: The Status will automatically be set to "Pending."**

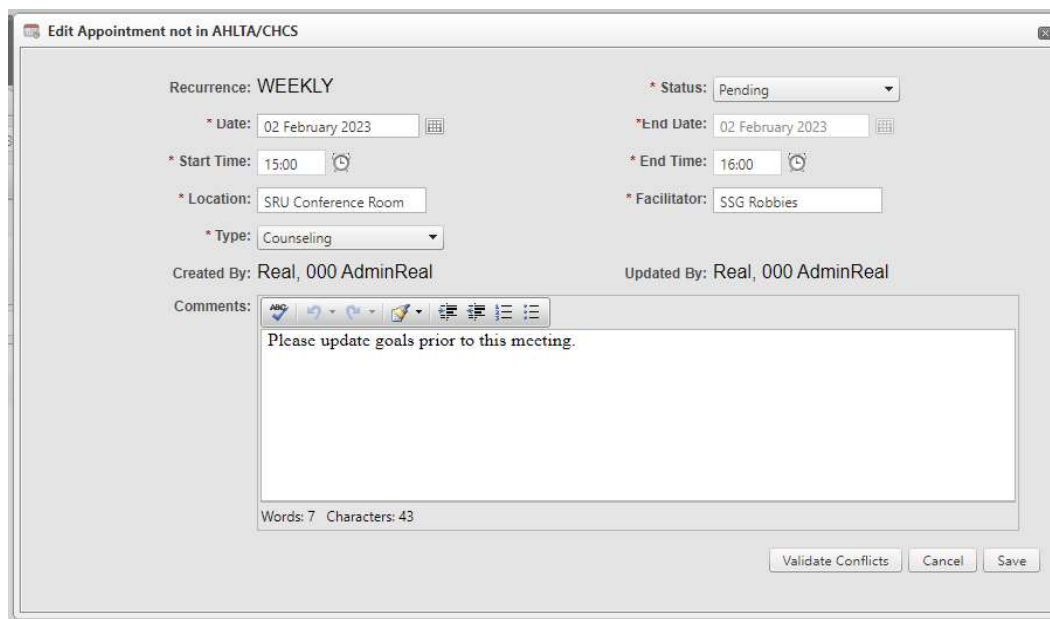
5. Click **Submit** to add the appointment or click **Cancel** to return to the Appointments screen without saving.

## Edit Appointment

**NOTE: You can only edit appointments entered manually into ARCS SRU, not appointments pulled from AHLTA / CHCS.**

To edit an appointment:

1. Click the **Edit** icon .
2. The Edit Appointment Details screen opens.



3. Select a Status from the list box.

**NOTE: If you select “No Show” the No Show Reason fields become active below the appointment details. If saved, the No Show appointment will appear on the No Show tab.**

4. Click **Save** to save the appointment or click **Cancel** to close the appointment without saving any changes.

You can edit appointment details until the appointment date passes. Once the appointment date passes:

- You can only edit the status (for 24 hours before it becomes read-only).
- If you set the status to “No Show,” the No Show reason and comments are editable (for 24 hours before it becomes read-only).

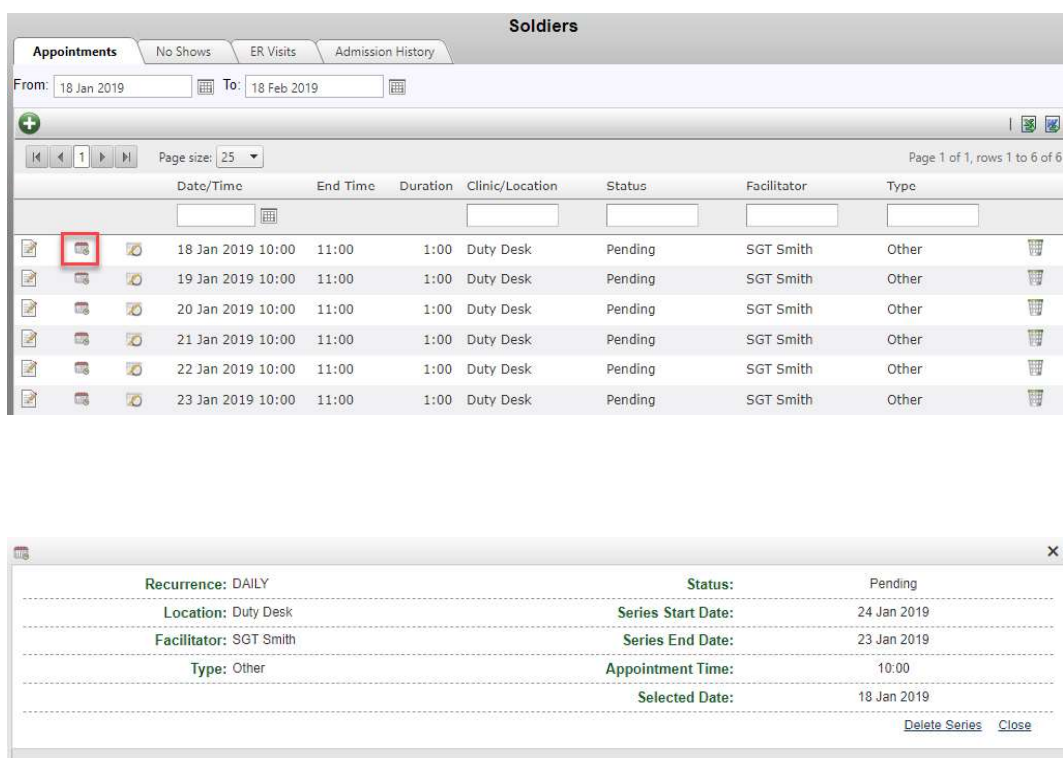
**NOTE: If you are editing an appointment that has already occurred, then only the Status and Comments fields will be active. All other fields will be read-only.**

## View, Edit or Delete Series

### View Series Details

To view the details for a series appointment:

1. Select the "Display Appointment Series Information" icon from the Appointments grid.



**Soldiers**

Appointments | No Shows | ER Visits | Admission History

From: 18 Jan 2019 To: 18 Feb 2019

Page size: 25 Page 1 of 1, rows 1 to 6 of 6

|                                                                                     | Date/Time         | End Time | Duration | Clinic/Location | Status  | Facilitator | Type  |
|-------------------------------------------------------------------------------------|-------------------|----------|----------|-----------------|---------|-------------|-------|
|    | 18 Jan 2019 10:00 | 11:00    | 1:00     | Duty Desk       | Pending | SGT Smith   | Other |
|    | 19 Jan 2019 10:00 | 11:00    | 1:00     | Duty Desk       | Pending | SGT Smith   | Other |
|    | 20 Jan 2019 10:00 | 11:00    | 1:00     | Duty Desk       | Pending | SGT Smith   | Other |
|   | 21 Jan 2019 10:00 | 11:00    | 1:00     | Duty Desk       | Pending | SGT Smith   | Other |
|  | 22 Jan 2019 10:00 | 11:00    | 1:00     | Duty Desk       | Pending | SGT Smith   | Other |
|  | 23 Jan 2019 10:00 | 11:00    | 1:00     | Duty Desk       | Pending | SGT Smith   | Other |

**Series Details Popup:**

|                                                     |                                |
|-----------------------------------------------------|--------------------------------|
| Recurrence: DAILY                                   | Status: Pending                |
| Location: Duty Desk                                 | Series Start Date: 24 Jan 2019 |
| Facilitator: SGT Smith                              | Series End Date: 23 Jan 2019   |
| Type: Other                                         | Appointment Time: 10:00        |
|                                                     | Selected Date: 18 Jan 2019     |
| <a href="#">Delete Series</a> <a href="#">Close</a> |                                |

### Delete Series Appointments

To delete appointments in a series

1. Select Delete Series from the series details popup.

|                                                                                   |                                |
|-----------------------------------------------------------------------------------|--------------------------------|
| Recurrence: DAILY                                                                 | Status: Pending                |
| Location: Duty Desk                                                               | Series Start Date: 24 Jan 2019 |
| Facilitator: SGT Smith                                                            | Series End Date: 23 Jan 2019   |
| Type: Other                                                                       | Appointment Time: 10:00        |
|                                                                                   | Selected Date: 18 Jan 2019     |
| <input type="button" value="Delete Series"/> <input type="button" value="Close"/> |                                |

2. Confirm the deletion by clicking OK.

**NOTE: Deleting a series will delete the appointment selected and all FUTURE appointments in the series. Any appointments before the selected appointment will be unaffected.**

**Example:** Deleting the series by opening the series for the 22 Jan appointment will delete only 22 and 23 Jan.

|  |  |  |                   |       |      |             |         |           |       |  |
|--|--|--|-------------------|-------|------|-------------|---------|-----------|-------|--|
|  |  |  | 18 Jan 2019 10:00 | 11:00 | 1:00 | Duty Desk   | Kept    | SGT Smith | Other |  |
|  |  |  | 19 Jan 2019 10:00 | 11:00 | 1:00 | Duty Desk   | Kept    | SGT Smith | Other |  |
|  |  |  | 20 Jan 2019 19:00 | 20:00 | 1:00 | Duty Desk 2 | Pending | SGT Smith | Other |  |
|  |  |  | 21 Jan 2019 10:00 | 11:00 | 1:00 | Duty Desk   | Pending | SGT Smith | Other |  |
|  |  |  | 22 Jan 2019 10:00 | 11:00 | 1:00 | Duty Desk   | Pending | SGT Smith | Other |  |
|  |  |  | 23 Jan 2019 10:00 | 11:00 | 1:00 | Duty Desk   | Pending | SGT Smith | Other |  |

## Edit Appointment in a Series

**NOTE: Editing a single appointment in a series will remove that appointment from the associated series.**

To edit an appointment in a series, follow instructions to [Edit Appointment](#).

Multiple appointments in a series cannot currently be edited. To change the series, delete the series at the point of the change and create a new series.

## Calendar Tab

Use the Calendar tab to view scheduled appointment for Soldiers assigned to you in a monthly and weekly view. Manage appointments at the group level.



| Soldiers                                                           |         |          |         |         |         |        |        |
|--------------------------------------------------------------------|---------|----------|---------|---------|---------|--------|--------|
| Appointments   Calendar   No Shows   EP Visits   Admission History |         |          |         |         |         |        |        |
| Today - 3/27/2022 - 4/2/2022                                       |         |          |         |         |         |        |        |
|                                                                    | Sun, 27 | Mon, 28  | Tue, 29 | Wed, 30 | Thu, 31 | Fri, 1 | Sat, 2 |
| all day                                                            |         |          |         |         |         |        |        |
| 12:00                                                              |         |          |         |         |         |        |        |
| 1:00                                                               |         |          |         |         |         |        |        |
| 2:00                                                               |         |          |         |         |         |        |        |
| 3:00                                                               |         |          |         |         |         |        |        |
| 4:00                                                               |         |          |         |         |         |        |        |
| 5:00                                                               |         |          |         |         |         |        |        |
| 6:00                                                               |         |          |         |         |         |        |        |
| 7:00                                                               |         |          |         |         |         |        |        |
| 8:00                                                               |         |          |         |         |         |        |        |
| 9:00                                                               |         |          |         |         |         |        |        |
| 10:00                                                              |         | Counting |         |         |         |        |        |
| 11:00                                                              |         |          |         |         |         |        |        |
| 12:00                                                              |         |          |         |         |         |        |        |
| 1:00                                                               |         |          |         |         |         |        |        |
| 2:00                                                               |         |          |         |         |         |        |        |

## View Action Items

Action Items created on your behalf by SRU Cadre are viewable only as part of the CTP Handbook (See [Generate Handbook](#)).

Action Items include:

- Source and Category of Action Item
- Person assigned as the Facilitator
- Date created
- Target date for resolution
- Action Item Status

## Goal Setting / Scrimmage

Use the Goal Setting / Scrimmage screen to view and edit Challenges, Action Statements, and Goals, and complete Scrimmage Worksheets.

**NOTE: The Goal Setting / Scrimmage screen cannot be accessed until Phase One Goal Setting has been completed**

Goal Setting / Scrimmage

[Scrimmage Worksheet](#)
[View Printable Version](#)

Career
Physical
Emotional
Social
Family
Spiritual

**Associated Self-Assessment Categories**

| Category   | Current Assessment | Priority | Open Action Items | Action Required? |
|------------|--------------------|----------|-------------------|------------------|
| Education  | ●                  | Low      | 0                 |                  |
| Employment | ●                  | Low      | 0                 |                  |
| Work Plan  | ●                  | Low      | 0                 |                  |

**Challenges, Action Statements & Goals**

View all In-Progress Action Statements
View all In-Progress Goals

+
Add Challenge

Challenge
[Edit](#)

Decide on major

+
Add Action Statement

| Action Statement                             | Status      | Selected Months | Added       |
|----------------------------------------------|-------------|-----------------|-------------|
| <a href="#">Edit</a> Visit community college | In Progress | MAR             | 20 Mar 2012 |

+
Add Sub-Goal

| Sub-Goal                              | Status      | Added       |
|---------------------------------------|-------------|-------------|
| <a href="#">Edit</a> Select electives | In Progress | 20 Mar 2012 |

**Scrimmage Details**

Goal Setting:
20

Career Track:
Mar 2012

Separate from the Army

Target Transition Date:
15

Jun 2012

**Next Scheduled Scrimmage/Focused Transition Review**

Type:

Date / Time:

Location:

**Scrimmage Subgoal Count by Domain**

| Domain    | Total # Subgoals | Open Action Items |
|-----------|------------------|-------------------|
| Career    | 1                | 0                 |
| Emotional | 0                | 0                 |
| Family    | 0                | 0                 |
| Physical  | 0                | 0                 |
| Social    | 0                | 0                 |
| Spiritual | 0                | 0                 |

### **Goal Setting and Scrimmage Screen**

| <b>Label</b> | <b>Name</b>                                            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A            | Scrimmage Worksheet button                             | Click Scrimmage Worksheet to conduct a Scrimmage using the Scrimmage Worksheet                                                                                                                                                                                                                                                                                                                                            |
| B            | View Printable Version button                          | Click View Printable Version to view the printable version of the Scrimmage Worksheet.                                                                                                                                                                                                                                                                                                                                    |
| C            | Associated Self- Assessment Categories section         | <p>View data from the Self-Assessment and Action Items.</p> <ul style="list-style-type: none"> <li>■ Click on a tab to view a different domain.</li> <li>■ Click on a Category hyperlink to go to the Self-Assessment Summary screen.</li> </ul>                                                                                                                                                                          |
| D            | Challenges, Action Statements & Goals                  | <p>View Challenges, Action Statements, and Sub-Goals added from the Scrimmage Worksheet:</p> <ul style="list-style-type: none"> <li>■ Click the Add Challenge icon to add a new challenge</li> <li>■ Click the Add Action Statement icon to add a new Action Statement</li> <li>■ Click the Add Sub-Goal icon to add a new Sub-Goal</li> </ul> <p>NOTE: Use the list boxes to filter the Action Statements and Goals.</p> |
| E            | Scrimmage Details section                              | View Scrimmage Details.                                                                                                                                                                                                                                                                                                                                                                                                   |
| F            | Scheduled Scrimmage/ Focused Transition Review section | View scheduled scrimmages or FTRs.                                                                                                                                                                                                                                                                                                                                                                                        |
| G            | Scrimmage Sub-goal Count by Domain                     | View a count of Sub-Goals and open Action Items for each domain.                                                                                                                                                                                                                                                                                                                                                          |

## Add Challenge

CAREER Challenges, Action Statements & Goals

View all In Progress Action State... View all In Progress...

**A** + Add Challenge

**C** Challenge

**B** Edit Obtain an Internship with a Federal Agency.

**D** + Add Action Statement

| Action Statement                              | Status | Selected Months | Added |
|-----------------------------------------------|--------|-----------------|-------|
| No Action Statements found for this Challenge |        |                 |       |

**E** + Add End State (Sub-Goal)

| End State (Sub-Goal)                               | Status | Added |
|----------------------------------------------------|--------|-------|
| No End States (Sub-Goals) found for this Challenge |        |       |

### Add Challenge Items

| Label | Name                          | Description                                                                        |
|-------|-------------------------------|------------------------------------------------------------------------------------|
| A     | Add Challenge icon            | Click Add Challenge to add another challenge.                                      |
| B     | Expand / Collapse icon        | Click this icon to expand or collapse the challenge.                               |
| C     | Edit hyperlink                | Click Edit to edit the challenge title.                                            |
| D     | Add Action State-ment icon    | Click Add Action Statement to add a new Action State-ment to the Challenge.        |
| E     | Add End-State (Sub-Goal) icon | Click Add End-State (Sub-Goal) to add a new Sub-Goal for the identified Challenge. |

To add a challenge to the scrimmage worksheet:

1. Click the **Add Challenge** icon.
2. The Challenge field opens.

+ Add Challenge

Challenge

Cancel Save

3. Enter the Challenge
4. Click **Save** to retain the Challenge or click **Cancel** to close the window without saving.

Use the arrow icon to show additional options for adding Action Statements and End-State (Sub-Goals).



## Add End-State (Sub-Goal)

To add an End-State (Sub-Goal):

1. Expand the Challenge using the black arrow.



1. Click the Add End-State (Sub-Goal) icon .



2. A Sub-Goal area opens.

3. Enter the Soldier's desired End-State , and select a status.
4. Click **Save** to retain the Sub-Goal or click **Cancel** to close the window without saving.
5. The Sub-Goal, status and date are added.

## tsysAdd Action Statement

Action Statements define what specific actions a Soldier will accomplish to make progress toward a goal. Action Statements can be entered by the Soldier as well as any user with access to Goal Setting.

Action Statements are structured using the SMART format.

- S – Specific
- M – Measurable
- A – Actionable
- R – Realistic
- T – Time-bound
- It is common for a Sub-Goal to have multiple Action Statements
- Each Action Statement should step the Soldier closer to their Sub-Goal
- Identifying specific actions for each month allows Soldiers to make continuous, measurable progress
- Avoid Action Statements that cannot be met within 90 days

### EXAMPLE

#### Physical

Sub Goal: Increase endurance

S: I

M: Walk/run 1 minute more each week

A: starting this week

R: incremental improvement keeping within my profile

T: within 1 month

GOAL: I push myself to run/walk 1 minute more each week for the next month.

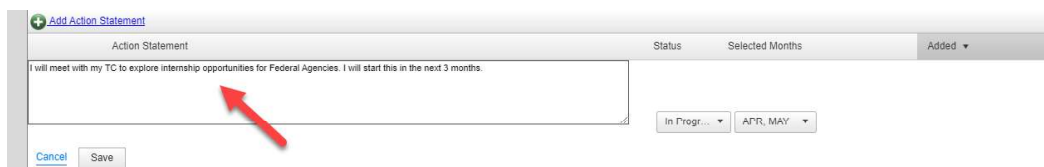
To add an Action Statement:

1. Click the **Add Action Statement** icon.



The screenshot shows the 'Add Challenge' window. At the top, there is a 'Challenge' section with the title 'Obtain an Internship with a Federal Agency.' Below this, there is a table for 'Action Statement'. The table has columns for 'Action Statement', 'Status', 'Selected Months', and 'Added'. A red arrow points to the '+ Add Action Statement' button. Below the table, there is a section for 'End State (Sub-Goal)' with a similar table and a red arrow pointing to the '+ Add End State (Sub-Goal)' button.

2. Enter a SMART Action Statement, select a status, and select applicable months.



The screenshot shows the 'Add Action Statement' window. It has a text input field for the 'Action Statement' with the placeholder text 'I will meet with my TC to explore internship opportunities for Federal Agencies. I will start this in the next 3 months.' To the right of the text field are two dropdown menus: 'Status' (set to 'In Progress') and 'Selected Months' (set to 'APR, MAY'). At the bottom left are 'Cancel' and 'Save' buttons. A red arrow points to the text input field.

3. Click **Save** to retain the action statement or click **Cancel** to close the window without saving.

## Manage and Close Action Statement

Action Statements require regular maintenance. It is important to update Action Statements in a timely manner.

As Soldiers complete Action Statements, the status is moved to **Met**

1. Open the Action Statement by selecting Edit.



The screenshot shows the 'Add Challenge' window. The 'Action Statement' table now contains one entry: 'I will meet with my TC to explore internship opportunities for Federal Agencies. I will start this in the next 3 months.' The 'Status' is 'In Progress', 'Selected Months' is 'APR, MAY', and 'Added' is '05 Mar 2024'. A red arrow points to the 'Edit' button next to this entry. Below the table, there is a section for 'End State (Sub-Goal)' with a similar table and a red arrow pointing to the '+ Add End State (Sub-Goal)' button.

2. Choose the new status (Met or Unmet) and Save.

If a Soldier chooses to change direction or does not accomplish the listed action within the established time frame, the status is moved to **Unmet**

- Do not edit and extend Action Statements
- If the Action Statements is Unmet in the established time frame:
  1. Mark the Action Statement as Unmet
  2. Create a new Action Statement with an updated time line
- This creates a more accurate reflection of the Soldier's challenges and accomplishments.

**NOTE: If the originally selected months for the Action Statement have passed, the current month must be selected before ARCS will allow the status change. This will cause the Action Statement to appear as if it was active in the current month. *Timely closing of Action Statements will avoid this issue.***

## Manage and Close Action Statement

Action Statements require regular maintenance. It is important to update Action Statements in a timely manner.

As Soldiers complete Action Statements, the status is moved to **Met**

1. Open the Action Statement by selecting Edit.

| Challenge                                                                                                                |             |                 |             |
|--------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------|
| Obtain an Internship with a Federal Agency.                                                                              |             |                 |             |
| + Add Action Statement                                                                                                   |             |                 |             |
| Action Statement                                                                                                         | Status      | Selected Months | Added       |
| I will meet with my TC to explore internship opportunities for Federal Agencies. I will start this in the next 3 months. | In Progress | APR, MAY        | 05 Mar 2024 |
| + Add End State / Sub-Goal                                                                                               |             |                 |             |
| End State (Sub-Goal)                                                                                                     | Status      | Added           |             |
| I will medically retire from the Army and gain a Civilian job.                                                           | In Progress | 05 Mar 2024     |             |



## 2. Choose the new status (Met or Unmet) and Save.

If a Soldier chooses to change direction or does not accomplish the listed action within the established time frame, the status is moved to **Unmet**

- Do not edit and extend Action Statements
- If the Action Statements is Unmet in the established time frame:
  1. Mark the Action Statement as Unmet
  2. Create a new Action Statement with an updated time line
- This creates a more accurate reflection of the Soldier's challenges and accomplishments.

**NOTE: If the originally selected months for the Action Statement have passed, the current month must be selected before ARCS will allow the status change. This will cause the Action Statement to appear as if it was active in the current month. *Timely closing of Action Statements will avoid this issue.***

## Complete Sub-Goal

1. Close all related Action Statements by marking each as Met or Unmet. See [Manage and Close Action Statement](#).
2. Open the Sub-Goal by selecting Edit

3. Update status to Met or Unmet

4. Click **Save** to complete the Sub-Goal or click **Cancel** to close the window without saving.

## Mark Challenge as Met

1. Close all related Sub-Goals by marking each as Met or Unmet. See [Complete Sub-Goal](#).
2. Open the Challenge by selecting Edit.

3. Edit the text field to notate the challenge has been met and **Save**.

**NOTE: Challenges cannot currently be closed. The best practice for noting that a Challenge has been met is editing the text field**

## Print Scrimmage Worksheet

**NOTE: Items only populate on the Scrimmage Worksheet if there are associated Action Statements for any of the coming three months.**

To print the scrimmage worksheet with lines for signatures:

1. Click **View Printable Version** button.
2. The Scrimmage Worksheet opens in a new window.

| Comprehensive Transition Plan (CTP) Scrimmage Worksheet           |                          |                                              |                             |                             |                                |
|-------------------------------------------------------------------|--------------------------|----------------------------------------------|-----------------------------|-----------------------------|--------------------------------|
| Track Preference: <input type="text" value="Remain in the Army"/> |                          | Transition Outcome Goal:                     |                             |                             |                                |
| Six CTP Domains (Challenges)                                      |                          | Action Statements that support the Sub Goals |                             |                             | Sub Goals                      |
|                                                                   |                          | Apr 2012                                     | May 2012                    | Jun 2012                    |                                |
| Career                                                            | Challenge 2              | action for challenge 2 edit                  | action for challenge 2 edit | action for challenge 2 edit | Sub-Goal for Scrimmage workshe |
|                                                                   | new challenge            | action                                       | action                      | action                      |                                |
| Physical                                                          | physical challenge deets |                                              | action for PT               | action for PT               | PT Goal                        |
| Emotional                                                         |                          |                                              |                             |                             |                                |
| Social                                                            |                          |                                              |                             |                             |                                |
| Family                                                            |                          |                                              |                             |                             |                                |
| Spiritual                                                         |                          |                                              |                             |                             |                                |

Soldier's Signature:  
 Squad Leader (Name and Signature):  
 Nurse Case Manager (Name and Signature):  
 Social Worker (Name and Signature):

Next CTP Scrimmage Date:  
 Target Transition Date: 25 Mar 2013  
 Additional Notes:

3. Print using the print icon or choose a format and export the worksheet.
4. Close the window to return to ARCS.

## Contacts

The Contacts page provides Soldiers with their contact information that has been entered. This includes Soldier Contacts and Relationship Contacts. To navigate to the Contacts page, select "Contacts".



A Soldier can view their contacts as well as their relationship contacts.



### **Soldier Contact Tab Items**

| Label | Name                  | Description                                                                                                                                     |
|-------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| A     | Soldier Contacts      | Click this tab to switch to viewing the Soldier's contact information.                                                                          |
| B     | Relationship Contacts | Click this tab to switch to viewing the Soldier's relationship contacts including the Soldier's Personal and Professional relationship contacts |

## **Soldier Contacts**

Use this page to view your contact information. The page includes your address, phone, and e-mail.

## **Relationship Contacts**

Use this page to view your relationship contact information. The page includes both personal and professional relationships.

| Name        | Relationship | Affiliation | Organization | NOK Designation | Guardian | Power of Attorney | Source |
|-------------|--------------|-------------|--------------|-----------------|----------|-------------------|--------|
| Smith, Barb |              | VA Liaison  |              |                 | No       | No                | SRU    |
| Adams, Dan  | Brother      |             |              |                 | No       | No                | SRU    |

**Note: Please contact your Cadre to update your contacts or your relationship contacts.**

## My Cadre

The Cadre page provides Soldiers with contact information for all their assigned support Cadre. This list can be exported.

| Role                   | Name             | Email Address            | Phone Number |
|------------------------|------------------|--------------------------|--------------|
| ARVZ RCC               | RCC, RCC2        | RCC2@test.com            | 789-789-7891 |
| Company Commander      | SRU, CDR         | CDR_Belvoir_23@test.com  | 555-111-2222 |
| Nurse Case Manager     | NCH, Belvoir 1   | belvoir1_NCH@mail.gov    | 333-555-4444 |
| Occupational therapist | U1, Belvoir      | U1@vnu.ms                | 123-456-7890 |
| Platoon Sergeant       | PSG, Belvoir RTD | belvoir_PSG_rtd@test.gov | 123-123-1234 |
| Social Worker          | Landry, Jeffrey  | j.landry@mail.mil        | 545-545-5454 |
| Squad Leader           | SL, Belvoir RTD1 | BelvoirRTD1@test.com     | 999-999-9999 |
| SRU                    | SRU, PCM2        | pcm2@test.com            | 123-555-6666 |
| Transition Coordinator | SRU, TC2         | TC12325@test.com         | 333-333-1234 |

## Generate Handbook

To generate the Comprehensive Recovery Plan (CRP) Handbook:

1. Click the **Generate Handbook** button at the top of the Home screen.
2. The CRP Handbook opens.



## Comprehensive Recovery Plan (CRP) Handbook

Run on: 1/31/2023 8:37:33 AM

Soldier Name:

AOC/MOS:  
COMPO: ACTIVE ARMY  
Reason for SRU Entry: MEDVAC

Gender: Male  
Wounded in Action: No

Home Address: 34311 14th Street Fargo, NV 58103  
Home Phone:  
Cell Phone: (701) 235-5566  
Duty Phone

Alternate POC: Smith, Susan  
Relationship: MOTHER  
Primary Phone: 701-988-8877

| Career Track             | Target Transition Date | Days to TTD | Record Start Date | Days Since Record Start | SRU Report Date | Days on Station |
|--------------------------|------------------------|-------------|-------------------|-------------------------|-----------------|-----------------|
| Transition from the Army | 29 Jul 2023            | 179         | 29 Jul 2012       | 3838                    | 29 May 2010     | 4630            |

| Available for Self-Assessment | Self-Assessment Frequency |
|-------------------------------|---------------------------|
| Available                     | Every Four Weeks          |

**Assignment History**

| RHC   | SRU          | CO          | PLT | SQD | Assigned On |
|-------|--------------|-------------|-----|-----|-------------|
| MRC-A | Fort Belvoir | SRU Belvoir | CC  | 1st | 19 Jan 2023 |

**Soldier Self-Assessments**

| Issued      | Status | Work Plan | Edu | Emp | ADLs | Hlth care | Med | Pain | Wt Ctr | Phy Fit | Bhv Hlth | Well Being | Soc | Fam | Fin | Hou | Adm | Trans |
|-------------|--------|-----------|-----|-----|------|-----------|-----|------|--------|---------|----------|------------|-----|-----|-----|-----|-----|-------|
| 30 Jan 2023 | Active |           |     |     |      |           |     |      |        |         |          |            |     |     |     |     |     |       |

**Action Items**

| Source          | Category         | Facilitator     | Created On  | Target Date | Status      |
|-----------------|------------------|-----------------|-------------|-------------|-------------|
| Self-Assessment | Family - Housing | SL, Belvoir CC1 | 24 Jan 2023 | 17 Mar 2023 | In Progress |
| Scrimmage       | Career           | NCM, Belvoir 1  | 24 Jan 2023 | 24 Mar 2023 | In Progress |

**Challenges**

| Domain | Challenge | Created On |
|--------|-----------|------------|
|--------|-----------|------------|

**Action Statements**

| Domain | Action Statement | Date Added | Months | Status |
|--------|------------------|------------|--------|--------|
|--------|------------------|------------|--------|--------|

**End State (Sub-Goals)**

| Domain | Sub Goal | Created On | Status |
|--------|----------|------------|--------|
|--------|----------|------------|--------|

- Click **Save PDF** to create a PDF of the handbook or click **Close** to return to the Home screen.

## Contact ARCS Support Team

For assistance with ARCS, call or email the ARCS Service Desk:

- Hours: Monday - Friday, 0700 - 1900 (ET)
- Email: [support@awcts.zendesk.com](mailto:support@awcts.zendesk.com)
- Phone: (855) 813-8867
- Help Center: <https://awcts.zendesk.com/hc/en-us>

# Glossary

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## A

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### **ACES**

Army Continuing Education System

### **Action Item**

Item within a Soldier's case that someone needs to take action on. Includes tasks, attachments and a log file for each Action Item. Action Items are created for a variety of reasons and may be assigned to other members of the Soldier's IDT.

### **Ad-Hoc Report**

Report created with user selected entities. Ad Hoc reports can be run one time, so the report can be saved and run again in the future.

### **AHLTA**

Armed Forces Health Longitudinal Technology Application. (DoD electronic Medical Record system; interfaces with CHCS, DEERS, etc.)

### **AKO**

Army Knowledge Online

### **AMRAP**

Army Medical Readiness Assistance Program

### **AOC**

Area of Concentration

### **ARC4**

Army Recovery Care Coordination Contact Center

### **ARCP**

Army Recovery Care Program



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**ARCS**

Army Recovery Care System (formerly AWCTS)

**ASAP**

Army Substance Abuse Program

**AW2**

Army Wounded Warrior

**AWCTS**

Army Warrior Care and Transition System (now ARCS)

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**C**

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**CAC**

Common Access Card - required for login to ARCS

**CCU**

Community Care Unit (no longer used)

**CDR**

Commander

**CER**

Career and Education Readiness

**CHCS**

Composite Health Care System

**CO**

Company

**CO CDR**

Company Commander

**CTP**

Comprehensive Transition Plan

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## **D**

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### **DCIPS**

Defense Casualty Information Processing System

### **DEERS**

Defense Enrollment Eligibility Reporting System

### **DMDC**

Defense Manpower Data Center

### **DOB**

Date of Birth

### **DoD**

Department of Defense

### **DODID**

Department of Defense identification number

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## **E**

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### **EDIPI**

Electronic Data Interchange Personal Identifier (CAC Number)

### **ER**

Emergency Room

### **ET**

Eastern Time

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## **F**

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### **FOIA**

Freedom of Information Act

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**FTR**

Focused Transition Review

**H**

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**HIPAA**

Health Insurance Portability and Accountability

**HR**

Human Resources

**I**

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**ICD**

International Classification of Diseases

**IDES**

Integrated Disability Evaluation System

**IDT**

Inter-disciplinary Team

**IPPS-A**

Integrated Personnel and Pay System - Army

**ITAPDB**

Integrated Total Army Personnel Database

**M**

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**M2**

Medical Management

**MAG**

Medical Assistance Group (no longer used)

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**MEB**

Medical Evaluation Board

**MEDCOM**

US Army Medical Command

**MEDITT**

Medical Evaluation Board Internal Tracking Tool

**MOS**

Military Occupational Specialty

**MyTerm**

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**N**

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**NCM**

Nurse Case Manager

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**O**

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**OMB**

Ombudsman ARCS Ombudsman Module

**OT**

Occupational Therapist

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**P**

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**PCM**

Primary Care Physician (now SRU Provider)

**PDF**

Portable Document Format

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**PEB**

Physical Evaluation Board

**PIN**

Personal Identification Number

**POC**

Point of Contact

**PSG**

Platoon Sergeant

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**R****RCC**

Recovery Care Coordinator (also serves as the Lead Coordinator)

**RHC**

Regional Health Command

**RIAWA**

Remain in the Army Work Assignment

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**S****SCAADL**

Special Compensation for Assistance with Activities of Daily Life

**Scrimmage**

Meeting with SM and SRU personnel for goal setting and case review.

**SFAC**

Solider Family Assistance Center

**SFL**

Soldier for Life

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**SFL TAP**

Soldier for Life, Transition Assistance Program

**SL**

Squad Leader

**SM**

Service Member

**SMART**

Specific, Measurable, Attainable, Realistic, and Time-based

**SME**

Subject Matter Expert

**SRU**

Soldier Recovery Unit

**SSN**

Social Security Number

**ST**

Soldier in Transition

**STARTC**

Soldier Transfer and Regulation Tracking Center

**SW**

Social Worker

**T**

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**TC**

Transition Coordinator

**TFA**

Transition from the Army

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## **TRANSPROC**

Military Personnel Transition Point Processing System

## **TSGLI**

Traumatic Servicemember's Group Life Insurance

## **V**

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## **VA**

Veterans Affairs

## **VR&E**

Vocational Rehabilitation and Employment

## **W**

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## **WCT**

Warrior Care and Transition (now ARCP)

## **WII**

Wounded, Ill, and Injured

## **WSFH**

Wounded Soldier Family Hotline

## **WT**

Warrior Transition