Chapter 4
Familiarizing Yourself With Q-interactive® Assess

Q-interactive® User Guide

May 2018

Introduction

This chapter introduces users to essential information about how to use the Q-interactive Assess app, including how to navigate through the app, how to administer assessments in the app, and how to transfer a completed assessment to Central.

Other Resources:

The information in this chapter is also presented in a series of tutorial videos found under the Support tab on Central (i.e. qiactive.com). You can also sign up for the *Onboarding Webinar Series* here.

General Administration Tips

- Make sure your practitioner's iPad is connected to a secure Wi-Fi or 3G/4G/LTE connection so that assessments can be transferred between Q-interactive Central and Q-interactive Assess. This also allows for Assess to automatically back-up data to Central during administration.
- Set up the testing environment the same way as you do for a traditional assessment session. The client's iPad functions as a stimulus book, and, in some cases, as a response booklet and performance interface.
- To ensure the stimuli is properly orientated, be sure the thin gray bar on the client's iPad is at the bottom of the screen, closest to the client.
- Maintaining Wi-Fi connectivity on the practitioner's iPad during an assessment is recommended so that data can be transferred and saved throughout the assessment session.
- Keep the power cords handy and check the battery level frequently. Charge the iPads between assessment sessions.
- Reboot the iPads before each assessment session to improve performance.
- For subtests that require a verbal response, the audio recording function automatically records the client's responses. The audio recording feature can be disabled by following the instructions provided in Chapter 1.
- When a pop-over is open, touch anywhere outside the pop-over to close it.

Q-interactive Assess

Logging in to Assess. After you have sent an assessment from Central to the iPad, log in to Assess to access it. Assess will pull the assessment from Central automatically upon logging in. The first time you log in to Assess, all of the tests within your license will be downloaded to the iPad. This download can take up to 10–20 minutes depending on your wireless signal and the number of tests associated with your license.

Use the following steps below to log in to Assess.

Step 1: On both iPads, go to the Home Screen and tap the Assess app icon.

Step 2: Log in to Assess by entering your user name and password. (They are the same user name and password you use for Central.)
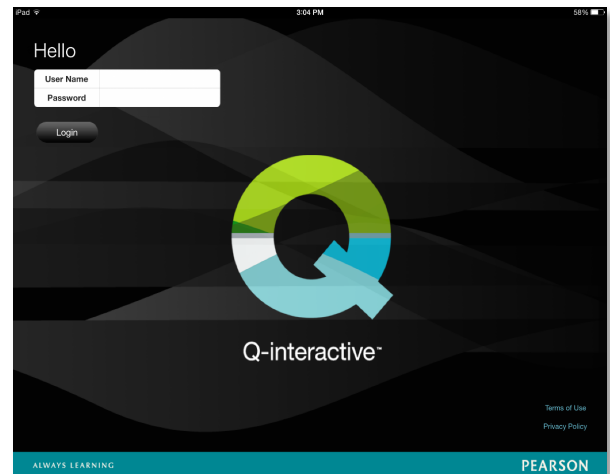
Assessments sent to the iPad appear under "Not started" on the left side of the screen. Practice assessments are highlighted green to help them be easily identified. Tapping the Sync button will pull down any assessment sessions created in Central while you are actively logged in to Assess.
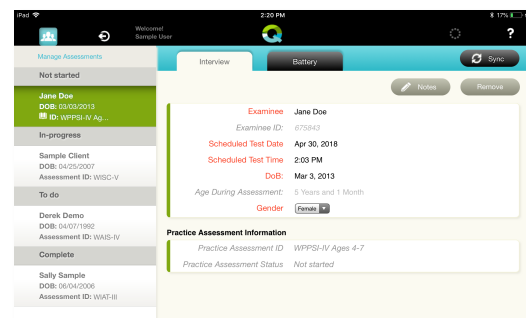
Assess Home Screen. After logging in to Assess, the Home Screen appears. From the Home Screen the status of assessments can be viewed, and assessments can be started or resumed. You can also edit client profiles.

The following icons appear on the Home Screen:

Accesses/Hides the assessment session schedule panel.

Logs out of Assess and returns to the Assess login screen.

Provides quick access to information about the app version and the console log.

Backs-up all data on Assess to Central, and pulls down from Central any assessment sessions that are ready for administration.

Note: Other icons that appear at the top of the screen when you are administering an assessment are described later in this chapter.

Assessment Session Schedule Panel and Assessment Statuses. The statuses of all created assessments appear on the left side of the screen in the Assessment Session Schedule Panel. An assessment can fall into one of the following four categories:

Not started: Assessments that have not been started (i.e., no subtest has been administered).

In-progress: The full assessment has not been completed, but at least one subtest has been started.

To do: The full assessment has been administered, but flagged/unscored items have not been resolved.

Complete: The full assessment has been administered, and there are no unresolved (e.g., flagged) items.
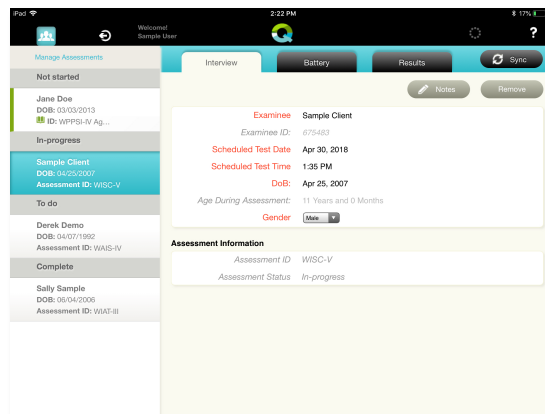
Interview Tab. The interview tab displays the associated client and assessment battery information.

Fields in red can be edited by tapping on them. **Date of Birth edits must be made prior to beginning an assessment.**
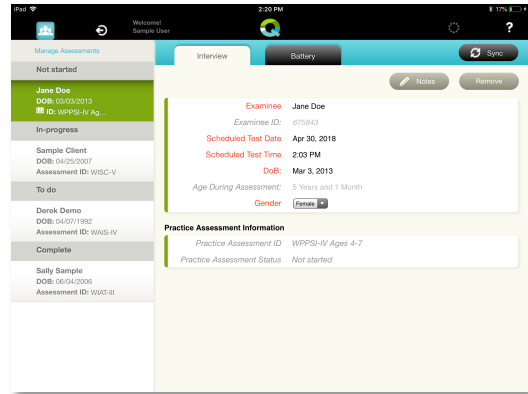
The Remove button will securely transfer your data to Central. *After* confirming that all items are scored and there are no more flagged items (i.e., there are no exclamation points on the Battery or Results Tab), tap the Remove button and then tap Remove in the pop-up window that appears.
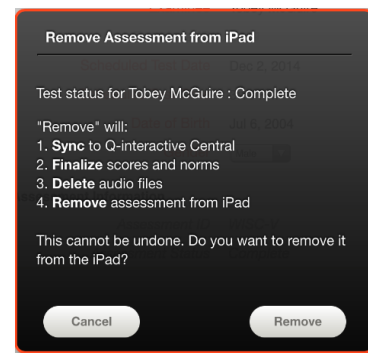
Battery Tab. The Battery tab lists all of the subtests in the battery. The subtest Start/Resume buttons appear on the bar corresponding to the currently available subtest. Details about the battery can be found at the bottom of the screen. Use the Edit Battery button on the right side of the screen to make edits to the battery.
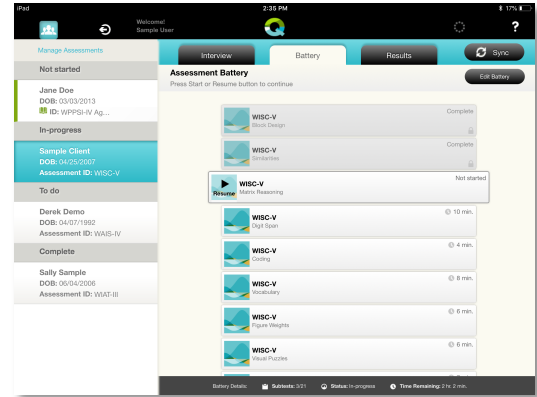
To begin or resume administration, tap the Start/Resume button, found on the subtest image.
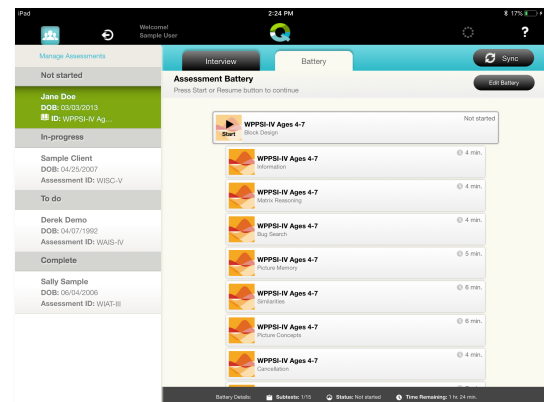
The Start button will change to "Resume" if you stop the battery during an assessment session. You can tap Resume to continue the session from where you left off.

Once the assessment session has been completed and all items have been scored, this button will change to Review.

Editing a Battery on Assess. You can add, delete, or re-order subtests in your battery on Assess, even if you're offline. Use the following steps to make adjustments to a battery:

Step 1: Tap the Edit Battery button to bring up a new window. The left side of the screen shows the instruments available within your license. The right side of the screen shows all the subtests in the current battery.
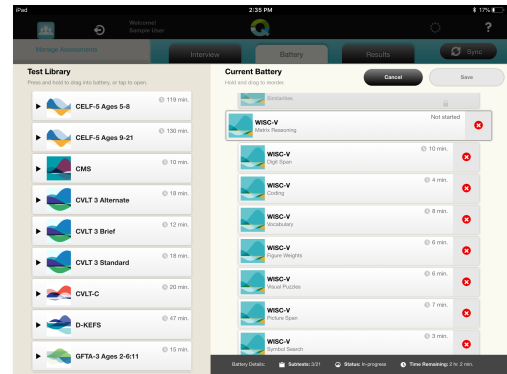
Step 2: To add a subtest in to your battery, tap the arrow to the left of the instrument, and a list of available subtests will appear below. Press and hold, and then drag the subtest to Current Battery list on the right. Place it where you want it to appear in the subtest order.
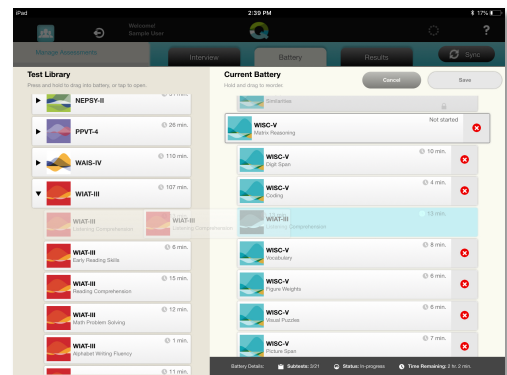
The Battery Details at the bottom of the screen show you where you are within your battery, as well as the estimated time remaining. You can edit your battery at any time; however, completed subtests are not editable. You can re-order subtests on the right side by pressing and holding, and then dragging them to the desired order. You can also delete a subtest by tapping the red X on its bar. After all of your edits have been made, tap the Save button to execute the changes.

Subtest Card Types. The assessments are designed like card decks. Each subtest has a cover card,

the item cards, and the End of Subtest card. The design elements for these cards are consistent across all instruments within Assess.

Cover Card: This screen indicates the beginning of a subtest. When you swipe off of this screen, you cannot remove it from the battery list and you will be charged for the subtest.

Note: Prior to swiping off the cover card, you can return to the home screen to edit the battery or review results by tapping the Assess Home Screen button (i.e., the colorful Q icon) in the upper-left corner of the screen.

Item Card: The item card displays item-specific information and tools (e.g., timer, speech bubble, scoring buttons). Detailed tutorials on subtest administration can be found under the Support tab on Central.
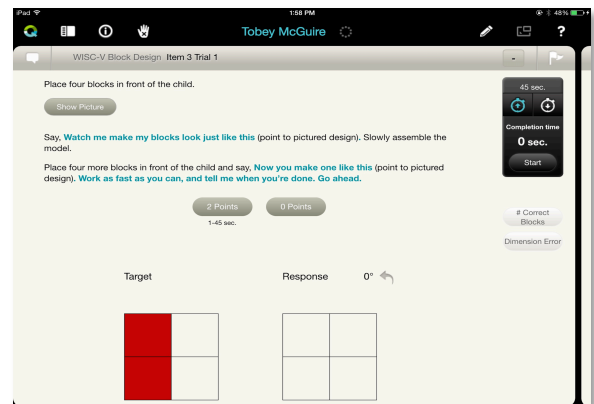
End of Subtest Card: Upon completion of a subtest, the End of Subtest card appears, displaying the subtest's standard/scaled score, and additional scores and details that can be viewed using the expandable arrows.

The Results button will allow you to view additional information, including any available indexes.
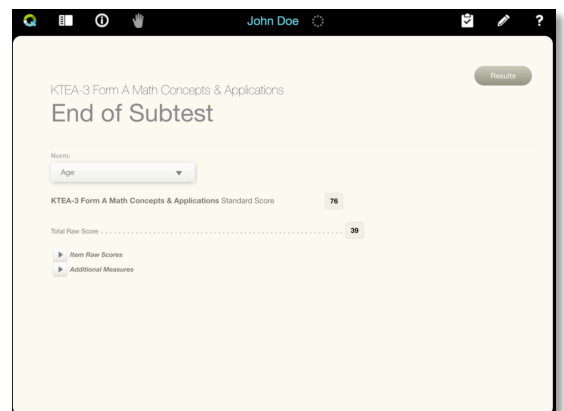
Subtest Administration Icons and Tools. The image below shows several icons that might appear in the ribbon across the top of the screen in Assess. The app also has a variety of tools designed to help you

and to save time.
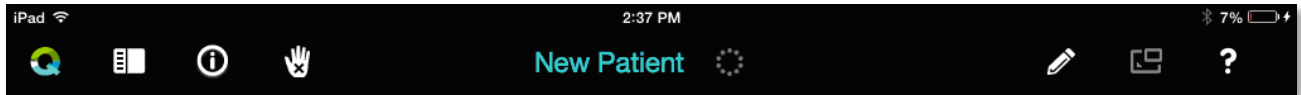
Icon Descriptions:

The Assess Home Screen icon returns you to the home screen at any time. When you return to the Home Screen, the battery is saved, and it can be resumed at a later time. It is recommended to only access the home screen at the end of a subtest.

The Side Bar icon provides access to subtest items, results, and flagged items.

The ⓘ icon provides access to a condensed version of subtest administration and scoring directions for the subtest being administered.

The Discontinue icon allows a subtest to be discontinued, even if the discontinue criteria has not been met yet. If a subtest is discontinued through this button, **no scaled/standard score(s) will be provided unless the discontinue criteria has been met**. This button is commonly used when the subtest is spoiled or when testing the limits.

The Connectivity Indicator icon has a red X within the dotted circle when Wi-Fi connectivity is lost. If selected, will indicate when data was last synced with Central.

The Pencil icon opens the Notes area so you can write notes during the assessment. Notes are categorized by general, subtest, and item.

The Picture-in-Picture icon is available for some subtests that require the client iPad. When available, this icon is white. Tapping the icon displays what is on the client's iPad. For example, in Picture Completion on the WAIS–IV, when a client touches the iPad screen to respond to an item, a "fingerprint" appears within the Picture-in-Picture, showing where the client touched.

The Clipboard icon opens the Qualitative Observations checklist on some tests, which assists you in recording key behavioral and performance indicators during testing.
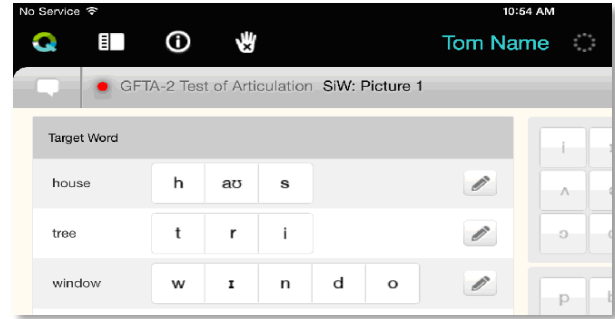
Audio Recording: For subtests requiring verbal responses, you can record responses and replay them later to verify scoring. A red dot is displayed

between the Speech Bubble and the subtest name when a response is being recorded. (If needed, see Chapter 1 for instructions on disabling audio recordings.)


Note: *Audio recordings are only as long as the time you spent on an individual item (e.g., if you spent 14 seconds on Item 8, the audio file will be 14 seconds long). Playback is accessible when reviewing items (see the Reviewing Audio Recordings section later in this chapter for more information).*

Timer: Subtests with time limits have timers on the item cards. The time limit for an item appears at the top of the timer. You control the timer. The timer can be set to count up or down. When only 10 seconds remain before the time limit expires, the time will display in **red**. If the timer is counting up, it will continue to track the time even after the time limit has expired. Once the timer is stopped, you can adjust the time by tapping on the Completion time and using the arrows.
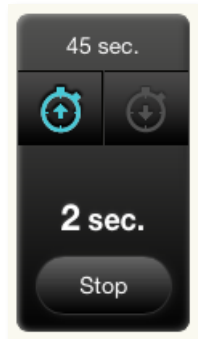
Speech Bubble: Touching the Speech Bubble icon brings up a list of prompts to be given in response to specific client behaviors (e.g., asking for a repetition, providing an unclear response). The content in the Speech Bubble is subtest specific.
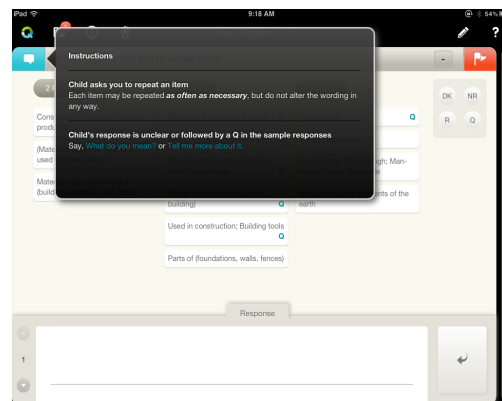
Record buttons: Record buttons are located on the far right of some item cards. Record buttons may vary by subtest. The ⓘ icon within each subtest provides a brief description of the record buttons used on that specific subtest. For a majority of subtests, the record buttons are only used to supplement scoring; however, for some subtests the record buttons are also used to access item-specific feedback (e.g., the †Teaching button).

DK: Don't Know

NR: No Response

P: Prompt

R: Repetition

Q: Query

Response Capture Area: For subtests that require you to record responses verbatim, use the Response Capture Area at the bottom of the screen to write the responses with a stylus. The return arrow on the right side can be used to access additional lines for recording responses; and the up and down arrows on the left side of the Response Capture Area can be used to view any line of the recorded response.
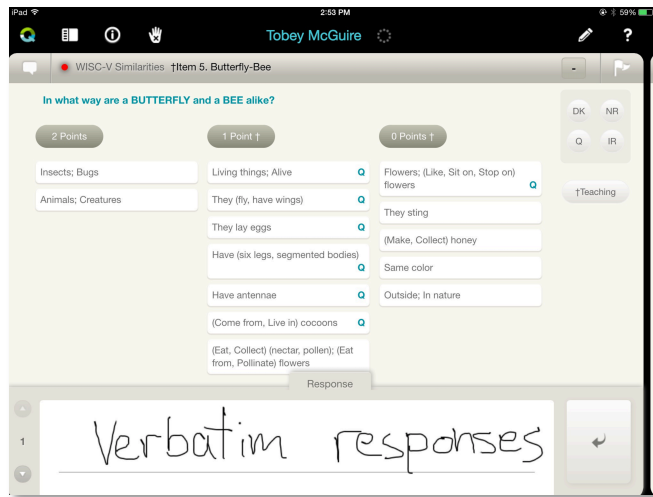
Notes: In addition to capturing verbatim responses, observations made during the assessment session(s) can be noted in the Notes Area. Access the Notes Area by tapping the Pencil icon at the top of the screen when in a subtest, or by tapping the Notes button when on the Home Screen.

Notes can be categorized into three different levels (i.e., General, Subtest, or Item). Touch the small arrow on the General tab and select the desired level and then write your note. Additional notes can be added by touching the icon that has a pencil and plus sign. To exit the Notes Area, tap the Done button.
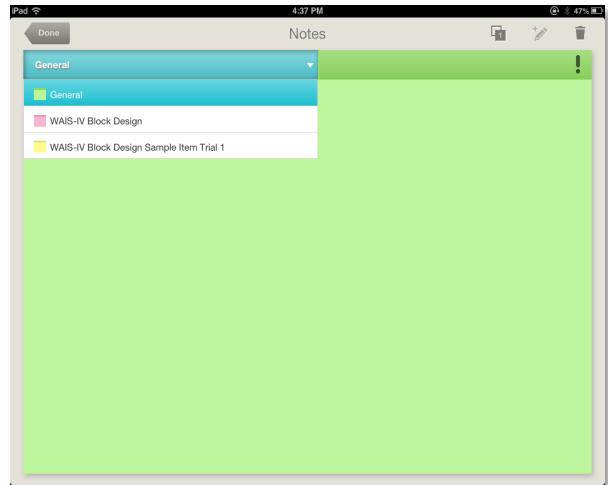

Alert Messages. During administration, various alert messages will appear to help guide you through the standard administration of each subtest.

Start Point: If a subtest has more than one start point, this alert message allows you to select the start point. Touch the item you want to start the subtest on and then touch the OK button. Use your clinical judgment when selecting a start point.


Back to Previous Item: When you swipe left to go back to the previous item, an alert message prompts you to confirm this action. You must confirm this action because swiping back resets the current item (i.e., erases any data obtained/recorded). If you do not want to go back to the previous item, touch the Cancel button. If you do want to go back to the previous item, touch the Previous Item button. Note that you may only swipe

back one item before resuming administration.
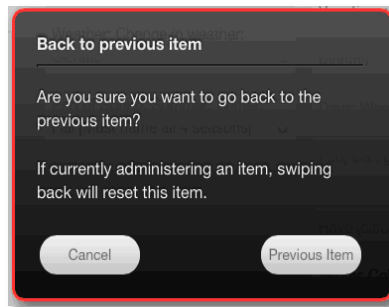
Reversal Rule: The Reversal Rule directs you to administer items prior to the Start Point if the client does not begin with item 1. Tap the Reverse button to proceed to the next appropriate item or tap the X to edit a score.
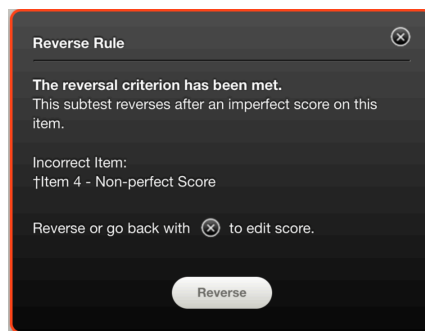
Discontinue Rule: This alert message appears when the discontinue criterion has been met. There are three options within this message:

Option 1: If you are unsure about the scores you assigned, and you wish to administer additional items to ensure that the discontinue criterion has been met, touch the Test Limits button at the bottom left corner. If you wish to discontinue after testing the limits of a subtest, you must manually discontinue by selecting the discontinue icon at the top of the screen.

Option 2: If you are confident in the scores you assigned and are ready to discontinue the subtest, touch the Discontinue button. Note that once this button is tapped, no additional items can be administered.

Option 3: If you want to edit the score on the last item you administered, touch the X button in the top right corner.
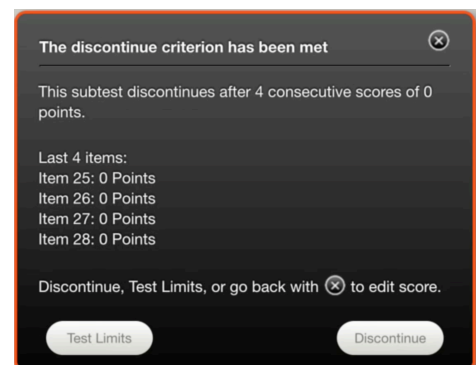
Using the Sidebar. Tap the Sidebar icon to bring up a list of the subtests in the battery. Tapping on the name of a subtest will reveal a list of the items in that subtest. Items in black font were administered to the client. Tap any administered item to review and/or edit the client's response(s) for that item.
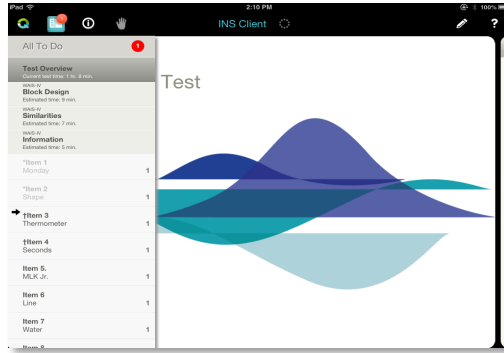
After reviewing and/or editing the item, tap the Done button to return to the previous screen. The arrows in the upper-right corner of the screen can be used to view the subsequent and previous items.
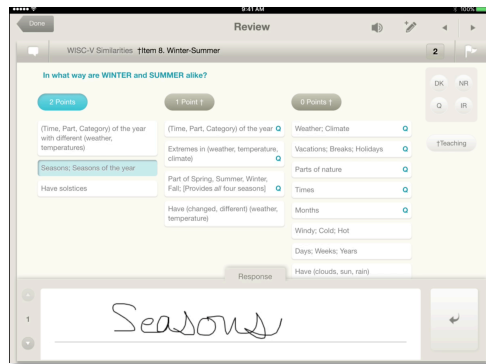

Resolve Flagged Items. There are two ways to access flagged test items. Note that any score adjustment(s) could affect the standard/scaled score(s) and re-apply the discontinue criterion.

Option 1: Tap the Sidebar icon, and then tap the All To Do bar to see a list of subtests that have items that need to be resolved. Note that the All To Do bar appears at the very top of the Sidebar and may requiring scrolling up to be visible. The All To Do bar is only visible if there are unscored or flag items. The subtests with items needing resolution will have a red circle with a number in it. The number in the circle indicates the number of items to be resolved for that subtest. Tapping on the subtest name will bring up a list of the items needing resolution. Resolve the item by completing or reviewing the scoring. Use the arrows in the upper-right corner to navigate to the next flagged/unscored item. A flag can be turned off by tapping the flag. When finished, tap the Done button.
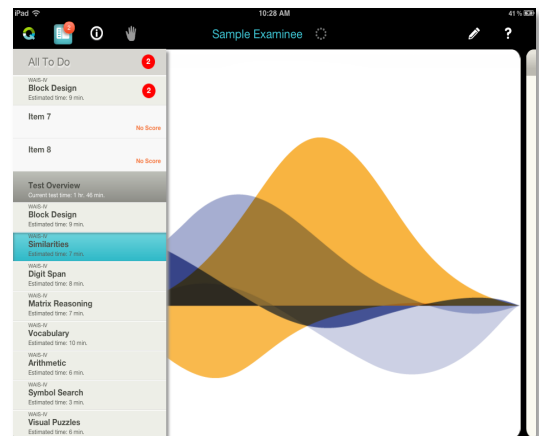
Option 2: From the Home Screen, go to the Results tab. Tap the All To Do button to go to the items that need to be resolved. Follow the directions in Option 1 to resolve all of the items.
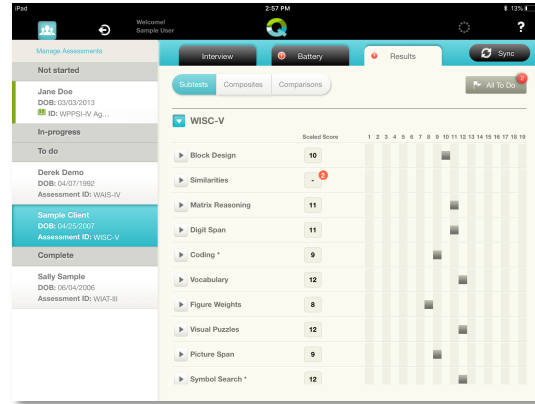
Reviewing Audio Recordings. The Assess app automatically records an client's responses during the administration of certain subtests. These recorded responses can be reviewed any time after subtest administration and **prior to removing the battery from Assess.** Once the assessment has been removed for Assess, the audio files are deleted and cannot be recovered. (If needed, see Chapter 1 for instructions on disabling audio recordings.)

Step 1: To access an audio recording, tap the Sidebar icon. Tap the Subtest name and then the item you wish to review.
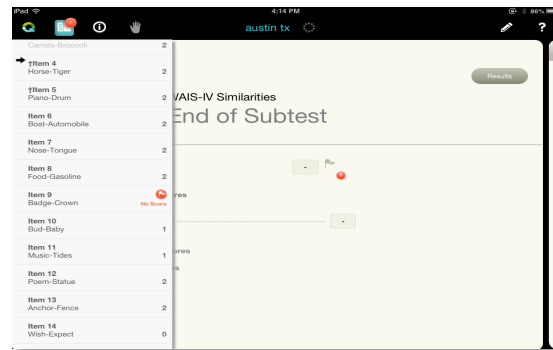

Step 2: Tap the Speaker icon and then the play button to listen to the audio recording. If the recording cannot be heard, make sure that the device is not muted and that the volume is turned up. If needed, use the arrows in the upper-right corner to navigate to the subsequent or previous item.
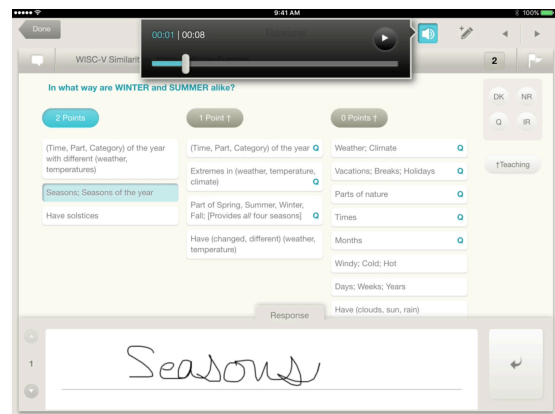
Reviewing Notes Associated With an Assessment. Use the Results Tab to access notes recorded during the assessment. The number within the black circle on the All Notes button indicates the number of notes recorded during the assessment session. Tap the All Notes button to open up all of the notes recorded. After reviewing the notes, tap the Done button to return to the Results tab. These notes are also available on Central.
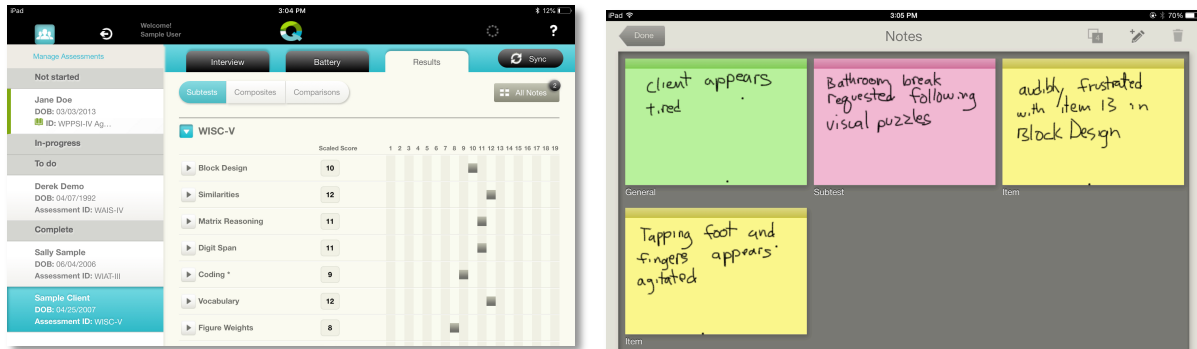

Reviewing Results in Assess. Assess instantly calculates all scaled/standard scores, as well as composites and comparisons for select instruments. The Results tab displays this, as well as additional data, including age equivalents, confidence intervals, item raw scores, subtest completion time, and any start/discontinue points. All of these data are available on Central, and further detailed analysis can be obtained via our Score Report for select instruments.

Subtest Scores: Tapping the Subtests button displays subtest scaled scores. Tapping the arrow next to a subtest name reveals the subtest raw scores, as well as arrows that can be expanded to show item-level scores and additional measures like testing times, event buttons, etc.
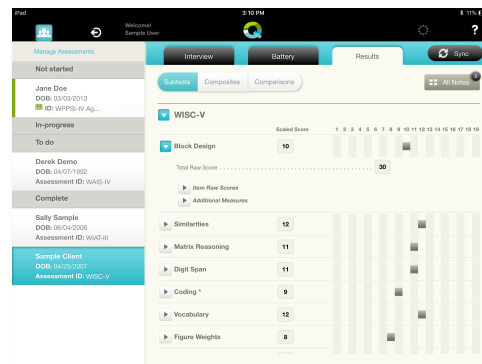
Composite Scores: Tapping the Composites button displays all composite and index scores for your battery. Touch the scores on the graph to see the related percentile rank and confidence intervals. Tapping the arrow next to the composite name reveals all subtests in the composite.
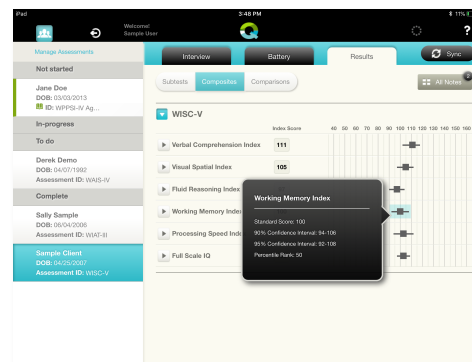
Comparing Scores: To compare composite and index scores, tap the "Comparisons" button, and then touch the column header to choose the desired composite and prevalence level.
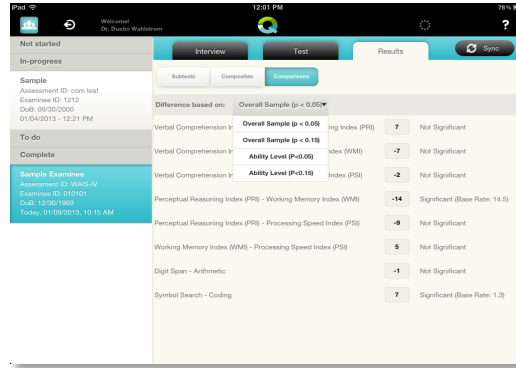
Removing a Completed Assessment Battery From Assess.

After you have resolved all items, listened to the audio files from the session, and produced your report, it is time to remove the assessment from Assess. Assess can maintain a large number of assessment sessions, but it is not designed to be a permanent resting place for them. Removing completed assessment sessions is not required for generating reports, but is recommended to improve the overall performance of the app. All notes and scores will be preserved on Central for long-term storage. Audio recordings are destroyed upon removal.

After confirming that all items are scored and there are no more flagged items (i.e., there are no exclamation points on the Battery or Results Tab), tap the Remove button on the home screen of Assess, and then tap "Remove" in the pop-up window that appears. This will securely transfer your data to Central.

After you have removed an assessment from Assess, it is no longer on the app, and you cannot edit any data. The results are finalized.