Q-interactive®

Chapter 5
Viewing Results, Generating Reports, and Administrative Functions

Q-interactive® User Guide

May 2018

Introduction

This chapter focuses on how to organize and store data on Central, how to generate reports on Central, and other administrative functions that are available. Part of this discusses the two methods in which you can backup data to Q-interactive Central: Syncing and Removing assessments. Both of these methods will be discussed in detail below.

Scoring and Archiving Tips

- Audio files are **<u>not</u>** transferred to Central. It is essential to review all recorded audio files prior to removing a battery from Assess and transferring it to Central.
- Notes can be incorporated into a report; however, they are captured only as image files, and they cannot be edited or printed.
- It is recommend that you access Central via a laptop or desktop computer rather than an iPad. Score reports are generated as Word documents that can easily be manipulated via laptops and desktops.

Other Resources:

The information in this chapter is also presented in the tutorial video, *Archiving and Exporting Assessment Batteries*, found under the Support tab on Central (i.e. qiactive.com). You can also sign up for the *Onboarding Webinar Series* here.

Syncing a Completed Assessment to Q-interactive Central.
If you are connected to a Wi-Fi network while using Q-interactive, your test data will sync to Central whenever you navigate back to the Home Screen (as seen below). You can check when your data was last synced to Central by tapping on the Connectivity Indicator.
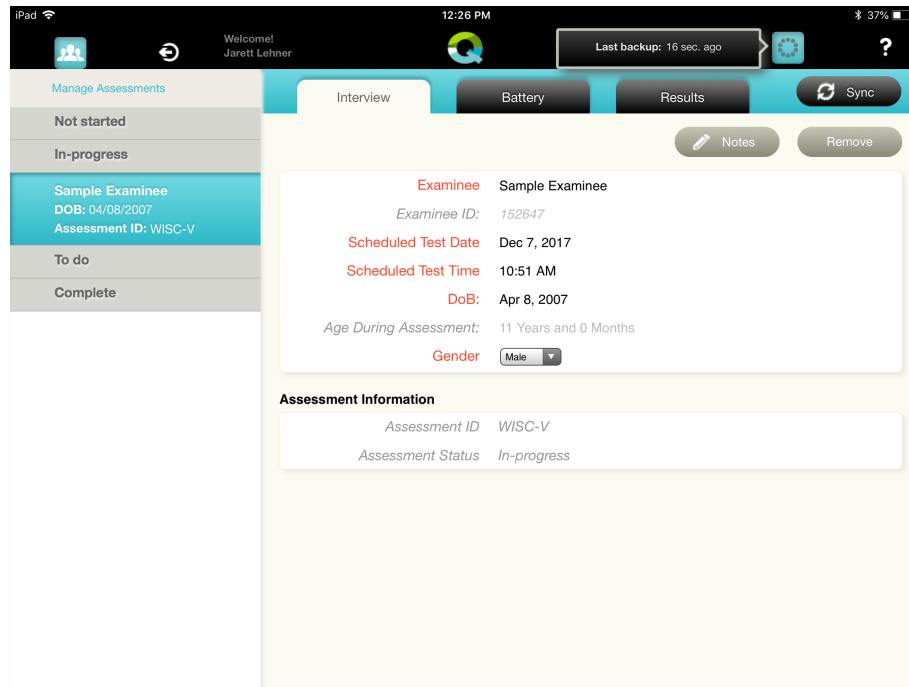
Alternatively, you can manually sync test data to Central by tapping on the Sync button. Selecting this option syncs all of the test data on Assess to Central and pulls down to Assess any assessments from Central that are in the "Awaiting delivery to device" category." If you are not connected to a Wi-Fi network during testing, you will need to use this option to sync your assessment data to Central.

Removing a Completed Assessment Battery From Assess.
After you have resolved all items, listened to the audio files from the session, synced your test data to Central, 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 <u>not</u> 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 deleted 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), use the following steps to remove and assessment from Assess. **Please note that after you have removed an assessment from Assess, it is no longer on the app, cannot be re-sent from Central to Assess, and you cannot edit any data.**

Step 1: Ensure there are no exclamation points on the Battery tab or Results tab. If either tab has an exclamation point displayed, you will need to resolve the outstanding test items before proceeding.

Step 2: Confirm that your iPad is accessing Wi-Fi.

Step 3: From the Interview Tab, tap the Remove button and review the Alert message. Tap Remove within the alert message to remove the assessment from the iPad and to transfer it to Central. Once this step is complete, the assessment will only be available in Central.
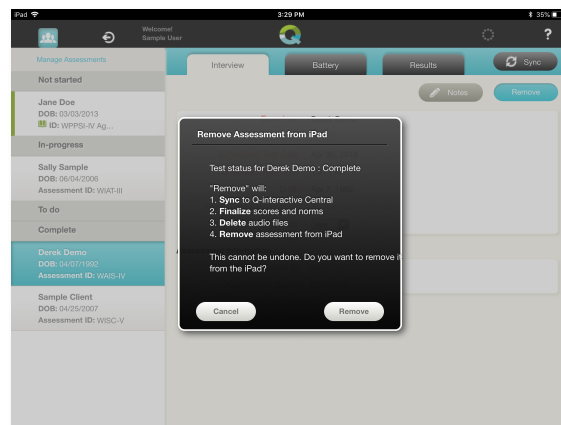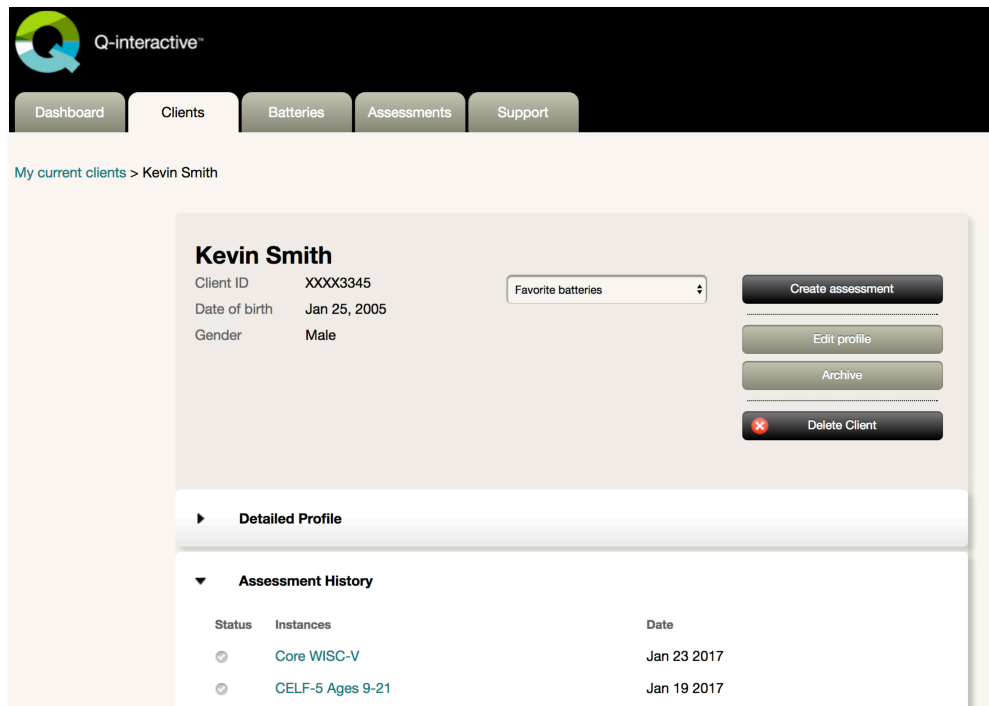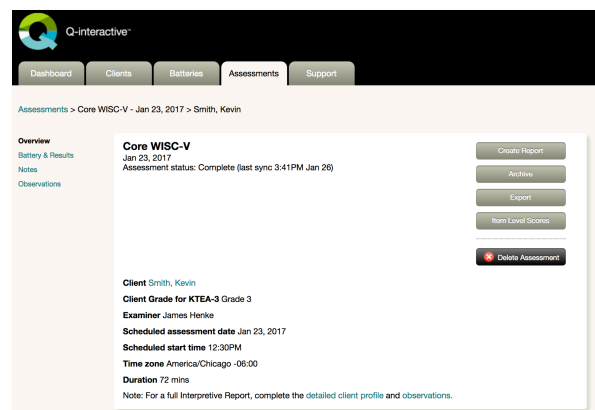

Note: No scoring changes or edits can be made once the assessment is transferred back to Central!

Removing Multiple Assessments at Once: You can Remove multiple assessments at once through the Manage Assessments option within Assess.

Step 1: Ensure there are no exclamation points on the Battery or Results tabs for the assessments. If either tab has an exclamation point displayed, you will need to resolve the outstanding test items before proceeding.

Step 2: Confirm that your iPad is accessing Wi-Fi.

Step 3: From the Interview Tab, tap Manage Assessments link, select on the radio button for the assessments you want to remove, and then tap on the remove selected link. Tap Remove within the alert message to remove the assessment from the iPad and to transfer it to Central. Once this step is complete, the assessment will only be available in Central.
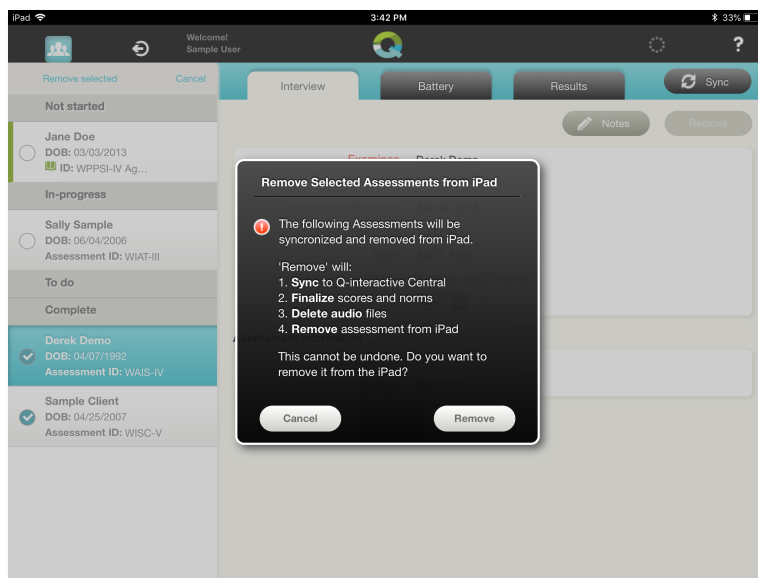
Assess a Completed Assessment in Q-interactive Central. You can access assessment sessions from the Dashboard, Clients, or Assessments tabs. This image shows the Clients tab. Click the desired client's name, and then click the name of the assessment you want to view.

This figure shows an assessment session home screen. From this screen you can view scaled/standard scores and notes, and you can generate score reports and item-level data.

Reviewing Assessment Results. From the assessment session home screen you are able to generate score reports; generate an item-level report (the digital protocol); access the subtest, composite, and comparison data through the Battery & Results link on the left side of the screen; and access the Notes and/or Observations through the appropriate links on the left side of the screen.

Generate a Report: Most of the tests on Q-interactive allow users to generate a score report. If a score report is available, a Create Report button is displayed. If a score report is not available, an Export SLK file button is displayed.

To generate a score report, click on the Create Report button, and work through the report options from the top of the screen to the bottom. Be sure to scroll down within the window and make adjustments as needed. When you are done, click the Generate Report button, and download (i.e. save) the report to your computer. The report will be saved as an editable Word document.
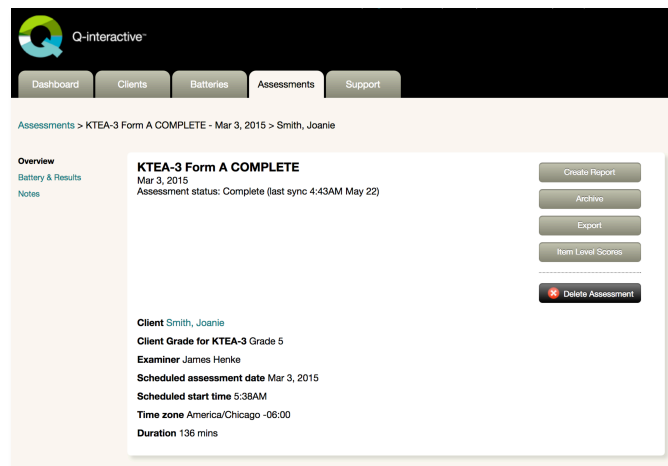
If a score report is not available, click on the Export as SLK file button. The SLK file is a formatted Excel file that can be printed or inserted into a report.

Item Level Scores: Item level scores can be viewed by clicking the Item Level Scores button on the assessment session home screen. You can navigate from subtest to subtest via the arrows at the top of the screen. The Print All Item Data button will send the report to your printer.

For subtests that display a stimulus on the client iPad during administration, you will see a Show Stimulus button next to each item. Clicking this button will open a window displaying the item stimulus, allowing for aid in test interpretation. Note: Some subtests, like WISC-V Block Design, already display stimuli on the Item level Score page. In this case, there will be no Show Stimulus button as it is already displayed.


Battery & Results: Clicking the Battery & Results link on the left side of the assessment session home screen allows you to review all of the subtest, composite, and comparison data. These data are also visible in Assess (before an assessment in transferred/removed from the iPad). You can click the arrows next to the test and subtest names to expand the view.
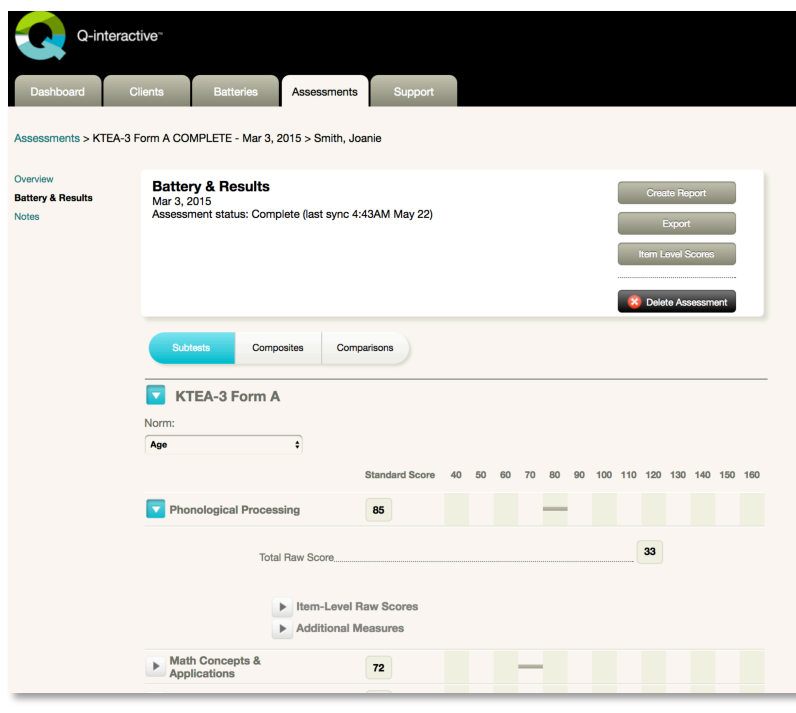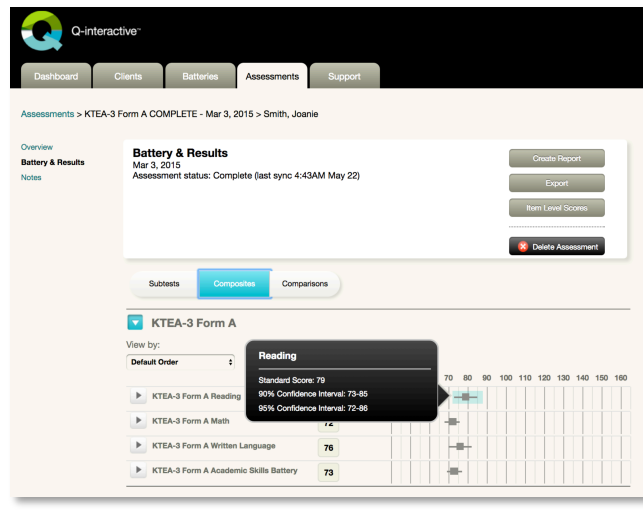
Hover the cursor over the bar graphs adjacent to each scaled/index/standard score to view additional details via the pop-up. This can be done in Assess by tapping on the bar graph.

Notes: Clicking the Notes link on the left side of the assessment session home screen allows you to review the notes you took during the session. Clicking on a note image will bring up a full-screen view. Notes are only image files and are not printable.
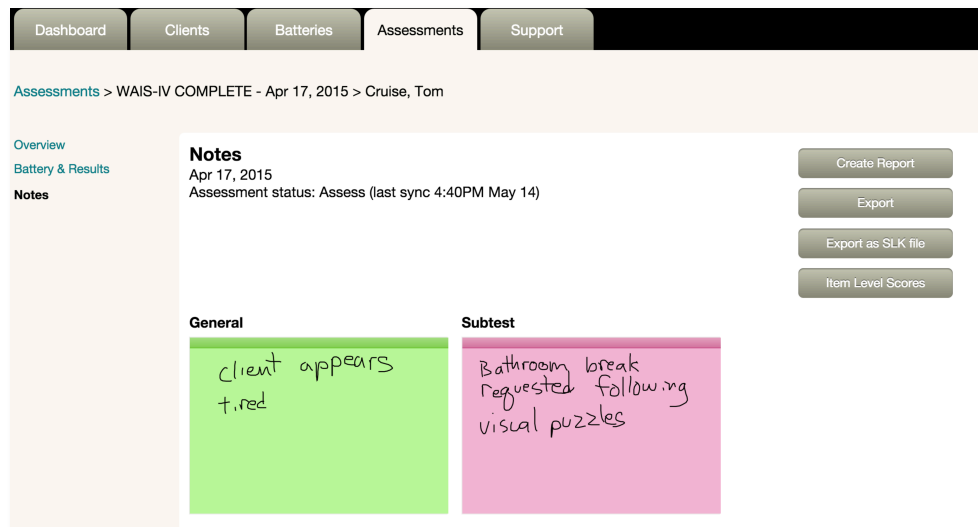
Archiving a Completed Assessment. Archiving an assessment removes it from the Reporting and Exporting list under the Assessments tab; however, archived assessments can still be accessed through the Archived Assessments link found under the Assessment tab or by going to the client profile. Use the following steps show how to archive an assessment.
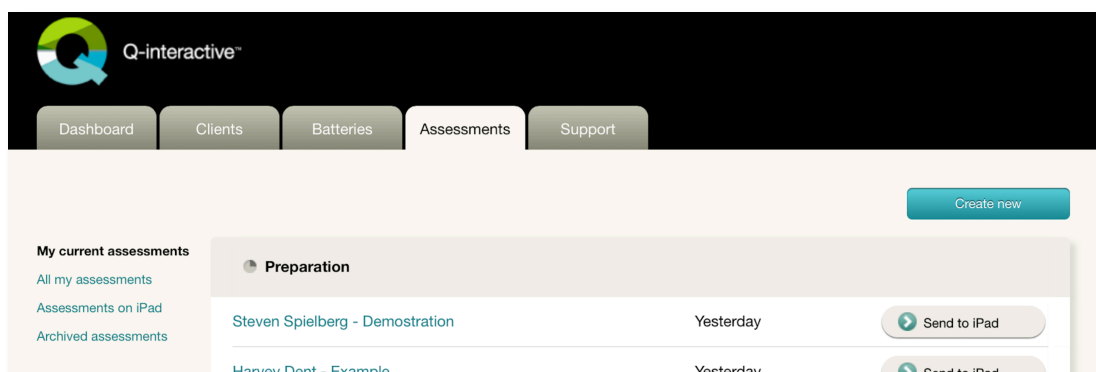
Step 1: From the Assessment Tab, click on the name of the assessment listed under the Reporting and exporting heading.
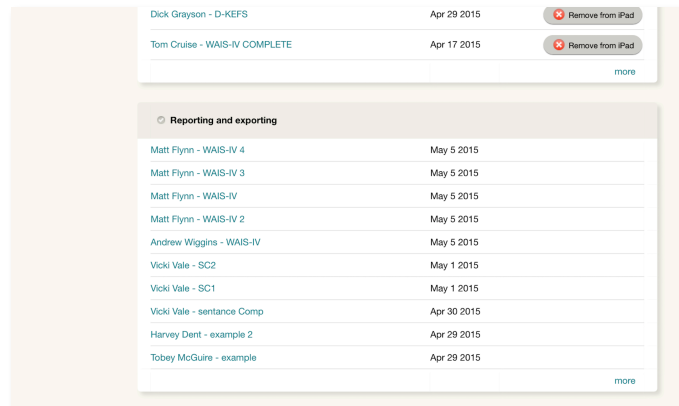

Step 2: Click the Archive button on the right side of the screen.
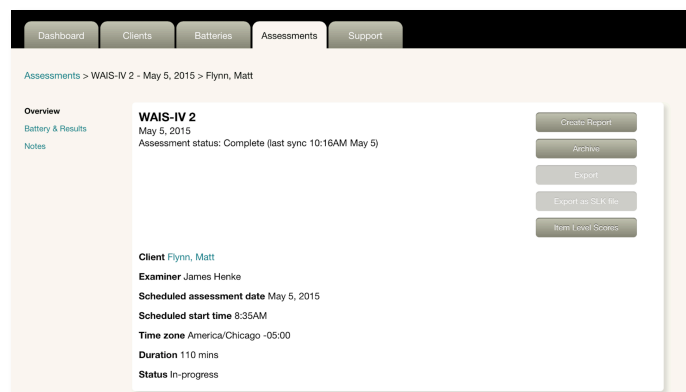
After an assessment has been archived, it can still be accessed by clicking the Archived assessments link, or by going through the client profile.

Administrative Functions. Users with administrator rights can manage users, assign licenses, move pre-purchased Usages between licenses, generate usage reports, adjust the account's data privacy policy, and delete clients and/or assessment sessions from Central. To delete a client or assessment, use the Clients or Assessment tabs. All other administration functions can be found by clicking on the Admin link at the top right of the screen, and then clicking on the Entity Dashboard link on the following screen.
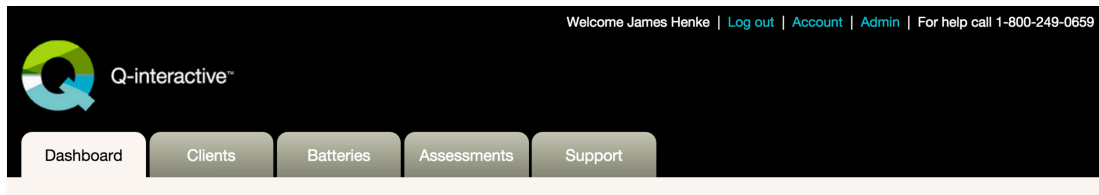
The administrative functions are organized into three tabs: User Management, Assessment Privacy, and Reporting.

User Management Tab: This has two sections: Licenses and Users. The Licenses section lists all licenses associated with the account, including the instruments associated with each license, each license's expiration month and year, the number of usages purchased for each license, and the user (i.e., practitioner) seats available for each license. The Licenses section is divided into 2 sections: Active Licenses and Expired Licenses.

Pre-purchased subtest Usages are displayed as the number of available Usages over the total Purchased for a license. In the example on the right, 900 subtests were purchased for this license, and 898 subtests are still available. The license also has 10 practitioner seats that were purchased, and 9 of the seats are still open.

Available/Purchased	Users Available
898 / 900 ⇄	9 / 10

Moving Usages Between Licenses: While pre-purchased subtest Usages are assigned to a license when ordered, Admins and Admin Assistants (user roles are discussed in more detail below) have the ability to move Usages from license to license. This is achieved by clicking on the arrow icon you want to move Usages **from**. This results in a text box appearing to the right of the other licenses on your account, allowing you to enter the number of usages you want to transfer from the selected license to the other licenses on your account.

After entering in the desired number of Usages for each license, click on the check box for each modified license to confirm the entered amount, and then click on the Save button to finalize the transfer. After saving, all of the modified licenses will reflect the updated number of available usages, and will now be available to users with the corresponding license on your account.

License Name	License Type	Instruments	Exp. Date	Available/Purchased	
Active Licenses Expired Licenses					Hide
7+ Sample License	7+ Standard	show all	Jan 2019	898 / 900	Cancel Save
Academic Licenses	Academic	show all	Oct 2018	1550 / 1550 + 10	✓
SLP License	SLP	show all	Sep 2018	550 / 550 + 35	✓

The Users section lists the users added to your account and any licenses that have been assigned to them. After the user establishes their password, the Welcome Email column will change from "Resend" to "Confirmed." If needed, administrators can resend the Welcome Email by clicking the Resend button.

Users

Active Users Archived Users

Change License ▾   search by name   New User

All	Name	License Name	License Status	Welcome Email	User Role	
☐	Demo, SLP	SLP License	Active	Confirmed	Practitioner	Archive
☐	Examiner, Practice	7+ Sample License	Active	Resend	Practitioner	Archive
☐	Example, Teacher	Academic Licenses	Active	Confirmed	Practitioner	Archive
☐	User, Sample	7+ Sample License	Active	Confirmed	Admin	Archive

Administrators can remove or adjust the license a user is associated with by checking the box next to the user's name and then placing a check next to what they want to do under the Change License menu (i.e., remove the license or assign the user to a different license and applying the changes).

Creating a New User: Administrators and Admin Assistants can create a new user by clicking the New User button. On the next screen, the administrator will fill out all of the information and then select a role, the username, and the type of license the user will have. The actual user will establish his or her password after receiving the Welcome Email. Note that the Welcome Email is sent automatically after the Save button is clicked.
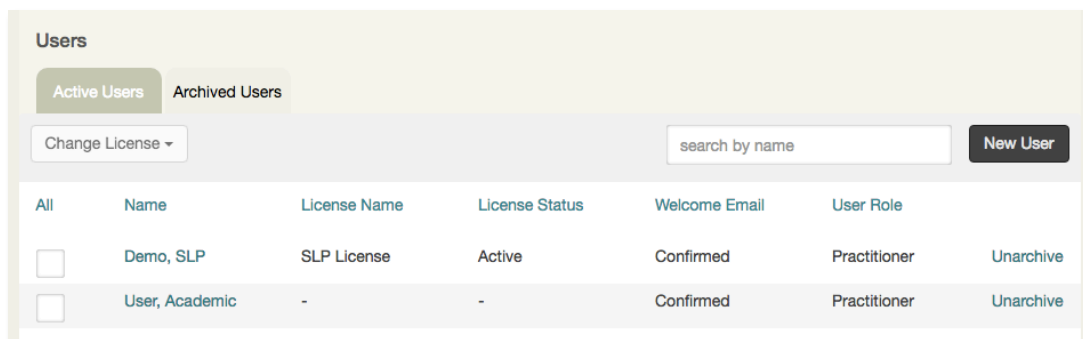
Administrators can enable and disable accounts using the Account Status field. When enabled, a user can access the system; and when disabled, the login information the user has will no longer be functional. Adjusting this status may be appropriate when the user leaves the organization, for example. The Account Status field can be found on the Create New User screen or by clicking a user's name under the User Management tab.

Users can have one of three roles: Admin, Admin Assistant, or Practitioner.

- **Admin:** Administrators can view and use all administrative functions. They can also view all client data within the account.
- **Admin Assistant:** Admin assistants can view and use the administrator functions found within the Admin section; however, they cannot view any client data or assessment results.
- **Practitioner:** Practitioners can administer tests, but they do not have an Admin link, and they do not have access to any administrative functions.
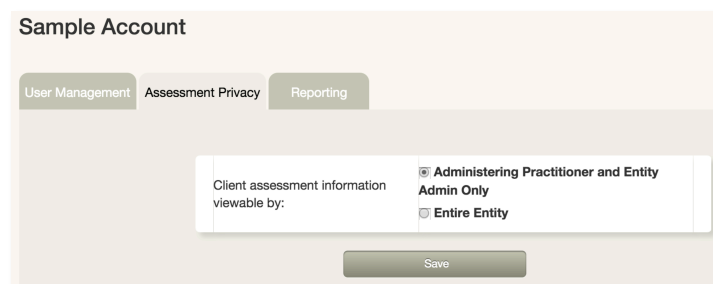
Archiving Users: Admins and Admin Assistants can move users from the Active Users to the Archived Users tab. This does not automatically Disable the user (see above), but instead simply moves them to a different view to allow for easier user management. To Archive a user, click on the Archive link in the far right column to move the user from the Active Users tab to the Archived Users tab. Alternatively, clicking the Unarchive link will move the user back to the Active Users tab.

Assessment Privacy Tab: The Assessment Privacy tab allows an administrator to adjust the visibility of all of the clients' assessment information. Accounts automatically default to only allow the administering practitioner and the account administrator to view any of the clients' assessment information; however, this setting can be adjusted to allow all practitioners in the account to view any client's assessment data.

Reporting: The Reporting tab allows administrators and admin assistants to generate and print usage reports for a specific window of time, filtered by Practitioner, Client, or Test.

After establishing the specific window of time and selecting the filter (i.e., view), click the Submit button to view the results. The figure below shows a sample report.