MHS Online Assessment Center

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Welcome

Welcome to the MHS Online Assessment Center. The MHS Online Assessment Center is a site that allows you to administer and score MHS assessments. This help file will give you the basics on how to get started using the site.

Basic Tasks include all the tasks you will need to create forms and score assessments.

If you are just getting started, we suggest you follow all the basic tasks in order, starting with Creating Folders.

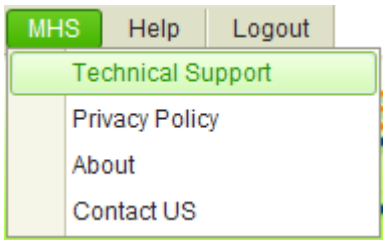
Settings and Administrative Tasks shows you how to change your password, time zone, update folders, and view reports.

Introduction

This quick start guide will help you get started using the MHS Online Assessment Center. We recommend that you review this document before getting started. If you have questions about this documentation or the product, contact MHS Customer Service by phone between 8:00am and 6:00pm EST.

In the USA: 1.800.456.3003
In Canada: 1.800.268.6011
Internationally: +1.416-492-2627

If you experience any technical problems after reviewing these documents, contact Technical Support through the MHS menu option in the top left corner of the MHS Online Assessment Center page.



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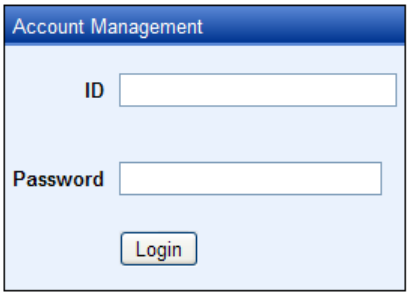
Accessing the MHS Online Assessment Center

To access the MHS Online Assessment Center, browse to www.mhsassessments.com/mac. Enter the ID and temporary password provided to you by MHS. Click Login.



The first page that opens is the Terms and Conditions of Use page. This page appears only the first time you log in. When you have read and agreed to the terms and conditions outlined on this page, click I Accept to continue.

Next, the Security Settings page opens. This page also appears only the first time you log in. To ensure that only you can access your data, change your temporary password to something more meaningful to you.

To change your password,

Complete the fields on the Security Settings page. Your new password must be at least 6 characters long, and MHS recommends the following:

- At least one upper case letter (A–Z)
- At least one lower case letter (a–z)
- At least one number (0–9)
- Special characters (@#$!) are allowed

In the Password Hint field, enter a clue that will remind you what your password is. This hint will be emailed to you if you click Click here if you forgot your password on the login page.

Click Save.

Your password has been changed and the Home page opens. The next time you log in, use your new password. You can change your password at any time by clicking Settings on the Folders page, then selecting Security Settings.

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Basic Tasks

Creating Folders

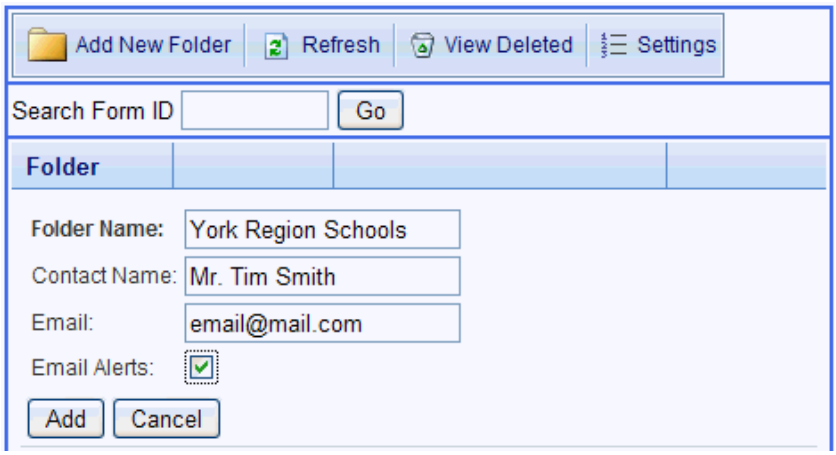
The first action you need to perform after you have signed in to the MHS Online Assessment Center is to create at least one folder to hold your assessments.

Before you begin, decide how you want to organize your folders; for example by school, by district, or by type of assessment. You must have at least one folder.

To create a folder,

1. Click Add New Folder on the Folders page.

2. Enter a name for the folder and the name of the contact person (e.g., the school psychologist) for the group of assessments that will go into the folder.
   Enter the email address for the contact person.
   To receive an email notification every time an online assessment has been completed, place a checkmark in the Email Alerts checkbox.



3. To save the folder, click Add.

You have added a folder. This folder now appears in your folder list.

To open the folder, click Open.

Next Step: Creating Forms

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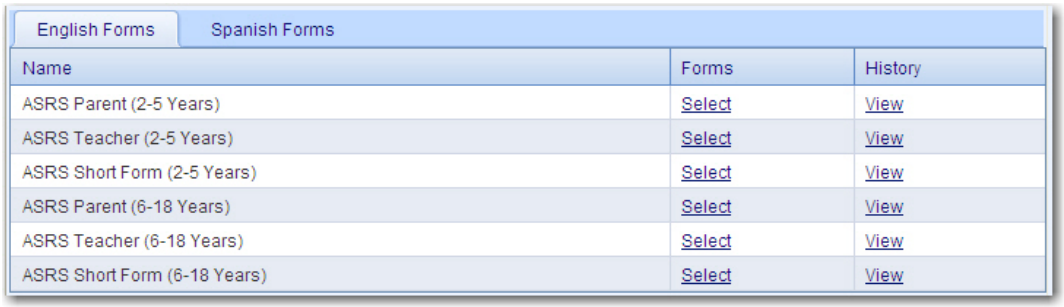
Creating Forms

The MHS Online Assessment Center allows you to print your own paper forms for paper-and-pencil administrations. On the Home page there are options for both Paper Administrations and Online Administrations.

To create a paper form,

1. Click Get Paper Form.

2. Select the product from the product list.
3. If applicable, select the language of the forms. The English Forms tab is selected by default.
3. Click Select beside the form name in the Forms column. The available forms of this type are displayed.



Two tabs are located near the top of the screen:

- **Available:** This tab lists all forms for that particular assessment type that are available to be created and administered. This tab opens by default.
- **Pending:** This tab lists all forms for that particular assessment type that have been created and are waiting to be scored.

4. Under the Available tab, place checkmarks beside all the forms you would like to create. To create more than one of this type of form, select more than one checkbox. Since each form has a unique Form ID number that can only be used once, we recommend making a note of each one; this will allow you to find the form quickly when entering responses and generating reports.

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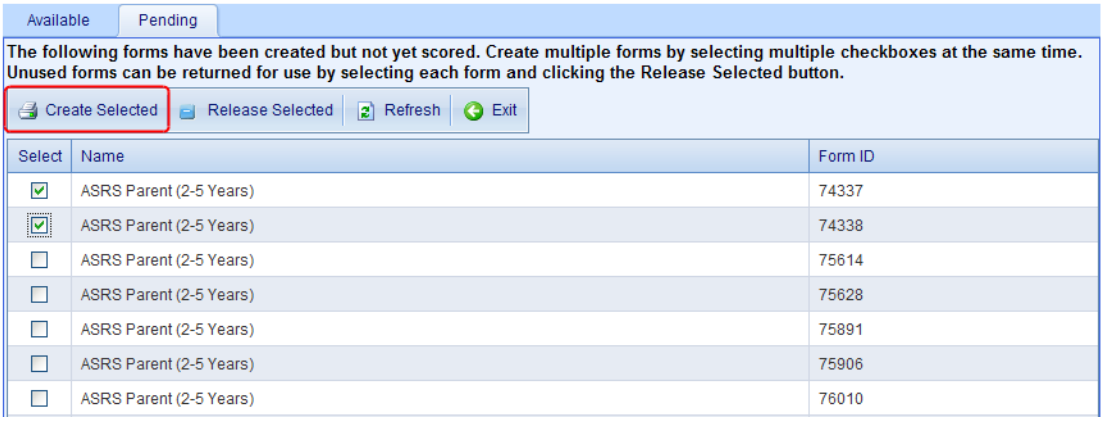
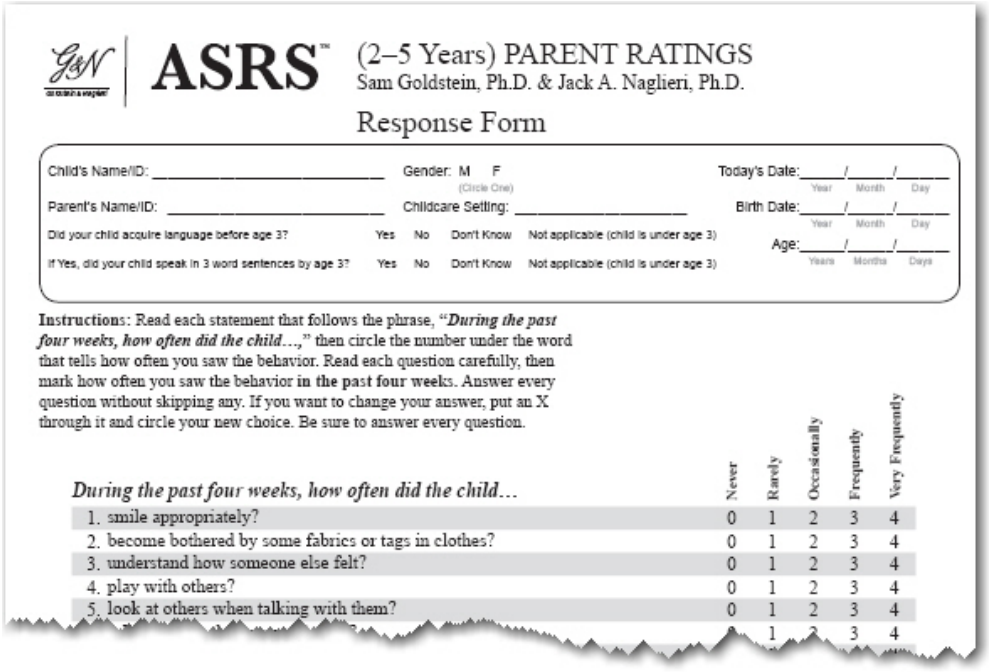
5. Click Create Selected.
   Since all users using the same account have access to all forms in the Available folder, it is possible that multiple users may be trying to create the same form at the same time. If this occurs, you will be prompted to select a different Form ID.



The View Forms page opens, showing the forms created.

Click Open to open the PDF containing your form(s).


ASRS™ (2–5 Years) PARENT RATINGS
Sam Goldstein, Ph.D. & Jack A. Naglieri, Ph.D.

Response Form

Child's Name/ID: _____ Gender: M F (Circle One)
Today's Date: ____/____/____ (Year Month Day)
Parent's Name/ID: _____ Childcare Setting: _____
Birth Date: ____/____/____ (Year Month Day)
Did your child acquire language before age 3? Yes No Don't Know Not applicable (child is under age 3)
Age: ____/____/____ (Years Months Days)
If Yes, did your child speak in 3 word sentences by age 3? Yes No Don't Know Not applicable (child is under age 3)

Instructions: Read each statement that follows the phrase, "***During the past four weeks, how often did the child…,***" then circle the number under the word that tells how often you saw the behavior. Read each question carefully, then mark how often you saw the behavior **in the past four weeks**. Answer every question without skipping any. If you want to change your answer, put an X through it and circle your new choice. Be sure to answer every question.

During the past four weeks, how often did the child…	Never	Rarely	Occasionally	Frequently	Very Frequently
1. smile appropriately?	0	1	2	3	4
2. become bothered by some fabrics or tags in clothes?	0	1	2	3	4
3. understand how someone else felt?	0	1	2	3	4
4. play with others?	0	1	2	3	4
5. look at others when talking with them?	0	1	2	3	4

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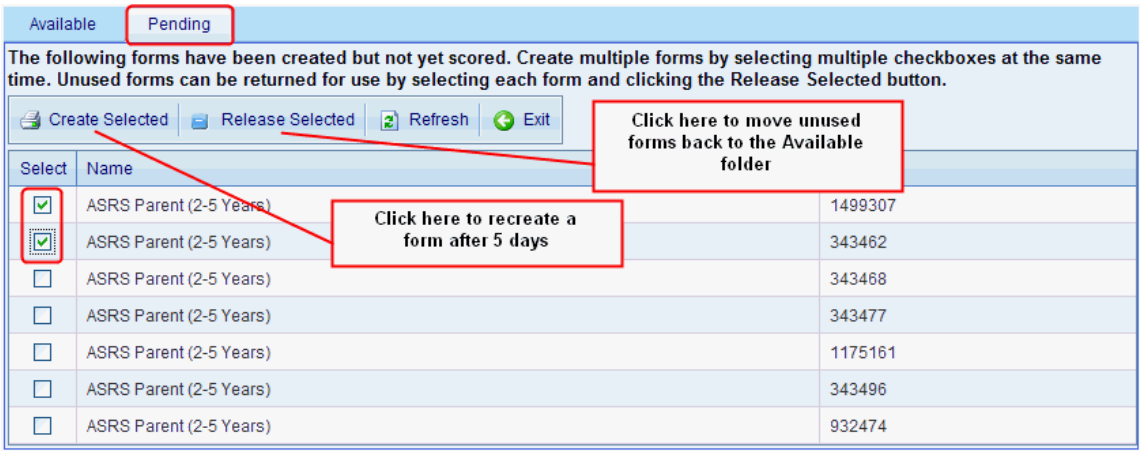
After a form is created:

- The form is automatically saved in the Pending folder; forms in this folder are waiting to be scored and are unavailable to all other users. Any unused forms can be returned for use by placing a checkmark next to the unused form and clicking the Release Selected button. This form will then re-appear in the Available folder.

  Note that releasing a form from the Pending folder makes it available to all users. You will be unable to enter paper responses once the form is released.

  You can access the form for 5 days under the View Forms page. After 5 days, you must re-create the form from the Pending folder.



You have created paper forms, which you should print for future use. The Form ID is located on the bottom right of each page of the form. You will need to enter this ID during the scoring process.

Next Step: **Entering Responses**

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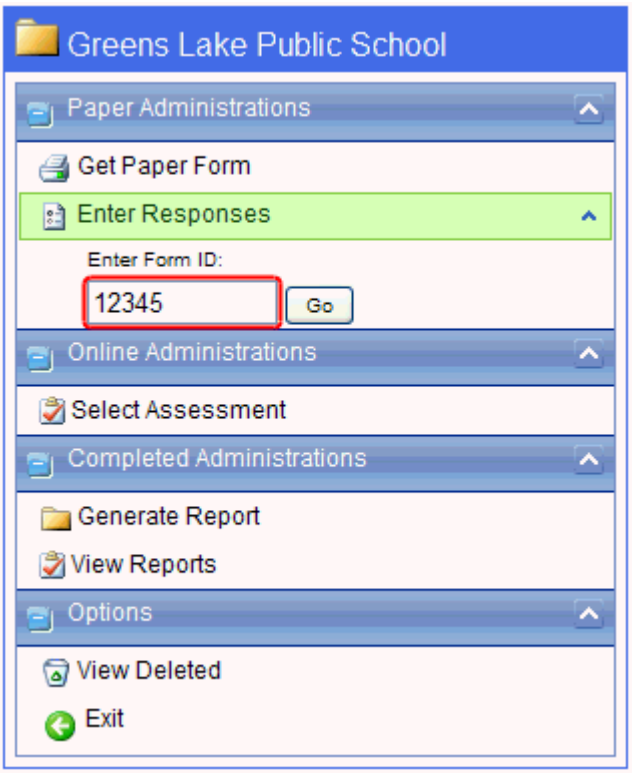
Entering Responses

Once your clients have completed and returned their paper forms, you can enter their responses into the MHS Online Assessment Center site, which will enable you to generate reports for the administrations. You only need to enter the responses for paper forms—online responses are entered and saved at the time of the administration.

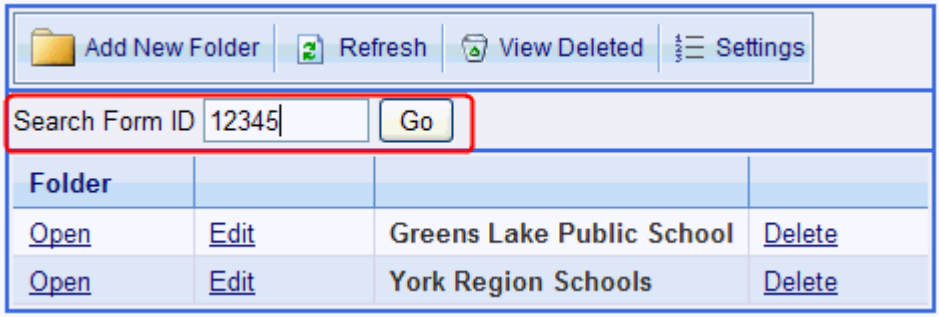
Before you begin entering responses, make sure that the form has already been created; doing so alerts the system that this particular form has been printed and is waiting to be scored.

To enter responses,

1. On the Home page, click Enter Responses.
   Enter the Form ID located on the bottom right of the paper form.



Alternatively, you can search for a form on the Folders page.



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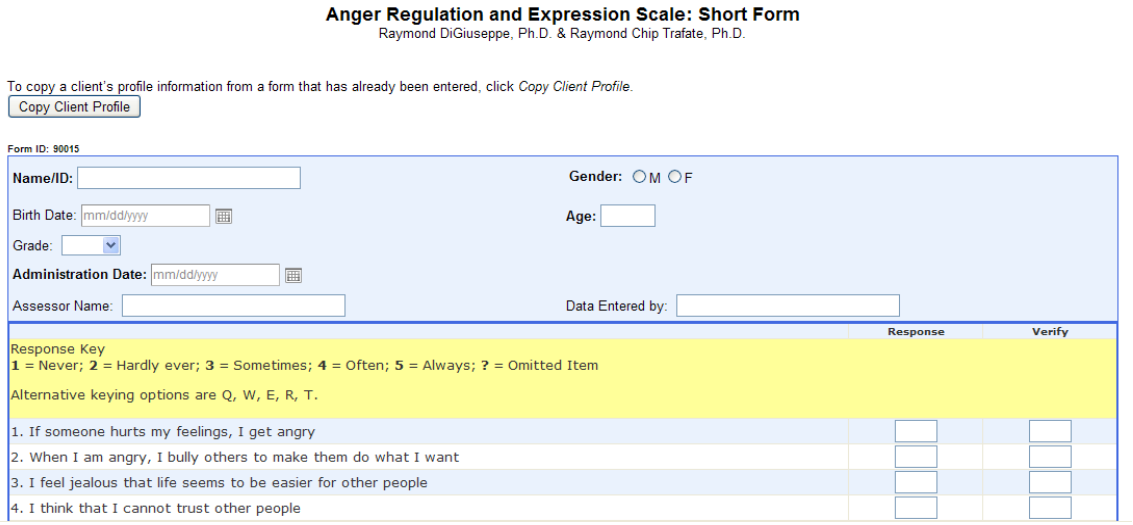
2. Click Go. A page with the blank form opens.

   Forms created before Dec 21/11: Before you enter responses for any form created before this date, you will need to assign the form to a specific folder. You will be prompted to do so if you use the search field on the Folders page.



Anger Regulation and Expression Scale: Short Form
Raymond DiGiuseppe, Ph.D. & Raymond Chip Trafate, Ph.D.

To copy a client's profile information from a form that has already been entered, click *Copy Client Profile*.
Copy Client Profile

Form ID: 90015

Name/ID: **Gender:** ○M ○F
Birth Date: mm/dd/yyyy **Age:**
Grade:
Administration Date: mm/dd/yyyy
Assessor Name: Data Entered by:

	Response	Verify
Response Key **1** = Never; **2** = Hardly ever; **3** = Sometimes; **4** = Often; **5** = Always; **?** = Omitted Item Alternative keying options are Q, W, E, R, T.		
1. If someone hurts my feelings, I get angry		
2. When I am angry, I bully others to make them do what I want		
3. I feel jealous that life seems to be easier for other people		
4. I think that I cannot trust other people		

3. If this is the first time you are entering responses for the client, ensure you enter all the required demographic information, including the Administration Date, if it is different from the current date.
   If responses have been entered for the client from a past assessment, you can save time by copying the client's profile information onto the new form.

   Note that Age is automatically calculated when the Birth Date is entered. If you do not enter the birth date, you must enter the age.

4. Enter the responses from the paper form. When entering responses, you can use one of the following keying options:

   0, 1, 2, 3
   or
   Q, W, E, R

5. Verify that you have entered all responses correctly; scores cannot be altered once you have finalized the entered responses.
   Setting up the Entry Validation option will help with this step.

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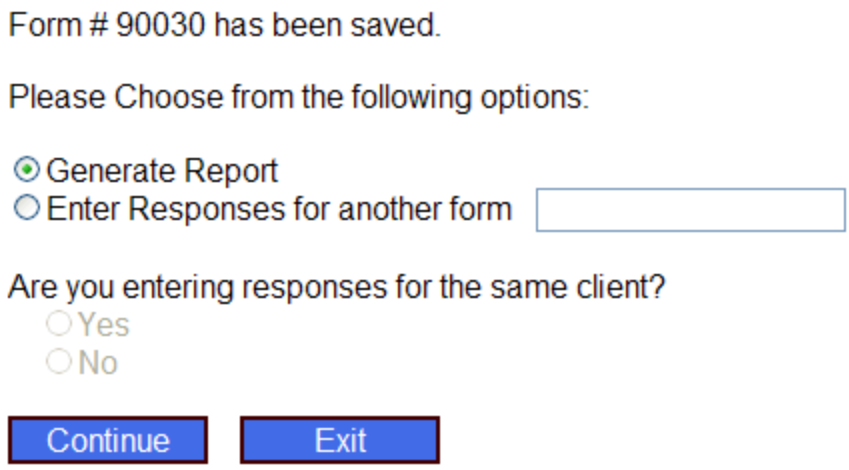
6. Click Finish.
   The Saved Form page opens.



7. To generate a report for this form immediately, select the Generate Report radio button.

   To enter responses for another form, select the designated radio button, and enter the Form ID in the text box.
   Click Yes if you wish to enter responses for the same client and copy his/her demographic information onto the new form. Click No if you wish to enter responses for a different individual.
8. Click Continue.

You have entered responses for a form. To exit back to the Home page, click Exit.

Next Step: Generating Reports

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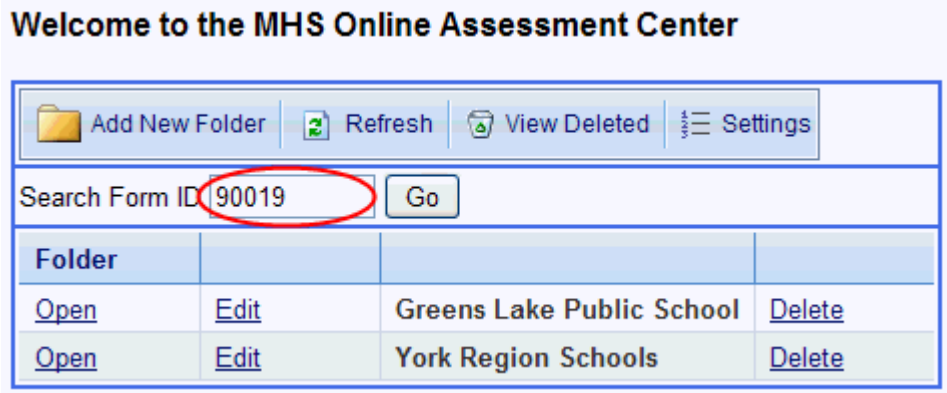
Copying Client Profile Information

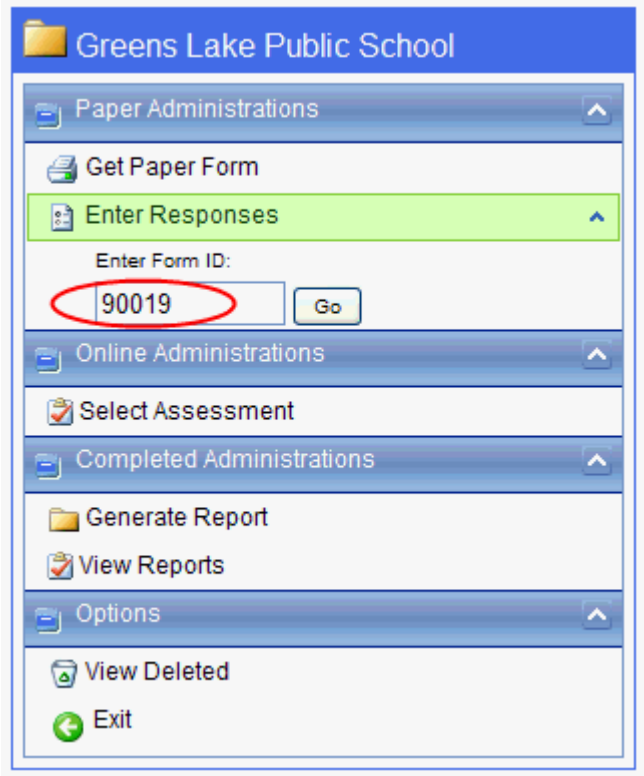
If you have to enter responses from multiple assessments for the same client, you can save time by copying the client's profile information from a previously entered form.

To copy a client's profile,

1. Create a form.
2. Enter the Form ID on the Folders page,



or within the folder where the form was originally created.



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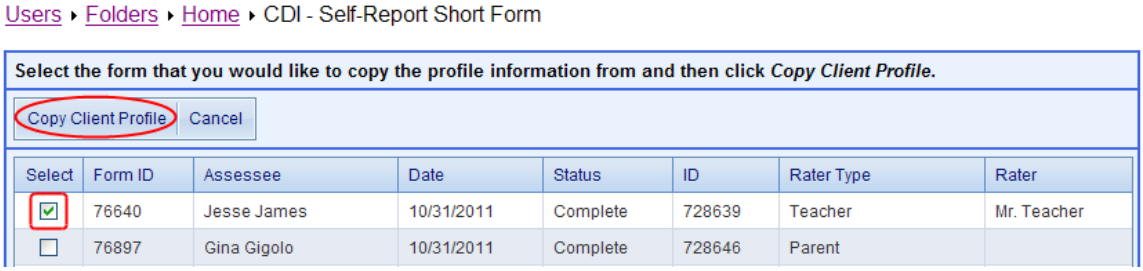
3. On the QuikEntry screen, click Copy Client Profile.

4. Select the client from the list and click Copy Client Profile.



The client's demographic information is automatically populated on the form, and you can begin entering responses.

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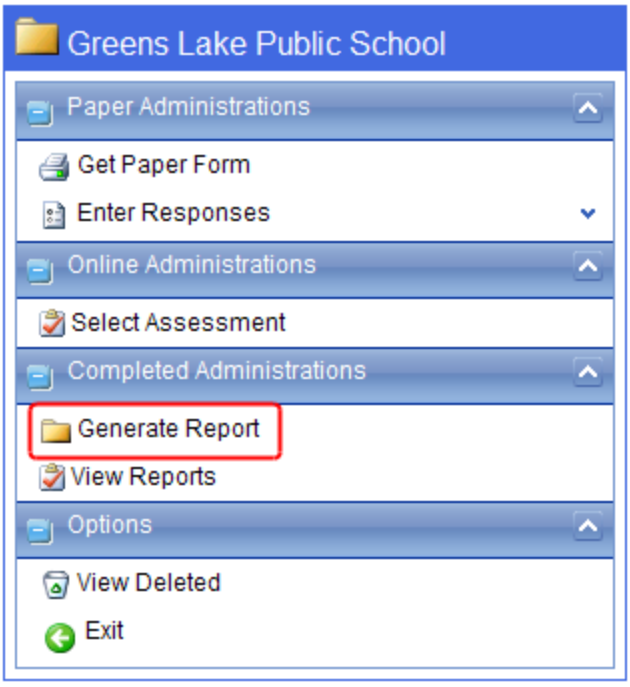
Moving Assessments

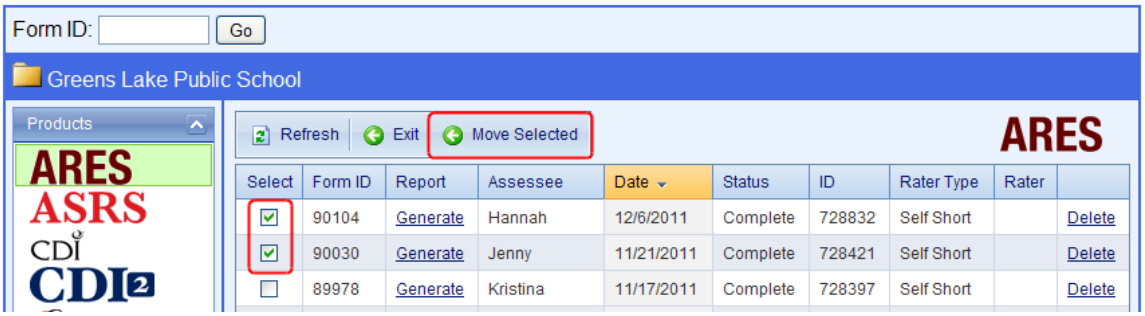
Once an assessment has been completed, it can be moved to a different folder, if necessary.

To move an assessment,

1. On the Home page, click Generate Reports.



2. Click to highlight the MHS product from the left bar. A page showing a list of all your completed assessments for that product opens. Note that both the online assessments and the paper forms you entered manually appear on this page.
3. Click to select the assessment(s) you wish to move. Click Move Selected.



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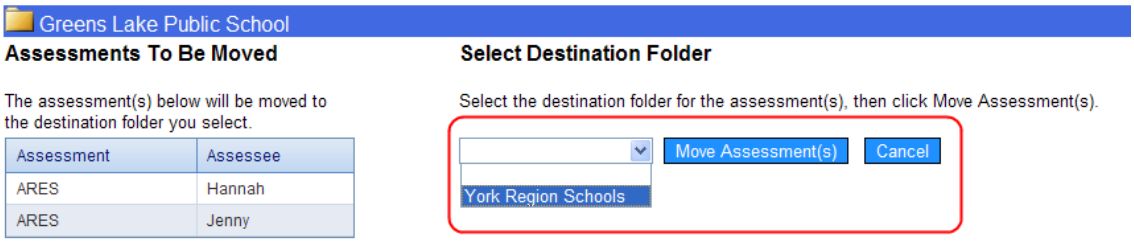
4. From the drop-down menu, select the folder where you want the assessment to be moved. Click Move Assessment(s).



5. Click OK.

The assessment(s) you selected from the original folder will be moved to the destination folder you chose.

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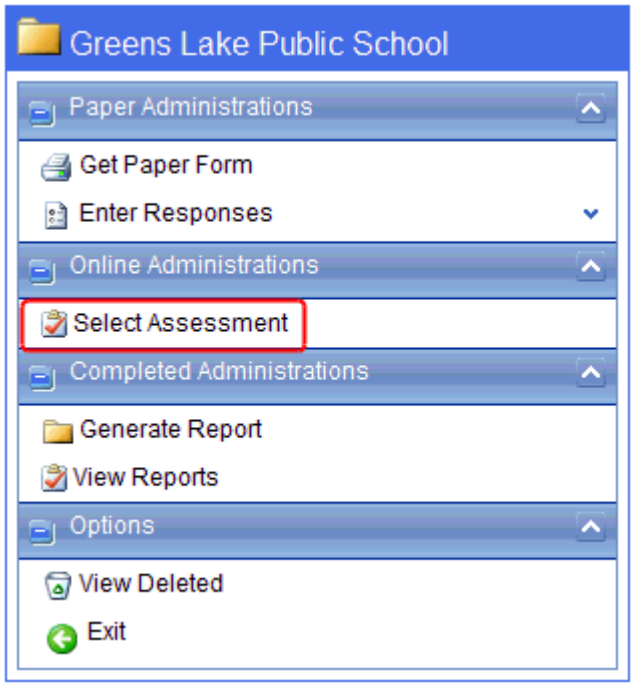
Online Assessments

There are two methods of administering an assessment online. You can start the assessment immediately if the respondent is with you, or you can email the respondent a link to access the assessment.

To access online assessments, click Select Assessment in the Online Administrations section of the Home Page.



To administer an assessment online,

1. If applicable, select the language of the assessment you would like to administer. The English tab is selected by default.
2. Select the assessment type.

   Two tabs are located near the top of the screen:

   - **Available:** This tab lists all forms for that particular assessment type that are available for use online; you can generate a link to email to a rater, or administer an online assessment for any of these forms. This tab opens by default.
   - **Pending:** This tab lists all forms for that particular assessment type that have been completed online and are waiting to be scored.

   Since each Form ID is unique and can only be used once, we recommend you make a note of it, as it will allow you to find the form quickly when generating reports.

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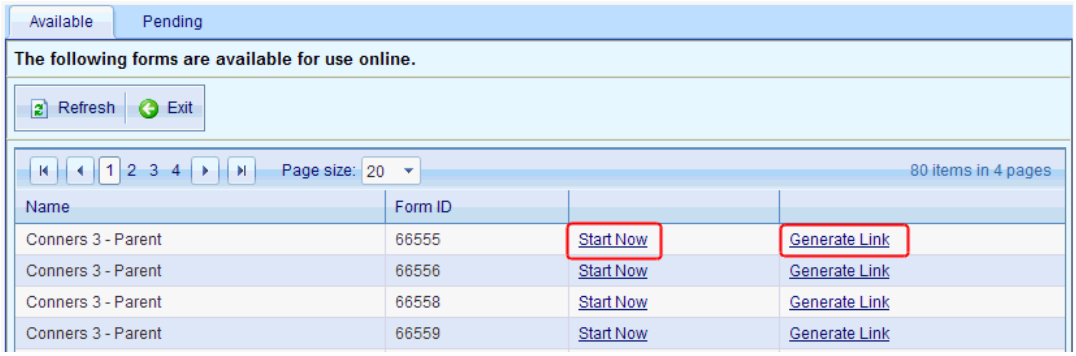
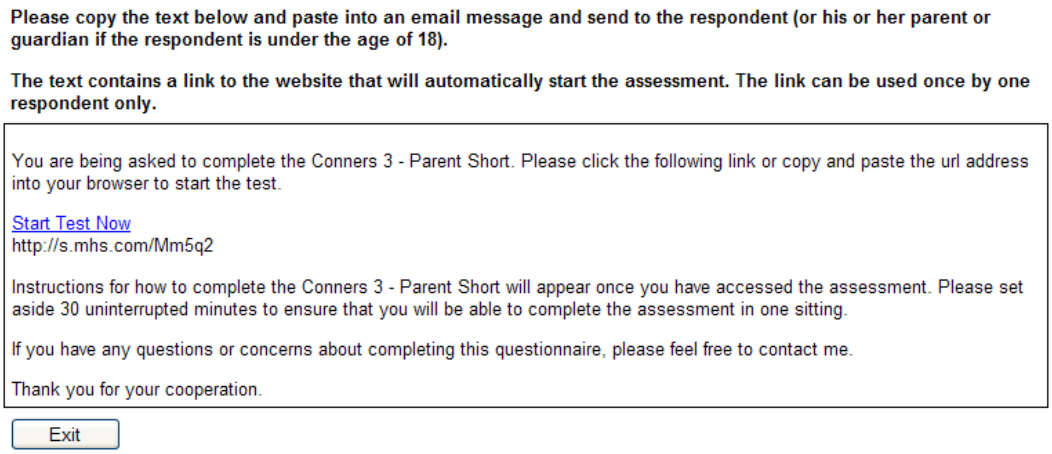
3. To start the assessment immediately, click Start Now.



A second window opens, with the assessment welcome page. (Make sure your browser is set to allow pop-ups.)

4. To send a link to a respondent via email, click Generate Link.
5. Copy the text in the box into an email message. You can add text of your own as well.



Note that the link is coded and can be used once only by one respondent only. For each respondent, you will need to generate a separate link.

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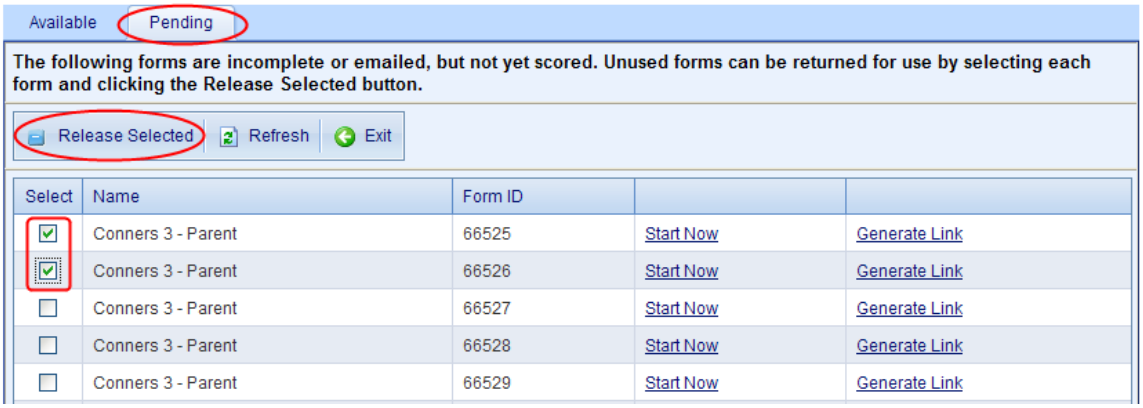
Once you have generated a link, or begun an online assessment, the form is automatically saved in the Pending folder; forms in this folder are waiting to be scored and are unavailable to all other users. Any unused forms can be returned for use by placing a checkmark next to the unused form and clicking the Release Selected button. This form will then re-appear in the Available folder.



Releasing a form from The Pending folder makes it available to all users. Note that any online links that were previously emailed to raters will remain active.

Once the respondent completes the assessment, you will be able to generate a report immediately.

Next Step: [Generating Reports]

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Generating Reports

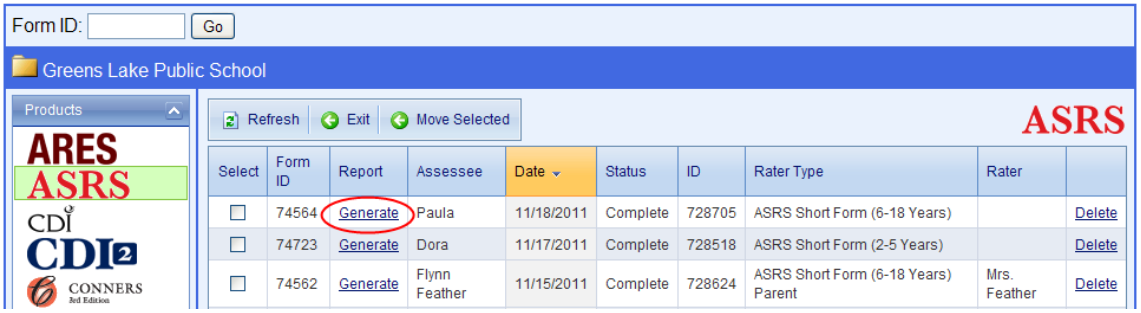
Once you have entered your client's responses or had a client complete an online assessment, you can generate a report.

To generate a report,

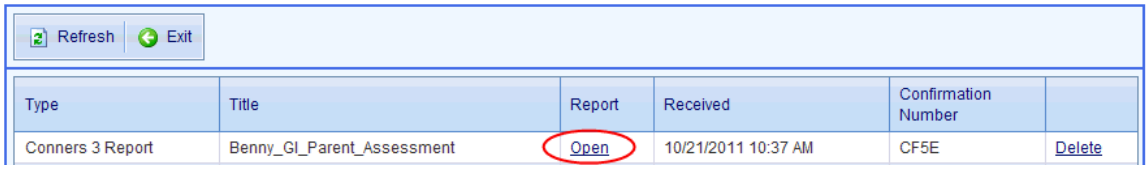
1. On the Home page, click Generate Report. Click to highlight the MHS product from the left bar. A page showing a list of all your completed assessments for that product opens.

   Note that both the online assessments and the paper forms you entered manually appear on this page.

2. Enter the Form ID and click Go or select the assessment you want a report for from the list, then click Generate.



3. Verify that you selected the correct assessment.
   If necessary, enter changes to the individual's demographic information. Note that scores cannot be modified.
4. Select the report type you want to generate. Please refer to your respective manual for a list of all report types that can be generated.
5. For some types of assessments, various norm and report options are available. If applicable, select the options you want to include in the report.
6. Click Finish. Your report is in the process of being generated on the View Reports page. Click Refresh to speed up this process.
   Your report is generated in PDF format.
7. To open the report, click the Open link in the Report column. Adobe® Acrobat® Reader® launches and the report opens. You can now save or print your report.



You have generated a report for an assessment. Reports are saved for five days. After five days, should you need the report again, you can re-generate it using the procedure outlined above.

To view all reports generated in the past five days, click View Reports on the Home page.

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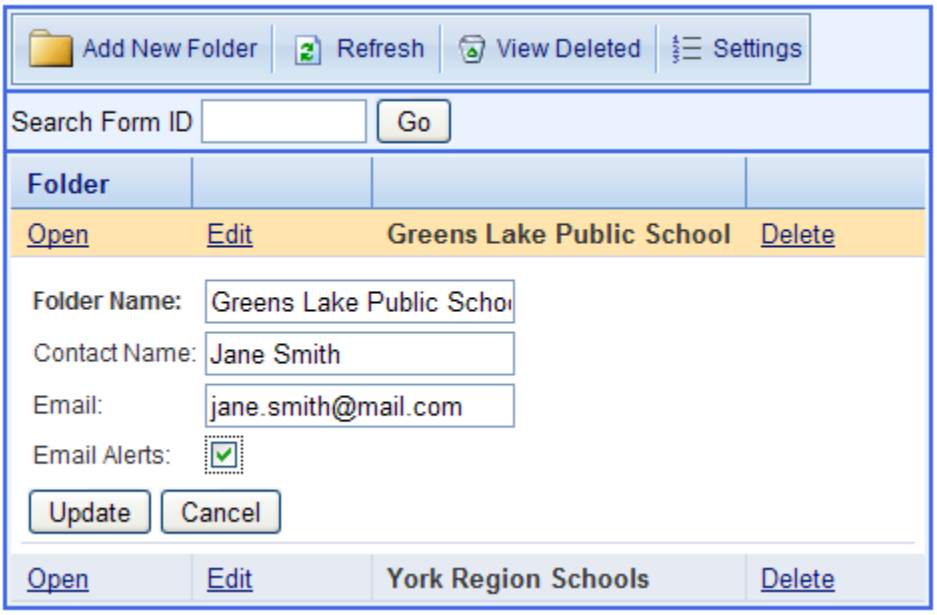
Settings and Administrative Tasks

Editing Folders

You can edit folders you created to ensure that information is up to date.

To edit a folder,

1. On the Folders page, click Edit next to the folder you want to update. The folder information opens.



2. You can change the folder name, contact name, and/or email address. Make the necessary changes and click Update.

You have updated the folder information.

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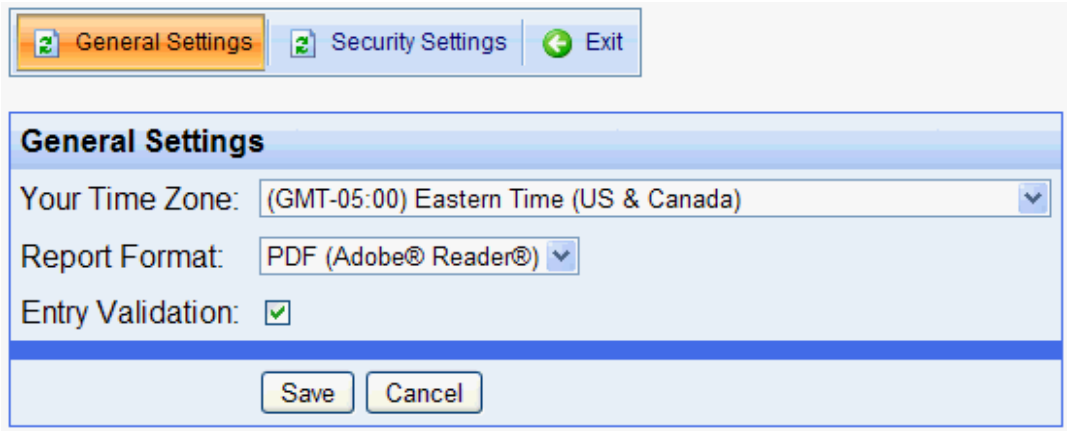
General Settings

There are two general settings you can change: your time zone and the report format. We strongly suggest that you keep the report format as PDF to minimize report file sizes and cut down on the time it takes for the reports to be generated.

To change your general settings,

1. On the Folders page, click Settings.
   The Settings page opens with the General Settings tab selected.



2. **Your Time Zone:** click on the drop-down arrow next to Your Time Zone. Select your time zone.

3. **Report Format:** click on the drop-down arrow next to Report Format. We strongly suggest that you do not change the report format to RTF. PDF (Adobe® Reader®) format creates smaller report file sizes and cuts down on the time it takes to generate reports.

4. **Entry Validation:** This feature allows you to enter the responses from each paper assessment twice. This helps protect against data entry errors by comparing the two sets of responses against each other and prompting you to make corrections if there are any discrepancies. Uncheck this box if you prefer to enter responses only once.

5. Click Save to accept your changes.

You have changed your general settings. To change your password for the site, you will need to change your security settings.

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Password Settings

The first time you access the MHS Online Assessment Center, you will be asked to change your password. Any time you would like to change your password, you can do so through the security settings.

To change your password,

1. On the Folders page, click Settings.
2. Select the Security Settings tab.

3. Enter your old password and your new password. It is highly recommended that a strong password be used. Your new password must be at least 6 characters long, as well as the following :
    - At least one upper case letter (A–Z)
    - At least one lower case letter (a–z)
    - At least one number (0–9)
    - Special characters (@!#$%) are allowed
4. Re-enter your new password and enter a password hint. This hint should be something to help your remember your password.
5. To save your new password, click Save.

You have changed your password. You can also change your time zone using the General Settings tab.

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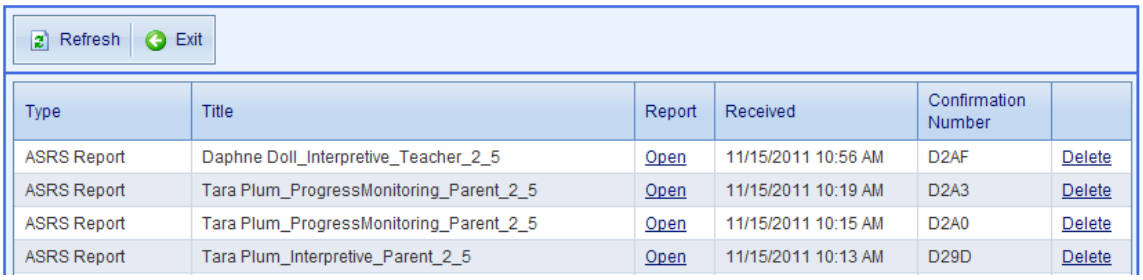
Viewing Reports

The reports you generate will be saved for five days after the date of generation. You can open, print, or save them to your computer. After five days, you will need to re-generate the reports, should you need them again.

To view a report,

1. On the Home page, click View Reports.

2. To open a report, click the Open link. Adobe® Acrobat® Reader® launches and the report opens in a new window. (If you have changed your general settings to generate reports in .rtf format, you will be prompted by a popup window. Click Save to save the report to a location on your computer.)



You have viewed your report. You can now print this report, or save this report to your computer.

To return to the Home page, click Exit.

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