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PAA Psychological
Assessments
Australia

Getting Started with the MHS Assessment Center



Introduction

This quick start guide will help you get started using the MHS Assessment Center. If you have questions about this documentation or the product, contact PAA Customer Service by phone on 02 9589 0011 between 9am and 5pm AEST or email info@paa.com.au

Accessing the MHS Assessment Center

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

Note that you will use this same ID to access your forms as well.

A screenshot of the 'Account Management' login form. The form has a blue header with the text 'Account Management'. Below the header, there are two input fields: 'ID' and 'Password'. Below the 'Password' field, there are two buttons: 'Login' and 'Help'.

[Click here if you forgot your password.](#)

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 Change Password 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,

1. Complete the fields on the Change Password page. Your new password must be at least 6 characters long.
2. In the Hint field, enter something 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.

3. Click Update.

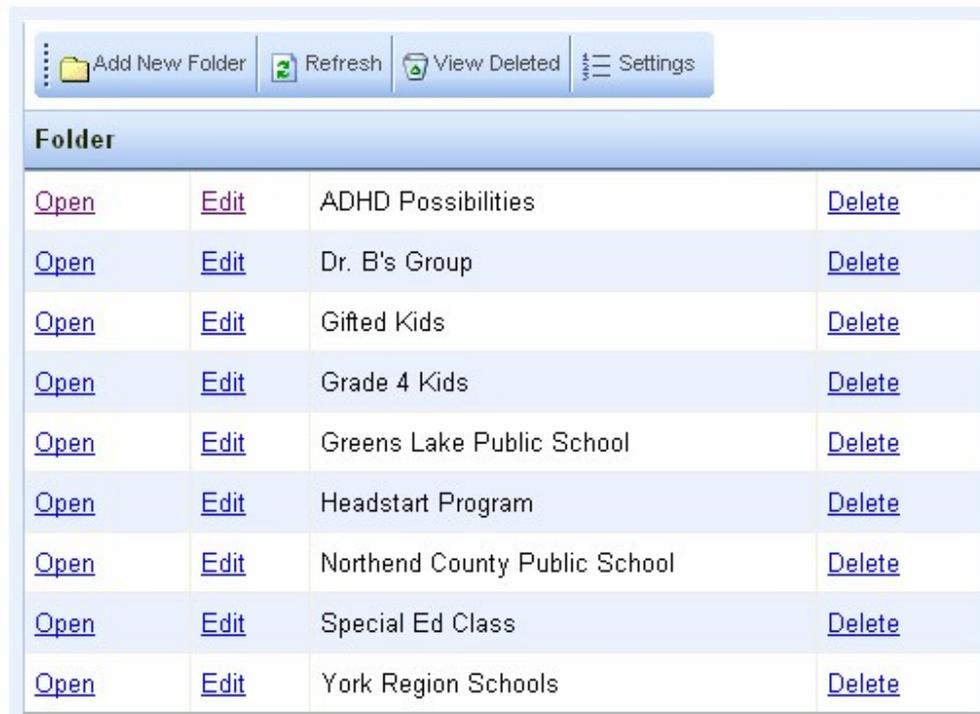
Your password has been changed and the Home page opens. The next time you log in, use your new password. You can change your password at any time by clicking Settings on the Folders page.

Setting Up Folders

The Folders page help you manage groups of assessments. Think of the folders you create here as filing cabinets where you would store the assessment files for your clients (e.g., students being referred for evaluation). You can group the assessments by school, geographical area, administrator, or some other criteria. Set up a folder system that is meaningful to you.

► Home

Welcome to the MHS Assessment Center



| Folder | | | |
|----------------------|----------------------|-------------------------------|------------------------|
| Open | Edit | ADHD Possibilities | Delete |
| Open | Edit | Dr. B's Group | Delete |
| Open | Edit | Gifted Kids | Delete |
| Open | Edit | Grade 4 Kids | Delete |
| Open | Edit | Greens Lake Public School | Delete |
| Open | Edit | Headstart Program | Delete |
| Open | Edit | Northend County Public School | Delete |
| Open | Edit | Special Ed Class | Delete |
| Open | Edit | York Region Schools | Delete |

To add a new folder, click Add New Folder. Enter the folder name, contact name, and email address for the administrator of the folder (usually yourself). If you would like to receive an email notification when online assessments are complete, check Email Alerts. Click Add to add the new folder.

Once you have set up a folder, click Open to open it. The Home page opens.

► [Home](#)

The screenshot shows the PAA Home page for 'Greens Lake Public School'. The page is divided into several sections:

- Paper Administrations:**
 - Get Paper Form:** Select and then print a paper form.
 - Enter Responses:** Enter the respondent's responses from a paper form. You will need to enter your paper form number first.
- Online Administrations:**
 - Select Assessment:** Select the assessment you want to administer online. The choices then include sending an email link to the respondent or starting the assessment immediately.
- Completed Assessments:**
 - Generate Report:** Generate a report from a paper or online assessment that has already been completed.
 - View Reports:** View the reports you generated in the last 5 days.
 - View Assessments:** View all the assessments in this folder.
 - View Deleted:** View all the items you deleted in the last 10 days.
- Options:**
 - Exit:** Exit to Home page.

Printing Paper Forms

Click Get Paper Form on the Home page. The Select Form page opens, showing in the left bar the MHS products you can choose from and in the right window, all the forms available for those products. Click Select in the Forms column for the appropriate form.

The screenshot shows the 'Select Form' page. On the left, there is a 'Products' sidebar with logos for CONNERS 3rd Edition, CONNERS Comprehensive Behavior Rating Scales, CAS-R, and JR. The main content area has a 'Refresh' button, 'View Forms' button, and 'Exit' button. Below these are tabs for 'English Forms' and 'Spanish Forms'. A table lists the available forms:

| Name | Forms | History |
|-------------------------------|------------------------|----------------------|
| Conners 3 - Parent | Select | View |
| Conners 3 - Parent Short | Select | View |
| Conners 3 - Teacher | Select | View |
| Conners 3 - Teacher Short | Select | View |
| Conners 3 - Self-Report | Select | View |
| Conners 3 - Self-Report Short | Select | View |

Place a check mark next to at least one form. To create multiples of the form, click in one box for each form you want to create, then click Create Selected.

The View Forms page opens, showing a processing icon in the Title column.

| Type | Title | Form | Received | Confirmation Number | Delete |
|------------|----------------|----------------------|-------------------|---------------------|--------|
| CRS-R --- | | | 9/26/2006 1:05 PM | | |
| CRS-R Form | CPRS-R-L Forms | Open | 9/26/2006 9:38 AM | 77FA | |
| CRS-R Form | CPRS-R-L Forms | Open | 9/25/2006 3:40 PM | 77F1 | |
| CRS-R Form | CPRS-R-L Forms | Open | 9/25/2006 2:25 PM | 77EE | |

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[About SSL Certificates](#)

Once the form has been created, click Open. Adobe Reader launches. The form opens in PDF format. Note that if you created multiple forms, they will all be saved in one, multi-page PDF document. Each form has its own unique form number located at the bottom right corner of the page. You can now print the PDF. The created forms will be removed from the MHS Assessment Center in 5 days.

Entering Responses

After your client has completed the assessment, you must enter the responses from the paper form to be able to generate a report. On the Home page, click Enter Responses and enter the form ID (found at the bottom right of the form) into the Enter Form ID box and click Go. The next page displays the form where you enter the client demographics and responses.

Administering Online Assessments

On the Home page, click Select Assessment under Online Administrations. The next page displays all your available online assessment products. Click Select in the Tests column of the assessment you want to administer.

| Available | | Pending | |
|---|---------|---------------------------|-------------------------------|
| The following forms are available for use online. | | | |
| Refresh Exit | | | |
| Change page: < > Displaying page 1 of 3, items 1 to 20 of 50. | | | |
| Name | Form ID | | |
| Conners CBRS Self | 99107 | Start Now | Generate Link |
| Conners CBRS Self | 99108 | Start Now | Generate Link |
| Conners CBRS Self | 99109 | Start Now | Generate Link |
| Conners CBRS Self | 99443 | Start Now | Generate Link |
| Conners CBRS Self | 99444 | Start Now | Generate Link |

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You have the choice to start the test immediately or generate an email link to send to the respondent. **Make a note of the form ID associated with this test as you will need it later to generate a report.**

If your client is sitting with you and you want him or her to take the test immediately, click Start Now. This opens a new window, with the applicable test. Note that you may need to disable your pop-up blocker for this option to function properly.

If you would like to email a link to your client so he or she can access the test from home or another location, click Generate Link. The next page displays text that you can copy and paste into your email message. Note that the link provided on this page can only be used once by one client only. That is, if you are asking two teachers to complete an assessment, you will need to select and generate a separate link (i.e., with a unique form ID) for each one of them.

Generating Reports

Clicking Generate Reports on the Home page opens the Assessment screen. On this screen appears a box where you enter your Form ID. This is the code associated with each paper or online form completed through the MHS Assessment Center. Each online assessment has a form ID, just like a paper form. You find the online form ID on the Test Type page when selecting your online assessment method (see the screenshot above). You can also find it by clicking View Assessments on the Main page.

To generate a report, enter the form ID number, then click Go. Verify that you have selected the correct form and respondent, and select the report type, norm options, and other report options (if applicable), then click Finish at the bottom of the page. The View Reports page opens where you can open the report once processing is complete. You may then save or print the report. You may access reports for up to five days by clicking View Reports from the Home page. After five days, you will need to regenerate the report if you need to access it again.