

# OVERVIEW OF CLINICIAN-ADMINISTERED KSADS-COMP



[www.KSADS-COMP.com](http://www.KSADS-COMP.com)

608-406-2621

©KSADS-COMP, LLC, 2019 All rights reserved

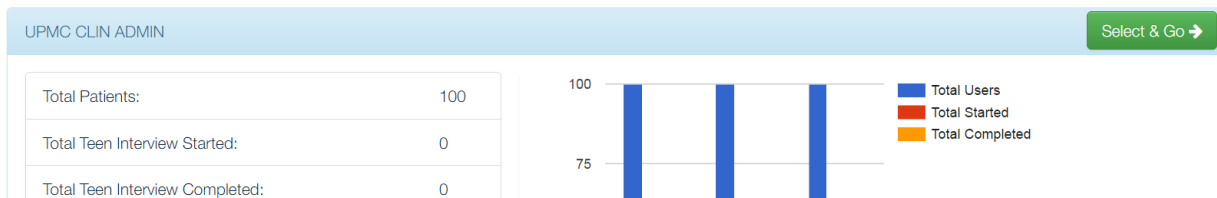
# OVERVIEW OF CLINICIAN ADMINISTERED KSADS-COMP

## Contents

LOGGING IN.....	3
TYPES OF INTERVIEWS.....	4
RENAMING A PATIENT ID.....	7
STARTING AN INTERVIEW.....	7
BACK BUTTON AND CHANGING ANSWERS TO PRIOR QUESTIONS.....	11
HELP BUTTON.....	14
REPORTS.....	15
REPORTS ON RESULTS FOR INDIVIDUAL PATIENTS.....	15
Diagnosis Report.....	16
Symptom Response/Comments Report:.....	17
Timeline Report.....	18
Introductory Report.....	18
GROUP DATA REPORTS (ADMIN REPORTS).....	19
Overall Report.....	20
Interview Duration Report.....	21
Suicide Alert Report.....	21
Homicide Alert Report.....	22
Site-Wide Diagnosis Report.....	22
Study Wide Diagnosis Report.....	23
Enrollment Report.....	23
Automated Electronic Data Transfer.....	23
STUDY ADMINISTRATION FEATURES.....	23
PASSWORDS.....	24

## LOGGING IN

1. **LOG IN.** Once you have purchased the KSADS-COMP, the link to log in is: [www.ksadslogin.com](http://www.ksadslogin.com). If you are logging into the demonstration site, use the login link provided in the email with your demonstration site userid and password.
2. **PASSWORDS.** The first time you log in, you will be asked to reset your password. If your study has opted for two-factor identification, you will also be asked to provide additional information you would like to use as your second factor identification. For security purposes, you will be asked to change your password every 90 days.
3. When you log in, you will see this screen. Most users will see only one 'group' listed. However some users will see more than one, since they may be participating in more than one study, or may be using both the self-administered and clinician administered KSADS in their study. Click 'select and go' to begin.



4. **CHOOSE THE TYPE OF INTERVIEW AND INTERVIEWEE (TEEN OR PARENT):** Once you click "select and go" you will be brought to the main menu (shown below). Here you will choose the type of interview you want to conduct. In the clinician-administered KSADS, there are three 'types' of interviews: *Pre-Interviews*, *Interviews*, and *Consensus Interviews*. Each is described below.

### KSADS Main Menu

HOME UPMC CLIN ADMIN

Welcome to the KSADS main menu. Click on the links below to begin or continue an interview, or to receive interview results. You can add additional patient information by clicking the links under the Patient ID column.

[Show Search Options](#)

Patient ID	Pre-Interview Teen	Pre-Interview Parent	Teen Interview	Parent Interview	Consensus Interview	Reports
UserJPMCCLIN001	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	Not started	<a href="#">Go to Reports</a>
UserJPMCCLIN002	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	Not started	<a href="#">Go to Reports</a>

# TYPES OF INTERVIEWS

## THE PRE-INTERVIEW

The **Pre-Interview** is a brief pre-screen that is completed independently by the patient before they see you. It is not required, but it is strongly recommended as it helps streamline the time it takes you to conduct the clinical interview. The patient's answers to the pre-screen questions are displayed on the screen as you go through the screening modules of clinician interview (see below). This helps to guide your interview, allowing you to simply summarize what they said and move on rather than having to re-ask all the questions verbatim from scratch. The pre-interview consists of all the current questions from the screening modules. There are about 180 questions in the pre-interview, and it should take the patient about 20 minutes to complete. There are both teen and parent versions of the pre-interview.

### Answers to Patient Pre-interview on clinician's screen

**Pre-Interview Parent Response**

Several days

Comment:

1.1.1.Q1

Now I'd like to ask you some questions about your child's mood. In the past two weeks, how often has your child felt sad, down, or depressed, with the down feeling lasting most of the day?

Not at all

Rarely

Several days

More than half the days

Nearly every day

Next →

You also have the option of having the patient complete the pre-interview from home before the office visit. To do this, click on "Click here to start" under either the Parent or Teen pre-interview.....

Welcome to the KSADS main menu. Click on the links below to begin or continue an interview, or to receive interview results. You can also add additional patient information by clicking the links under the Patient ID column.

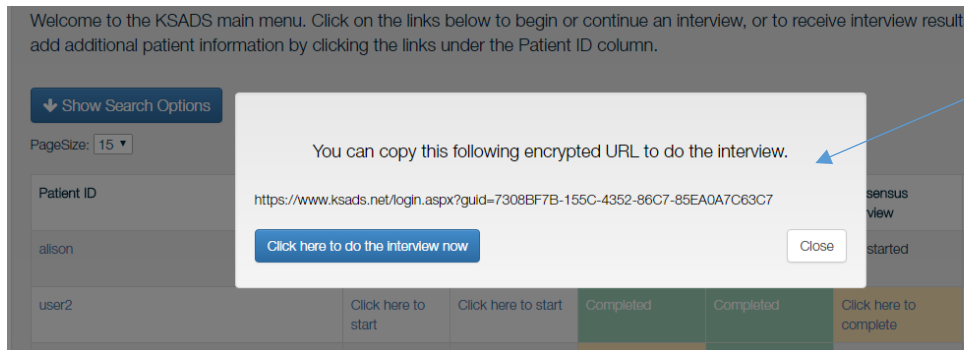
↓ Show Search Options

PageSize: 15 ▾

Patient ID	Pre-Interview Teen	Pre-Interview Parent	Teen Interview	Parent Interview	Consensus Interview
UserJoanclin001	Click here to start	Click here to start	Click here to complete	Click here to start	Not started
UserJoanclin002	Click here to start	Click here to start	Click here to start	Click here to start	Not started

....and the box below will appear. Copy the URL and email or text it to the patient. When the pre-interview is conducted remotely from home, the suicide and homicide items are not included.

To do the pre-interview in the office, click on ‘Click here to do the interview now’.



## TEEN AND PARENT INTERVIEWS

The **Teen Interview** and **Parent Interview** are the Teen and Parent versions of the clinician-administered KSADS. Once you have completed a clinician-administered interview with a teen, their answers will be shown on the screen during your interview with the parent (see example below). Similarly, if the parent clinician-administered interview was conducted first, their answers will be shown on the screen during the teen interview. This is done to help guide your thinking and questioning. Also note that the threshold rating for a positive response for each item is shown in the lower left corner.

### Example of Teen Responses and Parent-Pre-Interview Responses Appearing on Screen During Parent Interview

Depressive Disorders

Intro 100% Part 0% Part 0%

Teen Response	Pre-Interview Parent Response
Nearly every day	Several days
Comment:	Comment:

1.1.1.Q1

Now I'd like to ask you some questions about your child's mood. In the past two weeks, how often has your child felt sad, down, or depressed, with the down feeling lasting most of the day?

- Not at all
- Rarely
- Several days
- More than half the days
- Nearly every day

Next →

**Positive Threshold**

More than half the days  
Nearly every day

Comments →

**Introductory Interview.** Each Teen and Parent Interview begins with an Introductory Interview. The parent introductory interview obtains information about the child’s health, presenting complaint, social functioning, prior psychiatric treatment, and current and past psychiatric medications. Both the parent and the child introductory interviews ask about the child's school functioning, hobbies, and peer and family relations. Discussion of these latter topics is extremely important, as it provides a context for eliciting mood symptoms (e.g., depression and irritability), and obtaining information to evaluate functional impairment. This section of the KSADS-COMP should be used to establish rapport with the parent(s) and the child, and should never be omitted.

## THE CONSENSUS INTERVIEW

The *Consensus Interview* is done after you have completed both the parent and teen interviews. It is your chance to use your clinical judgment in weighing both sources of information to come up with a final rating. For each item in the consensus interview, both the teen and parent’s responses to that item will appear on the screen, along with any notes you took (see examples below). Use your clinical judgment to pick a final rating; you can even choose a different rating than you originally gave to either the teen or the parent if other information came up to affect your rating. Usually, however, the rating would typically be a rating you gave to either the teen or the parent. Note that the consensus interview will branch based on your consensus rating for each item. Since parent and teen may have answered questions differently, some follow up questions may have only been answered by only one of them, due to branching logic. In that case, only the answers from the person who answered the question will appear.

### Examples of Teen and Parent Responses Displayed During Consensus Interview

Teen Response	Parent Response
Not at all Comment:	Rarely Comment:

1.1.1.Q1

Now I'd like to ask you some questions about your mood. In the past two weeks, how often have you felt sad, down, or depressed, with the down feeling lasting most of the day?

- Not at all
- Rarely
- Several days
- More than half the days
- Nearly every day

[Next →](#)

Teen Response	Parent Response
No Comment:Some days I felt ok but most of the time not	No Comment:

1.1.3.Q2a

Was there ever a time in the past that you felt bored, like nothing was fun for most of the day, nearly every day, for two weeks or longer?

- No  
 Yes

Next →

## RENAMING A PATIENT ID.

Once you log in you will see the screen below. We have generated preassigned ID numbers for you. However you have to ability to change the ID's to fit your preferences. Click on the patient ID you want to rename. A window will pop up allowing you to change the Patient ID. Simply delete and/or type over the preassigned patient ID with the ID of your choosing. There is also a line for "additional information". Some clinicians use this field to enter the patient name. Or you can use this filed for your unique ID. The additional information field will show up in the "Overall Report" (described below). Once you start an interview, you will not be able to change the ID. However you can change the ID if you have not entered any data yet for that ID. Remember to click "**Update & Close**" to save your entries.

**Patient Information**

Patient ID:

Additional Info:

Teen Interview: Not started

Parent Interview: Not started

## STARTING AN INTERVIEW

To start an interview (either pre-interview, teen interview, parent interview, or consensus interview), click on the 'click here to start' link under the type of interview you wish to administer.

HOME UPMC CLIN ADMIN

Welcome to the KSADS main menu. Click on the links below to begin or continue an interview, or to receive interview results. You can add additional patient information by clicking the links under the Patient ID column.

[Show Search Options](#)

Patient ID	Pre-Interview Teen	Pre-Interview Parent	Teen Interview	Parent Interview	Consensus Interview	Reports
UserJPMCCLIN001	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	Not started	<a href="#">Go to Reports</a>
UserJPMCCLIN002	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	<a href="#">Click here to start</a>	Not started	<a href="#">Go to Reports</a>

Once you click 'click here to start' you will come to the screen below. To start the interview immediately, click on "Click here to do the interview now". You also have the option of emailing the link to the patient in order to take the interview from home, or from another location or device. To do this, click "Email the url" and it will open your email application and automatically paste the link in the body of the email. Alternatively, you can copy and paste the link to the interview into your email yourself.

Please forward the following encrypted URL to the patient, if you want them to take the interview on a separate device or from their home

<http://www.ksads.net/login.aspx?guid=E5A58936-AC4D-4742-98EC-8892CFC959BB> [Email the url](#)

OR

If you want the patient to take the interview on this device, click on the following button

[Click here to do the interview now](#) [Cancel](#)

[Click here to select the modules →](#)

**Choosing Modules to Administer**

When you click the link to start the interview, all the modules will be administered by default. However, when we set up your account, we can customize your set-up in one of three ways, depending on your preferences:

Option 1: Standard Option. The standard option will administer all the modules by default. However, you do have the option at the beginning of each interview to select only certain modules to administer to a patient. To do this, click on the "Click here to select the modules" link (see prior screen). The screen below will appear. Click on the modules you want to administer to the patient and then click the blue "Save selected modules". *If you don't click this it will not save your choices and all modules will be administered.* Note if you choose Mood Disorders, it will automatically select the sleep and suicide modules as well, as they are part of the Mood



Disorders module. Again, if you don't click the link taking you to this screen to select modules, but instead click 'Click here to do the interview now' it will administer all modules by default.

<input type="checkbox"/> Intro	<input type="checkbox"/> Mood Disorders	<input type="checkbox"/> Psychosis	<input type="checkbox"/> Panic Disorder
<input type="checkbox"/> Agoraphobia	<input type="checkbox"/> Separation Anxiety	<input type="checkbox"/> Social Anxiety Disorder	<input type="checkbox"/> Specific Phobia
<input type="checkbox"/> Generalized Anxiety Disorder	<input type="checkbox"/> Obsessive Compulsive Disorder	<input type="checkbox"/> Enuresis and Encopresis	<input type="checkbox"/> Eating Disorders
<input type="checkbox"/> Attention Deficit Hyperactivity Disorder	<input type="checkbox"/> Oppositional Defiant Disorder	<input type="checkbox"/> Conduct Disorder	<input type="checkbox"/> Tic Disorders
<input type="checkbox"/> Autism Spectrum Disorders	<input type="checkbox"/> Alcohol Use Disorder	<input type="checkbox"/> Drug Use Disorders	<input type="checkbox"/> Post-Traumatic Stress Disorder
<input type="checkbox"/> Sleep Problems	<input type="checkbox"/> Suicidality	<input type="checkbox"/> Homicidality	<input type="checkbox"/> Selective Mutism

Save selected modules

Option 2. Pre-Select Modules. Some research studies only want to administer certain modules as part of their trial. We can set it up so that the default is that only the modules required for the study are administered. This saves time at the beginning of each interview, as you don't have to spend time choosing the modules for each patient. It also helps guard against clinician error, in choosing (or forgetting to choose) the required modules for your study. This is particularly relevant for studies with multiple sites. You still have the option for choosing additional modules on a patient by patient basis before the start of each interview.

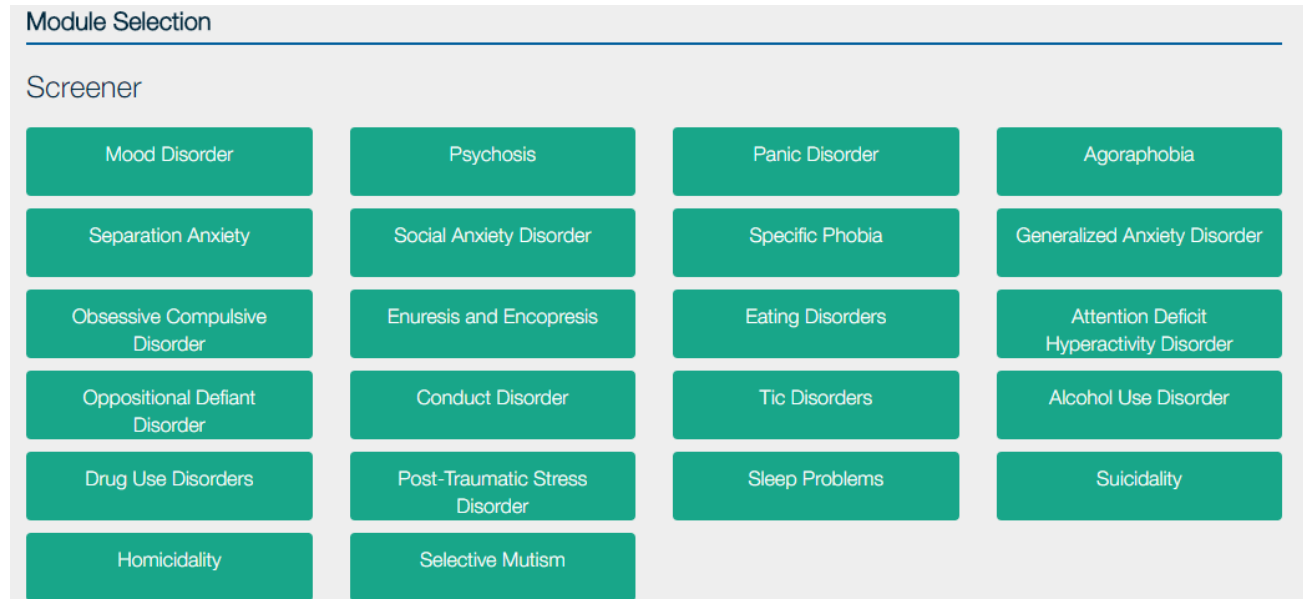
### Example of "Pre-selected" Interview

<input type="checkbox"/> Intro	<input checked="" type="checkbox"/> Mood Disorders	<input checked="" type="checkbox"/> Psychosis	<input checked="" type="checkbox"/> Panic Disorder
<input checked="" type="checkbox"/> Agoraphobia	<input checked="" type="checkbox"/> Separation Anxiety	<input checked="" type="checkbox"/> Social Anxiety Disorder	<input checked="" type="checkbox"/> Specific Phobia
<input checked="" type="checkbox"/> Generalized Anxiety Disorder	<input checked="" type="checkbox"/> Obsessive Compulsive Disorder	<input type="checkbox"/> Enuresis and Encopresis	<input checked="" type="checkbox"/> Eating Disorders
<input checked="" type="checkbox"/> Attention Deficit Hyperactivity Disorder	<input checked="" type="checkbox"/> Oppositional Defiant Disorder	<input checked="" type="checkbox"/> Conduct Disorder	<input type="checkbox"/> Tic Disorders
<input checked="" type="checkbox"/> Autism Spectrum Disorders	<input checked="" type="checkbox"/> Alcohol Use Disorder	<input checked="" type="checkbox"/> Drug Use Disorders	<input checked="" type="checkbox"/> Post-Traumatic Stress Disorder
<input checked="" type="checkbox"/> Sleep Problems	<input checked="" type="checkbox"/> Suicidality	<input checked="" type="checkbox"/> Homicidality	<input type="checkbox"/> Selective Mutism

Save selected modules

Option 3. Selection During Interview. In this option, clinicians are free to choose “on the fly” during the interview which modules to administer, and in what order. At the beginning of the interview, after the introductory portion of the interview is completed, you are presented with a menu of the screening modules for all the disorders (see below).

**Example of Initial Screen for “Selection During Interview” Option**



After completing a screening module for a chosen disorder, the supplement module for that disorder will appear and be accessible *if the patient met criteria for that disorder* in the screen (see below). You are returned to a main menu after each module, and are free to choose another screening module, or go to the supplement for those modules endorsed in screener. While this option allows for greater flexibility, it also opens up the possibility for clinician error in choosing modules that aren't required or forgetting to administer required modules. It also makes the interview longer, as you have to keep picking modules as you go along vs. automatically sent to the right module. This option is more geared for clinical practice, where clinicians are not bound by clinical trial requirements.

**Example of Screen After Screening Positive for Panic Disorder. The Panic Disorder Supplement Appears.**

## Module Selection

### Screeener

Mood Disorder	Psychosis	Panic Disorder	Agoraphobia
Separation Anxiety	Social Anxiety Disorder	Specific Phobia	Generalized Anxiety Disorder
Obsessive Compulsive Disorder	Enuresis and Encopresis	Eating Disorders	Attention Deficit Hyperactivity Disorder
Oppositional Defiant Disorder	Conduct Disorder	Tic Disorders	Alcohol Use Disorder
Drug Use Disorders	Post-Traumatic Stress Disorder	Sleep Problems	Suicidality
Homicidality	Selective Mutism		

### Supplement

Panic Disorder

### Taking Notes


You can type in notes on any item by clicking the comments link. Notes can be typed or written in using a stylus.

Comments ↓

Keyboard Stylus

Depression started following divorce last May

## BACK BUTTON AND CHANGING ANSWERS TO PRIOR QUESTIONS

In the **clinician-administered interview**, there is an icon  in the upper left corner to press to change an answer to any question in the module you are currently in.

1.1.3.Q4b

You said that in the past there was a time that lasted at least two weeks when for most of the day you felt irritable, or cranky. When was that? If you felt that way more than once, let me know when it was the worst.

--Month-- --Year--

When you press this icon, all the prior questions in the module and answers you gave to them will appear.

Depressive Disorders

- Below is a summary of your responses. If you want to edit any response, click on the QuestionID.
- By updating your response to the selected question, you will need to readminister to all the subsequent questions in this module.
- All prior responses to the subsequent questions will be updated in this process.

View/Edit Response

Question ID	Question Text	Response	Comments
<a href="#">1.1.1.Q1</a>	Now I'd like to ask you some questions about your mood. In the past two weeks, how often have you felt sad, down, or depressed, with the down feeling lasting most of the day?	More than half the days	
<a href="#">1.1.2.Q1</a>	In the past two weeks, how often have you felt annoyed, irritable, or cranky, with the cranky feeling lasting most of the day?	Rarely	
<a href="#">1.1.2.Q2a</a>	Was there ever a time in the past that you felt, annoyed, irritable, or cranky for most of the day, nearly every day, for two weeks or longer?	Yes	
<a href="#">1.1.3.Q1</a>	In the past 2 weeks, how often have you felt bored, or like nothing was fun, for most of the day?	More than half the days	
<a href="#">1.1.3.Q3e</a>	You said that in the past two weeks for most of the day you felt sad and bored. When did this begin?	Month:February / Year:2015	

To change an answer, click on the question ID for the question you want to change. Since the answer to any question will potentially change the subsequent branching logic for the following questions, you will have to re-administer all the subsequent questions in the module. For example, if you change your answer to 1.1.2.q1 above (“In the past two weeks, how often have you felt annoyed, irritable or cranky...”) you will have to re-answer the rest of the questions in the module (and may be asked different questions, depending on your new answer). You will get a ‘warning’ message alerting you to this fact before you are brought to the question you chose to change.

Confirmation

Are you sure you want to update the response to the selected question?

**Please note:** By updating your response to the selected question, you will need to readminister to all the subsequent questions in this module. All prior responses to the subsequent questions will be updated in this process.

Confirm Cancel

**“One Time Selection Before Interview” vs. “Select Order During Interview” setup**

## One Time Selection Before Interview Setup

If your study is set up with the “one time selection before interview” format (i.e., modules are preselected OR you choose which modules you want to administer before each interview, and once the interview starts the order of administration is determined by the KSADS algorithm, with no breaks between modules), you will only be able to change answers in the module you are in.

## Select Order During Interview Setup

If your study is set up with the “select order during interview” (i.e., you return to a main menu between modules and select the next module to administer as you go along) (see below), you will be able to change answers to questions in other modules, with the following exception: **Once you have begun a supplement for a disorder, you cannot edit the screen module for that disorder.**

Take a look at the screen shot below. The clinician has completed the mood disorder supplement (coded blue) and thus the mood disorder screener (coded grey) is no longer editable. The mood supplement however is still editable.

Supplements are all editable until the user clicks “End Your Interview”. The psychosis screen has been completed (coded blue) but is still editable because the psychosis supplement (coded grey) has not begun. If you exit an interview in the middle of a module, it will take you to the place you left off when you log in again.

Module Selection

Legend: ■ - Not Started    ■ - Completed (Editable)    ■ - Completed (Not Editable)

### Screener

Mood Disorder 12/19/2017 8:20:00 AM	Psychosis 12/28/2017 7:55:00 AM	Panic Disorder	Agoraphobia
Separation Anxiety	Social Anxiety Disorder	Specific Phobia	Generalized Anxiety Disorder
Obsessive Compulsive Disorder	Enuresis and Encopresis	Eating Disorders	Oppositional Defiant Disorder
Conduct Disorder	Tic Disorders	Alcohol Use Disorder	Drug Use Disorders
Post-Traumatic Stress Disorder	Sleep Problems 2/27/2018 6:45:00 AM	Suicidality 12/19/2017 8:18:00 AM	Homicidality

### Supplement

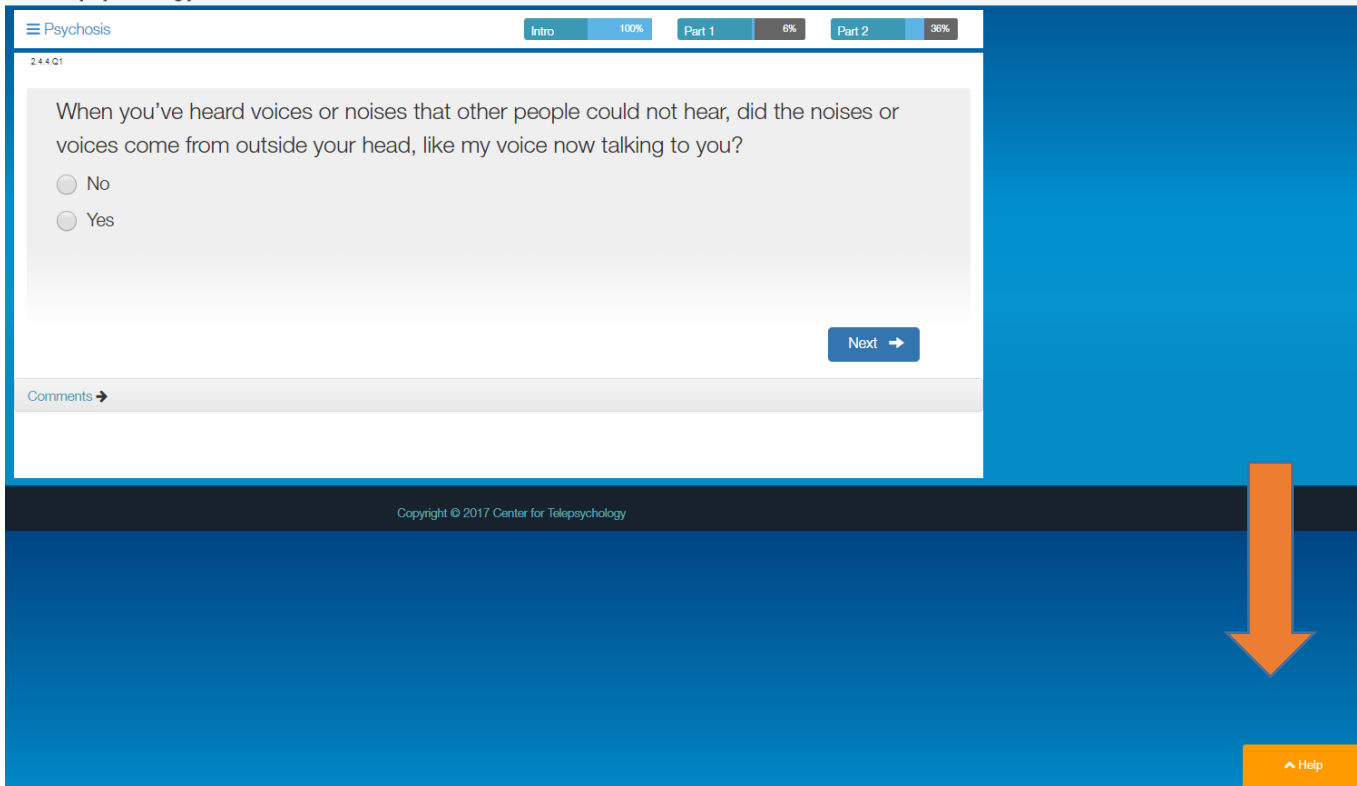
Mood Disorder 12/19/2017 8:21:00 AM	Psychosis	Suicidality 12/19/2017 8:23:00 AM
--	-----------	--------------------------------------

### Report & Interview

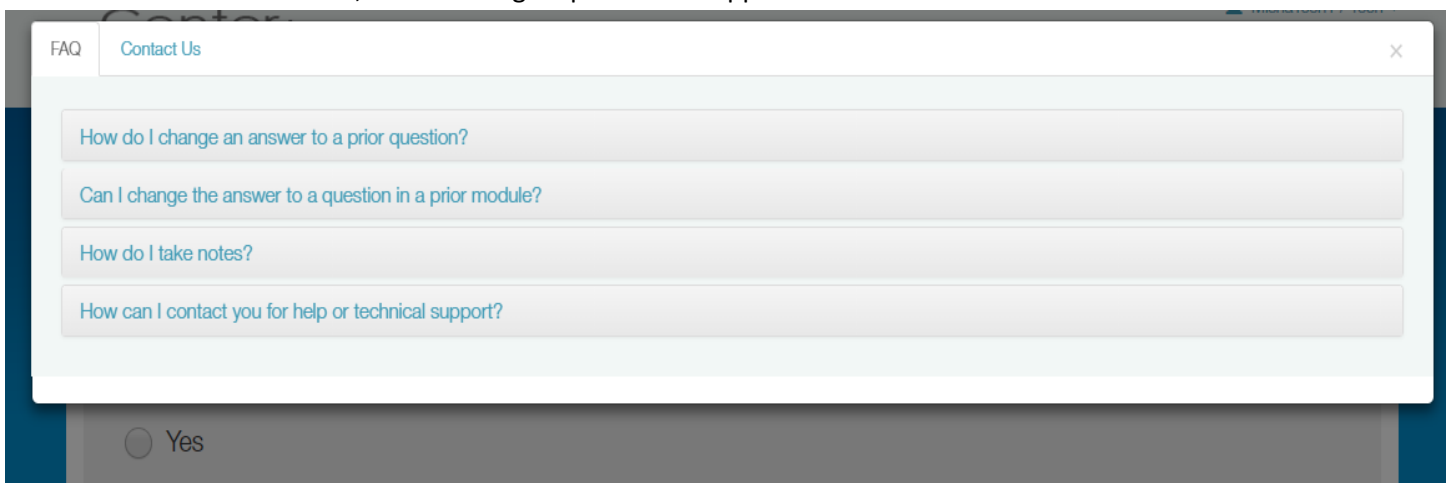
[VIEW REPORTS](#)    [END YOUR INTERVIEW](#)

## HELP BUTTON

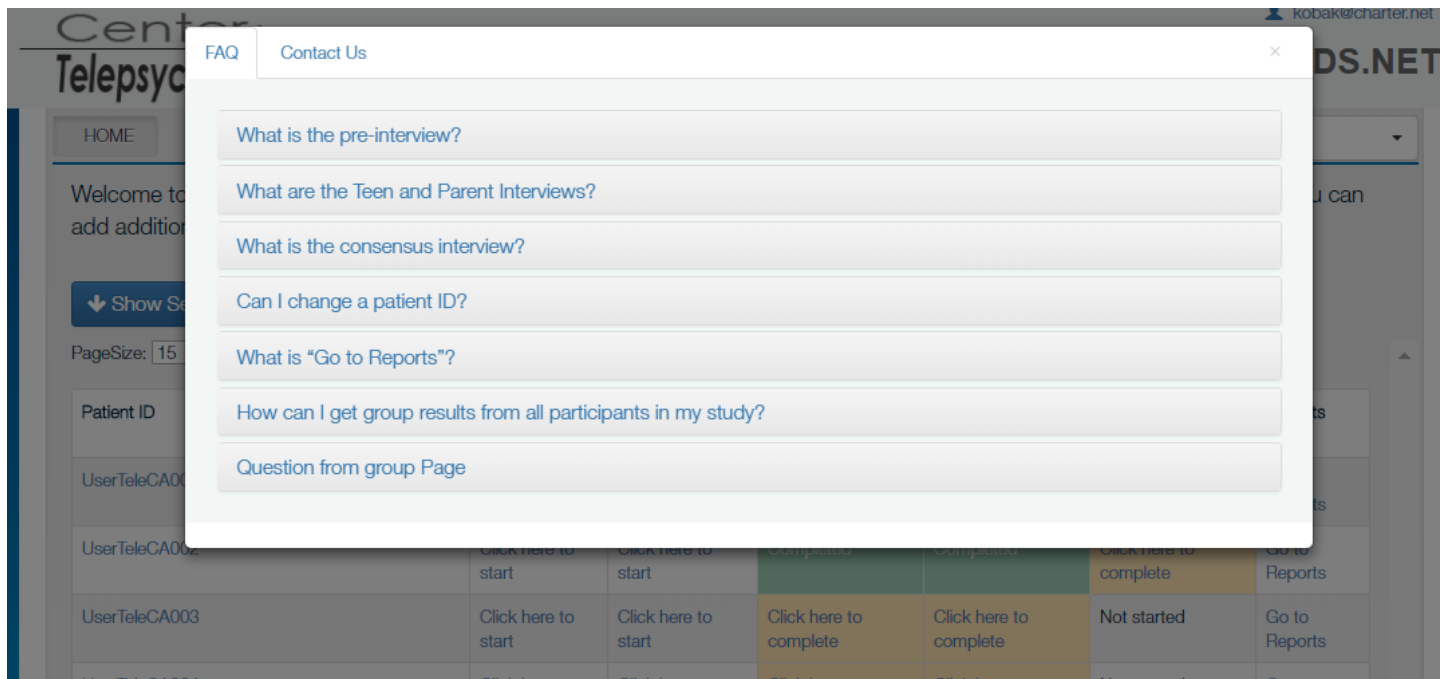
The clinician version has a Help button in the lower right hand corner of the screen.



When you click the help button, a list of FAQs will appear that are relevant to the section you are in. For example, if you are in the middle of a module, the following help items will appear.



Another example: If you are on the main menu, the following help items will appear:



There will also be a link to contact us, where you can ask us a question or provide a comment. It will automatically generate an email sent directly to us.

## REPORTS

There are two types of reports: results from individual interviews with patients, and study-wide data reports, called Admin Reports.

### REPORTS ON RESULTS FOR INDIVIDUAL PATIENTS

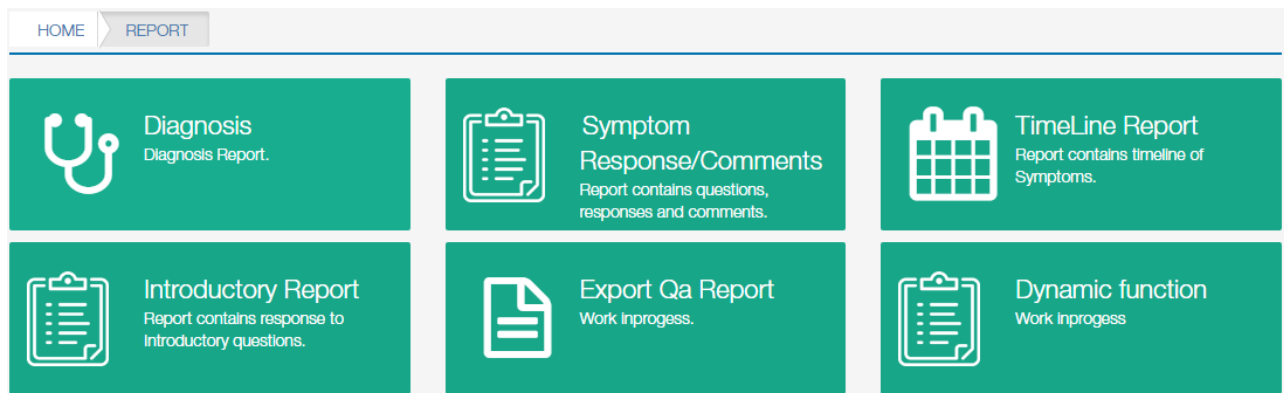
1. To obtain results of an individual interview, click on the “Go to Reports” link on the main page for the patient requested.

Welcome to the KSADS main menu. Click on the links below to begin or continue an interview, or to receive interview results. You can add additional patient information by clicking the links under the Patient ID column.

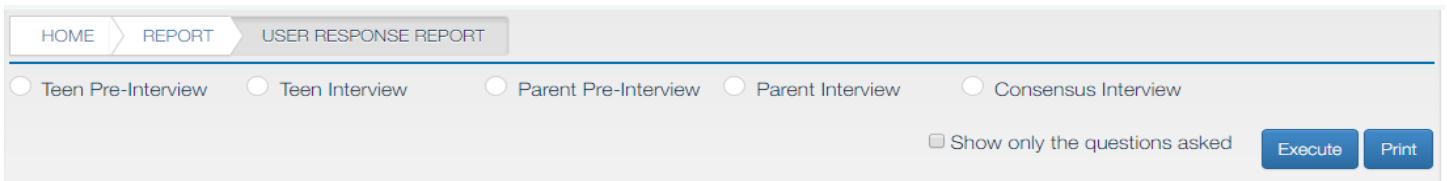
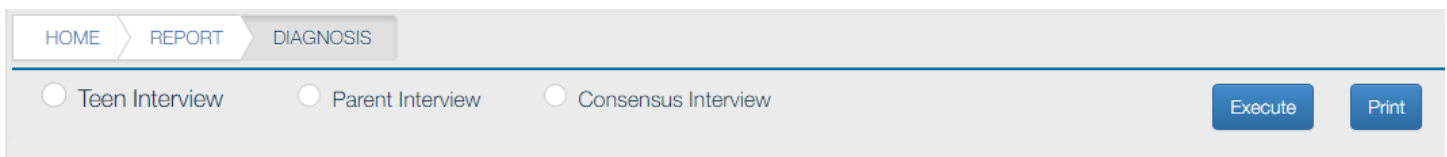
↓ Show Search Options

Patient ID	Pre-Interview Teen	Pre-Interview Parent	Teen Interview	Parent Interview	Consensus Interview	Reports
UserUPMCLIN001	Click here to start	Click here to start	Click here to start	Click here to start	Not started	Go to Reports

2. You will arrive at a menu of types of reports you can view and print.



Once you choose the type of report you want, it will ask you on whom you want the report. The options depend on the type of report you choose. For diagnostic reports, you can choose the parent, the teen, or the consensus interview. For user response reports, you can also get reports on the pre-interviews.



What follows is a description of each type of report.

### Diagnosis Report

This will generate a pdf file that lists the current and past diagnoses for the chosen patient, including the symptoms that they met for each diagnosis. See below for Diagnosis Report screenshot.

### Symptom Response/Comments Report:

This will generate an excel file that lists all the individual questions the patient was asked, and their response. It will also include any free text comments they added. There is a box to check if you only want to display the questions that the patient was asked, or if you want the report to also include questions that the patient was not asked, due to branching around them as a result of a negative response. To download the file in excel, click the 'Export' tab. See following page for Symptom Response/Comments Report screenshot.



## Sample Diagnosis Report:

HOME > REPORT > DIAGNOSIS

Teen Interview
  Parent Interview
  Consensus Interview

**User Information**

Interview Date:	6/23/2016	Date of Birth:	1/1/2000
Interview Source:	Teen	Age:	16
Patient Id:	UserTELE016-Tracy	Gender:	Male

**Current Diagnosis**

**Social Anxiety Disorder**

**Social Anxiety Disorder (F40.10) PRESENT**

- \_\_\_\_\_ Fear of Social Situations, Present
- \_\_\_\_\_ Social situations avoided or endured with distress, Present
- \_\_\_\_\_ Social fear is excessive given threat or sociocultural context, Present
- \_\_\_\_\_ Clinically significant distress due to Social Anxiety, Present
- \_\_\_\_\_ Impairment in functioning due to social anxiety, Present
- \_\_\_\_\_ Duration (at least 6 months), Present

## Sample Symptom Response/Comments Report, Parent:

HOME > REPORT > USER RESPONSE REPORT

Teen Pre-Interview
  Teen Interview
  Parent Pre-Interview
  Parent Interview
  Consensus Interview
 
 Show only the questions asked

**User Information**

Interview Date:	6/21/2019		
Interview Source:	Parent	Age:	12
Patient Id:	DI_06.21	Gender:	Female

QuestionID	SequenceID	QuestionText	Value	Comments
1	0.0.0.Q1	Thanks for agreeing to do this interview. I am going to be asking you a lot of different questions about your moods and behavior, but first I'd like to ask you some background questions.  Click on the comments link on any page if you'd like to provide some comments.		
2	0.0.0.Q2	How old is your child?	age:12	

## Timeline Report

This will generate a report listing all the symptoms the person endorsed in a timeline, starting from the most recent.

HOME
REPORT
USER TIMELINE REPORT

Teen Interview
  Parent Interview
  Consensus Interview

Symptom	Start Date
Depressed Mood, Past	5/1/2015
Fear of Social Situations, Present	9/1/2012
Duration (at least 6 months), Present	9/1/2012
Encopresis not due to medical illness, Present	
Encopresis not due to medical illness, Past	
Frequency of drinks, Past	4/1/2014
Drugs tried, Present	
FrequencyDrugUse, Past	6/1/2013
No two month symptom-free interval, Present	
No two month symptom-free interval, Past	5/1/2015
No 3 month period without symptoms	
Social situations invariably provoke anxiety, Present (talking in class, writing on the chalkboard, going to parties, giving oral presentations, eating in front of others, using public bathrooms, changing in front of others, talking in any social situation, having a conversation with someone I don't know well, )	9/1/2012
Social situations avoided or endured with distress, Present	9/1/2012

## Introductory Report

This will display the answers to the introductory interview in a separate, stand-alone report.

**User Information**

Interview Date:	6/23/2016	Date of Birth:	1/1/2000
Interview Source:	Teen	Age:	16
Patient Id:	UserTELE016-Tracy	Gender:	Male

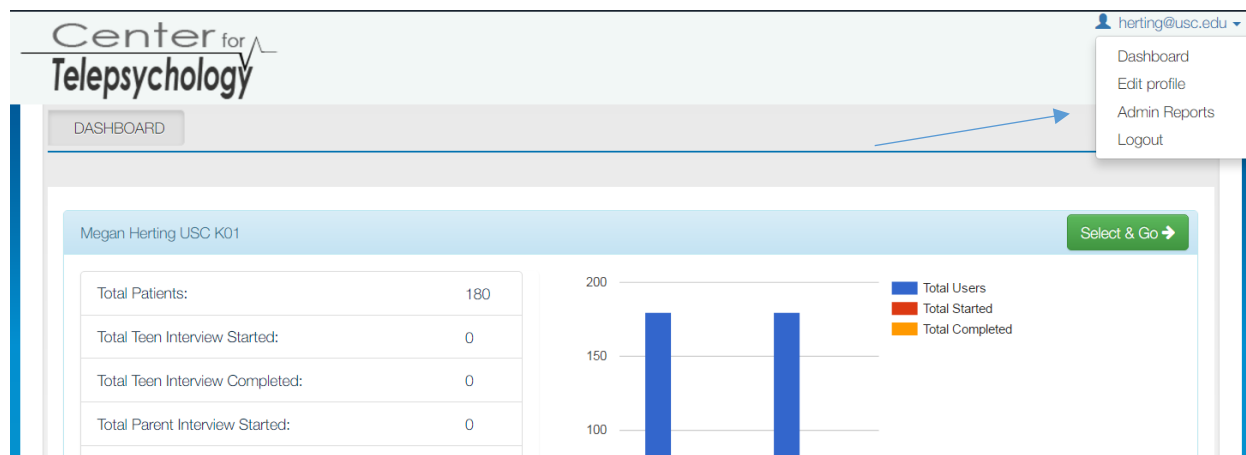
QuestionText	Value	Comment
Thanks for agreeing to do this interview. I am going to be asking you a lot of different questions about your moods and behavior, but first I'd like to ask you some background questions.    Click on the comments link on any page if you'd like to provide some comments.		
What is your date of birth?	Month:1 Day:1 Year:2000 age:16	
What sex were you born?	Male	
Who do you live with? Click all that apply.	Biological mother,Biological father,Brother(s),Sister(s),	
Who in your family or of the people you are living with would you say you're closest with?	Brother Josh	
Is there anyone in your family or the people you are living with that you really don't get along with?	No	
What grade are you in?	11	

## Export Qa Report and Dynamic Function Report:

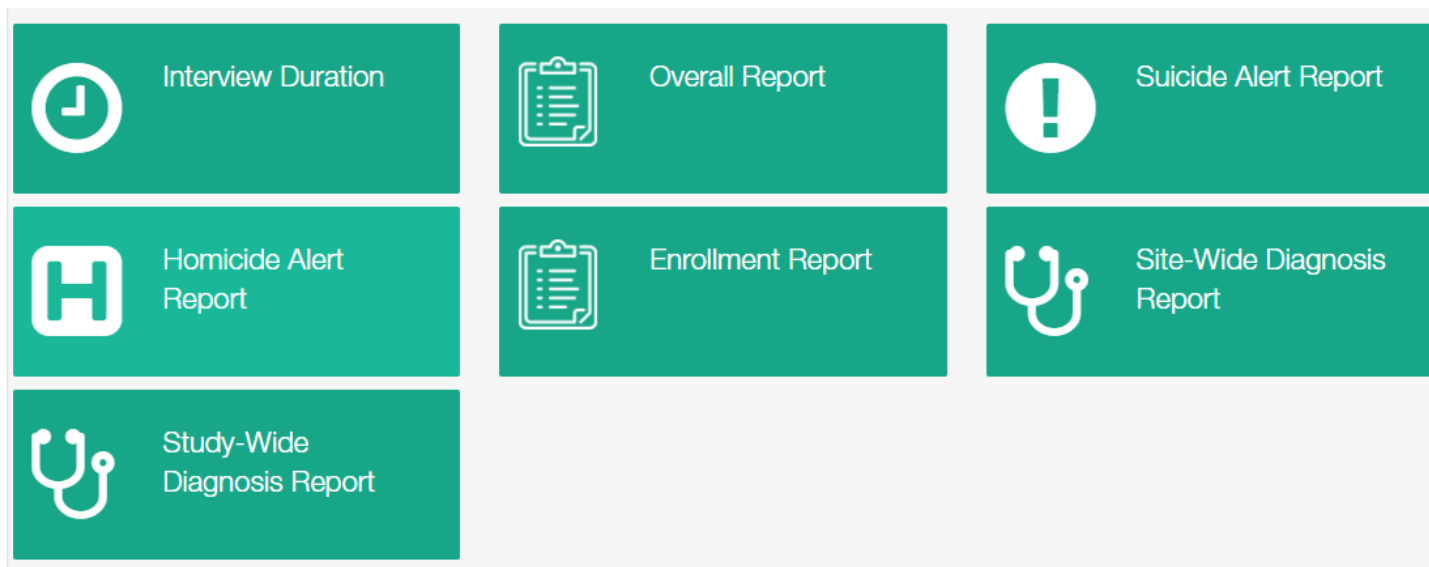
These reports are under development and not currently available.

## GROUP DATA REPORTS (ADMIN REPORTS)

To export all data from all patients at your site into a single data file, click on your username in the upper right hand corner. A drop down menu will appear. Choose "Admin Reports".



The following menu will appear offering you seven types of reports.



What follows is a description of each of the Admin Reports.

## Overall Report

The “**Overall Report**” will generate a report with all subjects as rows, and all questions as columns. There are 2,143 columns, representing all the potential questions asked in the KSADS. To manage file size, there are separate downloads for the introductory interview, the screening interview, and the supplements. You can download all three at once by using the ‘export intro/screener/supplement’ button, but it might take a while. If a question was not asked due to branching logic, that column is blank. You can export the report to excel by clicking the “Export current section” tab.

### Example of an Overall Report

The screenshot shows the 'Overall Report' interface. At the top, there are navigation tabs: 'HOME', 'ADMIN REPORTS', and 'OVERALL REPORT'. A dropdown menu on the right shows 'Telepsychology.net (SA)'. Below the tabs, there are radio buttons for 'Intro' (selected), 'Screener', and 'Supplement'. There are four buttons: 'Submit' (green), 'Download Q-Key' (blue), 'Export current section' (blue), and 'Export Intro/Screener/Supplement' (blue). Below the buttons is a table with the following data:

ID	PatientID	AdditionalInfo	PatientType	SiteName	DateofInterview	1	2	3	4
5582	ParentTeleSA001		P	Telepsychology.net (SA)	11/10/2017 9:37:00 AM		Month:5 Day:1 Year:2009 age:8	Male	
5583	UserTeleSA002		T	Telepsychology.net (SA)	11/10/2017 6:30:00 AM		Month:5 Day:1 Year:2012 age:5	Male	
5584	ParentTeleSA002		P	Telepsychology.net (SA)	11/22/2017 3:31:00 PM		Month:1 Day:1 Year:2004 age:13	Female	

There is also a link to download the “question key” (‘download Q-key tab’), which provides the text of each question corresponding to each column.

### Example of the Question Key

	1	2	3	4	5	6	7	8	9	10	11	12	13
Hello I'm Dr. Kenneth Kobak. Thanks for agreeing to do this	What is your date of birth?	What sex were you born?	Who do you live with? Click all that apply.	Is your biological mother still living?	How old were you when she died?	How often do you typically see your mom?	Is your biological father still living?	How old were you when he died?	How often do you typically see your dad?	Who in your family or of the people you are living with would	Is there anyone in your family or the people you are living with	What grade are you in?	

## Interview Duration Report

The “**Interview Duration**” report will list the duration of each interview for each patient.

PatientID	User Type	Start Date	Completed Date	Duration
UserTSA016	T	7/8/2016 12:04:08 PM	8/26/2016 4:54:08 AM	44 Minute(s)
UserTSA017	T	7/12/2016 8:38:37 PM	7/26/2016 8:45:25 AM	1 Hour(s)
ParentTSA016	P	7/8/2016 1:10:47 PM	7/8/2016 1:51:12 PM	41 Minute(s)
UserTSA015	T	7/6/2016 10:53:05 AM	7/6/2016 11:52:09 AM	59 Minute(s)

## Suicide Alert Report

The “**Suicide Alert**” report lists all the suicide alerts that were generated, the reason for the alert (i.e., the item endorsed), who responded to the alert, and the date and time the alert was opened and closed. When sites are initially set up, they have the option to choose whether to receive and respond to alerts by text, email or both. The report indicates the method(s) by which the alerts were sent and responded to, and the mobile phone and/or email of the respondent(s).

GroupName	PatientCode	Type	Reason	AlertType	Alert Open Time	Alert Close Time	Status	Closed by(Text)	Closed by(Email)
Telepsychology_SA	UserTSA002	Teen	Suicide Attempt in past 2 weeks	Text and Email	6/14/2016 7:07:55 AM	6/14/2016 7:35:00 AM	Closed by primary/secondary user		laser.d@jemsnets.com - J
Telepsychology_SA	UserTSA015	Teen	Passive suicidal thoughts such as wished that they were dead, or would be better off dead	Text and Email	7/6/2016 11:10:06 AM		Open - Sent to Group admin		

## Homicide Alert Report

The “Homicide Alert” report is similar to the suicide alert report, i.e., it lists all the suicide alerts that were generated, who the alerts were sent to, the reason for the alert (i.e., the item endorsed) and if the alert was responded to (i.e., closed).

GroupName	PatientCode	PatientType	Reason	AlertType	Alert Open Time	Alert Close Time	Status	Closed by(Text)	Closed b
Telepsychology_SA	UserTSA002	Teen	Patient reported they thought seriously about wanting to kill someone nearly every day in the past two weeks and	Text and Email	6/14/2016 7:15:46 AM	6/14/2016 7:17:21 AM	Open - Sent to Group admin	+12818535397 - Jun 14 2016 7:17AM	

## Site-Wide Diagnosis Report

This report will list all diagnoses and symptoms endorsed for all patients at your *site*. Patients are listed as rows, and diagnoses and symptoms are listed as columns. The report lists first all the diagnoses for a DSM group (e.g., Mood Disorders) followed by the symptoms for these disorders. Diagnoses and symptoms are coded ‘1’ if present, and ‘0’ if absent. You can also download the report as an excel spreadsheet.

### Site-wide Diagnosis Report

Group :

SPSS Format

Show  entries Search:

UserID	Name	PatientCode	UserType	DateofInterview	Major Depressive Disorder Present	Major Depressive Disorder, Current, in Partial Remission (F32.4)	Major Depressive Disorder, Past (F32.9)	Persistent Depressive Disorder (Dysthymia) PRESENT F34.1
13604	Telepsychology_SA	UserTSA001_alison	T	6/14/2016 6:56:00 AM	0	0	0	0
13605	Telepsychology_SA	UserTSA001_alison	P	10/9/2016 1:11:00 PM	0	0	0	0

## Study Wide Diagnosis Report

If you are a multi-site study, this report will list all diagnoses and symptoms endorsed for all patients at *all sites* in your study. It is similar in structure to the Site wide Diagnosis Report.

## Enrollment Report.

This will list all the subjects enrolled at the site, with enrollment date, and statistics required for ongoing NIMH reporting requirements (i.e., gender, race and ethnicity).

Enrollment Report Report

Submit Clear Export

Trial : Not part of any Trial Group : Telepsychology\_SA From Date : To Date :

GroupName	PatientCode	UserType	Gender	Ethnicity	Race	EnrollmentDate
Telepsychology_SA	UserTSA001_alison	T	Male	American Indian/Alaska Native, Asian,	Hispanic	6/14/2016 6:32:00 AM
Telepsychology_SA	UserTSA002-Aliso	T	Male	Black or African American,	Non-Hispanic	6/14/2016 7:07:00 AM
Telepsychology_SA	UserTSA003-Tracy	T	Male	Black or African American, White,	Non-Hispanic	6/14/2016 9:36:00 AM

## Automated Electronic Data Transfer.

The KSADS is also equipped with the feature to transfer the data to the calling programs electronically. Sites can have their system programmed to call KSADS at a scheduled time with a requesting JSON (input JSON). This requires the site to program their in-house software to request and import the data from KSADS. KSADS uses REST protocol. The data is exported in a JSON format, which can be ported to any program or databases. We export 2 different data sets:

- Raw data
- Diagnosis data

If you are interested in this option, let us know and we will have our IT Department work with your IT Department to arrange for this.

## STUDY ADMINISTRATION FEATURES

For studies where there are multiple users at each site or multiple sites (such as clinical trials) you can assign someone as “Study Administrator”. The study administrator can add or delete users who have access to the KSADS site, reassign users to sites, and change passwords. When we set up your study/site, let us know if you would like to have a study administrator, and we can this person up with these credentials.

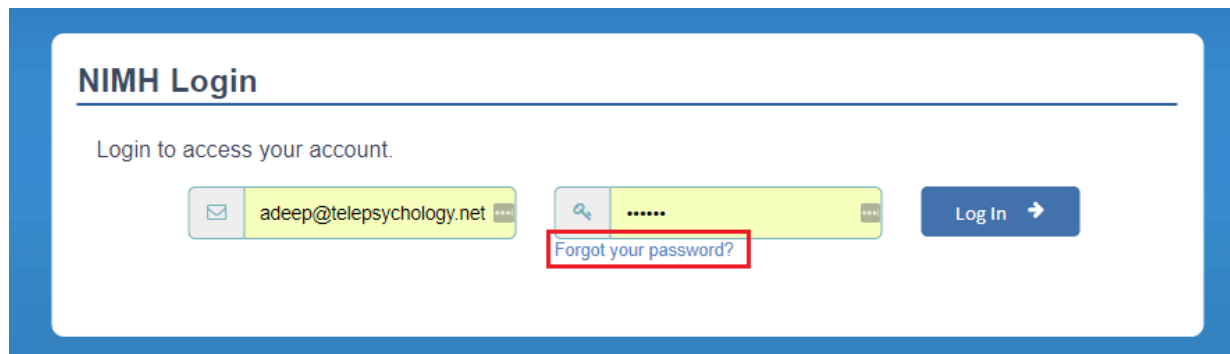
The study administrator can add or delete users by clicking on the user name in the upper right corner. A drop down menu will appear. Choose “Create/Edit Users”. Then assign the user to a group (or multiple groups, if they are working on more than one study), and add their name, username and password. To delete a user, go to Create/Edit Users, enter the person’s username, and remove the check in the “Active” box under “Status.

## PASSWORDS

A password will be assigned to each user when we set up your site. We will need to know the name and email of each user. As a security feature, you will be asked to change your password every 90 days.



If you forget your password, you can click on the Forgot Password link on the Login page. We will send your password to the email address used when setting up your site..



**NIMH Login**

Login to access your account.

[Forgot your password?](#)