



# Guide to SDQadmin

Account set up and tools



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YOUTHINMIND LTD

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To use the SDQscoring sites (SDQscore, SDQplus, SDQcohort) an organisation or individual must first register with Youthinmind Ltd. They will then be provided with a SDQadmin account; how to set-up and use this account will be explained in this guide. It is only after completing these important steps that you will have access to the SDQ scoring sites.

Compatible browsers include Chrome, FireFox, Microsoft Edge. This guide uses Chrome.

The Youthinmind team is grateful for your feedback on the SDQadmin guide. Let us know how we can improve this guide by emailing us at the [sdqtraining@youthinmind.com](mailto:sdqtraining@youthinmind.com) email address.

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## Registering for a New SDQadmin Account

***If you are already registered skip to page 3.***

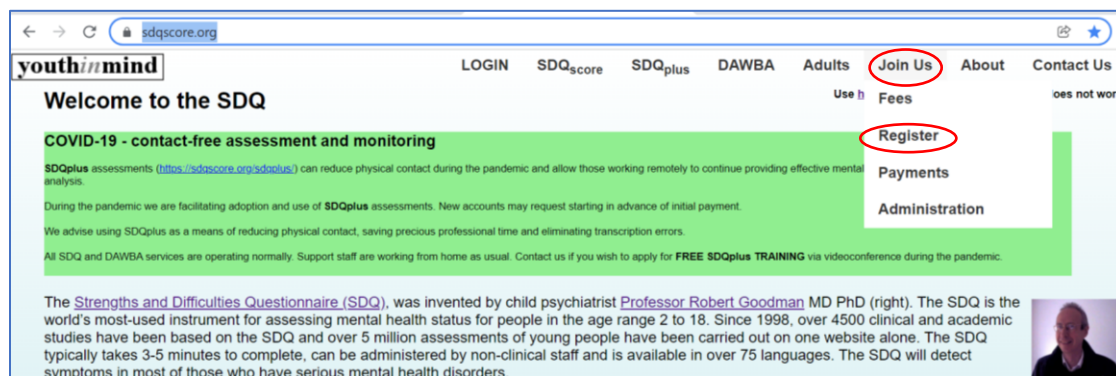
The easiest way to register for an account is to contact us directly at one of the following email addresses:

- [sdqtraining@youthinmind.com](mailto:sdqtraining@youthinmind.com) (Janice & Jake – training team & support)
- [sdqplus@youthinmind.com](mailto:sdqplus@youthinmind.com) (Marianna – Youthinmind admin)

We will require an email address with which to register your account. If you work for an organisation it is best to use a generic email address (e.g. admin@companyname.co.uk or info@companyname.com), this will make the transition easier if another employee takes over the role of SDQ administrator in the future. A contact email address can be recorded within the Account Details section and can be updated if required.

Alternatively, you can complete the registration yourself using the link on our website (see below):

1. Register for a new admin account using the SDQscore website (<https://www.sdqscore.org/>).
2. Click **Join Us** and from the drop-down list click **Register**.



3. To create your new SDQadmin account go to <https://admin.sdqscore.org/New>

### Administrator Registration

Registration is essential and free. Registration is with organisations, not with individuals. Individual users should register if they are prepared to accept responsibility for fees. The individual who registers has administrative account. The administrator (or their deputy) should have budgetary and professional responsibility for staff who score assessments on SDQScore.org. Administrator account and password does not give access to scoring on <https://sdqscore.org/>. Administrator creates UserID(s) for scoring. To create new administration account go to <https://admin.sdqscore.org/New>

4. Type in the email address and click **Generate New AdminID**. Agree OK. A page will display giving the AdminID, the password and login address.

## Setting up the SDQadmin Account

**It is the responsibility of the person that holds the SDQadmin account to ensure that:**

a) credit is added to the account using a credit or debit card. A PayPal account is not needed to complete the transaction. Minimum credit purchase is US \$30.00. Use the credit link or *Payments* button within the admin account.

b) user accounts are created in order that users (professionals wishing to score or generate SDQs) can login to our scoring sites.

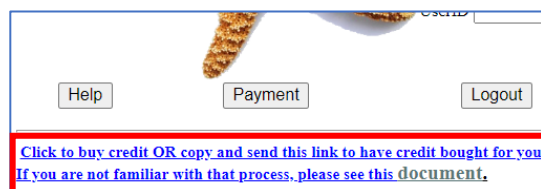
**If you are not comfortable with the steps above, please let us know. We can assist with registration and create your users for you. If the steps are not complete the SDQ scoring sites will not be accessible. If you have already completed steps a and b skip to page 7.**

### Login to SDQadmin

1. Enter in your SDQadmin account *AdminID* (registration email address) and *Password* at <https://admin.sdqscore.org/Login>.
2. Click **Login**.

### Adding Credit

Click the underlined blue text at the bottom of the starfish to buy credit, or to send the link to the member of staff responsible for credit purchase within your organisation.



The link will look similar to:

<https://admin.sdqscore.org/PayPal?AdminID=Kennington.Clinic%40gmail.com>

This is a direct link; no login details are needed to purchase credit. When accessed the link provides the option to pay for SDQ credit using PayPal or pay by Debit or Credit card (see following screenshot).

SDQ payments being taken now! You can use a credit or debit card without joining PayPal.

**Purchase SDQ credits (minimum \$30.00) from Youthinmind Limited**

For AdminID  USD

Credit to Purchase  USD

**PayPal**

☐ Debit or Credit Card

Powered by **PayPal**

Enter the amount you wish to purchase in US dollars in the "Credit to Purchase" box (\$30 minimum), click **PayPal** or **Debit/Credit card** option (no PayPal account required).

Alternatively,

1. Click the **Payment** button.

**SDQadmin** Account Administration Kerri.Thomson@mercys.org.au

Account Details SDQplus PlusIDs SDQplus data SDQscore Logins SDQscore Assessments

Export SDQscore ☐ Full

Date range Start 2022-01-09 End 2022-03-11 UserID

Click to buy credit OR copy and send this link to have credit bought for you. If you are not familiar with that process, please see this document.

**Notice to Administrators**

From 1 March 2017, use of the SDQscore.org site (i.e., paper questionnaire scoring) is subject to these fees:

- scoring with one informant, US\$0.25
- scoring with two informants, US\$0.50
- scoring with three informants, US\$0.75
- PDF scoring report, each, US\$0.25

Charges are exclusive of any taxes applicable locally. Local taxes are the responsibility of the holder of the administrative account.

Those scoring SDQs must login via UserIDs associated only with the administrative account. Charges are made to the associated account as soon as the "SDQ Scores Report" menu item is clicked and confirmed; the charge is shown in advance. Each time the "PDF: print and save" button is clicked and confirmed, your account is charged US\$0.25. Once charges are confirmed, it is not possible to cancel them. Administrators can create a detailed list of charges and payments at any time.

The preferred payment method is PayPal. Credit card payments may be made through PayPal without an account. PayPal allows payment in most currencies. We will apply a exchange where organisations must have invoicing or payment in usd. We value your comments and will respond.

Because of the contribution that SDQ users are making, we have completed many new developments. Our thanks to all of you who are making this possible. From 1 June 2017 SDQplus is available with:

- a persistent, anonymous personal ID for long-term assessment
- self-entered SDQ assessments can be emailed to respondents
- DAWBA full-panel, in-depth psychiatric diagnostic tool with ICD10/DSM-5 output for qualified users
- extensive APIs for operation by organisational EHR/CRM systems.

The fee for SDQplus assessments is US\$1 each.

2. Type in the amount of credit you wish to purchase (minimum is US\$30 (SDQplus is US\$1 per SDQ, SDQscore is US\$0.25-0.50 per SDQ)). Your credit card company will automatically convert the amount to your country's currency (they may charge a conversion rate).

**Purchase SDQ credits (minimum \$30.00) from Youthinmind Limited**

For AdminID  USD

Credit to Purchase  USD

**PayPal**

☐ Debit or Credit Card

Powered by **PayPal**

Example of credit purchase.

US \$100 buys 100 SDQs with SDQplus (electronic system)

OR

US \$100 allows 200 SDQ papers to be scored with SDQscore (includes reports downloaded as PDFs).

3. Click how you wish to pay; either via **PayPal** or with **Debit or Credit card** option and complete the required fields. A receipt will be available from the **Payments** button on this page.

- As you use the SDQ a list of charges will be available to view (click **Charges**) or download as a spreadsheet (click **xlsx**).

Current credit balance = US\$ 513.55

Payments Total=\$1700.00

**Charges** xlsx Total=\$1186.45

Purchase SDQ credits (minimum \$30.00) from Youthinmind Limited

For AdminID [redacted]@yoo.co.uk

Credit to Purchase [ ] USD

PayPal

- Click **Return** or the **back arrow** to go back to the main menu (starfish page).

## Creating SDQ Users Logins

The starfish page, shown below, is where you add SDQ users to the account (user logins provide staff access to the SDQ scoring sites). There are two stages involved.

Account Details

SDQ<sup>plus</sup> PlusIDs

SDQ<sup>plus</sup> data

SDQscore Logins

SDQscore Assessments

SDQscore

Import SDQscore

☐ Full

Date range

Start 2020-11-20

End 2021-01-20

UserID

Users

**+**

Help

Payment

Logout

Notice to Administrator

From 1 March 2017, use of the SDQscore.org site (i.e., paper questionnaires) is no longer available. The SDQscore.org site is now a web-based platform. The following charges apply to the use of the SDQscore.org site:

- scoring with one informant, US\$0.25
- scoring with two informants, US\$0.50
- scoring with three informants, US\$0.75
- PDF scoring report, each, US\$0.25

Charges are exclusive of any taxes applicable locally. Local taxes are the responsibility of the user.

Those scoring SDQs must login via UserIDs associated only with the account. The 'SDQ Scores Report' menu item is shown in advance. Each time the 'PDF: print and save' button is clicked, a charge of US\$0.25 is applied. Once charges are confirmed, it is not possible to cancel or refund charges. A detailed list of charges and payments at any time.

The preferred payment method is PayPal. Credit card payments may be accepted. PayPal allows payment in most currencies. We will apply a surcharge for payment in arrears. We value your comments and will respond to them as soon as possible.

Because of the contribution that SDQ users are making, we have created a special discount for SDQ users. From 1 June 2021, SDQ users will receive a 10% discount on all SDQ scores.

Our thanks to all of you who are making this possible. From 1 June 2021, SDQ users will receive a 10% discount on all SDQ scores.

• a persistent, anonymous personal ID for long-term assessment

• self-entered SDQ assessments can be emailed to respondents

• DAWBA full-panel, in-depth psychiatric diagnostic tool with ICD-10

Click to buy credit OR copy and send this link to have credit bought for you.

- Click on the **+** button then **OK** in the message box.

SDQadmin

Account Administration

janicesidnell@yahoo.co.uk

SDQScore Administration Add New User

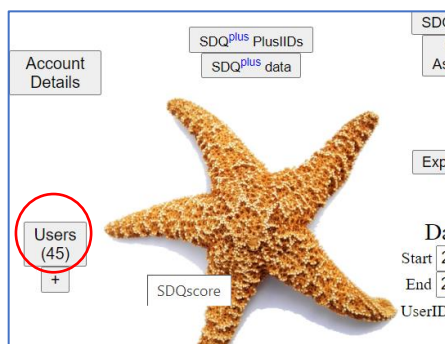
System time: 2022-06-26 12:51:58.585337 UTC/GMT/Z

ID	[redacted]@yoo.co.uk	The SDQ Administration Account ID is a unique email address.
User ID	JLarrison	Mandatory UserID; minimum 6 characters. Must be unique.
User Password	apple192	Mandatory password; minimum 8 characters. Contact support for more details.
Comments	Optional comments about this SDQScore User account.	
Created	2022-06-26 12:51:58.585337	The User was created at this instant.

Add new User

- Assign a *User ID* (minimum six characters, do not use any special characters) and *User Password* (minimum 8 characters, do not use any special characters).

- Click **Add new User**.



4. You are then returned to the Starfish page – click on the **Users (#)** button.

5. Click on the **Update** button.



6. Type **YES** (must be in capitals) into the SDQplus User box. This gives the SDQ user permission to use SDQcohort (the application that supports both SDQscore & SDQplus) and our singular SDQplus site.

 A screenshot of a form for updating user details. The form includes fields for 'ID', 'User ID', 'User Password', 'SDQplus User', 'Comments', and 'Created'. The 'SDQplus User' field contains the text 'YES' and is circled in red. At the bottom of the form, there are two buttons: 'Submit Updated Details' and 'Cancel', both of which are circled in red.

7. Click **Submit Updated Details**.

The SDQ User can now use their user login details to access the following sites:

- **SDQscore** - to transcribe answers from SDQ papers (assessment report is available to view & download on a case-by-case basis): <https://sdqscore.org/SDQ>  
For more information and to download the SDQ papers visit: <https://sdqinfo.org/py/sdqinfo/b0.py>
- **SDQplus** – the SDQ can be sent electronically to the informant to complete on their own device. An individual's assessment data history can be stored under a system generated, unique identifier, known as a PlusIID). Visit: <https://sdqplus.org/login>
- **SDQcohort** – option to select either SDQscore or SDQplus scoring system and as an individual's assessment data is stored under a system generated, unique identifier, known as a PlusIID, results data is linked. In this application you create cohorts, score the SDQ and can view individual, group & cohort comparison results data in a variety of ways. SDQcohort is ideal for a school setting. Visit: <https://sdqscore.org/SDQcohort.html>

Contact [sdqtraining@youthinmind.com](mailto:sdqtraining@youthinmind.com) for a free demonstration of this system.

## Admin Tools

### Changing the Admin Password

1. Log in with your *AdminID* and *Password* (assigned to you by YouthinMind at <https://admin.sdqscore.org/Login>).
2. Click **Account Details**, type in the new password and any other information and click **Update account details**.

3. You will be logged out when you change the password and will need to log back in again with the new password.

4. Please enter a contact email if it differs from your AdminID. An organisation name is also useful if it is not apparent from the email address.

## Help

Click this button for guidance on using this account and for a document explaining the variables.



## SDQPlus Data

The **SDQPlus data** button will produce a spreadsheet which displays assessment data by UserID (column E) if you are using SDQcohort application or the SDQplus scoring site. The child will only be identified by the PlusIID that has been assigned by the system (column B).

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	PlusIID	gener	create by		sour	group	iid	sid	dav	dawba	when	mind	maxd	page	pgender	pebdtot	pemotion
2	6783-6411-8148-7001	2019-08-16															
3	8737-1244-3132-9103	2019-2019-JS.team.1	+	p1				222	222	78659	2019-02019-2019-10				1	23	3
4	8737-1244-3132-9103	2019-2019-JS.team.1	+	te1				222	1393	8685	2019-02019-2019-08-16						
5	8737-1244-3132-9103	2019-2019-JS.team.1	+	t1				222	223	21850	2019-02019-2019-08-16						
6	1600-7575-5575-2279	2019-08-18															
7	9501-8044-1921-8922	2019-09-20															
8	1163-2346-5770-6328	2019-09-20															
9	3625-2390-7589-4668	2019-09-20															
10	5602-0122-1356-3385	2019-09-20															
11	4946-6640-6924-9223	2019-2021-susanhuckl		pa1				258	184	177567	2021-02018-2021-11				1		
12	4946-6640-6924-9223	2019-2020-susanhuckl		s				188	615	188	greydo	2020-12020-2020-0			0	14	1
13	4946-6640-6924-9223	2019-2020-susanhuckl	+	t1				228	186	18251	2020-02020-2020-02-20						
14	4946-6640-6924-9223	2019-2020-susanhuckl	+	p1				228	218	81660	2020-02020-2020-6				1	20	5
15	4946-6640-6924-9223	2019-2020-susanhuckl	+	s				228	215	24993	2020-02020-2020-02-20						
16	4946-6640-6924-9223	2019-2020-susanhuckl	+	t1				229	287	42333	2020-02020-2021-03-08						
17	1057-7496-2342-1036	2019-2020-susanhuckl	+	s				235	179	75364	2020-02020-2020-08-14						
18	1057-7496-2342-1036	2019-2020-susanhuckl	+	s				239	182	69243	2020-12020-2020-10-24						
19	1057-7496-2342-1036	2019-2021-susanhuckl	+	s				244	270	88384	2021-02021-2021-01-05						

## SDQscore Tools

For data gathered using the SDQscore scoring platform (answers are transcribed from SDQ assessment papers), the following tools are available.

The **Date range** can be changed to show assessment results for a particular period of time. If a UserID is entered in the **UserID** box, only assessment results for this user account will be displayed.

Displays the number of logins in a day and by the hour. Clicking on one of the pink links will provide a list of the users that logged on at this time.

[illegible]

N	Created	UserID	IID	Data	Items			
4	06-14 06:13:07	tedtest	7857938092270817	60	T	<a href="#">SDQ</a>	<a href="#">Export</a>	<a href="#">JSON</a>
3	06-14 06:10:53	tedtest	9863181575092660	53	S	<a href="#">SDQ</a>	<a href="#">Export</a>	<a href="#">JSON</a>
2	06-14 06:08:13	tedtest	7857938092270817	60	T	<a href="#">SDQ</a>	<a href="#">Export</a>	<a href="#">JSON</a>
1	06-14 06:03:31	tedtest	1804802295595998	62	P	<a href="#">SDQ</a>	<a href="#">Export</a>	<a href="#">JSON</a>
				Total	4+0	For charges, go to	Payment	

When **SDQ** is clicked – you can view the report from a completed SDQ (red link).

**SDQ Menu**

Age (optional)   
 Gender (optional)

**ID and Date of Birth** have been removed. These could identify individuals in an account context. See our [note](#) about this.

[Enter data from a Parent or other carer](#)  
[Enter data from a Teacher or other educational professional](#)  
[Enter data from the Self-report of an 11-17 year old](#)  
[View or download SDQ Scores Report \(parent data\)](#)

When you are finished, please close your browser to exit this site securely. Make sure to download

When **Export** is clicked the scores for each answer are displayed, along with the ebdtot (emotional behavioural difficulties total (overall stress score)) and subscale scores. Leading letters P, T, S within the headings signify the informant type.

iid	UserID	When	age	gender	paddcomments	parententered	pcompday	pcompleteby	pcompleteother	pcompmonth	pcompyear	pconban	pconduct	pebdban	pebdtot
5022491551844831	tedtest	2021-08-06 05:58:55	11	1		1	6	2		8	2021	1	3	1	16

When **JSON** is clicked this provides a JavaScript object notification string. It displays data in a human-readable form and is also suitable for import into client management (CMS) or electronic health record (EHR) systems.

```
"source":"s", "when":"2021-08-06 05:58:55", "iid":"5022491551844831", "UserID":"tedtest", "Password":"testytester", "mindate":"2021-08-06", "maxdate":"2021-08-06", "age":"11", "gender":"1", "parententered":"1", "pcompday":"6", "pcompleteby":"2", "pcompmonth":"8", "pcompyear":"2021", "pconban":"1", "pconduct":"3", "pebdban":"1", "pebdtot":"16", "pemotion":"7", "phyperban":"0", "phyper":"2", "pimpact":"0", "pimpactentered":"1", "pimpban":"0", "ppeer":"4", "ppeerban":"2", "pproban":"1", "pprosoc":"7", "psdq1":"1", "psdq10":"0", "sdq11":"2", "psdq12":"1", "psdq13":"1", "psdq14":"1", "psdq15":"0", "psdq16":"2", "psdq17":"1", "psdq18":"0", "psdq19":"0", "psdq2":"0", "psdq20":"0", "psdq21":"1", "psdq22":"0", "sdq23":"2", "psdq24":"1", "psdq25":"1", "psdq26":"1", "psdq27":"3", "psdq28":"0", "psdq29":"1", "psdq3":"1", "psdq30":"1", "psdq31":"1", "psdq32":"1", "psdq33":"1", "psdq4":"2", "sdq5":"1", "psdq6":"1", "psdq7":"1", "psdq8":"2", "psdq9":"2", "psdatype":"P", "sdoany":"0", "sdoacd":"0", "sdoed":"0", "sdohek":"0", "variables":"62"
```

## Export SDQscore

Produces a spreadsheet showing the SDQscore data.

**Export SDQscore**  
☐ Full

**Date range**  
 Start   
 End   
 UserID

Select date range and enter a UserID, then click **Export SDQscore** for the data for a particular user account.

Leave **UserID** blank to see data gathered by all users. Ensure **Full** is checked if you wish to see data relating to each question in the SDQ.

	A	B	C	D	E	F	G	H	I	J	K	L
1	iid	UserID	ModeDate	MinDate	MaxDate	age	gender	pebdtot	sebdtot	tebdtot	pimpact	simpact
40	7968593414375446	susanhuckle	2021-01-11	2021-01-11	2021-01-11	7	1	12			0	
41	5569701375955714	susanhuckle	2021-01-14	2021-01-14	2021-01-14	7	2	19				
42	17722142											
43	6410504645977522	susanhuckle	2021-01-20	2021-01-20	2021-01-20	0	0	30				
44	9724404395472102	susanhuckle	2021-01-20	2021-01-20	2021-01-20	0	0			20		
45	1865278314429316	susanhuckle	2021-01-21	2021-01-21	2021-01-21	0	0	30				
46	7272536335923450	susanhuckle	2021-01-27	2021-01-27	2021-01-27	0	0	20				
47	17714800											
48	192962309794766	susanhuckle	2021-02-11	2021-02-11	2021-02-11	0	0		17			0
49												
50	9710638954455202	susanhuckle	2021-03-17	2021-03-17	2021-03-17	0	0	24				
51	2629526163173926	susanhuckle	2021-03-17	2021-03-17	2021-03-17	0	0	16			1	
52	7181755221425482	susanhuckle	2021-03-17	2021-03-17	2021-03-17	0	0			6		
53	19600353											
54	6315012775196593	susanhuckle	2021-04-06	2021-04-06	2021-04-06	0	0	25				
55	1111942817997469	susanhuckle	2021-04-06	2021-04-06	2021-05-01	11	1			13		

\*\*\*\*\*

## Relevant Column Headings Explained

Heading	Explanation
<b>AccountID</b>	The adminID used to access the account
<b>PlusIID</b>	The unique identifier for an individual child
<b>Generated</b>	When the system was used to generate the PlusIID
<b>created</b>	Date the SDQ assessment was created by the user for an informant
<b>by</b>	The userID
<b>source</b>	An S signifies SDQscore, the + symbol signifies SDQplus
<b>rgroup</b>	p1 = parent informant t1= teacher informant s = self informant (be aware that this is for SDQplus only not for SDQscore)
<b>iid</b>	An SDQscore report identifier (this will show paper-based assessment scores)
<b>sid</b>	An SDQplus report identifier
<b>dawba iid</b>	SDQplus identifier on the “dawba” application
<b>dawba password</b>	Only shown if the user has accessed the dawba application
<b>when</b>	When the SDQ has been completed
<b>mindate</b>	When the SDQ was started
<b>maxdate</b>	When the SDQ was completed
<b>page sage tage</b>	The first letter signifies the informant type that has completed the SDQ. The age of the child is displayed (age range 2-17)
<b>pgender sgender tgender</b>	The first letter signifies the informant type that has completed the SDQ. The code for gender is, 0 = n/a, 1= male, 2= female, 3 = TGNC (transgender non-conformist)
<b>pebdtot sebdtot tebdtot</b>	The first letter signifies the informant type for <b>emotional behavioural difficulty total</b> (overall stress score)
<b>pimpact simpact timpact</b>	The first letter signifies the informant type for the impact score (in the SDQ impact questions are generated by clicking any of the Yes options at the end of the SDQ core questions). Only an impact score of 0 is considered average as any impact score is considered problematic

The four difficulties sub-scores are used to calculate the ebdtot. An average subscore total would depend on the informant type but would be close to 0/10. The prosocial subscore measures strengths, a score close to 10/10 is considered average. The scores for each sub-category are:

<b>pemotion semotion temotion</b>	The first letter signifies the informant type. This is the total subscore for emotional difficulties – scores close to 0/10 are most desirable.
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<b>pconduct sconduct tconduct</b>	The first letter signifies the informant type. This is the total subscore for behavioural difficulties (conduct) – scores close to 0/10 are most desirable.
<b>phyper shyper thyper</b>	The first letter signifies the informant type. This is the total subscore for hyperactivity & concentration difficulties (hyper) - scores close to 0/10 are most desirable
<b>ppeer speer tpeer</b>	The first letter signifies the informant type. This is the total subscore for difficulties getting along with other children (peer) - scores close to 0/10 are most desirable
<b>Prosoc (prosocial)</b>	This subscore does not add to the ebdtot (overall stress score). It is a positive category measuring kind & helpful behaviour towards others. Scores are also in reverse e.g an average score would be close to 10/10, depending on the informant. A low/very low score below 5 could be considered problematic.

## Website Addresses & Contact for Support

For more information on SDQscore or to download the SDQ paper visit:

<https://www.sdqinfo.org/a0.html> & <https://www.sdqinfo.org/py/sdqinfo/b0.py>

For more information and login links for SDQplus and the SDQcohort application visit:

<https://sdqscore.org/sdqplus/>

\*\*\*\*\*

Guides for the following scoring systems are available:

SDQscore  
SDQplus  
SDQcohort

To request a guide or for advice or assistance please contact us at,

[sdqtraining@youthinmind.com](mailto:sdqtraining@youthinmind.com)

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