Guide to SDQadmin

Account set up and tools

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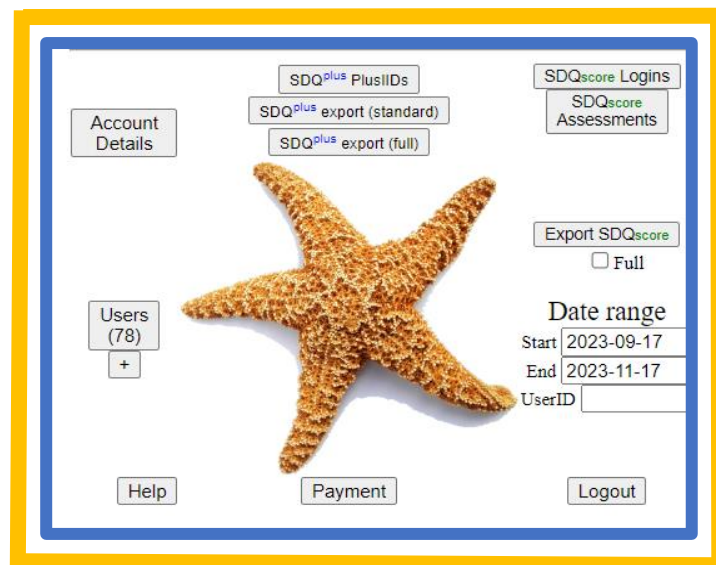
To use the SDQscoring sites (SDQscore, SDQplus, SDQcohort) an organisation or individual must first register with Youthinmind Ltd. They will then be provided with a SDQadmin account; how to set-up and use this account will be explained in this guide. It is only after completing these important steps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

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Registering for a New SDQadmin Account
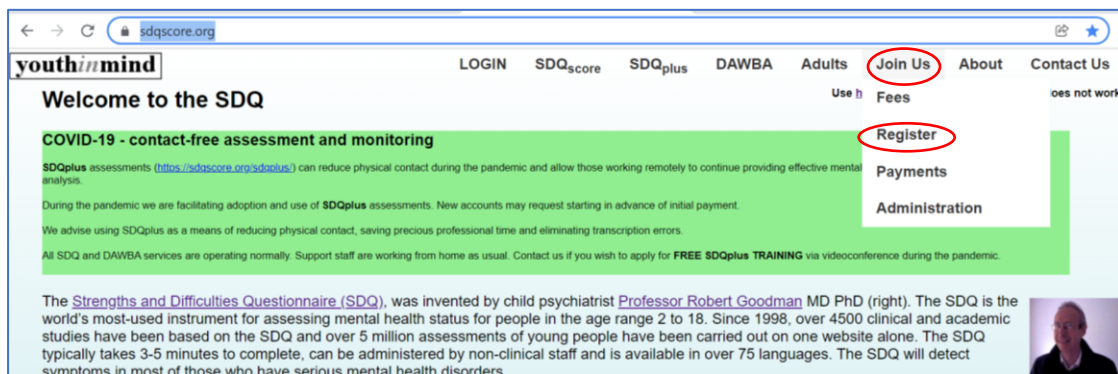
If you are already registered skip to page 3.

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

- sdqtraining@youthinmind.com (Janice & Jake – Youthinmind training team & support)
- 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, it doesn't necessarily have to be a real email address just use the @ symbol and include your email tag), 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/changed 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

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 (see instructions below).

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

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.
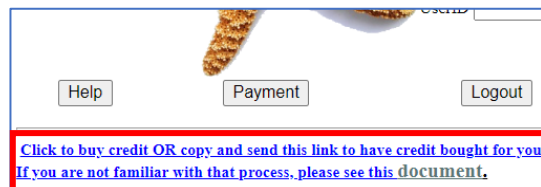
2. Click **Login**.

Help: Click this button for guidance on using this account and for a document explaining the variables.
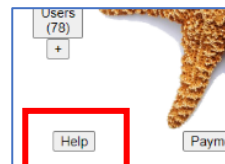
Adding Credit

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).

1. Enter the amount you wish to purchase in US dollars in the "Credit to Purchase" box (30 USD minimum)

2. Click *PayPal **or** Debit/Credit* card option (no PayPal account necessary)

3. Fill in the details as required

Alternatively,

1. Click the **Payment** button.

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).

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.

4. 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 | Charges | xlsx

Purchase SDQ credits (minimum $30.00) from Youthinmind Limited

For AdminID [redacted]hoo.co.uk

Credit to Purchase [   ] USD

PayPal

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

Creating SDQ Users Logins

You will need to create at least one user login to access the scoring sites. You may decide to create just one user login which staff share or individual user logins (if using SDQcohort scoring site, user logins will only access the cohorts that have been set up with the same user login details).

Please make sure you complete stage 1 & stage 2.

Stage 1) Click on the **+** button then **OK** in the prompt box that appears.

Type in 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**.

You are then returned to the Starfish page…..

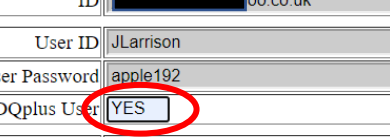Stage 2) Click on the **Users (#)**   button.

Click on the **Update** button.

| JLarrison | apple192 | 2022-06-26 12:51:58.585337 | | | Update |

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.

ID	oo.co.uk
User ID	JLarrison
User Password	apple192
SDQplus User	YES
Comments	
Created	2022-06-26 12:51:58.585337

Submit Updated Details   Cancel

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). Children's accounts are accessed one by one.
  Visit: https://sdqplus.org/login

- **SDQcohort** – option to select either SDQscore or SDQplus scoring system. In this application you create children's accounts which are stored in a cohort. The individual's assessment data is stored under a system generated, unique identifier, known as a PlusIID. Comparison data is available for an individual, a group or a whole cohort. A cohort can contain up to 1,000 records making it ideal to use in a school setting. Visit: https://sdqscore.org/SDQcohort.html

  Contact sdqtraining@youthinmind.com for a free demonstration of these scoring sites.

Further Admin Tools

Changing the Admin Password

1. Log in with you *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.

SDQPlus Data Export

The SDQplus export (standard) provides a spreadsheet containing the PlusIID assigned to each child, records age & gender (if entered), the Total Difficulties score, Subscale scores and a code for the banding (e.g average, raised, high, very high etc).
The SDQplus export (full) as above and includes a code for each SDQ item response. If you have a large data set this will take some time to download so, please be patient.

In the SDQplus export spreadsheets the child is only be identified by the PlusIID that has been assigned by the system (column B).

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.

SDQscore Logins

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.

SDQscore Assessments

First adjust the date range, then click **SDQscore Asessments** to display the number of paper-based assessments that have been recorded on the SDQscore system in the selected timeframe.

Clicking on one of the pink links provides a list of the assessment and links to further tools (which are explained below).

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

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	parentered	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", "parentered":"1", "pcompday":"6", "pcompleteby":"2", "pcompmonth":"8", "pcompyear":"2021", "pconban":"1", "pconduct":"3", "pebdban":"1", "pebdtot":"16", "pemoban":"emotion":"7", "phypban":"0", "phyper":"2", "pimpact":"0", "pimpactentered":"1", "pimpban":"0", "ppeer":"4", "ppeerban":"2", "pproban":"1", "pprosoc":"7", "psdq1":"1", "psdq10":"0", "psdq11":"2", "psdq12":"1", "psdq13":"1", "psdq14":"1", "psdq15":"0", "psdq16":"2", "psdq17":"0", "psdq18":"0", "psdq19":"0", "psdq2":"0", "psdq20":"1", "psdq21":"1", "psdq22":"0", "psdq23":"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", "psdq5":"1", "psdq6":"1", "psdq7":"1", "psdq8":"2", "psdq9":"2", "psdqtype":"P2", "sdqany":"0", "sdqcd":"0", "sdqed":"0", "sdqhk":"0", "variables":62}

Export SDQscore

Produces a spreadsheet showing the SDQscore data.

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.

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Relevant Column Headings Explained

Heading	Explanation
AccountID	The adminID used to access the account
PlusIID	The unique identifier for an individual child
Generated	When the system was used to generate the PlusIID
created	Date the SDQ assessment was created by the user for an informant
by	The userID
source	An S signifies SDQscore, the + symbol signifies SDQplus
rgroup	p1 = parent informant t1= teacher informant s = self informant (be aware that this is for SDQplus only not for SDQscore)
iid	An SDQscore report identifier (this will show paper-based assessment scores)

sid	An SDQplus report identifier
dawba iid	SDQplus identifier on the "dawba" application
dawba password	Only shown if the user has accessed the dawba application
when	When the SDQ has been completed
mindate	When the SDQ was started
maxdate	When the SDQ was completed
page **sage** **tage**	The first letter signifies the informant type that has completed the SDQ. The age of the child is displayed (age range 2-17)
pgender **sgender** **tgender**	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)
pebdtot **sebdtot** **tebdtot**	The first letter signifies the informant type for **e**motional **b**ehavioural **d**ifficulty **tot**al (overall stress score)
pimpact **simpact** **timpact**	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:

pemotion **semotion** **temotion**	The first letter signifies the informant type. This is the total subscore for emotional difficulties – scores close to 0/10 are most desirable.
pconduct **sconduct** **tconduct**	The first letter signifies the informant type. This is the total subscore for behavioural difficulties (conduct) – scores close to 0/10 are most desirable.
phyper **shyper** **thyper**	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
ppeer **speer** **tpeer**	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
Prosoc (prosocial)	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.

An explanation of the codes used for the export variables is available from the Help section.

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/

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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

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