

# SDQblockchain – Basic User Guide

*This User Guide covers basic SDQblockchain application skills.*

**Note:** Please use Google Chrome or Firefox Internet browser to avoid incompatibility issues. This guide uses Chrome.

SDQblockchain is a web-based application created and maintained by Youthinmind. SDQblockchain allows creation of cohorts of young people. A cohort may be a patient list, client list or a class of students. A unique identifier called PlusIID (Persistent Individual Identifier) is assigned to each young person within the cohort. The PlusIID links all SDQ assessments to one individual and over time creates a record or a 'picture' of the young person's mental health history.

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

## 1 Accessing SDQblockchain

### 1.1 To login to SDQblockchain

1. Enter your **UserID** and **Password** at <https://sdqscore.org/SDQblockchain.html>.
2. Click the **Check status** button (next to the Password entry field) and a check mark ( ✓ ) will show next to the button confirming that you are logged in.
3. You can hide your password from view by clicking the 'hide' text under the word Password. To show your password again logout of the SDQblockchain and log in again.

**Note:** If you will be using the SDQblockchain application frequently you may want to add the above link to your browser bookmarks.

### 1.2 To logout of SDQblockchain

1. To logout click the **Logout** button or the 'X' button on the SDQblockchain tab.
2. If you click the **Logout** button a dialogue message will display '**Logout will erase cohort display. If you have made changes, have you backed up? Are you sure?**' Click the **Cancel** button and backup your changes or the **OK** button to continue to logout. To backup your changes go to **3.2 To backup your cohort**.
3. Click the **OK** button and a dialogue message will ask '**Are you really, really sure?**'. Click the **OK** button to logout or **Cancel** to remain in the SDQblockchain.

## 2 Naming your cohort

A "cohort" could be your class of students, patient list or therapy group. The cohort name you choose acts both as cohort name and encryption key. It is case, punctuation and space sensitive.

**Note:** For beginners or therapists with a small number of patients we recommend keeping the cohort name lower case with no spaces or punctuation.

**Important:** Cohort names are case, punctuation and space sensitive. You must be able to recollect your cohort names. We recommend that you backup your cohort as soon as you create it and every time you add a new individual(s). As a data processor, Youthinmind is not allowed to view personal data and we are not able to recover lost cohort names. This is to comply with data protection regulations. You should write down the name of your cohort(s) for your own records and store in a secure place.

### 3 To create a simple cohort manually

1. Log in to the SDQblockchain as in **1.1 To login to SDQblockchain** at the beginning of this document.

**Important: You must be able to recollect your cohort names. We recommend that you backup your cohort as soon as you create it and every time you add a new individual(s). As data processor Youthinmind is not allowed to view personal data and we are not able to recover lost cohort names. This is to comply with data protection regulations. You should write down the name of your cohort(s) for your own records and store in a secure place.**

2. Type in **Person ID** and **Personal details** in the entry fields.

You can decide what you would like to enter in these fields. It should be sufficient to identify the young person but no more. You can use initials in the **Person ID** field and full name in the **Personal details** field. This data is encrypted and saved to the server. The type of encryption used prevents Youthinmind viewing this data. This is to comply with data protection regulations.

Person_ID	393	Personal_details	Jacob W T	Get new PlusIID	Save row	Clear row
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3. Click the **Get new PlusIID** button. A dialogue message will show '**Are you sure?**'. Click the **OK** button to continue.
4. A dialogue window will show '**PlusIID generated. Click "Save row" button after this.**'

The default form of the PlusIID is a sixteen digit numeric identifier and is the young person's permanent unique ID for all subsequent SDQ assessments, like one's Social / National Insurance Number.

5. Click the **Save row** button and a dialogue window will display asking you to enter a **Cohort name**. Enter the cohort name in the **Cohort name** field and click the **OK** button. In the screen print below we are saving a cohort in Pimlico Academy, for Year 7A in academic year 2021-22.

Cohort name
pa-y7a-2021-22
OK Cancel

6. **Person ID**, **Personal details** and **PlusIID** data will be appear in the cohort table and the entry fields will be cleared for entry of the next individual.
7. To add another individual follow steps 2 to 5 above. Remember to save each entry with the **Save row** button.

**Important: When you finish entering all individuals you need to backup your cohort. We recommend that you backup your cohort as soon as you create it and after making changes to it. Go to section 3.2 below, To back up your cohort, before creating a new one.**

8. To create another cohort manually log out of the SDQblockchain and log in again.

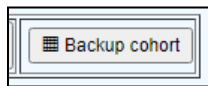
### 3.1 Why backup your cohort?

*As data processor Youthinmind is not allowed to view personal data. This is to comply with data protection regulations. We are therefore not able to recover lost cohort names and cohorts. Backup allows you to recover your lost cohorts. You should also write down the name of your cohorts for your own records and keep them in a secure place. We recommend that you backup your cohort as soon as you create it and every time you make changes. Having a backup is like having a spare key to your house.*

### 3.2 To backup your cohort

**Important:** You should backup your cohort as soon as you create it and after making changes. You should backup any time further changes are made such as adding new children's details.

1. If you have just created your cohort go to step 2 below. If you are backing up an older cohort log in and load your cohort as in section **3.3 To load saved cohort** before moving to step 2 below.
2. Click the **Backup cohort** button.



3. A dialogue message will show '**Cohort is ready.**'. Click the **OK** button.
4. You may be prompted to open or save your file. The backup typically is saved to your **Downloads** folder or another folder where your computer saves downloaded files. This may be specific to how your computer and browser are configured.

**Please take time to familiarise yourself with the location of your downloaded files as you may need to recover your backed up cohort.**

When you find your backed up cohort it will look as in the screen print below.

	Name	Date modified	Type	Size
▼ Today (1)				
	ExportPlusIDs.jakesmith.pa-y7a-2021-22.1630832916279.xlsx	05/09/2021 10:08	Microsoft Office E...	17 KB

The name of the backup file will start with **ExportPlusIDs** (PlusID is the unique identifier and the most important piece of data relating to a young individual). This backup file was created by user **jakesmith** and the name of the cohort is **pa-y7a-2021-22**. The rest of the file name is a time serial number and the extension is **.xlsx** – a Microsoft Excel file.

**You can backup your cohort multiple times because the time serial number element of the file name ensures that every time you backup the file is not overwritten. It is created with a new time serial number. Always use the latest copy of your backed up file. The backed up .xlsx file can be moved to another location on your computer. You should not rename the file. If you decide to rename it, always keep the cohort name element because it is this data the users tend to lose or forget.**

The backup functionality backs up **Person ID**, **Personal Details** and **PlusIID** fields. If you open the .xlsx file it will look similar to the screen print below.

	A	B	C
1	Field0	Field1	PlusIID
2	334	Leland H	8656-5694-9759-8803
3	131	Emilia F	1025-9126-6717-4779
4	386	Annabelle K	4680-5265-9264-8904
5	291	Brandon P	1442-5743-5851-2184
6	444	Violet D	6742-7866-3342-0963
7	479	Jonah H	5090-9072-3899-0878
8	107	Savanah W O	5605-5332-4500-4217
9	841	Ulay S	1084-2566-2182-7712
10	393	Jacob W T	1288-3566-8347-8391

**Note:** Contact Youthinmind if you ever need assistance in recovering or rebuilding a cohort. Ensuring you keep your backups safe and secure is essential for this purpose.

### 3.3 To load saved cohort

**Important:** You must be able to recollect your cohort names. We recommend that you backup your cohort as soon as you create it and every time you make changes. As data processor Youthinmind is not allowed to view personal data and we are not able to recover lost cohorts and cohort names. This is to comply with data protection regulations. You should also write down the name of your cohort(s) and store in a secure place. Your cohort name is encrypted for data protection. It is case, punctuation and space sensitive.

1. Log in to the SDQblockchain by following the steps in **1.1 To login to SDQblockchain** at the beginning of this document.
2. Enter the exact cohort name into the **Cohort name** entry field (on the right side of the screen) and click the **Load remote cohort** button.

**Note:** If you ever forget your cohort name you can look at your backup(s), which will contain the cohort name within its filename.

3. Your cohort will load and two check marks ( ✓ ✓ ) will show to the left of the **Load remote cohort** button confirming your cohort loaded successfully.

### 3.4 To add an individual to cohort manually

1. Log in to the SDQblockchain by following the steps in **1.1 To login to SDQblockchain** at the beginning of this document.
2. Enter your cohort name into the **Cohort name** field in the **Remote cohort storage/blockchain function** window on the right side of the screen and click the **Load remote cohort** button. Your cohort will load.
3. Type in **Person ID** and **Personal details** for a young person in the entry fields.
4. Click the **Get new PlusIID** button. A dialogue window will show asking 'Are you sure?'. Click the **OK** button to continue.
5. Another dialogue window will show with the message 'PlusIID generated. Click "Save row" button after this.'. Click **OK** to continue.
6. Click the **Save row** button. The data from **Person ID** and **Personal details** will be moved to the lower part of the screen with the other individuals. A new **PlusIID** will be generated and populated in the **PlusIID** field.
7. To add another individual follow the steps from step 3 above.

### 3.5 To edit individual's details

1. Log in to the SDQblockchain by following the steps in **1.1 To login to SDQblockchain** at the beginning of this document.
2. Enter your cohort name into the **Cohort name** field in the **Remote cohort storage/blockchain function** window on the right side of the screen and click the **Load remote cohort** button. Your cohort will load.
3. Click the **Edit** button (pencil icon) for the individual you want to edit. The **Edit** button is located between the **PlusIID** field and the **Del(ete)** button.

PlusIID	Edit	Del
5605-5332-4500-4217		

The **Person ID** and **Personal details** data will be populated in the entry fields.

4. Update the **Person ID** or **Personal details** fields. I am updating 'Leland H' to 'Leland Houston'.

Person_ID	334	Personal_details	Leland Houston	Get new PlusIID	Save row	Clear row
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5. Click the **Save row** button. The updated data will be moved to the lower part of the screen. Entry fields **Person ID** and **Personal details** fields will be cleared.

**Note: If you make a mistake while editing a record, or decide you do not want to edit, you can click the Clear row button.**

6. To update details of another individual follow the steps from 2 above.

### 3.6 To delete an individual from a cohort

1. Log in to the SDQblockchain by following the steps in **1.1 To login to SDQblockchain** at the beginning of this document.
2. Load your cohort by entering your cohort name into the **Cohort name** field in the **Remote cohort storage/blockchain function** window on the right side of the screen and click the **Load remote cohort** button. Your cohort will load.
3. Click the **Del(ete)** button (x) of the individual you want to delete.

PlusIID	Edit	Del
5605-5332-4500-4217		

4. A dialogue message will display '**Are you sure?**'.
5. Click **OK** to continue to delete.
6. The deleted individual will no longer be displayed in the cohort.

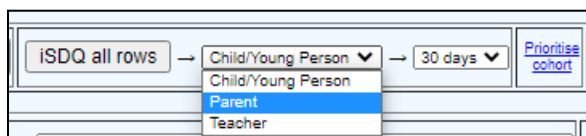
**Note: When deleting children from cohorts it is a good idea to ensure you have a backup of the cohort with their details. This means that if any children are deleted by accident then they can be recovered. It is also a good idea to do a new backup of any changes as well as keeping your old backups safe. Contact Youthinmind if you need assistance with this.**

## 4 iSDQ

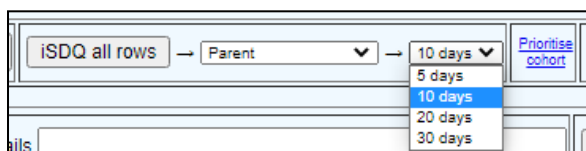
The iSDQ functionality enables the user to enrol parents, teachers and young people to answer the SDQ questionnaire online. You can enrol informants individually or in bulk.

### 4.1 Creating a single iSDQ enrolment

1. Log in to the SDQblockchain by following the steps in **1.1 To login to SDQblockchain** at the beginning of this document.
2. Load the cohort you want to create the SDQ enrolment for. (You can follow the steps in **3.1 To load saved cohort**.)
3. Select the **informant** (e.g. Parent, Teacher or Self) using the drop down list to the right of **iSDQ all rows** button.

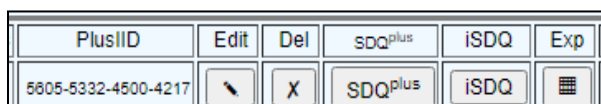


4. Click the drop-down box to the right of the informant and select how long the enrolment should be active for (e.g. 10 days).



*The days refer to how long a respondent has in which to answer the questionnaire. If they do not complete the assessment in this time, they will need to be enrolled again.*

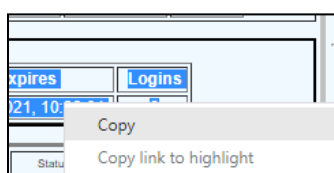
5. Move your mouse to the cohort of young people and click the **iSDQ** button of the respective young person.



A table of data will appear above your cohort. These are the iSDQ enrolment details for the young person and assessment can take place using these details. The important areas for the informant are the Login (<https://sdqplus.org/isdq>) and their Password.

Visualisation <span>HIDE X</span>							
Person_details	Person_ID	PlusIID	Login	Password	Informant	Expires	Logins
Savanah W O	107	5605-5332-4500-4217	<a href="https://sdqplus.org/isdq">https://sdqplus.org/isdq</a>	83D54M	parent	15/09/2021, 10:39:01	3

6. The enrolment details are pre-selected. Move your mouse over the highlighted area, **right click** and select **Copy**.



7. The details can then be pasted into an email, Word document, spreadsheet or another application of your choice.
8. The informant will use these details to remotely log in and complete the SDQ assessment.

## 4.2 Creating multiple iSDQ enrolments

You can enrol informants for iSDQs in bulk. This is suitable for use in schools and is much quicker than doing them one at a time.

1. Log in to the SDQblockchain by following the steps in **1.1 To login to SDQblockchain** at the beginning of this document. Load the cohort you want to create the SDQ enrolments for. (You can follow the steps in **3.1 To load saved cohort**.)
2. Select the **informant** (e.g. Parent, Teacher or Child/Young Person) using the drop down list to the right of the **iSDQ all rows** button.
3. Select the number of days you would like the enrolment to be active for (e.g. 20 days).

The image shows a button labeled 'iSDQ all rows' followed by a dropdown menu currently set to 'Parent' and another dropdown menu set to '20 days'.

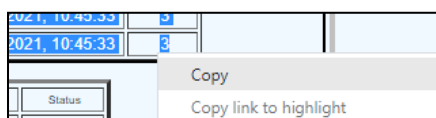
*The days refer to how long a respondent has in which to answer the questionnaire. If they do not complete the assessment in this time, they will need to be enrolled again.*

4. Click the **iSDQ all rows** button.

A table of data will appear above your cohort. This is the iSDQ enrolment details for all the young people in the cohort and assessment can take place using these details. The important areas for the informant are the Login (<https://sdqplus.org/isdq>) and their Password.

Visualisation <a href="#">HIDE X</a>							
Person details	Person ID	PlusID	Login	Password	Informant	Expires	Logins
Emilia F	131	1025-9126-6717-4779	<a href="https://sdqplus.org/isdq">https://sdqplus.org/isdq</a>	9TTH7B	parent	25/09/2021, 10:45:33	3
Ulay S	841	1084-2566-2182-7712	<a href="https://sdqplus.org/isdq">https://sdqplus.org/isdq</a>	2W85M4	parent	25/09/2021, 10:45:33	3
Jacob W T	393	1288-3566-8347-8391	<a href="https://sdqplus.org/isdq">https://sdqplus.org/isdq</a>	5CD8V8	parent	25/09/2021, 10:45:33	3
Brandon P	291	1442-5743-5851-2184	<a href="https://sdqplus.org/isdq">https://sdqplus.org/isdq</a>	8K5739	parent	25/09/2021, 10:45:33	3
Annabelle K	386	4680-5265-9264-8904	<a href="https://sdqplus.org/isdq">https://sdqplus.org/isdq</a>	P77C9G	parent	25/09/2021, 10:45:33	3
Jonah H	479	5090-9072-3899-0878	<a href="https://sdqplus.org/isdq">https://sdqplus.org/isdq</a>	4489W9	parent	25/09/2021, 10:45:33	3
Savanah W O	107	5605-5332-4500-4217	<a href="https://sdqplus.org/isdq">https://sdqplus.org/isdq</a>	854953	parent	25/09/2021, 10:45:33	3
Violet D	444	6742-7866-3342-0963	<a href="https://sdqplus.org/isdq">https://sdqplus.org/isdq</a>	K42R72	parent	25/09/2021, 10:45:33	3
Leland Houston	334	8656-5694-9759-8803	<a href="https://sdqplus.org/isdq">https://sdqplus.org/isdq</a>	C57297	parent	25/09/2021, 10:45:33	3

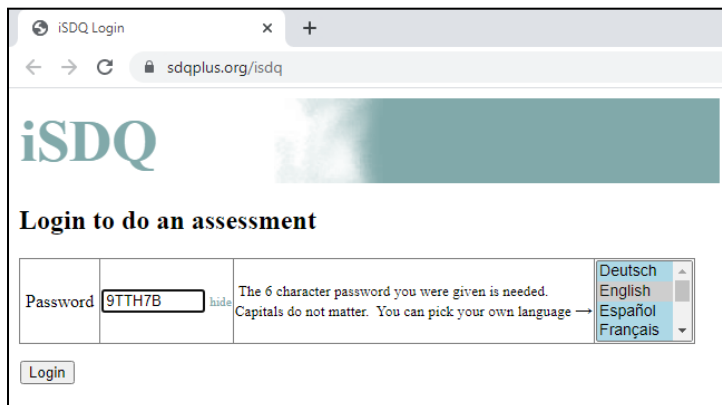
5. The enrolment details are pre-selected. Move your mouse over the highlighted area, **right click** and select **Copy**.



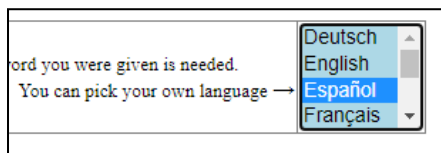
6. The details can then be pasted into a Word document, spreadsheet or another application of your choice.
7. The informants will use these details to remotely log in and complete their respective SDQ assessments.

## 4.3 To complete an iSDQ assessment

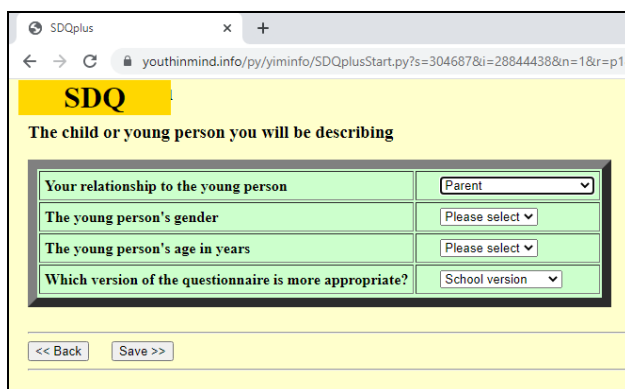
1. Go to <https://sdqplus.org/isdq>
2. Enter the iSDQ password in the **Password** field and click **Login**.



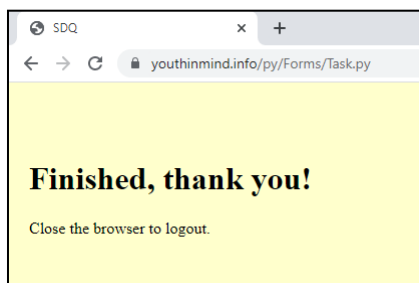
**Note:** The iSDQ has multiple languages that can be selected using the box on the right side of the login page.



3. A new tab will open and the informant will be able to answer the questionnaire.



4. When they have finished the assessment they can exit by closing the browser (x).



5. The informant's assessment details will be available to view on SDQplus, along with various reports and charts analysing the individual's emotional and behaviour scores.

**For more information on SDQplus contact Youthinmind on the [sdq.scoring@gmail.com](mailto:sdq.scoring@gmail.com) email address.**