



GUIDE TO CREATING COHORTS

in SDQcohort



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Introduction

SDQcohort is a web-based application created and maintained by Youthinmind. A cohort may be a school class or year group, a clinic, patient or client list etc. A Persistent Individual Identifier (PlusIID) is assigned to each young person listed in the cohort, to which all SDQ assessment data is linked. It is entirely your decision as to the personal details you use to identify and match an individual to their PlusIID.

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

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 at the sdqtraining@youthinmind.com email address.

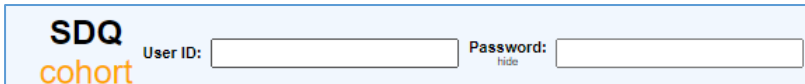
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Accessing SDQcohort

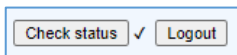
1. Login with your UserID and Password.

Click *hide* if you do not want your password displayed on screen.



The login form features the SDQ cohort logo on the left. To its right are two input fields: 'User ID:' followed by a text box, and 'Password:' followed by a text box. A small 'hide' link is positioned below the password field.

2. Click the *Check status* button, a tick signifies the login details are correct.

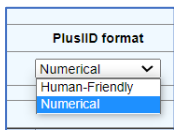


A horizontal button bar containing 'Check status' with a checkmark icon to its right, and 'Logout' to its right.

Creating a Cohort

For small cohorts, or to add a new child to an existing cohort, we would advise using the **manual method**. For large cohorts (or for children with an existing PlusIID (system allocated, unique individual identifier)) use the **import method**.

Before you begin it is important to consider what to use for Details 1 (sort field) and Details 2 to help you identify each child/young person against their system allocated PlusIID. For data protection this information is encrypted within the system. Also, each cohort name is linked to the UserID login details. Therefore, only users with correct UserID, password and cohort name can access the cohort.



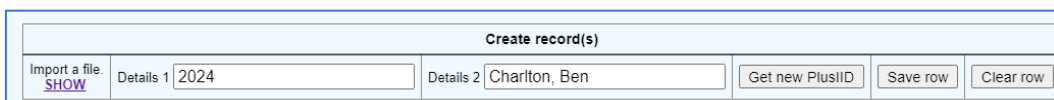
A dropdown menu titled 'PlusIID format' with three options: 'Numerical' (selected), 'Human-Friendly', and 'Numerical'.

The default setting for the PlusIID is *Numerical* format (16 digits). A more memorable PlusIID in *Human friendly* format can be generated using the drop-down arrow before you start creating your cohort(s).

- Example of a Numerical PlusIID (default): 4559-6041-2502-9392
- Example of a Human Friendly PlusIID: enabled.bee.4579

Cohort Creation - Manual Method

1. Type the relevant information into Details 1 and Details 2 fields (remember Details 1 is the primary sort field).



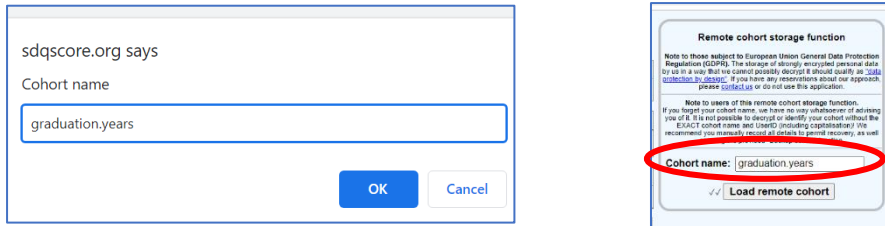
The 'Create record(s)' form has a header bar with the title. Below it are several fields and buttons: 'Import a file.' with a 'SHOW' link, 'Details 1' with a text box containing '2024', 'Details 2' with a text box containing 'Charlton, Ben', and three buttons: 'Get new PlusIID', 'Save row', and 'Clear row'.

2. Click *Get new PlusIID*. Agree *OK*, *OK* to the two prompts. Click *Save row*.

3. After entering the first young person's details the system will ask for a cohort name. This acts as a key that only you will know; you will need to remember the exact format entered to retrieve the cohort in the future. It cannot be recovered as it is not stored on the system.

INFORMATION: 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 keep a copy of your cohort names in a secure place.

4. After clicking OK the assigned cohort name appears in the *Cohort name* field. Additional records that you add will automatically be saved under this cohort name.



5. The first record now appears in row 1 of the cohort (this order will change as you add more records - numerical order precedes alphabetical order).

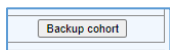
Details 1	Details 2	PlusIID	Edit	SDQ ^{plus}	Vis	Rpt	Complete	Recent
2024	Charlton, Ben	sought.liver.5053		SDQ ^{plus}		Rpt	N/A	N/A

6. Continue to add children’s details to the cohort as described in steps 1 & 2.

	N	Details 1	Details 2	PlusIID	Edit	SDQ ^{plus}	Vis	Rpt	Complete	Recent
<input checked="" type="checkbox"/>	1	2023	Burgess, Andy	6784-0444-7285-7195		SDQ ^{plus}		Rpt	N/A	N/A
<input checked="" type="checkbox"/>	2	2024	Best, Georgia	smart.tadpole.943		SDQ ^{plus}		Rpt	N/A	N/A
<input checked="" type="checkbox"/>	3	2024	Best, Gina	1551-0597-8191-8043		SDQ ^{plus}		Rpt	N/A	N/A
<input checked="" type="checkbox"/>	4	2024	Charlton, Ben	sought.liver.5053		SDQ ^{plus}		Rpt	N/A	N/A

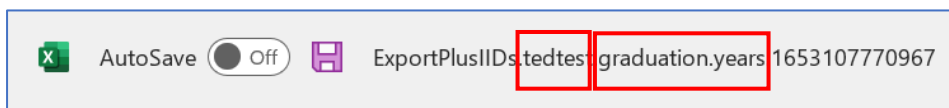
7. This method can also be used to add children to an existing cohort (just make sure you load the cohort first (see page 5 *Retrieving a Cohort*)).

Backup Cohort

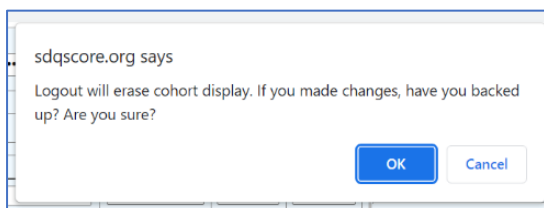


1. Before logging out, it is very important that you use the *Backup cohort* tool and download the Backup spreadsheet detailing the PlusIIDs against the details entered. Once allocated a PlusIID must be retained to ensure that a child’s SDQ results are not lost.

2. The Backup spreadsheet also records the UserID and cohort name within the filename. It is not saved on the system, so store it safely on your own device.



The backups can be used to import records into other cohorts or to rebuild cohorts if you accidentally delete a record.



3. If you add additional records to an existing cohort always remember to backup before you logout. A warning message reminds you of this on logout. If you are confident you have a record of all the PlusIIDs in the cohort click *OK*.

Cohort Creation - Import Method

1. Prepare the spreadsheet (must be xlsx file e.g., Excel or Google sheets) that will be imported. You must use the headings, **Field0** and **Field1** in columns A and B respectively. Exact formatting is required, i.e., capital F, no space between the d and the number, otherwise the import will not load. Only use sheet 1 (additional worksheets will not import).

	A	B	C
1	Field0	Field1	PlusIID
2	Y7A	Robson, Bryan	
3	Y7B	Clark, Jane	
4	Y7B	Kroos, Pip	
5	Y7C	Ruben, Gabrielle	
6	Y7A	Brown, Jack	1566-2345-2345-5678
7	Y7A	Ramirez, Jose	9295-5843-9684-7714
8	Y7C	Mendy, Shandy	
9	Y7B	Guardiola, Dexter	
10	Y7B	Fedra, Rio	
11	Y7A	Ferguson, Alison	
12	Y7A	Maxwell, Jonte	
13	Y7A	Bruyne, Marvin	
14	Y7A	Davies, Menna	
15	Y7A	James, Viola	
16	Y7A	Bennett, Avril	
17	Y7B	Johnson, Ricky-Joe	
18	Y7B	Marvin, Frank	

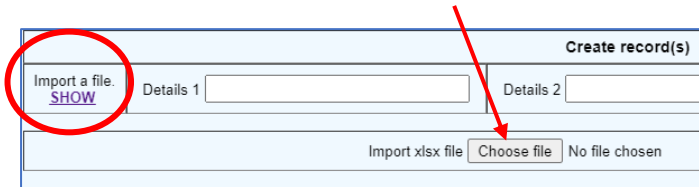
Field0 is the sort field (appears as Details 1 within SDQcohort) – numbers precede letters.

Existing PlusIID?

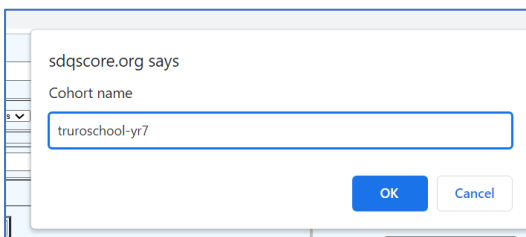
In the example screenshot two children (rows 6 & 7) have existing PlusIIDs. These have been recorded (exact formatting) under the heading PlusIID in column C. This ensures that they retain their PlusIID and any stored SDQ assessment data.

If there are no existing PlusIIDs you do not need to include this heading in column C.

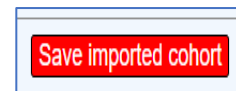
2. Save and close the spreadsheet.
3. Login to the SDQcohort application with your UserID and Password.
4. Click *import a file*. Click *Choose file* (or *browse* if using FireFox).



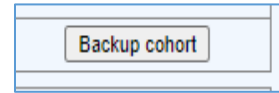
5. Locate the prepared spreadsheet and double right click on the filename to import into SDQcohort.
6. Type the cohort's name into the *Cohort name* field and click *OK*. This acts as a key that only you will know; you will need to remember the exact format entered to retrieve the cohort in the future. It cannot be recovered as it is not stored on the system (see *Information* on page 2).



7. When the cohort has fully loaded click the *Save imported cohort* button to save the records.

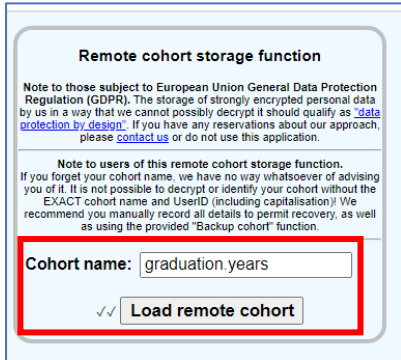


8. Once you have finished adding to the cohort it is important that you use the *Backup cohort* tool to download a spreadsheet detailing the PlusIDs against the details entered. Once allocated a PlusID must be retained to ensure that a child’s SDQ results are not lost.



9. To import or create a 2nd cohort, logout to clear the screen and start the process anew.

Retrieving a Cohort

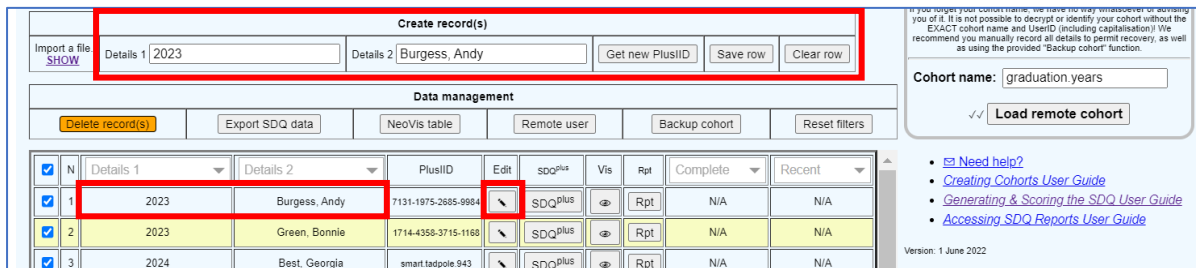


1. Login with your UserID and Password and click *Check status*. In the Cohort name field type in the cohort name (must be exact) and click *Load remote cohort*. The cohort will appear on screen.

Editing & Deleting Records

Editing

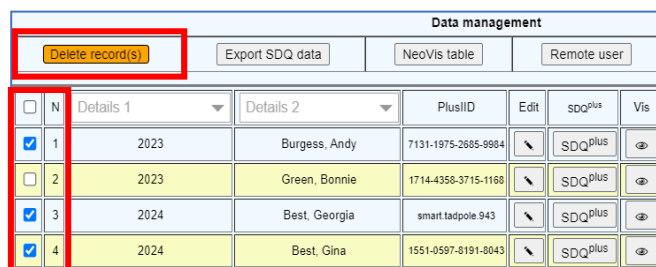
To edit information in Details 1 and Details 2, click on the pencil image in the relevant child’s row. The information will appear in the entry fields – make any changes here by clicking in the relevant entry field to activate the cursor. Click *Save row* to return the record to its place in the cohort. You cannot edit the PlusIDs.



Deleting

To delete a record(s) first check the relevant check box within the child’s row (the top check box next to N checks or unchecks all).

Then click *Delete records* and click *OK, OK*.



Adding New Records to an Existing Cohort / Changing Cohort Name

Adding New Records – Manual Method

The simplest way to add a new record (for a child without an existing PlusIID) is to login, load the cohort and then use the Details 1 and Details 2 boxes to add the information about the child. Click Get new PlusIID and then click Save row.

Refer to page 5, *Retrieving a Cohort* and page 2, *Cohort Creation - Manual Method* if you are unsure.

For Large Additions, Copying Records or Renaming Cohorts - Import Method

INFORMATION – Please read before you begin. It is essential that you take a backup of your existing cohort and save it safely (this can be used to rebuild a cohort, should there be any problems). Make a copy of the backup spreadsheet and save it with the name you propose to use for your new cohort - you can then add or change these spreadsheet records before import. **NEVER CHANGE A PLUSIID** – the system uses this to save data results to the correct child’s record; likewise, if you only record the details in Field0 and Field1 and omit a previously assigned PlusIID the system will generate a new one resulting in the child’s assessment data being split between two records.

1. To add new children’s records fill in the details under Field0 and Field1 but leave the row in column C blank (the system will automatically generate a new PlusIID on import). Only sheet 1 will import. Remember where you have saved the spreadsheet and close it.

	Field0	Field1	PlusIID
18	2026	Jackson, Deanna	cheerful.mars.4586
19	2026	Polk, Fred	1624-9459-2603-5048
20	2027	Kahn, Robbie	1439-3031-2338-0490
21	2027	Score, Christopher Ray	5099-9332-7488-9281
22	2027	Brown, Billy	novel.lion.5551
23	2027	Dickson, Sandy	5539-3508-7470-0816
24	2027	Davidson, Rodney	8882-6242-0114-0724
25	2027	Brown, Everton	1095-7981-2709-1711
26	2027	Botherall, Andrea	enabled.bee.4579
27	2026	Brooks, Dinah	4789-6239-1411-9494
28	2025	Henry, Trudy	6584-6472-8563-2240
29	2024	Morgan, Briony	4559-6041-2502-9392
30	2023	Burgess, Andy	
31	2024	Peters, Penny	
32	2026	Goodenough, Taylor	
33	2027	Avery, Latoya	

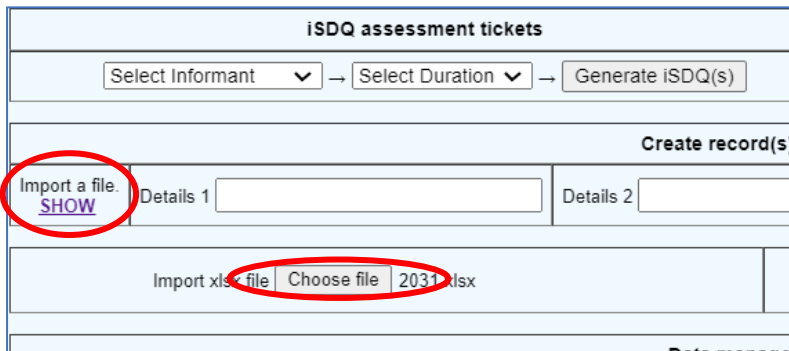
IMPORTANT NOTE: Retaining the same cohort name

If you want to retain the same cohort name (e.g. adding records to an existing cohort) you will need to load the cohort on screen before you start the import process.

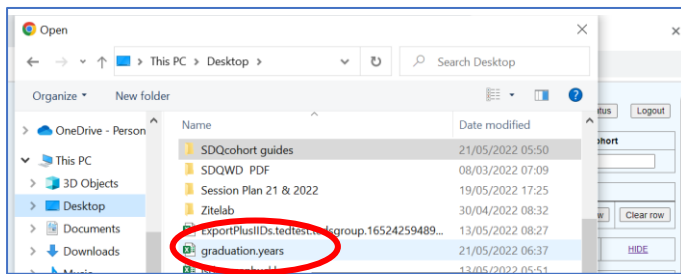
In this instance it is easier to just have the records you want added to the cohort listed on your spreadsheet. However, PlusIIDs that are recorded within the existing cohort and on the spreadsheet will be retained.

Taking a backup is essential – if anything goes wrong you can use a backup to reinstate the original cohort.

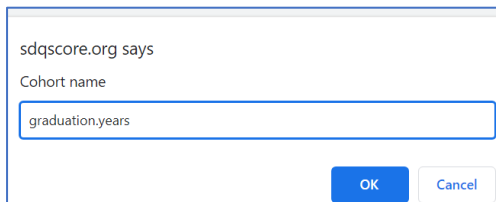
2. Login to SDQcohort.
3. Click *Import a file Show* – the Import xlsx file tools will then appear.
4. Click *Choose file* (may be labelled Browse if using FireFox).



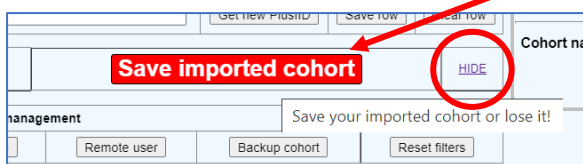
5. Locate the spreadsheet and double left click on the filename to start the import.



6. Enter the cohort name in the *Cohort name* field and click *OK*.



7. Once the cohort has finished loading, click the *Save imported cohort* button and *OK* in the dialog box to save the cohort.



8. Check all filter boxes next to the N column of the cohort by clicking in the top box, then click the *Backup cohort* button and save the spreadsheet safely on your own device (for more information on backups see page 3). When complete clicking *HIDE* will remove the extra tools from view.

9. You can have a child’s record existing in more than one cohort, e.g., you may have an individual in a year group cohort and also in a therapy group cohort. Any SDQ assessment data will automatically be uploaded to the PlusIID that is recorded in both cohorts.

Create reco				
Import a file:	Details 1		Details 2	
SHOW				
Data manage				
Delete record(s)	Export SDQ data		NeoV table	
<input checked="" type="checkbox"/>	15	2025	Sing, Ying	1253-0878-6543-8861
<input type="checkbox"/>	16	2025	Taylor, Jennifer	9000-6022-1116-1987
<input checked="" type="checkbox"/>	17	2025	Timmons, John	1234-0994-2853-6230
<input checked="" type="checkbox"/>	18	2025	Warner, Jon	6591-7309-6297-5710
<input type="checkbox"/>	19	2026	Bott, Lizzy	clean.motorcycle.8990
<input checked="" type="checkbox"/>	20	2026	Brooks, Dinah	4789-6238-1411-9494
<input checked="" type="checkbox"/>	21	2026	Goodenough, Taylor	1538-8444-7690-2211

However, if you have copied records from an existing cohort to a new cohort and you wish to remove a record from the original, use the filter and *Delete records* tools in the original cohort to remove the unwanted records.

Other SDQcohort guides include:
Generating & Scoring the SDQ in SDQcohort
Viewing SDQ Assessment Results in SDQcohort

For advice or assistance please contact us at,
sdqtraining@youthinmind.com