GENERATING & SCORING THE SDQ USER GUIDE

SDQcohort

**SDQ
cohort**

Introduction

SDQcohort is a web-based application created and maintained by Youthinmind, that gives you the option to select the most suitable scoring system for your circumstance. SDQplus sends the SDQ electronically to the informant to complete on their own device, whereas SDQscore is used to score completed SDQ papers. Reports are automatically generated by both systems.

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, sdqtraining@youthinmind.com.

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Accessing SDQcohort & Filter Tool

1. Login with your UserID and Password at https://sdqscore.org/SDQcohort.html.

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

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

3. In the *Cohort name* field, type in the cohort name (must be exact) and click *Load remote cohort*.

If you haven't yet built your cohort download the Creating Cohorts User Guide from the login page.

4. When clicked a second time the *Check status* tool updates the *Complete* column to show the number of completed assessments for an individual. The *Recent* column displays the date of the last SDQ.

5. To find those who have not yet completed an SDQ, use the *Complete* filter tool (click the arrowhead) and select all those with N=0.

6. Alternatively, use the check boxes in the first column to select the relevant record(s) for iSDQ assessment ticket generation.

The *Reset filters* tool within the Data management toolbox will reinstate the whole cohort.

SDQplus – Generating the SDQ

There are various ways to generate the SDQ, choose the most suitable for your situation.

Method 1 – iSDQ assessment tickets

Can be used to generate links to the SDQ in bulk, (suitable for a classroom setting) or to be sent to an individual to complete the SDQ on their own device (cost of $1 is charged when the informant accesses the SDQ). In the example below, the check box filters were first set to find individuals in a particular group within the cohort (see screenshot above).

1. Select the rows (see above). Select the *Informant* type and the *Duration* from the drop-down lists.

2. Click *Generate iSDQ(s).*

3. The tickets are already highlighted, right click on the blue highlighting and select copy.

4. Paste to either Excel, Word, Google software or for individual tickets straight into an email.

Details 1, Details 2 and PlusIID informs the user who the child is.

The informants will need the **login details (generic) and password (unique)**.

It is important that the informant receives the correct password as this ensures the SDQ results are returned to the correct child's account.

Example email (with some columns deleted), each ticket is for one SDQ only:

To: a.practitioner@a.school.co

Subject: Strengths & Difficulties Questionnaire (SDQ)

Dear Mr Bullock

Please find below the SDQ login and relevant passwords for those students in class G12D who are to complete the SDQ. It is important that the child receives and enters in the correct password. The students must reach the Finished screen.

It should take them approximately 5-10 minutes to complete.

Details 1	Details 2	Login	Password	Informant
Alfredo Bullock, G12D	Aaron Nash	https://sdqplus.org/isdq	SM8T24	self
Alfredo Bullock, G12D	Barton Burnett	https://sdqplus.org/isdq	273434	self
Alfredo Bullock, G12D	Carlos Andrews	https://sdqplus.org/isdq	435754	self

Kind regards
J Sidnell (SENCO)

Clicking the X beside HIDE will remove the generated iSDQ tickets from view.

If you used the check boxes reinstate the ticks for all by clicking the top box beside the N

For information on printing the tickets as sticky labels using Microsoft Excel & Word Mail Merge tools (for easier distribution in a class setting), please email us at sdqtraining@youthinmind.com.

Method 2 – Individual Electronic Link

This method does not require the informant to enter a password and has no time limit (cost of $1 is charged when you generate the link).

1. Load your cohort (click *Check status* to see completed SDQs in the Complete column).

2. Click the *Login* button in the relevant child's row to go to their SDQplus account (the "bird page").

	N	Details 1		Details 2		PlusIID	Edit	SDQ+ Account	Score	Vis	Rpt	Complete		Recent	
✅	1	2024		Adams, Alison		exciting.yeti.9964	✎	Login	≽	👁	Rpt	N=1		2023-06-22	
✅	2	2024		Best, Georgia		7067-9344-4537-7301	✎	Login	≽	👁	Rpt	N=2		2023-06-05	
✅	3	2024		DS		communal.minnow.851	✎	Login	≽	👁	Rpt	N=2		2023-06-15	

3. Click the *SDQplus # digital SDQs* button.

This takes you to the SDQplus list (the "parrot page, shown below) where you can select the informant type and generate the link.

4. In the example below there is already a completed assessment (Report shows in the Report column). This link is not available as it has already been used.

Generating a SDQ link - click the drop-down arrow within *Select informant* box and click on the informant type.

N#	Created	Created by	Relationship	Assessment	Data	When	Report	A.I. Inquiry	ExtInt	Note	Ref	
1	2023-06-22 13:41	tedtest	Self	~~Link~~	90	2023-07-07	Report	A.I. Inquiry	ExtInt	Add/clear note ∨		Save

Select informant ∨   Add SDQ assessment   Please reload page once assessment is complete to see updated details.
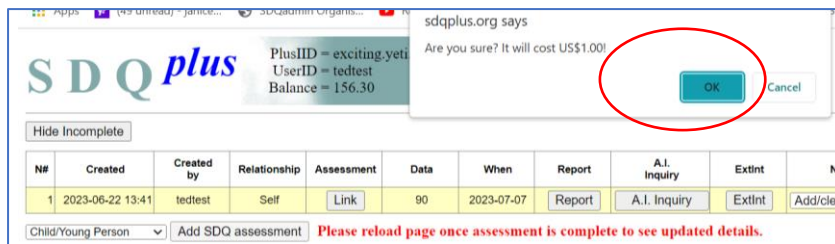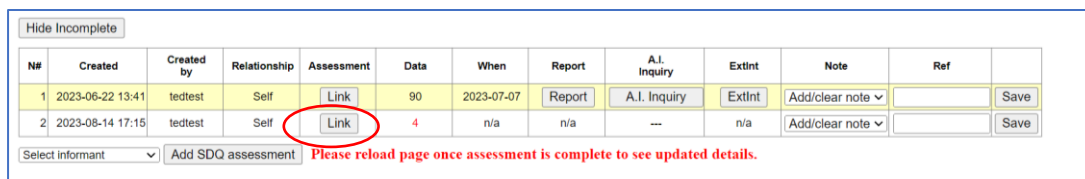
Select informant
Parent
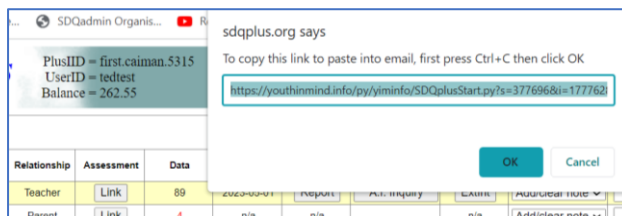Child/Young Person
Teacher

11-18 year old answers the SDQ for themselves.

5. Click *Add SDQ assessment* and agree OK to the costs

6. Click the Link button (note there is no report, and the data column has a red 4 indicating the link has not been used).


7. Copy the link by pressing Ctrl & C on your keyboard, then click OK.

8. Paste the link using Ctrl & V to a Word document or directly into an email:

https://youthinmind.info/py/yiminfo/SDQplusStart.py?s=377696&i=17776289&n=1&r=P1&p=tedtest&pid=first.caiman.5315

Another option is to open a new tab and use Ctrl & V on the keyboard to paste the link into the address bar (take care with this option – as you can see in the screenshot below the SDQcohort tab & SDQplus list is still open, so data can be viewed by clicking back and forth between the tabs).
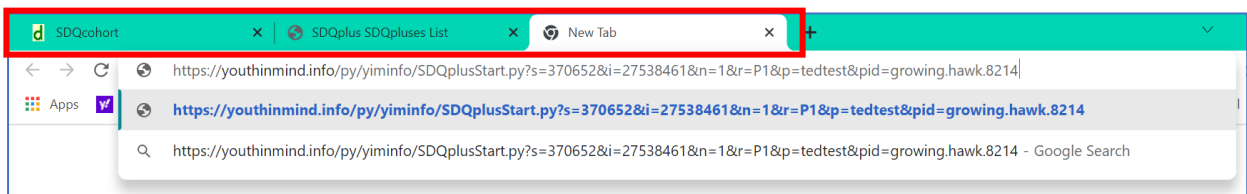
If you use this method to set up the SDQ in situ ready for an informant to compete the assessment, ensure you have closed the tabs to the cohort page and the SDQplus list.

Example email for SDQ Link - the child's PlusIID (first.caiman.5315) is recorded at the end of the link. In this example the link has been generated for a parent informant (recorded as P1).

To: mbarnes@a.parent.co
Subject: SDQ for T Barnes

Dear Mr Barnes
Please click the link below and complete the SDQ about your daughter, Tammy Jo. If you are unsure if a particular answer is true or untrue, please select the "somewhat true" option.

https://youthinmind.info/py/yiminfo/SDQplusStart.py?s=377696&i=17776289&n=1&r=P1&p=tedtest&pid=first.caiman.5315

We will discuss the results at our next meeting.
Jan Lamas
Health & Wellbeing Practitioner

Adding a Note & Reference to the SDQplus Assessment List (parrot page)

To distinguish between pre and post assessment, it is now possible to record a note in the SDQ assessments list. This note will also be recorded within the cohort export spreadsheet and Visualisation table (and also the SDQadmin, SDQplus data export, if you have access to the SDQadmin account). Click on the dropdown arrow, to select from the options shown in the screenshot below.

The Ref box will allow you to record up to ten characters and may be used to record extra information such as the clinicians initials, a health complaint, or even the banding for the total score if you wish.

IMPORTANT click the Save button otherwise this information will not be saved.

SDQscore – Transcribing Answers from SDQ Papers

Using SDQscore

A quick access button has now been added to the cohort page.

1. Clicking the arrow in the Score column for the correct child, takes you to the pigeon page where all SDQscore assessments are listed and scoring templates are generated.

The example below records a previously scored assessment recorded in row 1 (there is a date appearing in the *Paper completed* column.

2. To score a SDQ paper click *Add SDQ paper.*

3. Agree OK within the information box.

A new row appears with a blank template available to transcribe the answers from the SDQ paper (no data, no relationship, no date within Paper completed column).

4. Click the SDQ button to access the template.

5.. Enter the Age and Gender recorded on the SDQ paper (optional).

6. Select the correct informant (the reference P for parent, T for teacher or S for self-informant, will be displayed at the top of the SDQ paper).

7. Select the correct paper template (the age range will be displayed at the top of the SDQ paper).

8. The scoring template matches the order the questions appear in the SDQ – prompts are used as opposed to the full sentences to speed up the scoring process.

On return to the menu page, you have two options:

1. If you have another SDQ to score on the same child, by a different informant, you can select the appropriate blue link.

2. If you have finished scoring **you must click the RED link to generate the report.**

9. Click the red report link, agree *OK* to the US$0.25 cost to view the report.

10. To download the report as a PDF click the *Print and Save Report button* (extra US$0.25) and save to your own device.

On return to the SDQ list make sure you refresh the page to update the information.
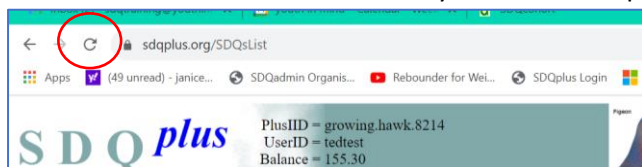
The relevant boxes will now fill with data, relationship and date.

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Alternatively you can access the SDQscore template by clicking on the Login button…

… and then clicking the *SDQscore # paper SDQs* button within the child's account.

Refer to steps 2-9 pages 8-10.
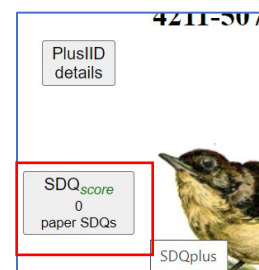
Adding a Note & Reference to the SDQscore Assessment List (pigeon page)

To distinguish between pre and post assessment, it is now possible to record a note in the SDQ assessments list. This note will also be recorded within the cohort export spreadsheet and the Visualisation table (and the SDQadmin, SDQplus data export, if you have access to the SDQadmin account).

Click on the dropdown arrow, to select from the options shown below. The Ref box will allow you to record up to ten characters (useful for recording additional information about the child if you wish).

IMPORTANT click the Save button otherwise this information will not be saved.

Language Choices in SDQplus

The default setting for SDQplus is English. However, the informant can select from seven other language choices.

SDQ Informant Choices

When generating an SDQ it is important to select the correct informant, either Teacher, Parent or Self (child/young person). The screenshots below show the different choices the informant will be able to select when accessing the SDQ.

Teacher informant choices

Parent informant choices

Self-informant (child/young person) choices

To answer the SDQ for themselves, a young person should be 11-18 years of age. The self-informant has the option to select related pictures that may help with answering the questions.

Other SDQcohort guides include:

Creating Cohorts User Guide
SDQ Assessment Results User Guide

To download SDQ papers please visit:
https://sdqinfo.org/py/sdqinfo/b0.py

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