

SDQScore.org Administration

Introduction

The online SDQ Scoring system (“SDQScore.org”) now uses “accounts” by organisations employing SDQScore.org. An organisation can be as small as a single-handed practice or as large as a school district or a group of hospitals. Organisations must “register” to employ SDQScore.org.

If you are really busy and/or really impatient with explanations, you can skip the rest of this section and the next section and start the section **Creating an account** (page 3). Once you’ve done that, you really should come back to here and read what you skipped.

Individuals (“users”) working for organisations and entering/scoring SDQs online will need unique identities (“UserIDs”) which will be created by their organisation. Users will log into SDQScore.org with their UserID.

Login will permit Youthinmind¹, to understand who is using SDQScore.org, how much and when. This will later allow the incorporation of payment for use which, in turn, will fund continued non-stop, 24-hour per day operation and support, permit the incorporation of operational refinements in terms of resiliency and security and allow development of major new features and functions.

Login can benefit organisations by giving them information about how many SDQs are being scored in any time period and by user. This should be a valuable asset for management and clinical governance. Once registered, organisations will be able retrieve their past SDQs from SDQScore.org. This will permit SDQs to be examined, amended, corrected and re-scored if desired.

Registration of organisations

To be able to employ SDQScore.org, users must have a valid UserID and password which are created by their organisation. Before UserIDs/passwords can be issued, organisations must register on SDQScore.org to create an account. Each account requires a unique email address as its identifier.

It is necessary to appoint an “administrator” for each account. The administrator may be one or more individuals whose responsibility will be to create UserIDs and assign passwords to UserIDs. Administrators are able to review the activity of UserIDs in terms of SDQ assessments by UserID. Administrators are able also to access, alter, update and re-score individual SDQs created in their account. Consequently, administrators probably should not be IT operatives but rather clinicians and/or managers. Of course, they may wish to deputise tasks such as UserID/password generation and distribution.

From the Youthinmind perspective, it is sufficient to create a single UserID within an account. We advise, however, that organisations take the opportunity to create multiple UserIDs within accounts to better manage and govern those who are responsible for scoring SDQs. Where organisations have

1 Professor Robert Goodman (https://en.wikipedia.org/wiki/Robert_N._Goodman) is the inventor of the SDQ and other child mental health assessments; he is the founder of Youthinmind Limited. Youthinmind is the owner and operator of SDQScore.org. Professor Mike Smith (https://en.wikipedia.org/wiki/Michael_F_Smith) has worked with Robert Goodman for over 15 years on bringing online mental health assessments to the Internet.

sub-units, e.g., teams within a clinic, they may wish to create multiple accounts – each account will require a unique email address.

Administrators are responsible for maintaining financial aspects of the account. Consequently, budgetary responsibility may be another consideration for assigning this role. We would like to emphasise, however, that none of these tasks are particularly time-consuming. For organisations that are small or individual practices, a single UserID may be appropriate.

We discourage the creation of UserIDs that are patient/client centred. Youthinmind has created SDQplus for that purpose, which optimises security and confidentiality and allows multiple and longitudinal assessment of individuals.

Creating an account: a worked example

For this example, we have created the email address Kennington.Clinic@gmail.com and the administrator is Dr Fran Faux, the “Head of Service” for a fictional group of clinics in London at Kennington, Southwark and Lambeth. Dr Faux might also create emails for the other two locations if she wanted to separate budgets by location or had staff assigned only to particular locations. In this example, Dr Faux works with two other practitioners: Dr Andy Apple and Ms Beatrice Banana. In this practice, these three people enter and score their own SDQs. A locum or “temp” may be used from time to time.

Web browser compatibility ...



1) To create a new account, Dr Faux opens her compatible (it is IE 10+) web browser on her laptop and navigates to:

<http://admin.sdqscore.org/New>

She may also use:

<http://sdqscore.org:6800/New>

☆☆☆ Dr Faux first had to speak to the “IT people” to get them to allow these URLs to pass through the practice firewall², although she had no trouble using registration at home! ☆☆☆

Once that is done, she gets this screen³:



Account Administration

New AdminID

Email Address	<input style="width: 90%;" type="text"/>	Every SDQScore Administration Account requires a different and specific email address . If you want a new SDQScore Account, enter that specific email address into the email field to the left and click the Generate New AdminID button below.
<input type="button" value="Generate New AdminID"/>		

System time: 2016-10-21 13:47:01.566040 UTC/GMT/Z ... IP: 92.10.38.111

2) Dr Faux then copy and pastes her email account the Kennington.Clinic@gmail.com email address into the “AdminID” field. She copies and pastes it to avoid misspelling. She checks the spelling of her email



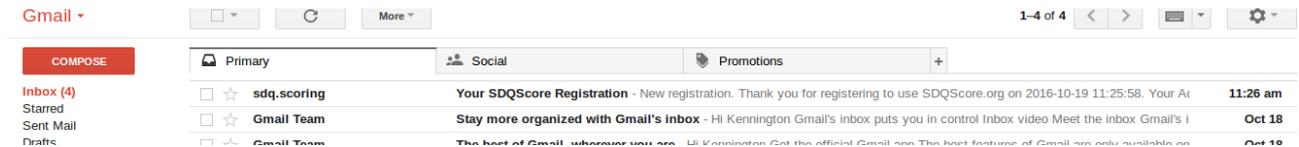
- 2 Some firewalls will reject *sdqscore.org:6800*, so we set up *admin.sdqscore.org* as a synonym. There is no functional difference between the two domains but *sdqscore.org:6800* may be faster from some locations. If you are unable to access either URL, your organisation’s firewall probably is blocking you – ask your IT support team to allow these URLs (domains) to be used. So far, there have been no reports of difficulty where there are no firewalls. If you can access *sdqscore.org:6800* or *admin.sdqscore.org/* from home or your mobile (cell) phone, then it is almost certainly a firewall problem.
- 3 “Cancel” has been renamed “Return”. Images in this document still show “Cancel”.

account is correct. She clicks the “Generate New AdminID” button. She is asked if she is sure about this. She clicks “OK”. S

After 4 to 8 seconds (**please wait!**), the new AdminID and account is generated by SDQScore.org and Dr Faux gets this message on her browser:

New registration. Please check your email at **Kennington.Clinic@gmail.com** for your SDQScore.org AdminID password to be used at <http://sdqscore.org:6800/LoginStart>.

3) Dr Faux then logs into her email account (Gmail in this example) and sees a message from “sdq.scoring” waiting for her:



She opens the email message and sees:

Your SDQScore Registration Inbox x

sdq.scoring@gmail.com 11:26 AM (10 minutes ago) to me

New registration. Thank you for registering to use SDQScore.org on 2016-10-19 11:25:58.

Your AdminID Password is

6cd2f550-95e6

Please use this password when you access your Administration Account for SDQScore.org at <http://sdqscore.org:6800/LoginStart>

You may not change the email address Kennington.Clinic@gmail.com for this account because this is linked to your organisation's use of SDQ assessments and to our proposed charging mechanisms. There is no set limit to the number of accounts and designated users you may create, however.

Youthinmind Limited, the developer of SDQScore.org will use this email address to communicate with you about the system. If you do not wish to be registered, just reply us to that effect and we will remove your registration.

4) She copies the AdminID password (6cd2f550-95e6) and navigates to <http://admin.sdqscore.org/Login> or to <http://sdqscore.org:6800/Login>



Account Administration

[Send Password Reminder](#)

Login

AdminID	<input type="text"/>	Mandatory AdminID for SDQScore Account
Password	<input type="password"/>	Mandatory password for SDQScore Account

System time: 2016-10-21 13:35:31.452716 UTC/GMT/Z ... IP: 92.10.38.111

5) At the Login screen Dr Faux re-enters her AdminID (her email address) and pastes (or types) the password from the email message into the appropriate fields.

Login

AdminID	Kennington.Clinic@gmail.com	Mandato
Password	6cd2f550-95e6	Mandato
Login		

System time: 2016-10-19 10:39:08.628479 UTC/GMT/Z ... IP: 92.1

On pressing the “Login” button, the system responds quickly with a rather distinctive starfish menu.

6) The SDQScore account for administration has been created and organisation registration is now completed. To score SDQs you will need to create UserIDs. AdminID account will not be enough.

7) ★★★ If you do not receive the notification email within a minute or two, your email server is probably treating it as “spam” ... look for it in your “junk” or spam box. Some email servers are even nastier and delete what they see as spam without even asking you! Again, talk with your IT team or just get a Gmail account for free and use that. Another reason why you might not receive your registration email is that you made a mistake in your email address. At last resort, we will register you. ★★★

Altering account password and details

The optional final step is alter the AccountID password to something more memorable and add other details. Dr Faux clicks the “Account Details” button on the starfish menu and changes some of the fields when she clicks the “Update account details” button:

SDQScore Account Administration Details Update

AdminID	Kennington.Clinic@gmail.com	The S
Created	2016-10-19 11:25:58	This /
Password	gazastreet	Account creat
Organisation Name	Kennington Kids Wellness Limited	Name
Comments	Account for the clinics at <u>Kennington</u> , Southwark and Lambeth (South). Fran is the Account Administrator as of 19th of October 2016.	Optio
<input type="button" value="Update account details"/> <input type="button" value="Cancel"/>		

SDQScore time is now 2016-10-19 11:03:34.600530 UTC/GMT/Z

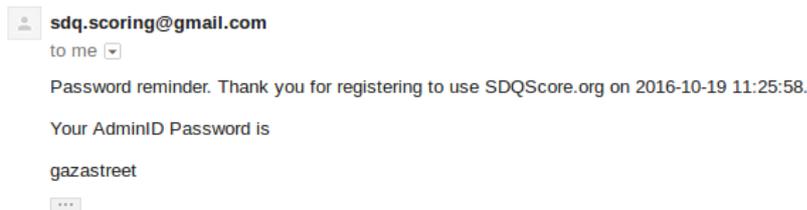
To confirm her change of password, Dr Faux returns to the Login page at:

<http://admin.sdqscore.org/New> or <http://sdqscore.org:6800/Login>

She enters her email address into the “AdminID” field and clicks the “Send Password Reminder” button in the upper right corner.



A brief dialogue follows and she receives this email message to her Kennington.Clinic email box:



Creating users (UserIDs)

Our fictional Kennington Clinic has four users of SDQScore.org:

- Dr Fran Faux as a practitioner, aside from being the administrator for the Clinic
- Dr Andy Apple
- Ms Beatrice Banana
- Locums, not otherwise identified (not necessarily good practice – we would recommend adding them by name)

Recall, too, that UserIDs must be unique for **all** users in **all** organisations for the entire SDQScore.org system. It is wise, therefore, to make the UserIDs quite distinctive so that they are not rejected when submitted. Passwords do not have to be unique, but should be chosen for some degree of non-obviousness so they cannot be guessed. So:

- Dr Fran Faux is *franfaux.kc* with the password *adhdadhd*
- Dr Andy Apple is *AndyApple.kc* with the password *bscmcdphil*
- Ms Beatrice Banana is *BeatriceB* with the password *b582X1910* (because she asked for them to be this way)
- Locums have at least been assigned two possible UserIDs: *Locum.xmas.kc* with the password *christmasholiday* and *Locum.summer.kc* with the password *summerholiday*.

SDQScore.org ignores the case of both UserID and password when logging in or searching.

Dr Faux is still at the starfish menu and can see that there are no users yet. She clicks the “+” button under the “Users” button to add a UserID. This is what she then enters after confirming that it is OK to add a new user.



SDQScore Administration Add New User

System time: 2016-10-19 12:26:50.130776 UTC/GMT/Z ... IP: 92.10.38.111

ID	Kennington.Clinic@gmail.com	The SDQ Admistration Account ID is a unique email address that may not be changed.
User ID	franfaux.kc	Mandatory User ID; minimum 6 characters; must be unique; may not be changed.
User Password	adhdadhd	Mandatory password; minimum 8 characters; may be changed.
Comments	Dr Frances Foley Fox MA PhD Head of Practice	Optional comments about this SDQScore User account.
Created	2016-10-19 12:26:50.130776	The User was created at this instant.

Add new User

On adding the new user, she is returned to the starfish menu and continues to add the other four users. At the end of this (about 5 minutes work), Dr Faux can see that there are now 5 users. She clicks the “Users (5)” button and the users are listed in alphabetical order:



User ID	Password	Created	Comments	
AndyApple.kc	bscmcdphil	2016-10-19 12:31:22.979134	Andrew Alan Apple BSc MA DPhil, Deputy Head of Practice	<input type="button" value="Update"/>
BeatriceB	b582X1910	2016-10-19 12:32:27.123886	Ms Beatrice Banana BA (Hons), Senior Therapist	<input type="button" value="Update"/>
franfaux.kc	adhdadhd	2016-10-19 12:26:50.130776	Dr Frances Foley Fox MA PhD Head of Practice	<input type="button" value="Update"/>
Locum.summer.kc	summerholiday	2016-10-19 12:36:34.806570	Locum for the summer holidays.	<input type="button" value="Update"/>
Locum.xmas.kc	christmasholiday	2016-10-19 12:35:29.310649	The Christmas Locum.	<input type="button" value="Update"/>

Dr Faux can copy and paste this table into a spreadsheet on her PC. It is available to her at any time by logging into SDQScore Account Administration and clicking the “Users” button on the starfish menu. Users may not change their passwords (imagine what would happen if 10 users shared the same UserID and could change the password at will!) and, at present, have no email information to which reminders can be sent.

Logging in and using SDQScore.org

Dr Faux has now distributed UserIDs and passwords to her colleagues. Dr Apple goes to SDQScore.org (<http://sdqscore.org/Amber>) to log in and do two assessments:

Поиск
 Русский

User ID [*guests* if not known] Password [optional for *guests*]

Continue >>

So does Beatrice. She does three and then a final one about 15 minutes later about a subject identified as “P2345”. Other than logging in, there is no change to doing an SDQ assessment and the only noticeable difference is the appearance of the UserID (as ID: in the header) and an “iid” (a unique serial number for that specific assessment – it is zero to start but is assigned a long random number once data are entered) in the header line.

ID:AndyApple.kc iid:1209037711626794

ID:BeatriceB iid:3250079597490982

For those scoring SDQs, login with the UserID and Password is the only change they are likely to notice. They may find recording the iid from the header line facilitates finding the specific SDQ later. Only the administrator, however, can access the SDQs.

Registration does not give the administrator access to SDQScore.org for scoring SDQs. If the administrator needs to score SDQs, they need to issue themselves a UserID!

Monitoring assessments

As soon as Andy and Bea (we are now on more friendly terms with them) have finished their assessments, Fran (as administrator) can “see” them by clicking the “Assessments” button on the starfish. This is what she sees:

Date\Hour	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
2016-10-19 Wed	-	-	-	-	-	-	-	-	-	-	-	-	5	1	-	-	-	-	-	-	-	-	-	-	6

Total assessments: 6 from 2016-09-28 to 2016-10-19. Only days with assessments are shown.

Cancel

Because they have just commenced registration, there are only 6 entries for Wednesday, 19th of October. The cell coloured pink is the maximum number in an hour for the day (13:00-13:59 in Greenwich Mean Time). If Fran hovers over that cell, it turns green. She clicks the green cell and sees the 5 assessments for that hour.

N	User ID	Created	iid	
1	AndyApple.kc	2016-10-19 13:25:38	5448801902079698	SDQ
2	AndyApple.kc	2016-10-19 13:35:51	8710710847592033	SDQ
3	BeatriceB	2016-10-19 13:45:13	1555472135533927	SDQ
4	BeatriceB	2016-10-19 13:46:57	3250079597490982	SDQ
5	BeatriceB	2016-10-19 13:51:29	6086786587314470	SDQ

Cancel

Fran clicks “Return” button and returns back to the previous screen and clicks the next hour’s cell (14:00-14:59) with the single entry that has been done by Bea.

N	User ID	Created	iid	
1	BeatriceB	2016-10-19 14:08:49	356053786832778	SDQ

When Fran clicks the “SDQ” link to the right, she can now see, update or re-score the assessment by Bea on ID number P2345. If Fran re-scores P2345, then this counts as another assessment.

N	User ID	Created	iid	
1	BeatriceB	2016-10-19 14:08:49	356053786832778	SDQ
2	BeatriceB	2016-10-19 14:26:22	356053786832778	SDQ

ID="P2345", (parent SDQ data) ID:BeatriceB iid:356053786832778

Add or Edit Identifiers (these are all optional)
 If you want, you can use the ID box to enter a unique ID (e.g. a study or a clinic number) or the individual's initials or first name the report, along with any other age, gender or date of birth information provided. Please do **not** enter the individual's full name the security of confidential information.

ID (optional)

Age (optional)

Gender (optional)

Date of birth (optional) (day) (month) (year)

You can add or modify individual identifiers at any time - changes will automatically be saved when you click on the menu option the Report.

Please click on a menu option to continue:

- [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 \(parent data\)](#)

That's it for now

This document should have given you the understanding and skills needed to start registration and to start logins to SDQScore.org. You now can create your own account. Of course, you should substitute your own email address for the one in the example above. You probably should not use your personal email address, however, because eventually you may want to transfer the responsibility of administration to someone else.

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