



Guide to SDQadmin

Account set up and tools



JUNE 29, 2022

YOUTHINMIND LTD

sdqtraining@youthinmind.com



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, the set-up of which 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.

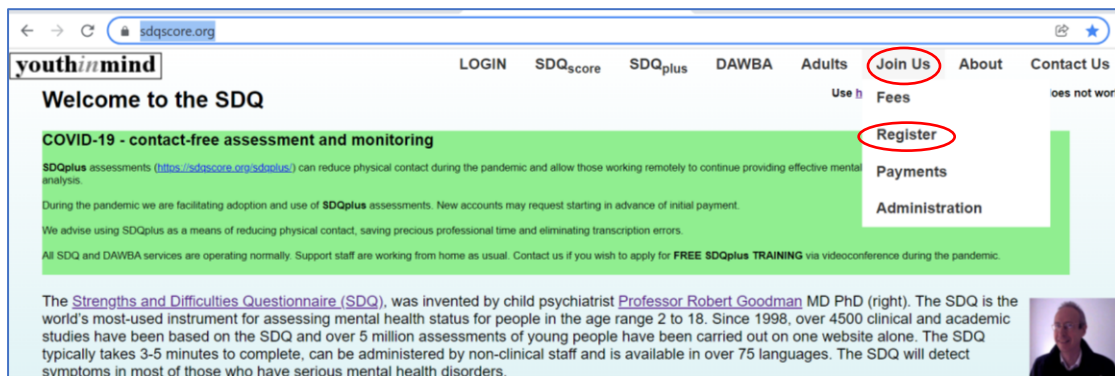
The easiest way to register for an account is to contact us directly at one of the following email addresses:

- sdqtraining@youthinmind.com (Janice & Jake – 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), 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 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>

Administrator Registration

Registration is essential and free. Registration is with organisations, not with individuals. Individual users should register if they are prepared to accept responsibility for fees. The individual who registers has administrative account. The administrator (or their deputy) should have budgetary and professional responsibility for staff who score assessments on SDQScore.org. Administrator account and password does not give access to scoring on <https://sdqscore.org/>. Administrator creates UserID(s) for scoring. To create new administration 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.

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

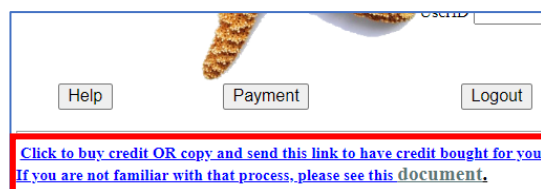
If you are not comfortable with the steps above, please let us know. We can assist with registration and create your users for you. If the steps are not complete the SDQ scoring sites will not be accessible. If you have already completed steps a and b skip to page 8.

Login to SDQadmin

1. Enter in your SDQadmin account *AdminID* (registration email address) and *Password* at <https://admin.sdqscore.org/Login>.
2. Click **Login**.

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 to check out as a guest and pay by Debit or Credit card (see following screenshot).

SDQadmin Account Administration janicesidnell@yahoo.co.uk

SDQScore payments being taken now! You can use a credit or debit card without joining PayPal.

Pay Youthmind Limited for SDQ credits (minimum \$30.00)

For SDQScore AdminID account: janicesidnell@yahoo.co.uk

US\$ 75.00 United States Dollars (minimum \$30.00)

Enter the amount you wish to purchase in US dollars, click *Pay* and agree **OK** to the prompt.

\$30.00 USD

Log in to PayPal

Enter your email address or mobile phone number to get started.

[Forgotten your email address?](#)

or

Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.

Already have an account? [Log In](#)

Alternatively

1. Click the **Payment** button.

SDQadmin Account Administration Kerri.Thomson@mercycs.org.au

Account Details SDQplus PlusIDa SDQplus data SDQScore Logins SDQScore Assessments

☐ Full

Payment

Notice to Administrators

From 1 March 2017, use of the SDQScore.org site (i.e. paper questionnaire scoring) is subject to these fees:

- scoring with one informant, US\$0.25
- scoring with two informants, US\$0.50
- scoring with three informants, US\$0.75
- PDF scoring report, each, US\$0.25

Charges are exclusive of any taxes applicable locally. Local taxes are the responsibility of the holder of the administrative account.

Those scoring SDQs must login via UserIDs associated only with the administrative account. Charges are made to the associated account as soon as the "SDQ Scores Report" menu item is clicked and confirmed; the charge is shown in advance. Each time the "PDF" print and save" button is clicked and confirmed, your account is charged US\$0.25. Once charges are confirmed, it is not possible to cancel them. Administrators can create a detailed list of charges and payments at any time.

The preferred payment method is PayPal. Credit card payments may be made through PayPal without an account. PayPal allows payment at most currencies. We will apply a surcharge where organisations must have a surcharge or payment to ensure. We value your comments and will respond.

Because of the contribution that SDQ users are making, we have completed many new developments. Our thanks to all of you who are making this possible. From 1 June 2017 SDQplus is available with:

- a persistent, anonymous personal ID for long-term assessment
- self-entered SDQ assessments can be emailed to respondents
- DAWBA full-panel, in-depth psychiatric diagnostic tool with ICD10/DSM-5 output for qualified users
- extensive APIs for operation by organisational EHR/CRM systems.

The fee for SDQplus assessments is US\$1 each.

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).

SDQadmin Account Administration

System time: 2022-03-11 06:35:24 915884 UTC:GMT/Z

Charges apply from 1 March 2017 00:00 GMT.

Current credit balance = US\$ 0.00

Payments Total=\$0.00 Charges Total=\$0.00

Instruct [PayPal](#) to pay Youthnimind Limited for SDQ credits (minimum \$30.00)

For AdminID [redacted] 0

US\$ 30.00 United States Dollars (minimum \$30.00)

[Pay](#) [Cancel](#)

Your current balance represents total payments less total charges since 1 March 2017.

[Return](#)

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).

- Click the **Pay** button and either pay by PayPal or click the *pay by Debit or Credit card* option and complete the required fields. A receipt will be available from the **Payments** button on this page.

Log in to PayPal

Enter your email address or mobile phone number to get started.

[redacted]ail.com

[Forgotten your email address?](#)

[Next](#)

or

[Pay by Debit or Credit Card](#)

[Cancel and return to Youthnimind Limited](#)

- 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\$ 0.00

Payments Total=\$0.00 **Charges** **xlsx** Total=\$0.00

Instruct [PayPal](#) to pay Youthnimind Limited for SDQ credits (minimum \$30.00)

For AdminID [redacted] 0

US\$ 30.00 United States Dollars (minimum \$30.00)

[Pay](#) [Cancel](#)

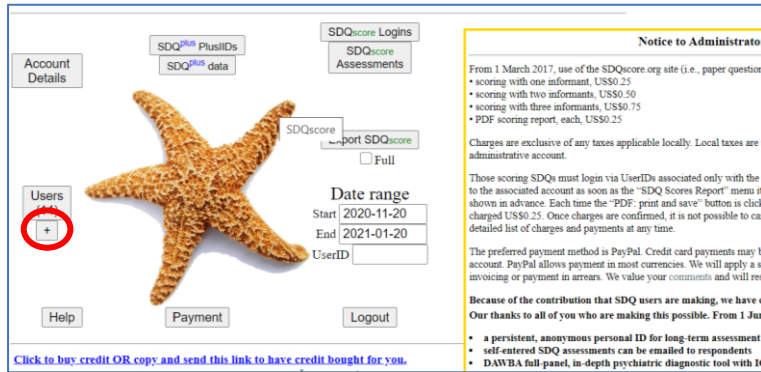
Your current balance represents total payments less total charges since 1 March 2017.

[Return](#)

- Click **Return** to go back to the main menu (starfish page).

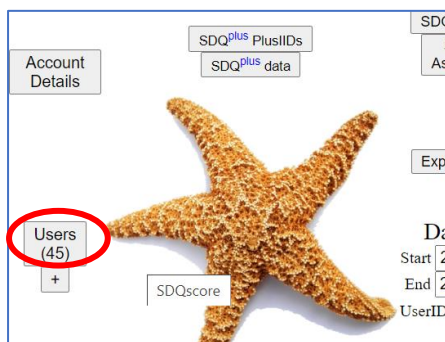
Creating SDQ Users Logins

The starfish page, shown below, is where you add SDQ users to the account (user logins provide staff access to the SDQ scoring sites). There are two stages involved.




1. Click on the + button then **OK** in the message box.
2. Assign a *User ID* (minimum 6 characters, do not use any special characters) and *User Password* (minimum 8 characters, do not use any special characters).
3. Click **Add new User**.

4. You are then returned to the Starfish page – click on the **Users (#)** button.



5. Click on the **Update** button.

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

6. 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 | [REDACTED]@oo.co.uk |
| User ID | JLarrison |
| User Password | apple192 |
| SDQplus User | YES |
| Comments | |
| Created | 2022-06-26 12:51:58.585337 |
| <input type="button" value="Submit Updated Details"/> <input type="button" value="Cancel"/> | |

7. 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). Visit: <https://sdqplus.org/login>
- **SDQcohort** – option to select either SDQscore or SDQplus scoring system and as an individual's assessment data is stored under a system generated, unique identifier, known as a PlusIID, results data is linked. In this application you create cohorts, score the SDQ and can view individual, group & cohort comparison results data in a variety of ways. SDQcohort is ideal for a school setting. Visit: <https://sdqscore.org/SDQcohort.html>

Contact sdqtraining@youthinmind.com for a free demonstration of this system.

Admin Tools

Changing the Admin Password

1. Log in with your *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.

Help

Click this button for guidance on using this account and for a document explaining the variables.

SDQPlus Data

The **SDQPlus data** button will produce a spreadsheet which displays assessment data by UserID (column E) if you are using SDQcohort application or the SDQplus scoring site. The child will only be identified by the PlusIID that has been assigned by the system (column B).

| | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|----|---------------------|----------------------|--------|-----|------|-------|-----|-----------------|-----------------------|-----|----|------|------|-----|---|------|---|
| 1 | PlusIID | gener | create | by | sour | group | iid | sid | dav | daw | ba | when | mind | max | d | page | |
| 2 | 6783-6411-8148-7001 | 2019-08-16 | | | | | | | | | | | | | | | |
| 3 | 8737-1244-3132-9103 | 2019-2019-JS.team.1 | + | p1 | | | | 22222278659 | 2019-02019-2019-10 | | | | | | 1 | 23 | 3 |
| 4 | 8737-1244-3132-9103 | 2019-2019-JS.team.1 | + | te1 | | | | 22213938685 | 2019-02019-2019-08-16 | | | | | | | | |
| 5 | 8737-1244-3132-9103 | 2019-2019-JS.team.1 | + | t1 | | | | 22222321850 | 2019-02019-2019-08-16 | | | | | | | | |
| 6 | 1600-7575-5575-2279 | 2019-08-18 | | | | | | | | | | | | | | | |
| 7 | 9501-8044-1921-8922 | 2019-09-20 | | | | | | | | | | | | | | | |
| 8 | 1163-2346-5770-6328 | 2019-09-20 | | | | | | | | | | | | | | | |
| 9 | 3625-2390-7589-4668 | 2019-09-20 | | | | | | | | | | | | | | | |
| 10 | 5602-0122-1356-3385 | 2019-09-20 | | | | | | | | | | | | | | | |
| 11 | 4946-6640-6924-9223 | 2019-2021-susanhuckl | d | pa1 | | | | 258184177567 | 2021-02018-2021-11 | | | | | | 1 | | |
| 12 | 4946-6640-6924-9223 | 2019-2020-susanhuckl | s | | | | | 188615188greydo | 2020-12020-2020-0 | | | | | | 0 | 14 | 1 |
| 13 | 4946-6640-6924-9223 | 2019-2020-susanhuckl | + | t1 | | | | 22818618251 | 2020-02020-2020-02-20 | | | | | | | | |
| 14 | 4946-6640-6924-9223 | 2019-2020-susanhuckl | + | p1 | | | | 22821881660 | 2020-02020-2020-6 | | | | | | 1 | 20 | 5 |
| 15 | 4946-6640-6924-9223 | 2019-2020-susanhuckl | + | s | | | | 22821524993 | 2020-02020-2020-02-20 | | | | | | | | |
| 16 | 4946-6640-6924-9223 | 2019-2020-susanhuckl | + | t1 | | | | 22928742333 | 2020-02020-2021-03-08 | | | | | | | | |
| 17 | 1057-7496-2342-1036 | 2019-2020-susanhuckl | + | s | | | | 23517975364 | 2020-02020-2020-08-14 | | | | | | | | |
| 18 | 1057-7496-2342-1036 | 2019-2020-susanhuckl | + | s | | | | 23918269243 | 2020-12020-2020-10-24 | | | | | | | | |
| 19 | 1057-7496-2342-1036 | 2019-2021-susanhuckl | + | s | | | | 24427088384 | 2021-02021-2021-01-05 | | | | | | | | |

SDQscore Tools

For data gathered using the SDQscore scoring platform (answers are transcribed from SDQ assessment papers), the following tools are available.

SDQadmin Account Administration

Account Details

SDQplus PlusIIDs

SDQplus data

SDQscore Logins

SDQscore Assessments

Export SDQscore

☐ Full

Date range

Start 2022-01-01

End 2022-06-17

UserID

Help

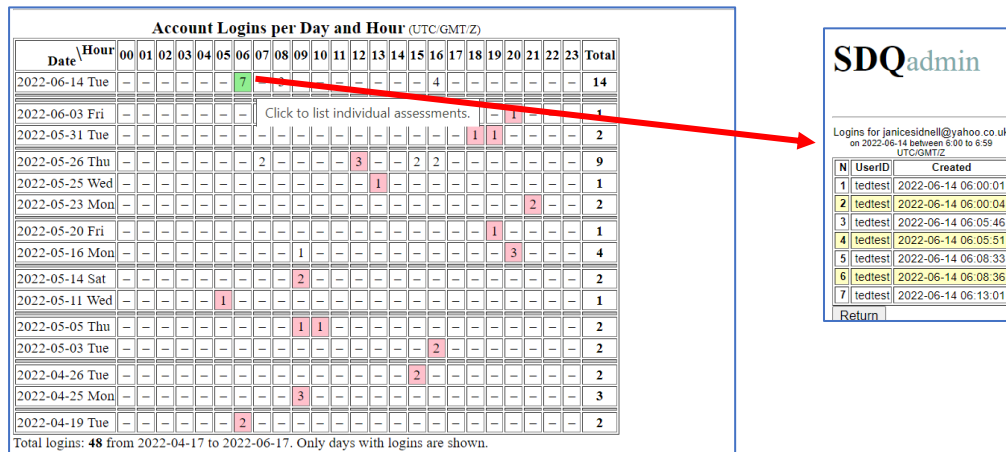
Payment

Logout

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.

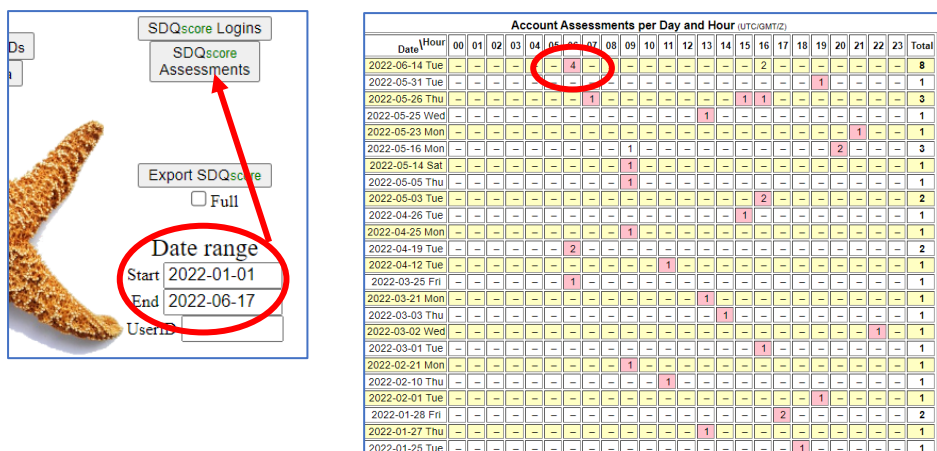
SDQscore Logins

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 Assessments** 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).

Assessments for janicesidnell@yahoo.co.uk on 2022-06-14 between 6:00 to 6:59 UTC/GMT/Z

| N | Created | UserID | IID | Data | Items | | | |
|---|----------------|---------|------------------|--------------|-------|---------------------|------------------------|----------------------|
| 4 | 06-14 06:13:07 | tedtest | 7857938092270817 | 60 | T | SDQ | Export | JSON |
| 3 | 06-14 06:10:53 | tedtest | 9863181575092660 | 53 | S | SDQ | Export | JSON |
| 2 | 06-14 06:08:13 | tedtest | 7857938092270817 | 60 | T | SDQ | Export | JSON |
| 1 | 06-14 06:03:31 | tedtest | 1804802295595998 | 62 | P | SDQ | Export | JSON |
| | | | | Total | 4+0 | For charges, go to | Payment | |

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

SDQ Menu

Age (optional)

11

Gender (optional)

Male

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Male

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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 | parententered | pcompday | completeby | completeother | pcompmonth | pcomyear | pconban | pconduct | pebdban | pebdto |
|------------------|---------|---------------------|-----|--------|--------------|---------------|----------|------------|---------------|------------|----------|---------|----------|---------|--------|
| 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 notation 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",  
ender": "1", "parententered": "1", "pcompday": "6", "pcompleteby": "2", "pcompmnth": "8", "pcompyear": "2021", "pconban": "1", "pconduct": "3", "pebdban": "1", "pebdot": "16", "pemoban"  
emotion": "7", "phyphan": "0", "phyper": "2", "pimpact": "0", "pimpacterentered": "1", "pimpinban": "0", "ppeer": "4", "peerban": "2", "pproban": "1", "pprosoc": "7", "psdq10": "0",  
sdq11": "2", "psdq12": "1", "psdq13": "1", "psdq14": "1", "psdq15": "0", "psdq16": "2", "psdq17": "1", "psdq18": "0", "psdq19": "0", "psdq20": "0", "psdq21": "1", "psdq22": "0",  
sdq23": "2", "psdq24": "1", "psdq25": "1", "psdq26": "1", "psdq27": "3", "psdq28": "0", "psdq29": "1", "psdq30": "1", "psdq31": "1", "psdq32": "1", "psdq33": "1", "psdq34": "2",  
sdq35": "1", "sdsg6": "1", "sdsg7": "1", "sdsg8": "2", "sdsg9": "2", "sdsgtve": "P2", "sdsgvay": "0", "sdsgc": "0", "sdsgd": "0", "sdshk": "0", "variables": "62"
```

Export SDQscore

Produces a spreadsheet showing the SDQscore data.

☐ Export SDQscore

☐ Full

Date range

Start 2019-07-03

End 2021-09-02

UserID susanhuckle

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.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|------------------|-------------|------------|------------|------------|-----|--------|----------|----------|---------|---------|---------|
| 1 | iid | UserID | ModeDate | MinDate | MaxDate | age | gender | sebdtdot | sebtidot | tebtdot | pimpact | simpact |
| 40 | 7968593414375446 | susanhuckle | 2021-01-11 | 2021-01-11 | 2021-01-11 | 7 | 1 | 12 | | | | |
| 41 | 5569701375955714 | susanhuckle | 2021-01-14 | 2021-01-14 | 2021-01-14 | 7 | 2 | 19 | | | 0 | |
| 42 | 17722142 | | | | | | | | | | | |
| 43 | 6410504645977522 | susanhuckle | 2021-01-20 | 2021-01-20 | 2021-01-20 | 0 | 0 | 30 | | | | |
| 44 | 9724404395472102 | susanhuckle | 2021-01-20 | 2021-01-20 | 2021-01-20 | 0 | 0 | | | 20 | | |
| 45 | 1865278314429316 | susanhuckle | 2021-01-21 | 2021-01-21 | 2021-01-21 | 0 | 0 | 30 | | | | |
| 46 | 7272536335923450 | susanhuckle | 2021-01-27 | 2021-01-27 | 2021-01-27 | 0 | 0 | 20 | | | | |
| 47 | 17714800 | | | | | | | | | | | |
| 48 | 192962309794766 | susanhuckle | 2021-02-11 | 2021-02-11 | 2021-02-11 | 0 | 0 | | 17 | | | 0 |
| 49 | | | | | | | | | | | | |
| 50 | 9710638954455202 | susanhuckle | 2021-03-17 | 2021-03-17 | 2021-03-17 | 0 | 0 | 24 | | | | |
| 51 | 2629526163173926 | susanhuckle | 2021-03-17 | 2021-03-17 | 2021-03-17 | 0 | 0 | 16 | | | 1 | |
| 52 | 7181755221425482 | susanhuckle | 2021-03-17 | 2021-03-17 | 2021-03-17 | 0 | 0 | | | 6 | | |
| 53 | 19600353 | | | | | | | | | | | |
| 54 | 6315012775196593 | susanhuckle | 2021-04-06 | 2021-04-06 | 2021-04-06 | 0 | 0 | 25 | | | | |
| 55 | 1111942817997469 | susanhuckle | 2021-04-06 | 2021-04-06 | 2021-05-11 | 1 | 1 | | | 13 | | |

* * * * *

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/>

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
