Guide to SDQadmin

Account set up and tools

SDQ ⭐

admin

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

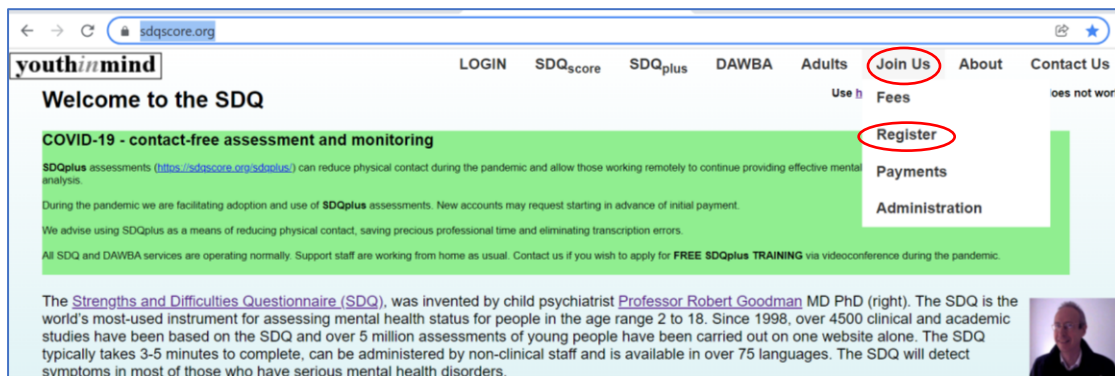***If you are already registered skip to page 3.***

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

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.*

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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.
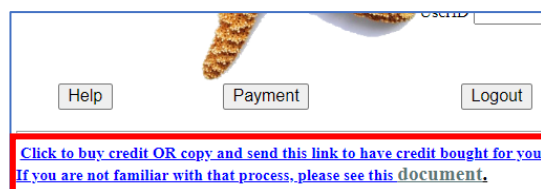
The link will look similar to:

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).

3

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

Alternatively

1. Click the **Payment** button.

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).

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).

3. 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.

4. As you use the SDQ a list of charges will be available to view (click **Charges**) or download as a spreadsheet (click **xlsx**).

5. 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.
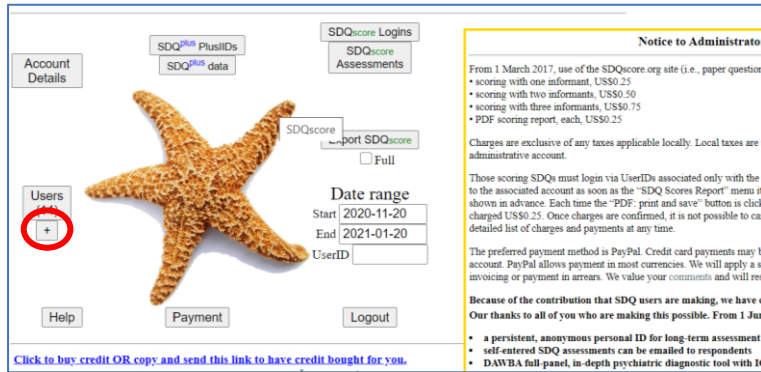
1. Click on the **+** button then **OK** in the message box.

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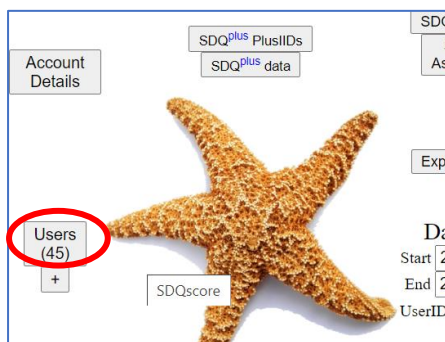
5. Click on the **Update** button.

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.

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.

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Admin Tools

Changing the Admin Password

1. Log in with you *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).

SDQscore Tools

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

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.
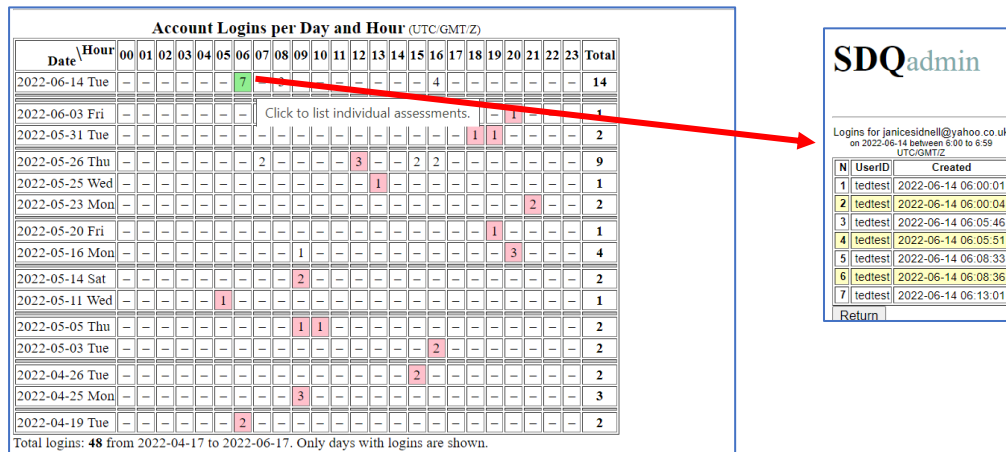
SDQscore Assessments

First adjust the date range, then click **SDQscore Asessments** to display the number of paper-based assessments that have been recorded on the SDQscore system in the selected timeframe.
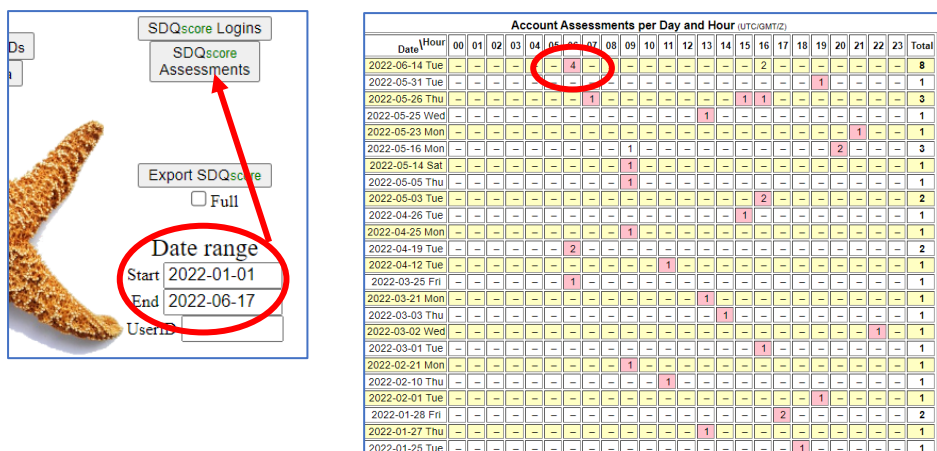
Clicking on one of the pink links provides a list of the assessment and links to further tools (which are explained below).

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

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	parentered	pcompday	pcompleteby	pcompleteother	pcompmonth	pcompyear	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 notification 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", "parentered":"1", "pcompday":"6", "pcompleteby":"2", "pcompmonth":"8", "pcompyear":"2021", "pconban":"1", "pconduct":"3", "pebdban":"1", "pebdtot":"16", "pemoban" emotion":"7", "phypban":"0", "phyper":"2", "pimpact":"0", "pimpactentered":"1", "pimpban":"0", "ppeer":"4", "ppeerban":"2", "pprobban":"1", "pprosoc":"7", "psdq1":"1", "psdq10":"0", sdq11":"2", "psdq12":"1", "psdq13":"1", "psdq14":"1", "psdq15":"0", "psdq16":"2", "psdq17":"1", "psdq18":"0", "psdq19":"0", "psdq2":"0", "psdq20":"1", "psdq21":"1", "psdq22":"0", sdq23":"2", "psdq24":"1", "psdq25":"1", "psdq26":"1", "psdq27":"3", "psdq28":"0", "psdq29":"1", "psdq3":"1", "psdq30":"1", "psdq31":"1", "psdq32":"1", "psdq33":"1", "psdq4":"2", sdq5":"1", "psdq6":"1", "psdq7":"1", "psdq8":"2", "psdq9":"2", "psdqtype":"P2", "sdqany":"0", "sdqcd":"0", "sdqed":"0", "sdqhk":"0", "variables":62}

Export SDQscore

Produces a spreadsheet showing the SDQscore data.

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	pebdtot	sebdtot	tebdtot	pimpact	simpact
40	7968593414375446	susanhuckle	2021-01-11	2021-01-11	2021-01-11	7	1	12			0	
41	5569701375955714	susanhuckle	2021-01-14	2021-01-14	2021-01-14	7	2	19				
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	2021-04-08	2021-04-08	2021-04-08	0	0	25				
55	111942817997469	susanhuckle	2021-04-08	2021-04-08	2021-05-01	11	1			13		

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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/

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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

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