



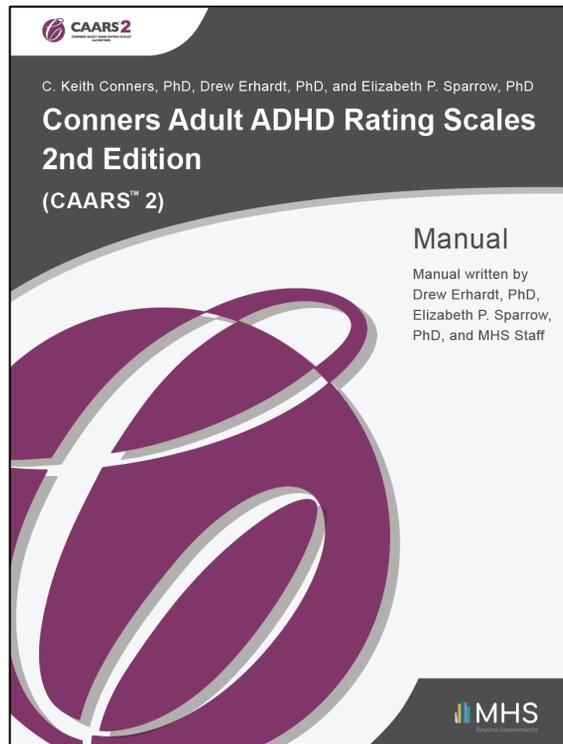
Conners Adult ADHD Rating Scales 2nd Edition (CAARS™ 2)

Transitioning from the Conners' Adult ADHD Rating Scales (CAARS™) to the Conners Adult ADHD Rating Scales 2nd Edition (CAARS™ 2)

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INTRODUCTION



MHS is now offering users of the CAARS the opportunity to transition to the CAARS 2 and use any pending CAARS inventory towards CAARS 2 reports. This self-serve option will be implemented through the MHS Online Assessment Center+.

The transition process will be launched with the release of the CAARS 2 and will be available until December 31, 2024.

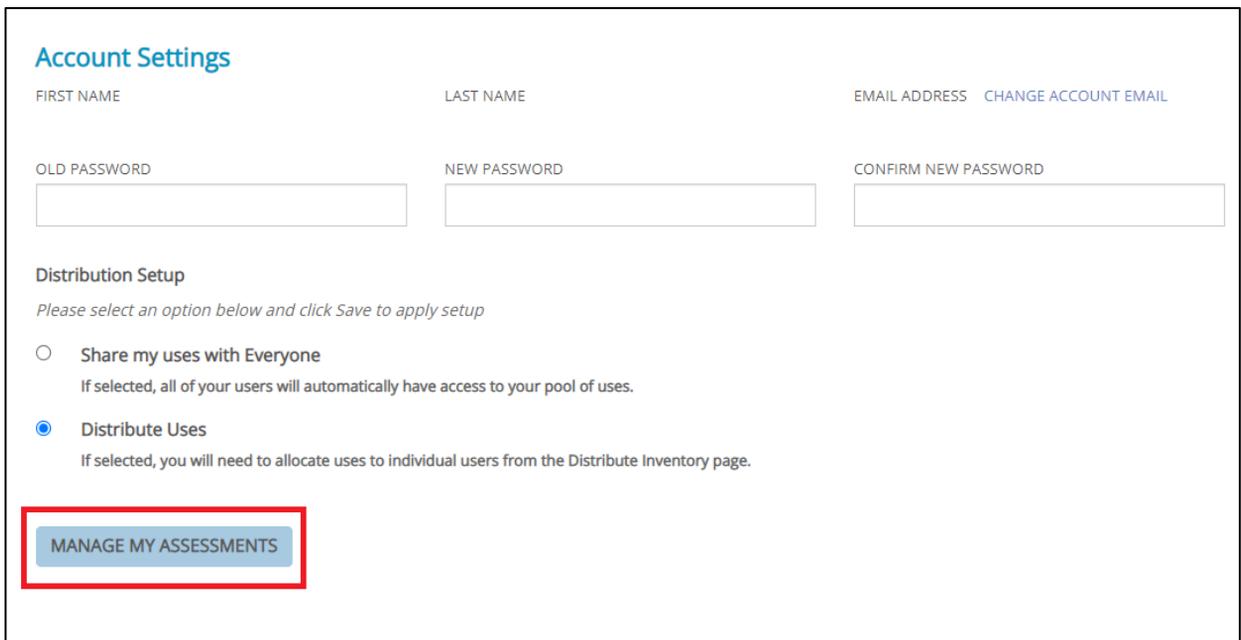
ENABLING THE CAARS 2

Once the CAARS 2 is released, all administrative users with access to the CAARS on the MHS Online Assessment Center+ will have immediate access to the CAARS 2.

However, before you can use the CAARS 2, you must first enable the product on the MHS Online Assessment Center+.

To enable the CAARS 2:

1. Log in to the MHS Online Assessment Center+, click **Account Settings** in the left menu, and then click **Manage My Assessments**.

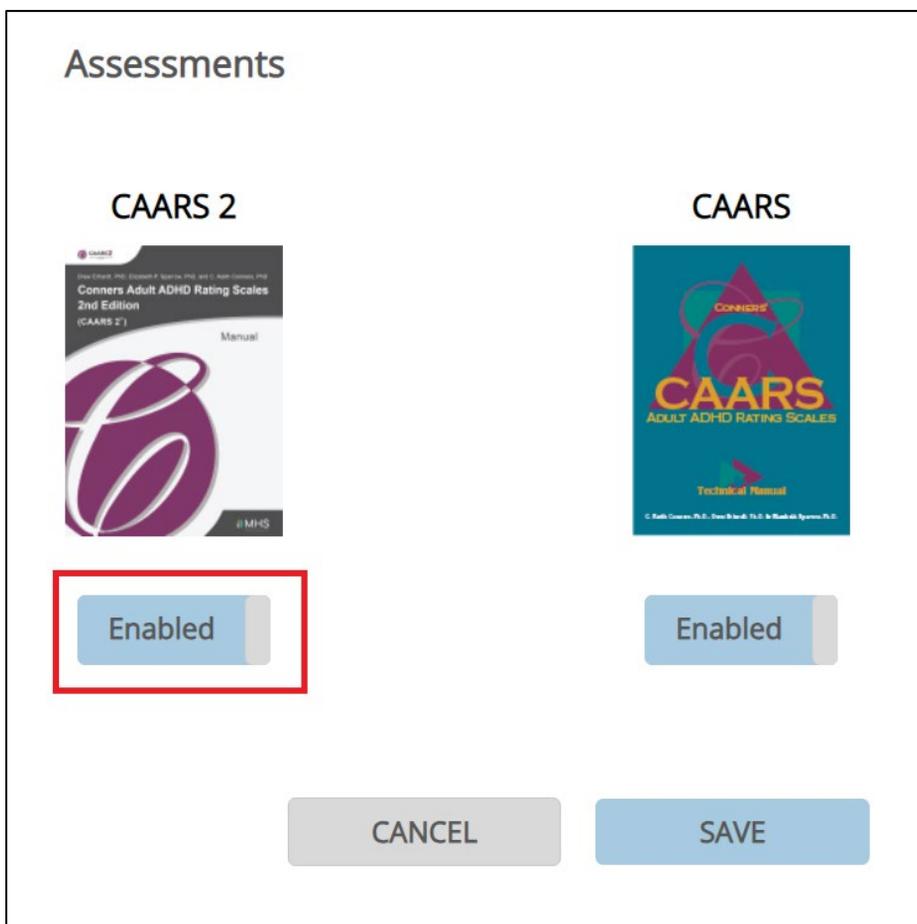


The screenshot shows the 'Account Settings' page. At the top left, the title 'Account Settings' is displayed in blue. Below the title, there are three input fields: 'FIRST NAME', 'LAST NAME', and 'EMAIL ADDRESS'. To the right of the 'EMAIL ADDRESS' field is a link that says 'CHANGE ACCOUNT EMAIL'. Below these fields are three more input fields: 'OLD PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. Underneath the password fields is a section titled 'Distribution Setup' with a sub-instruction: 'Please select an option below and click Save to apply setup'. There are two radio button options: 'Share my uses with Everyone' (which is unselected) and 'Distribute Uses' (which is selected). Below the 'Distribute Uses' option is a note: 'If selected, you will need to allocate uses to individual users from the Distribute Inventory page.' At the bottom left of the page, there is a blue button with the text 'MANAGE MY ASSESSMENTS', which is highlighted with a red rectangular border.

ENABLING THE CAARS 2

2. Click the toggle switch underneath the CAARS 2 icon so that it changes to “Enabled.”
3. Click **SAVE**.

You can now use the CAARS 2 to conduct assessments.



ENABLING THE CAARS 2 FOR SUB-USERS

If you have an administrative account on the MHS Online Assessment Center+, and you have sub-users whose accounts you manage, you will need to enable the CAARS 2 for your sub-users before they can use the product.

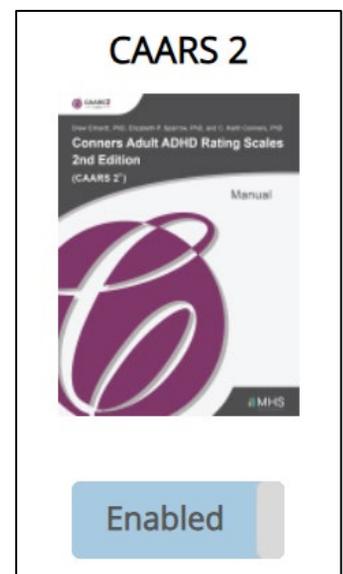
To enable the CAARS 2 for a *single* sub-user:

1. Log in to the MHS Online Assessment Center+ and click **Manage Users** in the left menu.
2. Click the name of the sub-user that you want to enable the product for.

A list of the sub-user's products appears.

3. Click the toggle switch underneath the CAARS 2 icon so that it changes to "Enabled."
4. Click **SAVE**.

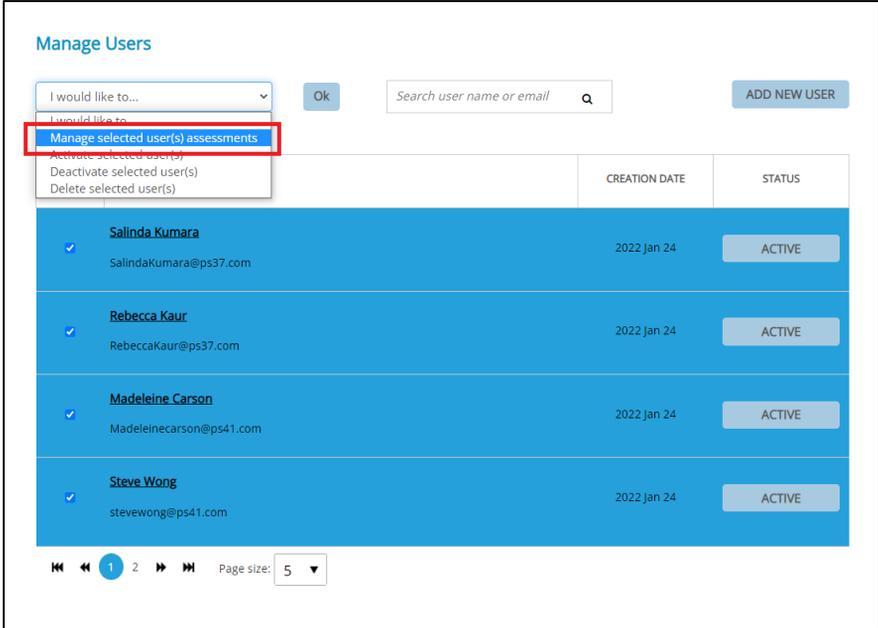
The CAARS 2 is now enabled for that sub-user.



ENABLING THE CAARS 2 FOR SUB-USERS

To enable the CAARS 2 for *multiple* sub-users:

1. Log in to the MHS Online Assessment Center+ and click **Manage Users** in the left menu.
2. Click the check-boxes beside the sub-users you want to enable the CAARS 2 for. Alternatively, click the top box to select all your sub-users.
3. Click the *I would like to* dropdown menu and select **Manage selected user(s) assessments**.
4. Click **Ok**.



The screenshot displays the 'Manage Users' interface. At the top, there is a dropdown menu labeled 'I would like to...' with a red box highlighting the option 'Manage selected user(s) assessments'. To the right of the dropdown is an 'Ok' button. Further right is a search bar with the placeholder text 'Search user name or email' and a magnifying glass icon. To the far right is a button labeled 'ADD NEW USER'. Below these elements is a table with columns for 'CREATION DATE' and 'STATUS'. The table contains four rows, each representing a user: Salinda Kumara, Rebecca Kaur, Madeleine Carson, and Steve Wong. Each row has a checkmark in the left margin and an 'ACTIVE' button in the right margin. At the bottom of the interface, there are navigation arrows and a 'Page size: 5' dropdown menu.

	CREATION DATE	STATUS
✓ Salinda Kumara SalindaKumara@ps37.com	2022 Jan 24	ACTIVE
✓ Rebecca Kaur RebeccaKaur@ps37.com	2022 Jan 24	ACTIVE
✓ Madeleine Carson Madeleinecarson@ps41.com	2022 Jan 24	ACTIVE
✓ Steve Wong steve Wong@ps41.com	2022 Jan 24	ACTIVE

ENABLING THE CAARS 2 FOR SUB-USERS

5. Click the toggle switch underneath the CAARS 2 icon so that it changes to “Enabled.”
6. Click **SAVE**.

The CAARS 2 is now enabled for the selected sub-users.

Edit Users

- SalindaKumara@ps37.com
- RebeccaKaur@ps37.com
- Madeleinecarson@ps41.com
- stevwong@ps41.com

Assessments

The displayed setting below may not accurately reflect the current state of assigned product(s) for the selected users. Upon clicking save, the Display settings will apply to the above users.

Assessment	CAARS 2	CAARS	Conners CBRS	Conners EC
Image				
Toggle	Enabled	Enabled	Enabled	Enabled

CANCEL **SAVE**

USING CAARS USES TO GENERATE CAARS 2 REPORTS

While it is free to administer an assessment, you must have uses to generate an assessment report. During this transition, you can use your existing CAARS uses (profile or interpretative) to generate reports for the CAARS 2.

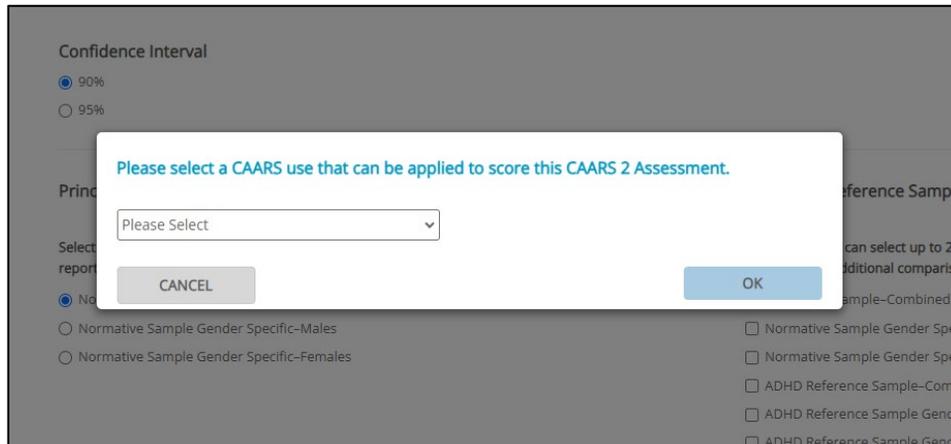
The ability to substitute a CAARS use will only be available if your number of CAARS 2 uses is zero. If you purchase any CAARS 2 uses while you still have remaining CAARS uses, you will not be able to substitute a CAARS use during report generation. However, the option to substitute a CAARS use will become available again if your CAARS 2 use inventory balance falls to zero.

To generate a report for the CAARS 2, follow the same report generation process you used for the CAARS. When you reach the page where you review client information and report options:

1. Click **Generate Report**.

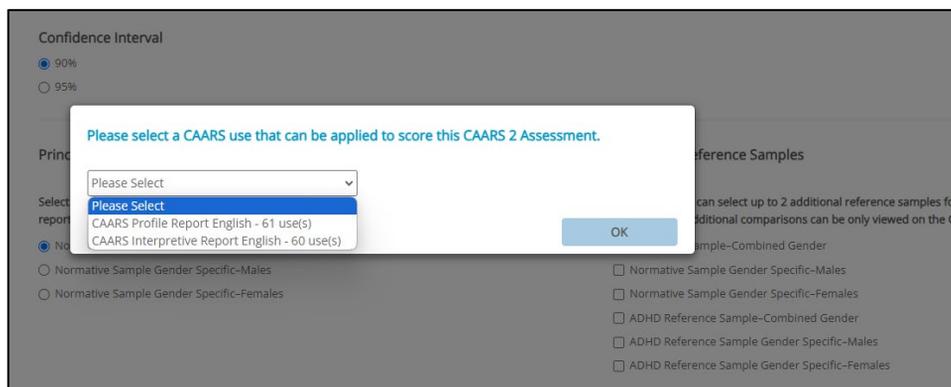
USING CAARS USES TO GENERATE CAARS 2 REPORTS

A pop-up message appears, asking you to select one of your CAARS uses.



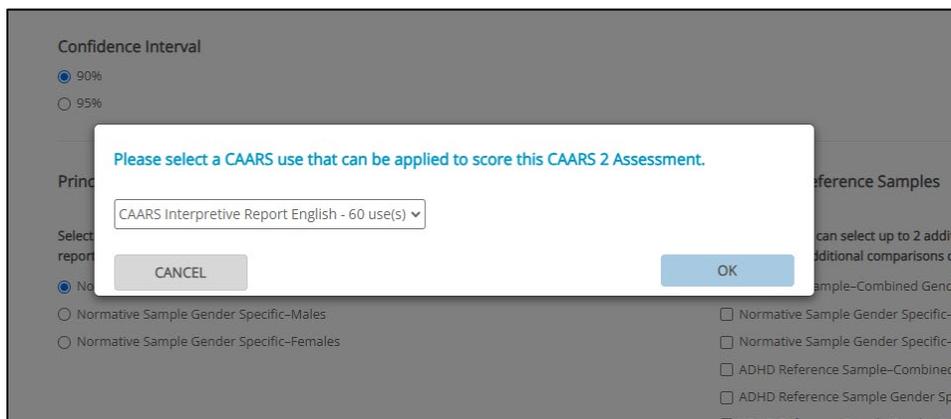
2. Click the dropdown menu in the pop-up.

A list appears of all your available uses for the CAARS.



USING CAARS USES TO GENERATE CAARS 2 REPORTS

3. Select the form you want to use. Note that you can select *any* form use to generate a report for *any* CAARS 2 assessment.



4. Click **OK**.

Once you select the form to use, that use will be deducted from your CAARS inventory of form uses.

When all your CAARS uses have been deducted, you will be required to purchase uses for the CAARS 2 in order to generate any subsequent reports.

USING CAARS USES TO GENERATE CAARS 2 REPORTS

Please note that the ability to substitute a CAARS use will only be available while the transition process is in effect (i.e., until December 31, 2024). Any unused CAARS inventory at the end of this period will automatically be converted to CAARS 2 inventory.

NEED HELP?

For more information about the transition from the CAARS to the CAARS 2, please contact Customer Service at customerservice@mhs.com, or call us at one of the numbers listed below:

US: 1.800.456.3003

CAN: 1.800.268.6011

INTL: +1.416.492.2627