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

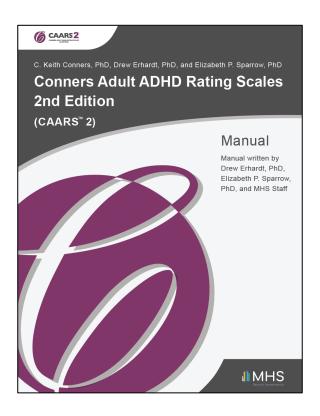Transitioning from the Conners' Adult ADHD Rating Scales (CAARS™) to the Conners Adult ADHD Rating Scales 2nd Edition (CAARS™ 2)

MHS

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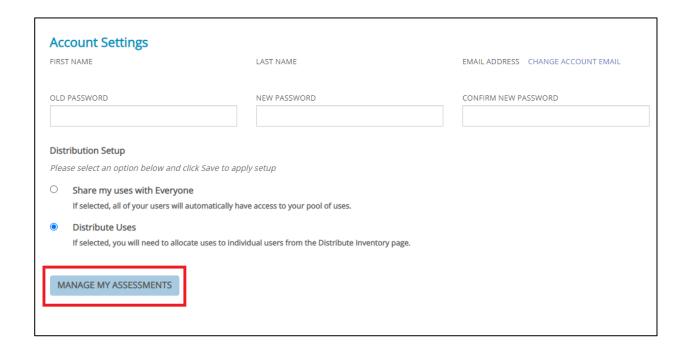
Once the CAARS 2 is released, all administrative users with access to the CAARS on the MHS Online Assessment Center+ will have immediate access to the CAARS 2.

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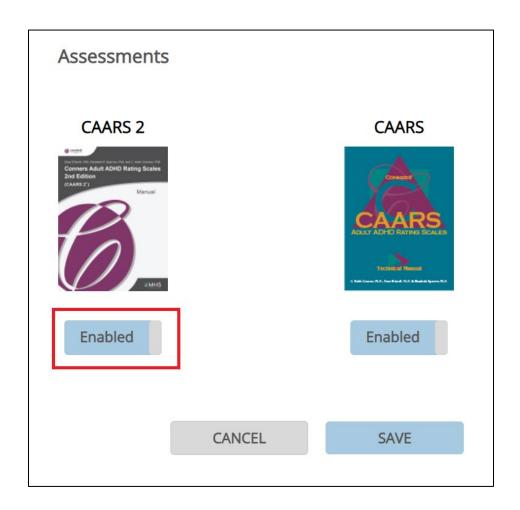
To enable the CAARS 2:

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

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

3. Click **SAVE**.

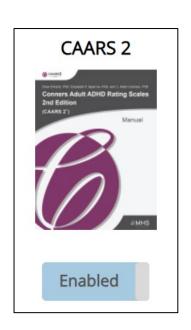You can now use the CAARS 2 to conduct assessments.

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."
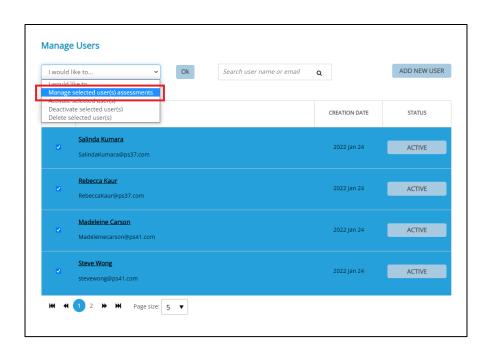
4. Click **SAVE**.

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

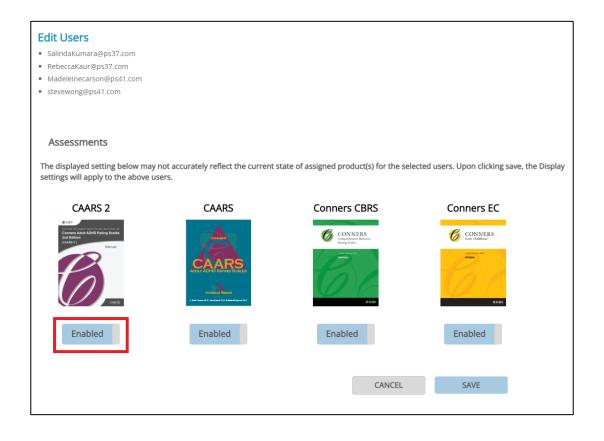**To enable the CAARS 2 for *multiple* sub-users:**

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**.

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.
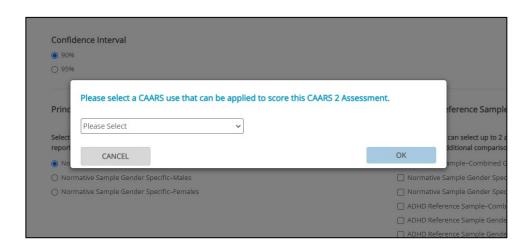
USING CAARS USES
TO GENERATE CAARS 2 REPORTS

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:
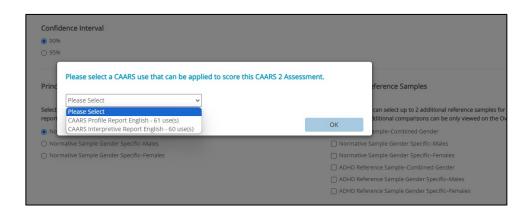
1. Click **Generate Report.**

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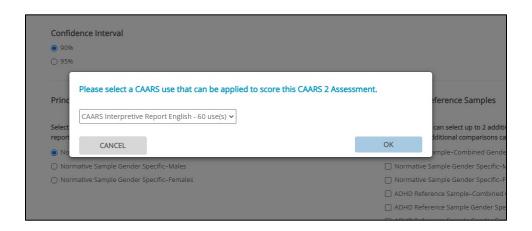

2. Click the dropdown menu in the pop-up.

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

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

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.

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