



We've gathered a collection of remote administration guidelines and tools to assist you while transitioning to

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Many of you have been calling customer service or your assessment consultants asking about remote administration options for our products. We wanted to let you know that we are working on how to best support you during this time of social distancing where in-person assessment is largely not possible.

We want to be careful that no tests are invalidated by rushing to provide permission for remote administration or screen sharing in the face of this pressing need. We've been listening to concerns posted on the various professional listservs, discussing with test authors, and reviewing available evidence and support for remote administration, as well as practice guidelines that are being written by various organizations (e.g., Inter Organization Practice Committee, Boards of the Society for Personality Assessment and Section IX (Assessment) of APA's Div. 12) to ensure we make the best decisions with the information available.

We want to work with you to follow best practices, where they exist, and we feel this requires a test-by-test decision to be made and regularly revisited as new innovations and features redefine what is possible. When recommendations and guidelines are available, you will be able to access them by clicking on the name of the test below.

Looking for assistance on how to make the switch to telepractice? Check out the online assessments and portals we offer, as well as training videos and more.

General Guidelines for Remote Administration of MHS Products

Screen capture or video/audio recording of any test materials or stimuli is strictly prohibited and is a violation of copyright law(s). Qualified professionals engaging in remote administration of any of our tests must obtain documented agreement from the examinee (or their parent) that the session will not be recorded, reproduced or published, and that copies of the materials will not be made. The same restrictions apply to the qualified professional administering the test(s).

Guidelines for best practices regarding telehealth set-up, consent, and other aspects of tele-assessment have been well documented elsewhere and will not be repeated here. We suggest you review the tele-assessment guidelines from the [Boards of the Society for Personality Assessment and Section IX \(Assessment\) of APA Div. 12](#) (Society of Clinical Psychology), as well as the guidelines from the [Interorganizational Practice Committee](#), a coalition of national neuropsychology organizations including APA Div. 40 (Society for Clinical Neuropsychology), the American Academy of Clinical Neuropsychology/ American Board of Clinical Neuropsychology, the National Academy of Neuropsychology the American Board of Professional Neuropsychology, and the American Psychological Association Services, Inc. All guidelines set out in these documents apply to the use of MHS products for remote administration.

No recommendation provided here should be followed if it contradicts federal, state, or local laws overseeing the practice of psychologists providing assessment services. It is assumed that all psychologists will adhere to respective federal and state rules and regulations, the American Psychological Association's Ethical Guidelines, and the Standards for Educational and Psychological Testing.

Please note that all our online rating scales to be completed by adults (adult self-report, adult observer forms, parent rating scales, and teacher rating scales) were standardized using a mix of online in-person and remote administration (email links sent to rater to be completed at home). However, online youth self-report rating scales and all performance-

based tests were standardized using in-person administration, and this needs to be taken into consideration when reporting and interpreting results of remote administration. The remote nature of the administration and any modifications to standard administration as outlined in the test manual should be clearly documented and stated in any report of results.

Please complete and send the [Business Associate Agreement form](#) to your Assessment Consultant OR customerservice@mhs.com.

Here is a sample informed consent form for telepractice: [Sample Form](#).

Review [MHS Test Disclosure Policy](#).

Products Available with Remote Administration

The products listed below are all available for online administration. Items marked by * allow for Spanish Administration. Remote On-Screen Administration options are available via our MHS Online Portals.

Youth Measures

- [Anger Regulation and Expression Scales \(ARES\)](#)
- [Autism Spectrum Rating Scale \(ASRS\)*](#)
- [Child and Adolescent Functional Assessment Scale \(CAFAS\)](#)
- [Children's Depression Inventory, Second Edition \(CDI 2\)*](#)
- [Comprehensive Executive Function Inventory \(CEFI\)*](#)
- [Conners Clinical Index \(Conners CI\)*](#)
- [Conners Comprehensive Behavior Rating Scales \(Conners CBRS\)*](#)
- [Conners Early Childhood Edition \(Conners EC\)*](#)
- [Conners Early Childhood Global Index \(Conners EC GI\)*](#)
- [Emotional Quotient Inventory, Youth Version \(EQi:YV\)](#)
- [FAS Outcomes–Caregiver Wish List \(CWL\)](#)
- [Juvenile Inventory for Functioning \(JIFF\)](#)
- [Multidimensional Anxiety Scale for Children, Second Edition \(MASC-2\)](#)
- [Preschool and Early Childhood Functional Assessment Scale \(PECFAS\)](#)

- [Profile of Mood States, Second Edition \(POMS 2\)](#)
- [Rating Scale of Impairment \(RSI\)*](#)

Adult Measures

- [Anger Disorders Scale \(ADS\)](#)
- [Comprehensive Executive Function Inventory Adult \(CEFI Adult\)*](#)
- [Conners Adult ADHD Rating Scales \(CAARS\)](#)
- [Mayer-Salovey-Caruso Emotional Intelligence Test \(MSCEIT\)](#)
- [Multidimensional Perfectionism Scale \(MPS\)](#)
- [Paulus Deception Scales \(PDS\)](#)
- [Profile of Mood States, 2nd Edition \(POMS 2\)](#)
- [Quality of Life Questionnaire \(QLQ\)](#)

Product Specific Guidelines

Select an assessment/product below to view the corresponding remote administration guidelines.

Product Remote Administration Guidelines

- Ortiz Picture Vocabulary Acquisition Test (Ortiz PVAT):
 - [Ortiz PVAT Remote Administration Guidelines PDF](#)
 - [Ortiz PVAT English Task Instruction PDF](#)
- [Pediatric Performance Validity Test Suite \(PdPVTS\)](#)
- [Positive and Negative Syndrome Scale \(PANSS\)](#)
- [Test of Memory Malingering \(TOMM\)](#)

Products Not Appropriate for Remote Administration

Recommendation: The following products are not appropriate for online or remote administration.

- Conners Auditory Test of Attention (Conners CATA)
- Conners Continuous Performance Test 3rd Edition (Conners CPT 3)

- Conners Kiddie Continuous Performance Test 2nd Edition (Conners K-CPT2)

Rationale: The Conners suite of CPTs is currently only available for local administration on a computer and not online for remote assessment. Due to the nature of the precise millisecond reaction time responses, it is not advisable to administer these tools over the Internet as connection variability and speed can impact the accuracy of reaction time recordings. Running the program with other programs open, such as a telehealth platform, may also impact the accuracy of the millisecond (ms) reaction time responses.

MHS is currently working on an online version of the Conners CPT 3. The program would be accessed online, but the millisecond reaction time responses would be captured locally. We are working as quickly as we can to develop and test this solution, but we do not have an ETA for release.