

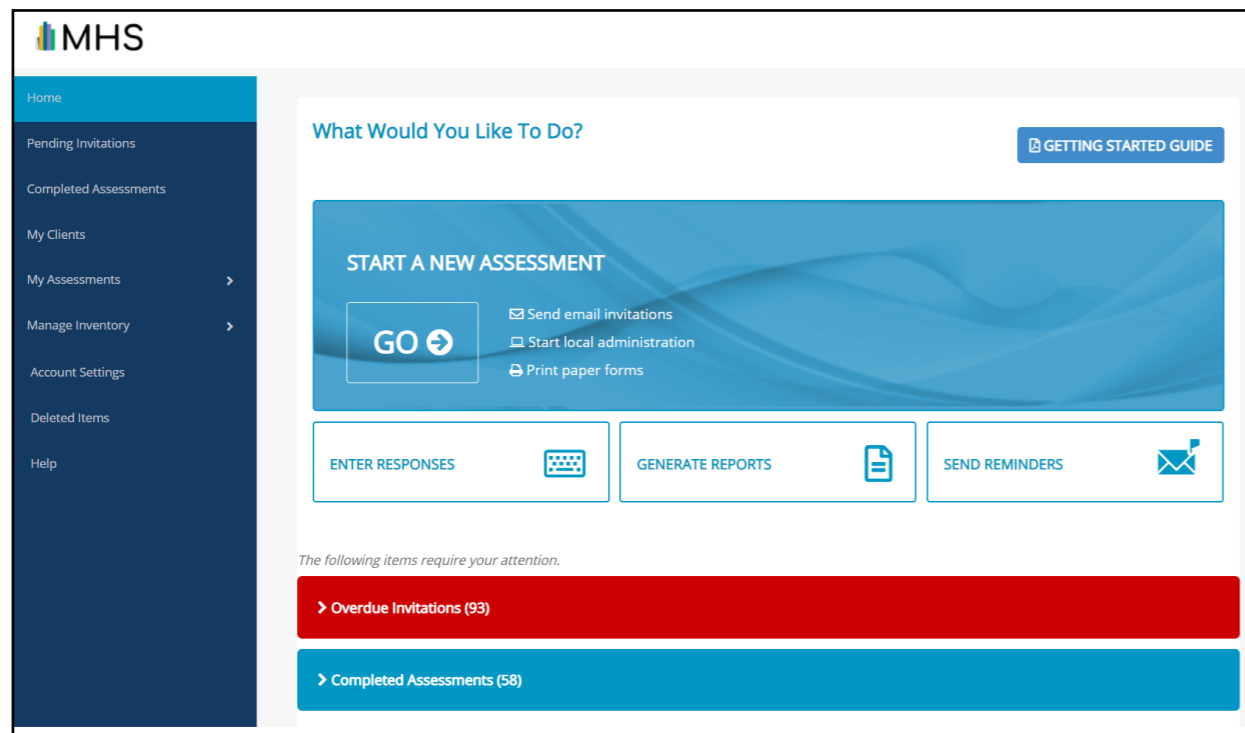
QuickStart Guide

MHS Online Assessment Center+



The screenshot displays the MHS Online Assessment Center+ interface. On the left is a dark blue sidebar menu with the MHS logo at the top. The menu items include: Home, Pending Invitations, Completed Assessments, My Clients, My Assessments (highlighted), Manage Inventory, Account Settings, Deleted Items, Help, ARES, ASRS, ASRS:RV, CAARS, CDI 2, CEFI, CEFI Adult, Conners 3, Conners CBRS, EQ-i:YV, and JI-R. The main content area is white and titled "What Would You Like To Do?". It features a "GETTING STARTED GUIDE" button in the top right. Below this is a large blue banner for "START A NEW ASSESSMENT" with a "GO" button and three options: "Send email invitations", "Start local administration", and "Print paper forms". Underneath are three action buttons: "ENTER RESPONSES" (with a keyboard icon), "GENERATE REPORTS" (with a document icon), and "SEND REMINDERS" (with an envelope icon). A section titled "The following items require your attention." contains two highlighted boxes: a red one for "Overdue Invitations (93)" and a blue one for "Completed Assessments (58)". At the bottom, there are two informational cards. The first is for "ASRS:RV Autism Spectrum Rating Scales" by Sam Goldstein, Ph.D. & Jack A. Naglieri, Ph.D., with a description of the measure. The second is for "CDI 2 Children's Depression Inventory 2" by Maria Kovacs, Ph.D. and MHS Staff, with a description of the measure.

Welcome to the MHS Online Assessment Center+



We want you to see what the Online Assessment Center+ has to offer!

This QuickStart Guide will get you up and running as soon as possible. If you have any questions, please don't hesitate to contact us at customerservice@mhs.com

How to navigate the portal

The Dashboard is your home page. When you log in, this is the first page you will see. See below for details on how to get where you want, fast.

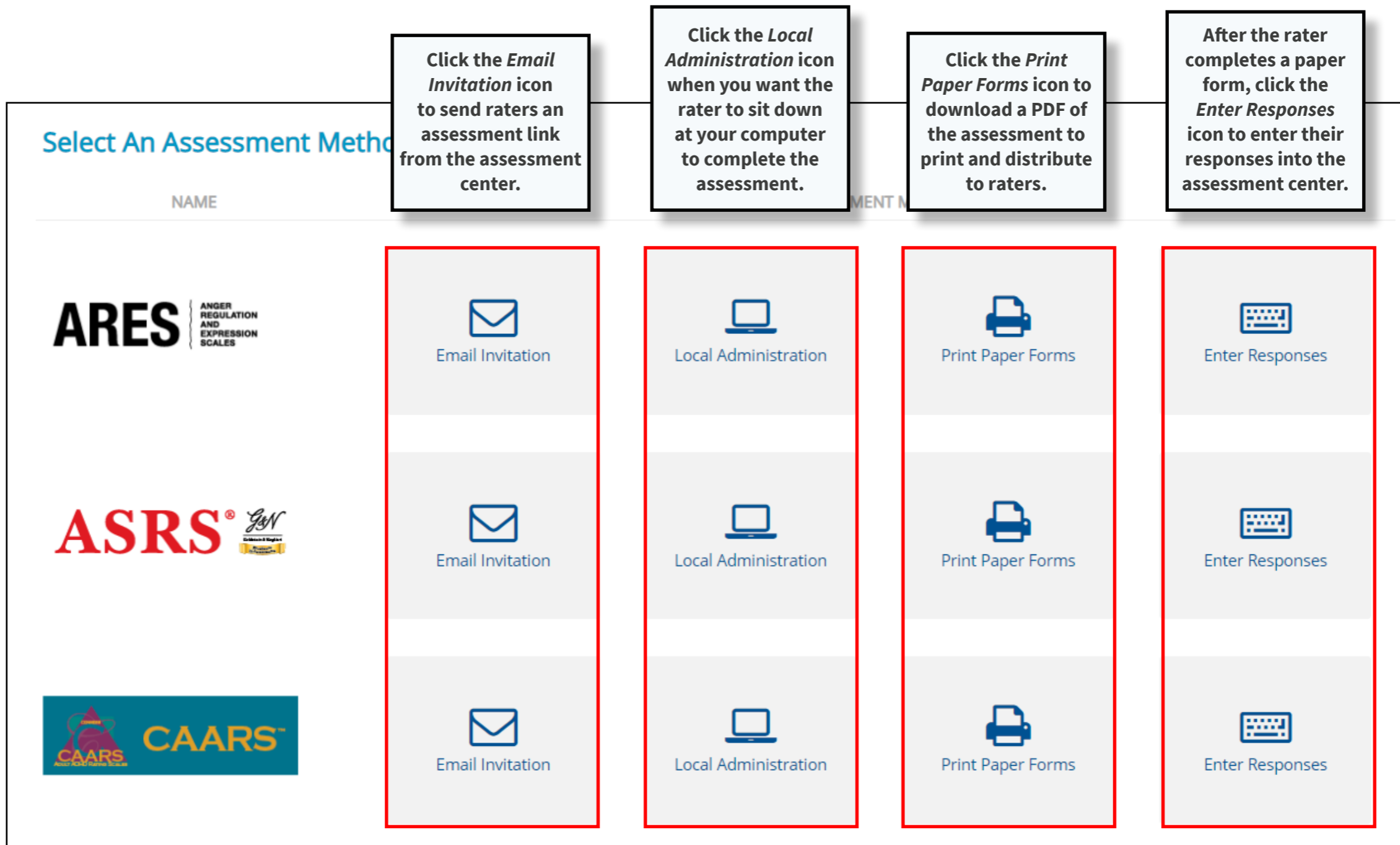
The screenshot shows the MHS portal dashboard with several navigation callouts:

- MHS logo:** Click the MHS logo to return to the dashboard.
- GETTING STARTED GUIDE:** Click GETTING STARTED for more information!
- Completed Assessments:** Click *Completed Assessments* to view and generate reports.
- Account Settings:** Click *Account Settings* to change your password and set Low Uses alerts.
- Deleted Items:** Click *Deleted Items* to recover assessments deleted by mistake.
- START A NEW ASSESSMENT:** Click GO to start a new administration.
- ENTER RESPONSES:** Click ENTER RESPONSES to enter the responses from a paper form.
- GENERATE REPORTS:** Click GENERATE REPORTS to generate a report from a completed assessment.
- SEND REMINDERS:** Click SEND REMINDERS to send reminders to pending raters.

Other visible elements include a sidebar with 'Home', 'Pending Invitations', 'Completed Assessments', 'Account Settings', and 'Deleted Items'. A main section titled 'What You Like To Do?' contains a 'GO' button and three action buttons: 'ENTER RESPONSES', 'GENERATE REPORTS', and 'SEND REMINDERS'. A blue bar at the bottom shows '> Completed Assessments (58)'.

How to start an assessment

The easiest way to start an assessment is to click the big blue “GO” button on the Dashboard. When you do that, the Express Launcher (shown below) opens with a list of the products you have access to. From there, you select the administration method for the product of your choice.



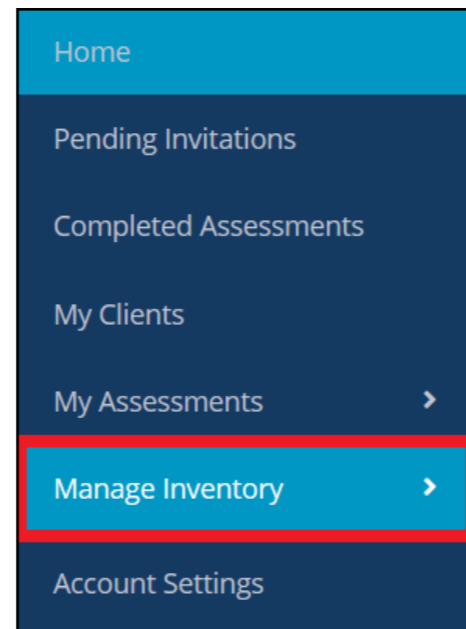
Where to find your forms

If your account has been recently migrated to the Online Assessment Center+, follow the steps below to view your account balance.

STEP 1

Click **Manage Inventory** in the left menu.

Two sub-menu items appear: **Account Balance** and **View Usage History**.

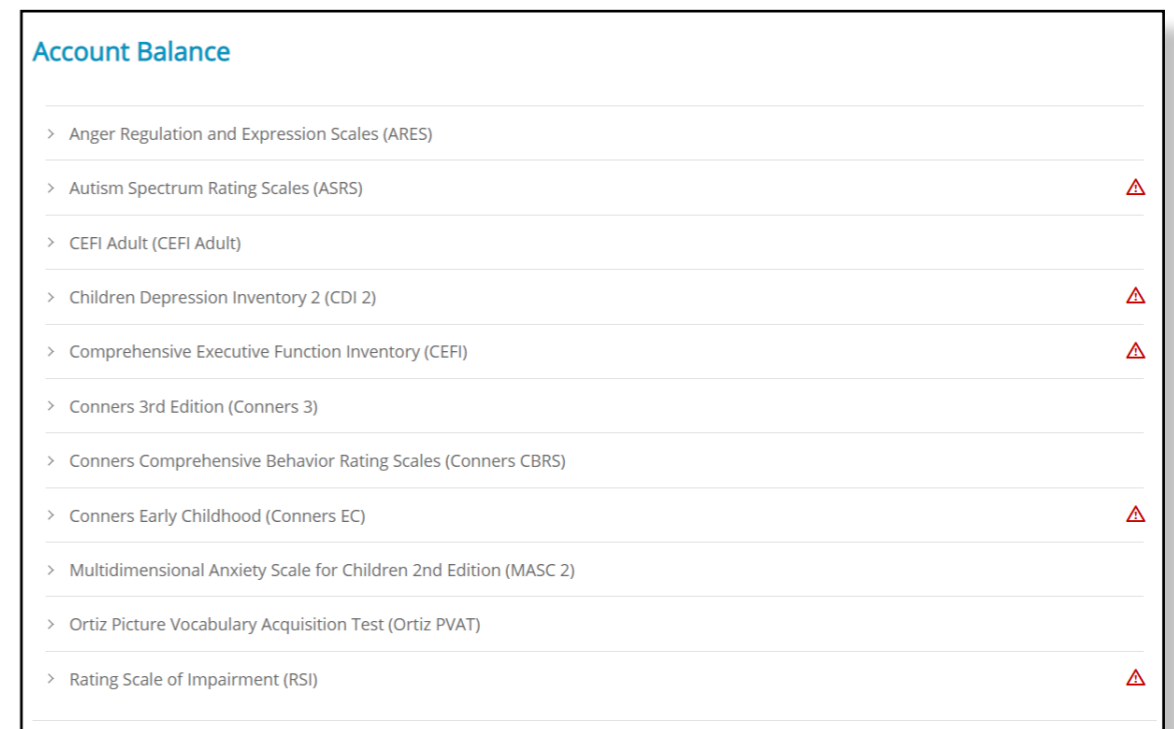


STEP 2

Click **Account Balance**.

The Account Balance page appears.

A red alert symbol appears beside products that have a low number of forms. This symbol appears when forms fall below a number determined by you in account settings.




STEP 3

Select the desired assessment from the list.

You will then see your number of remaining uses for that product, broken down by form type (if applicable).

A red alert symbol appears beside forms that have fallen below a specified number. This “low uses alert” can be set by you by clicking **Account Settings** in the left menu.

Autism Spectrum Rating Scales (ASRS) 

DESCRIPTION	RATER	LANGUAGE	REMAINING
ASRS (2-5 Years)	Parent	English	30
ASRS (2-5 Years)	Teacher/Childcare Provider	English	28
ASRS (2-5 Years) Short		English	28
ASRS (6-18 Years)	Parent	English	19
ASRS (6-18 Years)	Teacher	English	24
ASRS (6-18 Years) Short		English	26
ASRS (2-5 Years)	Parent	Spanish	29
ASRS (2-5 Years)	Teacher/Childcare Provider	Spanish	30
ASRS (2-5 Years) Short		Spanish	29
ASRS (6-18 Years)	Parent	Spanish	30
ASRS (6-18 Years)	Teacher	Spanish	29

A note on ID numbers

One of the biggest differences between the old assessment portal and the new Online Assessment Center+, is that your forms no longer have ID numbers.

So how do I keep track of the forms I've sent out?

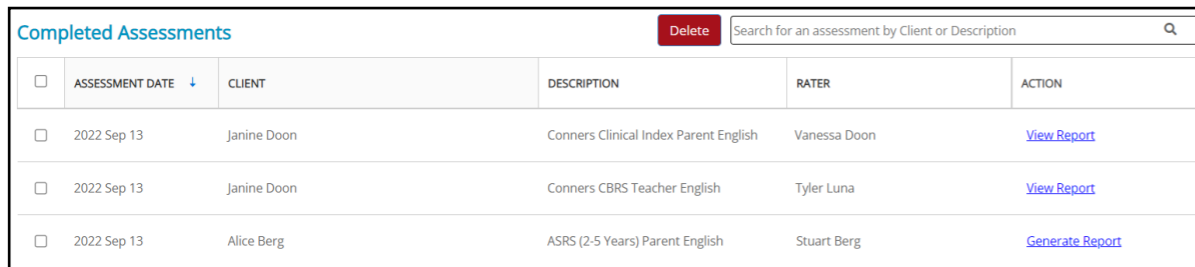
You don't have to! You can see the forms you've sent out to raters on the Pending Invitations Page.

Is a form deducted when it is sent to the rater?

No! The form is only deducted from your inventory once the rater has completed the assessment and you've generated a report.

Where to find your assessment data

You can find all of your assessments and reports on the Completed Assessments page.



ASSESSMENT DATE	CLIENT	DESCRIPTION	RATER	ACTION
2022 Sep 13	Janine Doon	Conners Clinical Index Parent English	Vanessa Doon	View Report
2022 Sep 13	Janine Doon	Conners CBRS Teacher English	Tyler Luna	View Report
2022 Sep 13	Alice Berg	ASRS (2-5 Years) Parent English	Stuart Berg	Generate Report

To view the Completed Assessments page:

1. Click **Completed Assessments** in the left menu.

A table of your completed assessments appears.

2. To generate a report, click **Generate** in the ACTION column and then continue through the guided steps.

- If this is the first time you are generating a report from that assessment, one form use will be deducted from your account.
- However, if the assessment was transferred from the old Assessment Center, you will not be charged as the form use was previously deducted when you sent the invitation.

3. To view a generated report, click **View Report** in the ACTION column.

4. To delete an assessment, select the checkbox to the left of the assessments you want to delete, and then click **Delete**. To recover a deleted assessment, click **Deleted Items** in the left menu, select the deleted assessment, and then click **Recover**.

Assigning a client

If you want to generate or view a report from the old Assessment Center, you must first assign a client to that report or assessment.

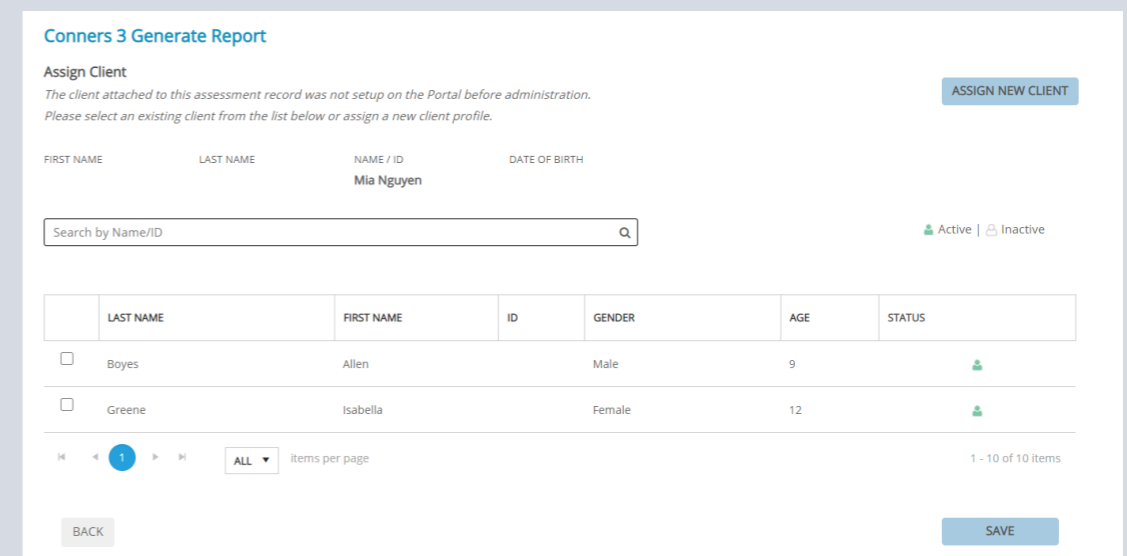
This step only needs to be done once and only applies to assessment data transferred from the old Assessment Center.

To assign a client to a completed assessment or report:

1. Click **Generate** or **View Report** on the Completed Assessments page.

The Assign Client page opens.

2. If you have already created a profile for the client, select their name from the list and then click **SAVE**.
3. If you have not previously entered the client into the Assessment Center+, click **ASSIGN NEW CLIENT** then continue through the guided steps to create a client profile.



Conners 3 Generate Report

Assign Client

The client attached to this assessment record was not setup on the Portal before administration. Please select an existing client from the list below or assign a new client profile.

ASSIGN NEW CLIENT

FIRST NAME	LAST NAME	NAME / ID	DATE OF BIRTH
		Mia Nguyen	

Search by Name/ID

Active | Inactive

	LAST NAME	FIRST NAME	ID	GENDER	AGE	STATUS
<input type="checkbox"/>	Boyes	Allen		Male	9	
<input type="checkbox"/>	Greene	Isabella		Female	12	

1 - 10 of 10 items

BACK SAVE

How to send reminders

If you want to **send a reminder to all your pending raters at once**, follow the directions below!

STEP 1

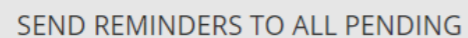
Click the **Send Reminders** button on the Dashboard.



The Pending Invitations page appears.

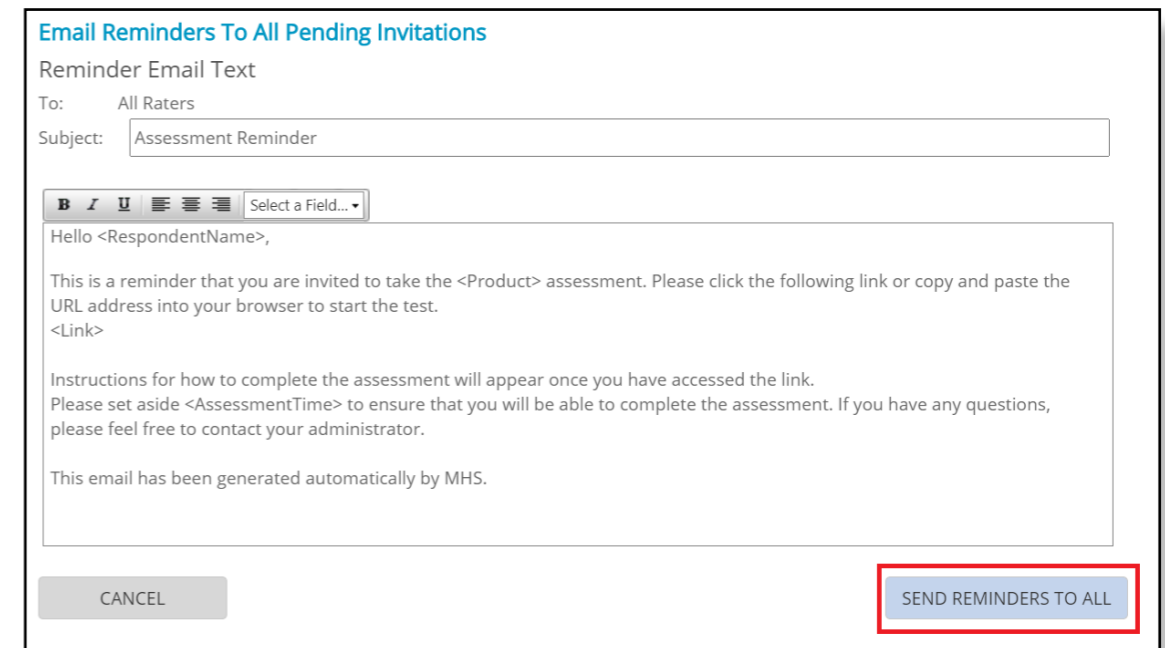
STEP 2

Click the **Send reminders to all pending** button.

A rectangular button with a grey border and a light grey background. The text "SEND REMINDERS TO ALL PENDING" is centered in a dark grey font.

STEP 3

A window opens with the default text for the reminder. If you want to revise the email, make your changes directly to the text. Otherwise, you can leave the text as is.

A screenshot of a web application window titled "Email Reminders To All Pending Invitations". The window contains a "Reminder Email Text" section with a "To:" field set to "All Raters" and a "Subject:" field set to "Assessment Reminder". Below these fields is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, and link, along with a "Select a Field..." dropdown. The text area contains a template email with placeholders: "Hello <RespondentName>," followed by a paragraph about the assessment invitation, a link placeholder "<Link>", instructions for completing the assessment, and a closing statement "This email has been generated automatically by MHS." At the bottom of the window, there are two buttons: "CANCEL" on the left and "SEND REMINDERS TO ALL" on the right, which is highlighted with a red border.

STEP 4

Click **Send reminders to all**.

A message confirms the reminder was sent to all pending raters.

How to change your password

The Account Settings page lets you change your password and set a threshold for a low uses alert.

See steps below for instructions!

STEP 1

Click **Account Settings** in the left menu.

The Account Settings page appears. This is where you manage your account information.

STEP 2

1. Type your current password in the Old Password box.
2. Enter a new password in the New Password box.
3. Retype your new password in the Confirm Password box.
4. Click **Save**.

Your new password can now be used the next time you log in to the Assessment Portal.

Want to learn more?

For further assistance:

- Click the **Help** button in the left menu
- Consult the **Getting Started Guide** on the home page

You can also contact customer support at customerservice@mhs.com, or by calling one of the numbers listed on the next page.

MHS ONLINE ASSESSMENT CENTER +

STEPS TO ADMINISTER AN ASSESSMENT

There are a variety of different methods in which an assessment can be administered. The available methods vary depending on the product. Below are the steps that correspond to each assessment method.

SEND A GENERATED LINK THROUGH EMAIL INVITATION

Use the system to create assessment links for remote administration.

1. Select or Add a client.
2. Confirm selected client information.
3. Select forms.
4. Generate Links. If you would like to send the links using the portal, proceed to step 5
OR
copy and paste the links to use your own email service to send the links to the raters or client directly.
Click **Done** when finished.
5. Click **Continue to Generate an Email** to send the link(s) using the portal.
6. Add the rater/client email addresses.
7. Edit/Write the email message.
8. Review the outgoing invitations.
9. Send the email.

7. When all responses have been entered and verified, click Next.

ASRS Enter Responses For Paper Forms

STUDENT'S NAME/ID#	TOM CARSON 5783	AGE#	9	GENDER#	MALE		
BIRTH DATE	2010 FEB 20	GRADE		TEACHER'S NAME/ID			
ADMINISTRATION DATE#	2019 SEP 02	ASSESSOR'S NAME		DATA ENTERED BY			
CLASSES) TAUGHT:							
TIME KNOWN STUDENT:							
Please enter the responses from the assessee's completed paper assessment. <input type="checkbox"/> AUTO-ADVANCE <input type="checkbox"/> VERIFY <input type="checkbox"/> USE QUERY							
Items					Responses		
1. appear disorganized?		0	1	2	3	4	7
2. become bothered by some fabrics or tags in clothes?		0	1	2	3	4	7
3. seek the company of other children?		0	1	2	3	4	7
4. show little emotion?		0	1	2	3	4	7
5. follow instructions that he/she understood?		0	1	2	3	4	7
6. argue and fight with other children?		0	1	2	3	4	7
7. have problems waiting his/her turn?		0	1	2	3	4	7
8. share fun activities with others?		0	1	2	3	4	7

Who Are We?

A leading publisher of scientifically validated assessments for more than 30 years, Multi-Health Systems Inc. (MHS) serves clients in corporate, clinical, educational, public safety, government, military, pharmaceutical, and research settings. With offices in North America and partners around the world, MHS is dedicated to strong product growth, and an optimal user experience. MHS has developed leading products such as the Emotional Quotient Inventory (EQ-i 2.0[®]), the Conners[™] suite of ADHD assessments, and the Level of Service[™] suite of assessments.

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