

Triple P Cabarrus Evaluation Manual

LEVELS 4-5

Individual Delivery Format

Dear Cabarrus Triple P Provider,

Thank you for partnering with the Cabarrus Health Alliance to demonstrate the impactful work you will be doing with families in Cabarrus County. Evaluation activities are a required part of being a Cabarrus Triple P Provider. Data collection tools not only provide useful information to the provider and caregiver during the intervention but also are mandated by the NC Department of Public Health for funding purposes. CHA was purposeful in selecting only the minimal number of tools and shortened versions in order to minimize the time needed for evaluation efforts. Please refer to the Memorandum of Agreement for a description of the evaluation commitment for your agency. Please contact Gina Hofert at gghofert@gmail.com or 704-953-5619 for questions regarding evaluation for Triple P Cabarrus or email TripleP@cabarrushealth.org.

Edited 11/4/2015

300 Mooresville Road - Kannapolis, NC 28081 - 704.920.1000 www.cabarrushealth.org

Triple P Cabarrus Evaluation Manual
Cabarrus Health Alliance
LEVELS 4-5 INTERVENTIONS IN INDIVIDUAL DELIVERY FORMAT

CONTENTS

1. Instructions
 - a. Data Collection Requirements
 - b. Level 4-5 Evaluation Tools
 - c. Submission of Evaluation Packets
2. Parenting Scale
3. Strengths and Difficulties Questionnaire Instructions (SDQ)
4. Caregiver Satisfaction Questionnaire (CSQ)
5. **NEW Triple P Scoring Application Instructions (on-line application to score both SDQ and PS)**

*Electronic version of the manual available at:

<http://www.cabarrushealth.org/268/Triple-P-Provider>

INSTRUCTIONS

DATA COLLECTION REQUIREMENTS

Providers are asked to:

1. Collect and submit completed evaluation packets to CHA (quarterly)
2. Complete a self-report via a link sent by email (quarterly)

LEVEL 4-5 EVALUATION PACKET

A completed level 4 or level 5 evaluation packet consists of:

1. Parenting Scale (PRE) Score Sheet
2. Parenting Scale (POST) Score Sheet
3. Strengths and Difficulties Questionnaire - (PRE) Score Sheet
4. Strengths and Difficulties Questionnaire - (POST) Score Sheet
5. Caregiver Satisfaction Questionnaire

Caregiver Level Assessment:
<ul style="list-style-type: none">• PARENTING SCALE (PRE & POST)
<ul style="list-style-type: none">• PRE-INTERVENTION: Collect and score Parenting Scale
<ul style="list-style-type: none">• POST-INTERVENTION: Collect and score Parenting Scale
Child Level Assessment:
<ul style="list-style-type: none">• STRENGTHS & DIFFICULTIES QUESTIONNAIRE (PRE & POST)<ul style="list-style-type: none">○ SDQ: Free download at http://www.sdqinfo.org/
<ul style="list-style-type: none">• PRE-INTERVENTION: Collect and score SDQ
<ul style="list-style-type: none">• POST-INTERVENTION: Collect and score SDQ
Program Satisfaction:
<ul style="list-style-type: none">• CLIENT SATISFACTION QUESTIONNAIRE
<ul style="list-style-type: none">• POST-INTERVENTION: Collect Caregiver Satisfaction Questionnaire

SUBMISSION OF EVALUATION PACKETS

Due Dates

Completed level 4 or level 5 evaluation packets consist of 5 tools plus a cover sheet (Cover Sheet, PS-PRE, PS-POST, SDQ-PRE, SDQ-POST, and CSQ) and must be submitted to Triple P Cabarrus for the corresponding reporting period on the following dates each year:

REPORTING PERIOD	DATA SUBMISSION DUE DATE
January 1-March 31	April 8
April 1 – June 30	July 8
July 1 – September 30	October 8
October 1 – December 31	January 8

1. Submission Due Date: **April 8** for interventions completed during **[January 1 – March 31]**
2. Submission Due Date: **July 8** for interventions completed during **[April 1 – June 30]**
3. Submission Due Date: **October 8** for interventions completed during **[July 1 – September 30]**
4. Submission Due Date: **January 8** for interventions completed during **[October 1 – December 31]**

NOTES:

- Submit all 6 data collection tools together once the caregiver has completed the entire intervention. The child and caregiver assessments should include the tool and scoring key.
- An email reminder will be sent to providers to submit evaluation packets for all caregivers who have completed the intervention during the corresponding reporting period.
- Providers may also choose to submit completed evaluation packets at any time prior to the submission deadline on an on-going basis if they prefer.
- Please submit PRE-Assessment Tools even for those interventions that were not completed.

Method for Submission

- Scan/Email completed packets to Jenelle.Felton@cabarrushealth.org
- Fax to 704-920-1246
- Mail to Cabarrus Health Alliance

Attn: Jenelle Felton, Triple P

300 Mooresville Rd.

Kannapolis, NC 28081

Circle: PRE
POST

PARENTING SCALE

Caregiver Name or Client ID: _____ Date: _____
Provider Name and Agency: _____
Triple P Intervention Level/Type (ex: Level 4 Standard or Group Teen): _____

Instructions:

At one time or another, all children misbehave or do things that could be harmful, that are “wrong”, or that parents don’t like. Examples include: hitting someone, whining, throwing food, forgetting homework, not picking up toys, lying, having a tantrum, refusing to go to bed, wanting a cookie before dinner, running into the street, arguing back, coming home late. Parents have many different ways or styles of dealing with these types of problems. Below are items that describe some styles of parenting.

For each item, circle the number that best describes your style of parenting during the past 2 months with your child.

Sample Item

At meal time...

I let my child decide how much to eat. 1 2 3 **4** 5 6 7 I decide how much my child eats.

01. When my child misbehaves...
I do something right away. 1 2 3 4 5 6 7 I do something about it later.

02. Before I do something about a problem...
I give my child several reminders or warnings. 1 2 3 4 5 6 7 I use only one reminder or warning.

03. When I’m upset or under stress...
I am picky and on my child’s back. 1 2 3 4 5 6 7 I am no more picky than usual.

04. When I tell my child not to do something...
I say very little. 1 2 3 4 5 6 7 I say a lot.

05. When my child pesters me...
I can ignore the pestering. 1 2 3 4 5 6 7 I can’t ignore the pestering.

06. When my child misbehaves...
I usually get into a long argument with my child. 1 2 3 4 5 6 7 I don’t get into an argument.

07. I threaten to do things that...
I am sure I can carry out. 1 2 3 4 5 6 7 I know I won’t actually do.

08. I am the kind of parent that...
sets limits on what my child is allowed to do. 1 2 3 4 5 6 7 lets my child do whatever he or she wants.

09. When my child misbehaves...
I give my child a long lecture. 1 2 3 4 5 6 7 I keep my talks short and to the point.

10. When my child misbehaves...
I raise my voice or yell. 1 2 3 4 5 6 7 I speak to my child calmly.

11. If saying no doesn't work right away... I take some other kind of action.	1 2 3 4 5 6 7	I keep talking and trying to get through to my child.
12. When I want my child to stop doing something... I firmly tell my child to stop.	1 2 3 4 5 6 7	I coax or beg my child to stop.
13. When my child is out of my sight... I often don't know what my child is doing.	1 2 3 4 5 6 7	I always have a good idea of what my child is doing.
14. After there's been a problem with my child... I often hold a grudge.	1 2 3 4 5 6 7	things get back to normal quickly.
15. When we're not at home... I handle my child the way I do at home.	1 2 3 4 5 6 7	I let my child get away with a lot more.
16. When my child does something I don't like... I do something about it every time it happens.	1 2 3 4 5 6 7	I often let it go.
17. When there's a problem with my child... things build up and I do things I don't mean to do.	1 2 3 4 5 6 7	things don't get out of hand.
18. When my child misbehaves, I spank, slap, grab, or hit my child... never or rarely.	1 2 3 4 5 6 7	most of the time.
19. When my child doesn't do what I ask... I often let it go or end up doing it myself.	1 2 3 4 5 6 7	I take some other action.
20. When I give a fair threat or warning... I often don't carry it out.	1 2 3 4 5 6 7	I always do what I said.
21. If saying "No" doesn't work... I take some other kind of action.	1 2 3 4 5 6 7	I offer my child something nice so he/she will behave.
22. When my child misbehaves... I handle it without getting upset.	1 2 3 4 5 6 7	I get so frustrated or angry that my child can see I'm upset.
23. When my child misbehaves... I make my child tell me why he/she did it.	1 2 3 4 5 6 7	I say "No" or take some other action.
24. If my child misbehaves and then acts sorry... I handle the problem like I usually would.	1 2 3 4 5 6 7	I let it go that time.
25. When my child misbehaves... I rarely use bad language or curse.	1 2 3 4 5 6 7	I almost always use bad language.

-
26. When I say my child can't do something...
 I let my child do it anyway. 1 2 3 4 5 6 7 I stick to what I said.
-
27. When I have to handle a problem...
 I tell my child I am sorry about it. 1 2 3 4 5 6 7 I don't say I'm sorry.
-
28. When my child does something I don't like, I insult
 my child, say mean things, or call my child names...
 never or rarely. 1 2 3 4 5 6 7 most of the time.
-
29. If my child talks back or complains when I
 handle a problem...
 I ignore the complaining and stick to
 what I said 1 2 3 4 5 6 7 I give my child a talk
 about not complaining.
-
30. If my child gets upset when I say "No"...
 I back down and give in to my child. 1 2 3 4 5 6 7 I stick to what I said.

Note. From "The Parenting Scale: A Measure of Dysfunctional Parenting in Discipline Situations," by D.S. Arnold, S.G. O'Leary, L.S. Wolff and M.M. Acker, 1993, *Psychological Assessment*, 5, p. 140. Copyright 1993 by the American Psychological Association, Inc. Adapted with permission.

Circle: PRE
POST

PARENTING SCALE
MANUAL SCORING KEY

SCORING KEY
For provider use only.

Caregiver Name or Client ID: _____ Date: _____

Provider Name and Agency: _____

Triple P Intervention Level/Type (ex: Level 4 Standard or Group Teen): _____

Please submit the report generated by the scoring application or this scoring key as part of the Level 4 or 5 evaluation packet to Triple P Cabarrus.

Instructions:

All 30 items are scored on a 7 point scale, with low scores indicating good parenting and high scores indicating dysfunctional parenting. There are three factors on the Parenting Scale: Laxness (LX), Over-reactivity (OR), and Hostility (HS). There are several items that are not on a factor (NF).

Items are listed below by factor and it is noted whether the “ideal” anchor is on the left (L) or the right-hand (R) side. **If the “ideal” anchor is on the left, the left anchor is scored 1. If the “ideal” anchor is on the right, scoring is reversed and the right anchor is scored 1 rather than 7.** For example, item 2 has a right anchor, so if the caregiver circled 6, it would be scored as 2. The total score is the sum of all items divided by 30. To achieve a factor score, sum the items in that factor and divide by the number of items in that factor.

*You may also use the scoring application from the Triple P Provider website.

The recommended clinical cut-off scores for the revised parenting scale are:

- Mothers: Laxness 3.6, Over-reactivity 4.0, Hostility 2.4; and Total Score 3.2.
- Fathers: Laxness 3.4, Over-reactivity 3.9, Hostility 3.5; and Total Score 3.2.

Sources: *The Parenting Scale (PS; Arnold, O’Leary, Wolff, & Acker, 1993); (Rhoades & O’Leary, 2007)*

ANCHOR

L = Score item by using the scale on instrument 1-7 from left to right

R = Score item by **reversing the scale** on instrument so that scale is 7-1 from left to right

Right Anchor Items: 2, 3, 6, 9, 10, 13, 14, 17, 19, 20, 23, 26, 27, 30

LAXNESS (LX)		
Item	Anchor	Score
12	L	___
16	L	___
19	R	___
21	L	___
30	R	___
LX Sum =		___
Factor Score =		___
(Sum ÷ 5)		

OVER-REACTIVITY (OR)		
Item	Anchor	Score
3	R	___
6	R	___
10	R	___
14	R	___
17	R	___
OR Sum =		___
Factor Score =		___
(Sum ÷ 5)		

HOSTILITY (HS)		
Item	Anchor	Score
18	L	___
25	L	___
28	L	___
HS Sum =		___
Factor Score =		___
(Sum ÷ 3)		

NO FACTOR (NF)		
Item	Anchor	Score
1	L	___
2	R	___
4	L	___
5	L	___
7	L	___
8	L	___
9	R	___
11	L	___
13	R	___
15	L	___
20	R	___
22	L	___
23	R	___
24	L	___
26	R	___
27	R	___
29	L	___
NF Sum =		___

TOTAL SCALE SCORE

Total of Sums (LX Sum + OR Sum + HS Sum + NF Sum) = _____

Total Scale Score = _____
(Total of Sums ÷ 30)

Strengths and Difficulties Questionnaire (SDQ)

Child Assessment Tool

1. Obtain a free download of the SDQ from:

English Versions:

[http://www.sdqinfo.org/py/sdqinfo/b3.py?language=Englishqz\(USA\)](http://www.sdqinfo.org/py/sdqinfo/b3.py?language=Englishqz(USA))

Spanish Versions:

<http://www.sdqinfo.org/py/sdqinfo/b3.py?language=Spanish>

Website View Below:

	<p>Single-sided version without impact supplement</p> <ul style="list-style-type: none"><input type="radio"/> One-sided SDQ for teachers and parents of 4-10 year olds<input type="radio"/> One-sided SDQ for teachers and parents of 11-17 year olds<input type="radio"/> One-sided SDQ for parents or educators of 2-4 year olds<input type="radio"/> One-sided self-rated SDQ for 11-17 year olds
PRE	<p>Double-sided version with impact supplement</p> <ul style="list-style-type: none"><input type="radio"/> P4-10 - SDQ and impact supplement for the parents of 4-10 year olds<input type="radio"/> P11-17 - SDQ and impact supplement for the parents of 11-17 year olds<input type="radio"/> P2-4 - SDQ and impact supplement for the parents of 2-4 year olds<input type="radio"/> T4-10 - SDQ and impact supplement for the teachers of 4-10 year olds<input type="radio"/> T11-17 - SDQ and impact supplement for the teachers of 11-17 year olds<input type="radio"/> T2-4 - SDQ and impact supplement for the educators of 2-4 year olds<input type="radio"/> S11-17 - SDQ and impact supplement for self-completion by 11-17 year olds
POST	<p>Follow-up version (the default is to ask about 'clinic visits': email youthinmind@gmail.com for versions asking about other interventions)</p> <ul style="list-style-type: none"><input type="radio"/> P4-10 FOLLOW-UP - SDQ, follow-up questions and impact supplement for the parents of 4-10 year olds<input type="radio"/> P11-17 FOLLOW-UP - SDQ, follow-up questions and impact supplement for the parents of 11-17 year olds<input type="radio"/> P2-4 FOLLOW-UP - SDQ, follow-up questions and impact supplement for the parents of 2-4 year olds<input type="radio"/> T4-10 FOLLOW-UP - SDQ, follow-up questions and impact supplement for the teachers of 4-10 year olds<input type="radio"/> T11-17 FOLLOW-UP - SDQ, follow-up questions and impact supplement for the teachers of 11-17 year olds<input type="radio"/> T2-4 FOLLOW-UP - SDQ, follow-up questions and impact supplement for the educators of 2-4 year olds<input type="radio"/> S11-17 FOLLOW-UP - SDQ, follow-up questions and impact supplement for self-completion by 11-17 year olds

2. Score using on-line application and submit scoring key

<http://www.sdqinfo.org/py/sdqinfo/c0.py>

Website View Below:

youthinmind

What is it? Questionnaires etc. View & Download **Scoring the SDQ** Uses SDQ vs other Q's Articles Norms

Scoring the SDQ

- The fast SDQ scoring site** for online scoring and report generation.
- Instructions in English for **scoring informant-rated** SDQs by hand. Instructions in many other languages are also available, accessed through the page for that [language](#).
- Instructions in English for **scoring self-rated** SDQs by hand. Instructions in many other languages are also available, accessed through the page for that [language](#).

Circle: PRE
POST

Strength and Difficulties Questionnaire

SCORING KEY
For provider use only.

SDQ

Caregiver Name or Client ID: _____ Date: _____

Provider Name and Agency: _____

Triple P Intervention Level/Type (ex: Level 4 Standard or Group Teen): _____

Please submit the report generated by the scoring application or this scoring key as part of the Level 4 or 5 evaluation packet to Triple P Cabarrus.

Instructions:

Score each subscale and total difficulties using the on-line scoring application and submit a printed copy of the summary report or enter the scores manually using the table below.

The scoring application and ranges for interpretation of scores from the SDQ completed by the **parent** are available from: <http://www.sdqinfo.org/py/sdqinfo/c0.py>.

Parent completed SDQ Scores		Original three-band solution cut-points 4-17 year olds		
SCALE	SCORE ↓	Normal Range	Borderline Range	Abnormal Range
Total Difficulties:	_____	0 – 13	14 - 16	17 - 40
Emotional Symptoms:	_____	0 - 3	4	5 - 10
Conduct Problems:	_____	0 - 2	3	4 - 10
Hyperactivity:	_____	0 - 5	6	7 - 10
Peer Problems:	_____	0 - 2	3	4 - 10
Prosocial Behavior:	_____	6 - 10	5	0 – 4
Impact:	_____	0	1	2-10

TRIPLE P CABARRUS

CAREGIVER SATISFACTION QUESTIONNAIRE

Provider Name/Agency: _____ Triple P Level & Type: _____

Caregiver Name or Client ID: _____ Today's Date: _____

Relationship to Child: _____

INSTRUCTIONS

This questionnaire will help us to evaluate and continually improve the Triple P parenting program we offer. We are interested in your HONEST OPINIONS about the services you have received, whether they are positive or negative. Please answer all the questions by circling the response that best describes how you honestly feel.

1. How would you rate the quality of the Triple P parenting program you and your child received?

1 2 3 4 5 6 7
Poor Fair Good Excellent

2. Has the Triple P parenting program helped you to deal more effectively with your child's behavior?

1 2 3 4 5 6 7
No, it made things worse No, it hasn't helped much Yes, it has helped somewhat Yes, has helped a great deal

3. Has the Triple P parenting program helped you to deal more effectively with problems that arise in your family?

1 2 3 4 5 6 7
No, it made things worse No, it hasn't helped much Yes, it has helped somewhat Yes, has helped a great deal

4. If you were to seek help again, would you come back to Triple P parenting program?

1 2 3 4 5 6 7
No, definitely not No, I don't think so Yes, I think so Yes, definitely

5. In your opinion, how is your child's behavior at this point?

1 2 3 4 5 6 7
Considerably worse Worse Slightly worse The same Slightly improved Improved Greatly improved

6. Do you have any other comments about Triple P parenting program?

Return to Triple P Cabarrus:
Cabarrus Health Alliance
300 Mooresville Rd. Kannapolis, NC 28081

NEW TRIPLE P SCORING SITE

ASRA is Triple P's **A**utomated **S**coring and **R**eporting **A**pplication and is a simple, online way of obtaining easy-to-read results from the information parents provide through assessment questionnaires. All you do is enter the scores for each question and receive an immediate printout of the results.

ASRA is a new system that can be accessed via your provider network page and will redirect you to a separate website. You'll need to set up a new account:

- **Click here to go to the login page for the ASRA website.**
<https://asra-au.triplep.net/site/login>
- To set up an account you'll need **Cabarrus County's Organization ID: 50440**

Click here to download the Ten-Step Quick Guide – ***Getting Started with ASRA***.

There is also a full ASRA Help Guide on the site. After you've logged in, just look for "Help" at the bottom of the left-hand menu.



GETTING STARTED WITH ASRA

YOUR 10-STEP GUIDE



1 CREATE YOUR ACCOUNT AND LOG IN

For first-time users, the best way to access the **A**utomatic **S**coring and **R**eporting **A**pplication (**ASRA**) is through the Triple P Provider Site home page. On the right of the page, click the pencil icon to see more info and a link to the ASRA Site.



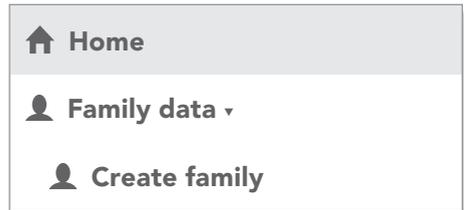
Once you're on the ASRA log-in page, leave the boxes blank and click **Create an account**.

On the next page, enter your email address and select your country. Click **Verify email address** and a new page will appear.

Enter your details, your Organization ID and create a password. You can ask your agency's Triple P coordinator for your Organization ID.

2 CREATE A CLIENT FILE (CREATE NEW FAMILY)

Once you're on the ASRA home page, click **Family data** from left-hand menu, then **Create family** from the drop-down menu.



The **Create New Family** page will appear. Fill in the family details (items with * are mandatory).

NOTE: The **Case Number** field is optional and is only if your agency has an existing ID number for this client.

TOP TIPS

After you've created your account and logged in for the first time, you can log back in anytime via asra.triplep.net.

If you need more help, once you've logged in, look for **Help** at the bottom of the left-hand menu.

3 ADD A FAMILY MEMBER

Once you have entered the family details, click the **Add Family Member** button.

Add Family Member

A pop-up page will appear. You can leave the first item, **Cohort**, blank. For more info on Cohorts, look under **Help** on the ASRA Site.

Fill in the rest of the details and press **Save**.

4 MAKE A NOTE OF THE FAMILY ID NUMBER

You can see a new family client file has been created, because the **Edit Family** page has appeared.

At the top it says **Edit Family ID** [and the ID number].

Family ID created

Edit Family ID 376

Keep your own record (in a separate, safe place) of which family this **Family ID** number belongs to.

ASRA only stores de-identified data. The **Family ID** number is the only way to access this family's client file to enter or view data later.

5 ADD A QUESTIONNAIRE

Now scroll to the bottom of the **Edit Family** page, to the **Family Members** heading. See the Family Member (usually a parent) you just added?

Family Members		
Relationship to child	Postcode	Chort
Parent		  

On the right are some icons. Click the second icon, a document with a green plus sign, to **Add a Questionnaire**.

6 CHOOSE A SURVEY

On the pop-up page choose a questionnaire from the drop-down menu and click the **Add Survey** button.

Survey
Strengths and Difficulties Questionnaire
Add Survey

NOTE: The drop-down menu only includes questionnaires from the level of Triple P this family are doing.

After you add a survey, the **Edit Family Member** page appears. Scroll down to the **Family Member Questionnaire** heading. You'll see the name of the survey you just added.

ADD MORE SURVEYS (IF NEEDED)

7 To add more surveys for this family member, click the **Add Family Member Questionnaire** button.

Add Family Member Questionnaire

Now, choose either **Step 8A** or **Step 8B** below, depending on whether you're asking parents to complete the surveys using pen and paper, or by email.

8A

PEN & PAPER METHOD (ENTER DATA YOURSELF)

To use this method, you can either have the parent fill out paper questionnaires, or you can ask them the questions (face-to-face or on the phone) and enter their responses directly into ASRA.

After adding a survey to the list, click the **Pencil** icon to the right.

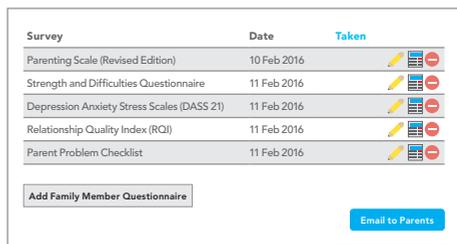
On the pop-up page, select pre-, post- or follow-up (you must add a new survey for each of these) and enter the responses that correspond to the parent's answers.

Press **Save** (or **Save and Score** to see the results immediately).

8B

EMAIL METHOD* (PARENTS COMPLETE ONLINE)

To use this method, firstly make sure all of the surveys you need are on the questionnaire list. Then click the **Email to Parents** button.



Survey	Date	Taken
Parenting Scale (Revised Edition)	10 Feb 2016	  
Strength and Difficulties Questionnaire	11 Feb 2016	  
Depression Anxiety Stress Scales (DASS 21)	11 Feb 2016	  
Relationship Quality Index (RQI)	11 Feb 2016	  
Parent Problem Checklist	11 Feb 2016	  

[Email to Parents](#)

On the next page, tick the box(es) of the survey(s) you want to email.

Fill in the parent's name and email address. Check the text of the email, and edit/reformat as needed. Add in a requested completion date and click the **Send Email** button.

The parents' answers will go directly into ASRA. You may have to phone/email parents to remind them to complete survey(s).

***EMAIL METHOD NOT AVAILABLE IN ALL REGIONS**

KEEP YOUR DATA SAFE: POST- AND FOLLOW-UP SURVEYS

- Surveys can be done at different times (pre-, post- or follow-up). For example, the first time you enter a survey, you should make sure the Taken box (when taken) says "Pre". If you're emailing surveys, ASRA will put this in automatically when the parent does the survey. Later, to enter or email a post- or follow-up questionnaire, you must add ANOTHER COPY of that questionnaire (repeat Steps 5 and 6).
- DON'T click on a questionnaire that has been completed and choose post- or follow-up, to "update" it — if you do, you'll overwrite your previous data.

9

RETRIEVE A FAMILY'S CLIENT FILE (VIEW FAMILY)

At some point, you'll want to get back to a family's client file, to do things like:

- Score questionnaires and see graphs.
- Check if a parent has completed the survey(s) you've emailed out to them.
- Enter, or email, post- or follow-up data/survey(s).

From the ASRA home page, click **Family data** from the left-hand menu, then **View Family** from the drop-down menu. You'll see a list of families you have created.

Use the **Family ID** number you wrote down earlier in Step 4 to find the correct family. To the right of the **Family ID**, you'll see four icons:



Pencil: goes to the **Edit Family** page. This is where you go to add more surveys. See Step 10.



Calculator: generates a report for the family, showing all survey scores and clinical cutoffs (where relevant). Press the back button on your browser to get out of this screen.



Graph: displays the results in graph format. Press the back button on your browser to get out of this screen.



Delete: permanently removes this whole family's client file.

10

ADD MORE SURVEYS/ MAKE CHANGES (EDIT FAMILY/FAMILY MEMBER)

By clicking the pencil icon in the previous step, you'll go to the **Edit Family** page (where you were in Step 5). This is where you can add or change family details and add more family members. You can also add more surveys (refer to Steps 5–8 and *Keep Your Data Safe*, previous page).

To go to an individual's page, (their **Edit Family Member** page), scroll down to find them on the list of Family Members and click their Pencil.

On a parent's **Edit Family Member** page, you can change details or scroll down to the **Family Member Questionnaire** heading to see their surveys, and when they were taken.

Hover over the icons to the right of each survey to see what each one does:

- **Pencil:** updates/over-writes a survey.
- **Calculator:** shows the survey score.
- **Delete:** will remove that survey.

EXTRA TIPS

- Click the Question Mark icons  throughout the ASRA Site for extra help.
- This guide is based on a Chrome/Firefox/Internet Explorer user experience, so you may wish to use one of these internet browsers. Also, ASRA will time-out automatically if you leave it idle. Refresh your browser and/or log in again. You should be returned to where you were last working.