



National Neuropsychology Network (NNN)

SYSTEM FOR ACQUISITION OF ITEM LEVEL AND
OBSERVATIONAL RESPONSES
NNN SAILOR



USER MANUAL
Version V -March 4, 2021

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OBTAINING LOGIN CREDENTIALS FOR THE NNN DATABASE

1. Contact your Site Administrator to request login credentials.
2. The following individuals are Site Administrators:
 - 2.1. Emory University:
 - 2.1.1. Dr. Daniel Drane
 - 2.1.2. Dr. David Loring
 - 2.1.3. Dr. K.C. Hewitt
 - 2.2. Medical College of Wisconsin (MCW):
 - 2.2.1. Dr. Laura Umfleet
 - 2.3. University of California, Los Angeles (UCLA):
 - 2.3.1. Dr. Robert Bilder
 - 2.3.2. Kristen Enriquez
 - 2.4. University of Florida (UF):
 - 2.4.1. Dr. Russ Bauer
3. If your site is not listed above, please contact the NNN study coordinator, Kristen Enriquez via email: kenriquez@mednet.ucla.edu.

LOGGING ONTO THE NNN DATABASE

1. Navigate to the NNN database using the following link: <https://www.sistat.ucla.edu/NNN/login.asp>.
2. Type your username and temporary password provided to you by your Site Administrator.
3. If you are not prompted to change your password upon login, please do so by clicking the “User Profile” tab at the top of the screen.
 - 3.1. Click on the pencil icon next to your name to edit your profile.
 - 3.2. Enter a new password in the provided space on the left side of the screen, and click “Submit” to update your password.

GUIDs AND PSEUDO-GUIDs

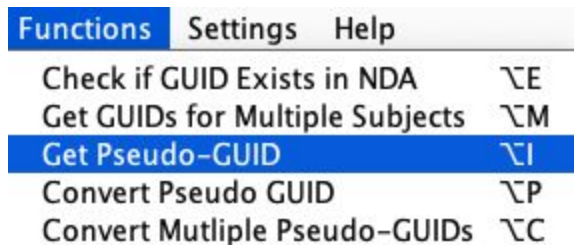
1. ***UCLA MPAC***: Please note that clinicians, trainees and externs will NOT need to create a GUID or pseudo-GUID for their patient. In most cases, clinic staff will assign the GUID to your patient. Please check with clinic staff if there are questions regarding your patient's GUID.
2. **GUID (GLOBAL UNIQUE IDENTIFIER)**
 - a. **DEFINITION**
 - i. "The GUID is a universal subject ID allowing researchers to share data specific to a study participant without exposing personally identifiable information (PII) and match participants across labs and research data repositories." (*Taken from the NIMH Data Archive Website.*)
 - ii. GUIDs are required to create a new patient in the NNN SAILOR. Alternatively, a pseudo-GUID may be used in lieu of a GUID.
 - b. **PATIENT INFORMATION NEEDED TO CREATE A GUID**
 - i. Full first name, full middle name (if applicable) and full last name; sex; city of birth; and date of birth.
 1. This information should be identical to what was printed on the patient's birth certificate.
 - ii. The full middle name must be obtained from the patient. A middle initial is not sufficient.
3. **PSEUDO-GUID**
 - a. **DEFINITION**
 - i. "A pseudo-GUID is a random identifier that can be promoted to a GUID once the appropriate consent is provided and the necessary PII fields are completed." (*Taken from the NIMH Data Archive Website.*)
 - b. Unlike the GUID, the pseudo-GUID requires no personal identifying information from the patient.
4. **GUID TOOL**
 - a. **NIMH DATA ARCHIVE (NDA) ACCOUNT**
 - i. To be able to generate GUIDs and pseudo-GUIDs, an NDA account is required.
 - ii. If you do not have an account, visit https://nda.nih.gov/user/create_account.html to create one.
 - b. **USING THE GUID TOOL**
 - i. **DOWNLOAD GUID TOOL**
 1. The tool is designed to be used on a desktop or laptop. Tablets are not recommended.
 2. To generate GUIDs and pseudo-GUIDs, visit <https://nda.nih.gov/s/guid/nda-guid.html> and click on "Launch the GUID Tool."
 3. The tool will download and will be stored locally on your computer's hard drive.
 4. Locate the program and open it.
 5. Enter your username and password, which were created when you made your NDA account.
 6. The tool will open, and you will be asked to accept the terms and conditions.
 7. You may now begin to use the GUID tool.
 - ii. **GENERATING A GUID**
 1. The GUID/pseudo-GUID consists of an alphanumeric combination, typically 12 to 16 characters in length. Each GUID/pseudo-GUID begins with "NDAR" ("NDAR_" for a pseudo-GUID).

2. In the appropriate spaces, enter the patient's first name, middle name, last name, birthdate, sex and city of birth.

3. Then, click on “Generate GUID.”
4. Copy the GUID from the clipboard.

iii. GENERATING A PSEUDO-GUID

1. Click “Functions” at the top of the tool.



2. Click on “Get Pseudo-GUID.”
3. Copy the pseudo-GUID from the clipboard.

NIMH DATA ARCHIVE (NDA)

1. *OVERVIEW*

- 1.1. The National Institute of Mental Health Data Archive (NDA) collects data from human subjects across many different scientific domains.
- 1.2. The NDA enables research collaboration and discovery by providing infrastructure for sharing data, tools and methods.
- 1.3. To learn more, please visit the NDA website: <https://nda.nih.gov/>

2. *NNN AIM 2: DATA COLLECTION AND DEPOSIT*

- 2.1. One of the aims of the NNN is to transmit de-identified data that is collected from the NNN SAILOR and Q-Interactive, and deposit the data to the NIMH Data Archive (NDA).
- 2.2. This will be achieved with minimal disruption of clinic workflow. Thus, clinicians will not need to complete any additional steps to ensure that data is sent to the NDA. The data transmission will be done on the backend.

3. *DE-IDENTIFIED DATA*

- 3.1. All data that is collected and stored using the NNN SAILOR is de-identified. It would not be possible for someone to review the data that was collected and trace it back to a specific patient.
- 3.2. The NNN will never share patients' private, identifying information.
- 3.3. The de-identified data that is collected by the NNN SAILOR as well as Q-Interactive will be deposited into the NDA to become available to qualified researchers.
- 3.4. Summary data will be available to all via the NDA website.

CREATING A NEW PATIENT

1. If a patient does not already exist in the database, please follow the steps below.
 - 1.1. For UCLA MPAC: Clinic staff has likely already added the patient to the database. Please refer to the
2. **INFORMATION NEEDED TO CREATE A NEW PATIENT**
 - 2.1. Patient's pseudo-GUID or GUID
 - 2.2. The date of the evaluation
 - 2.3. Patient's pre-exam diagnosis
 - 2.4. Patient's age, sex, race and ethnicity
3. **STEPS FOR CREATING A NEW PATIENT**
 - 3.1. Click on the "New Participant Enrollment" tab at the top of the screen.
 - 3.2. Click on the yellow "Add" button.

NEW PARTICIPANT ENROLLMENT

ADD NEW NEW PARTICIPANT ENROLLMENT RECORD

SEARCH FIRST NAME, LAST NAME, PTID, GUID: Search (* to display all records)

SubjectID	GUID	Name	APP Date	NP Date	Consented?	Consent Date	Sex	LST UPDT	By
NO RECORD FOUND.									

COMPLETE PARTIAL COMPLETE

- 3.3. You will be redirected to the new patient enrollment screen where you will need to enter the mandatory variables, which are indicated in red.
4. **FORM STATUSES**
 - 4.1. The form may be submitted as "Partial Complete" or "Complete"
 - 4.1.1. Partial Complete: Please use this status if you need to make changes to any of the required information. "Partial Complete" may be selected from the drop-down menu at the bottom of the page. Note that if the status of the form is "Partial Complete," the patient will not actually be registered in the database. The patient will be saved as pending. If a patient is not registered in the database, then the NNN testing application may not be used for that patient.
 - 4.1.1.1. NB: The pre-exam diagnoses are the only variables that *may* be changed once a patient is registered (see [Updating Pre-Exam Diagnoses](#)).
 - 4.1.2. Complete: Please choose this status from the drop-down menu when all of the required information is ready to be submitted.
 - 4.2. After selecting the form's status, click on the yellow "Submit" button.

BRIDGING Q-INTERACTIVE TO THE NNN DATABASE

1. BENEFITS OF LINKING Q-INTERACTIVE PATIENTS TO NNN PATIENTS

- 1.1. Data that is collected and generated by the Q-Interactive platform can be sent to the NNN database via the patient's GUID. (For more information on GUIDS, see [GUIDS AND PSEUDO-GUIDS](#)).
- 1.2. Once the NNN database receives the patient's Q-Interactive data, the summary report (see [Generating a Summary Report](#)) generated by the database will include all Pearson test data. The Pearson tests include:
 - 1.2.1. WAIS-IV
 - 1.2.2. WMS-IV
 - 1.2.3. DKEFS
 - 1.2.4. RBANS
 - 1.2.5. CVLT 3
 - 1.2.6. RAVLT (coming soon)
 - 1.2.7. WAIT (coming soon)

2. LOGGING ONTO Q-INTERACTIVE

- 2.1. An account must be created for you by the clinic administrator.
- 2.2. To create a new patient and test battery for the patient, log onto Q-Interactive using your logon credentials from a desktop (or laptop) computer using [this](#) link.

3. CREATING A NEW PATIENT PROFILE IN Q-INTERACTIVE

- 3.1. For more information on creating new patient profiles, refer to Q-Interactive's user manual, which may be found [here](#).

4. HOW TO LINK PATIENTS FROM Q-INTERACTIVE TO THE NNN DATABASE

- 4.1. The NNN database will only receive Q-Interactive data from patients registered in Pearson's platform who are associated with a GUID or pseudo-GUID.
- 4.2. A GUID or pseudo-GUID must be entered in the client ID field of the patient's profile in Q-Interactive to ensure that the data is sent to the NNN database.

First/Last Name

Client ID

Date of birth

Gender

4.2.1. ENTERING THE GUID OR PSEUDO-GUID IN Q-INTERACTIVE

- 4.2.1.1. When creating a new patient profile in Q-Interactive, complete the first and last name fields, DOB and gender per usual. In the client ID field, enter the GUID or pseudo-GUID associated with that patient.
- 4.2.1.2. Alternatively, if a patient profile has already been created in Q-Interactive and the client ID field has already been filled in, update the client ID field by editing the patient profiling, removing the existing client ID and updating the client ID field with the patient's GUID or pseudo-GUID.

KRISTEN TEST

Client ID	1234	Favorite batteries	Create assessment
Date of birth	01/01/90		Edit profile
Gender	Female		Archive
			Delete Client

▼ Detailed Profile

▼ Client Identification (required) *

Client	TEST, KRISTEN
Client ID	1234
Date of birth	01/01/90
Gender	Female

KRISTEN TEST

Client ID	NDAR_INVRR923DA0	Favorite batteries	Create assessment
Date of birth	01/01/90		Cancel
Gender	Female		Save

▼ Detailed Profile

▼ Client Identification (required) *

Client	KRISTEN	TEST	
Client ID	NDAR_INVRR923DA0		
Date of birth	January	1	1990
Gender	Female		

PATIENT STATUS

1. THE THREE PATIENT STATUSES

1.1. Active

1.1.1. Patients who are currently being evaluated are considered “active.”

1.1.2. If it is expected that a patient will complete a post-intervention assessment, the patient’s status should remain as “active.”

1.2. Complete

1.2.1. Patients who have completed testing and have received feedback from their evaluation are considered “complete.”

1.2.2. Generally, patients who are “complete” are those whose cases are closed.

1.3. Dropout

1.3.1. Patients who were added to the database, but did not show for their appointment may be considered as “dropout” status.

1.3.2. When the status of a patient is changed to “dropout,” their de-identified data will not be sent to the NIMH Data Archive.

2. UPDATING A PATIENT’S STATUS

2.1. To change a patient’s status, you will need the patient’s PT ID (see [Patient ID \(PT ID\)](#)).

2.2. Click on the “Registry” tab at the top of the screen.

2.3. Type the patient’s PT ID into the search bar, then click on the grey “Search” button.

2.4. The patient will appear. Click on the “Edit” button indicated by a pencil icon next to the patient.

2.5. An edit panel will appear on the left-hand side of the screen. This is where edits to the patient’s status may be made

2.6. Click on the drop-down menu next to “Status” to choose the appropriate status for the patient.

EDIT SUBJECT INFO

SITE: **UCLA**

SUBJECT ID: **30333**

GUID: (copy GUID)

Clinician:

Status: Active
 Dropout
 Complete

3. PATIENT LIVING STATUS

3.1. The default selection for a patient’s living status is “alive.” If it has come to the attention of clinicians or study staff that the patient is now deceased, the patient’s living status should be updated by doing the following:

3.1.1. Click on the “Registry” tab at the top of the screen.

3.1.2. Search for the patient using the patient’s subject ID (see [Patient ID \(PT ID\)](#)).

- 3.1.3. Click on “Edit” next to the patient’s ID. The patient’s profile will appear on the left side of the screen.
- 3.1.4. Change the living status by choosing “deceased” from the drop-down menu.
- 3.1.5. If the date and cause of death are known, enter that information into the appropriate fields.

EDIT SUBJECT INFO

SITE: **EMORY**

SUBJECT ID: **10001**

GUID: (copy GUID)

Clinician:

Participation Status:

Living Status: ←

Date of death:

Cause of death:

STRUCTURED HISTORY PROTOCOL FOR NEUROPSYCHOLOGY (SHiP-NP®)

1. GENERAL INFORMATION ABOUT THE SHiP-NP®

- 1.1. The SHiP-NP® was created to promote standardization and facilitate data harmonization within the field of clinical neuropsychology. It uses a collection of existing NIH CDE instruments to securely gather relevant patient information related to social and demographic background, medical and psychological diagnoses, current symptoms, and functional abilities. Real-time scoring procedures are employed to formulate auto-populated outputs of aggregated results for each patient. These results may be reviewed by clinicians to inform neurobehavioral exams and facilitate patient care.
- 1.2. Patients are able to complete the SHiP-NP® at home using their personal computer or tablet via a link. It is not recommended that the SHiP-NP® is completed on a mobile device.
- 1.3. No identifying patient data is collected by the SHiP-NP®. Patients are only identified by their assigned GUID/pseudo-GUID.

2. GENERATING LINKS FOR THE SHiP-NP®

- 2.1. Links are sent to patients so that they can access the SHiP-NP® at home. The links are generated by the database and are unique for each patient. Thus, links may not be shared with different patients.
- 2.2. To start, a patient must already exist in the database (see [Creating a New Patient](#)).
- 2.3. Once logged onto the database, click on the “Data Entry” tab at the top of the screen.
- 2.4. Then, click on “SHiP-NP Link Email Template.”
- 2.5. Paste the patient’s GUID or pseudo-GUID (see [GUIDs and Pseudo-GUIDs](#)) into the search bar on the page.
- 2.6. The GUID or pseudo-GUID should then appear in the drop-down menu adjacent to the search bar. Click on the GUID or pseudo-GUID from the drop-down menu.
- 2.7. Click on the yellow “Generate Email Template” button. Your site’s email template will appear with the SHiP-NP link embedded in the email.

SHIPNP LINK EMAIL TEMPLATE

SEARCH:

Email Template for NDAR_INVRC624FDT

Hello,

Please note confirmation of your appointment(s) with our office:

You may access and complete patient history forms **prior to your appointment** at the following link:
<https://www.npistat.org/rd/2EF70064D4FA826C>

Additional information and driving directions are attached. Please let us know if we can assist with anything else.

Thank you,

MPAC Medical Psychology Assessment Center
David Geffen School of Medicine at UCLA
Semel Institute for Neuroscience & Human Behavior
760 Westwood Plaza Suite C8-749
Los Angeles, CA 90095
Office (310) 206-8100
Fax (310) 206-8525
MPACReferrals@mednet.ucla.edu

2.8. Click on “Select Email Template Content.” This copies the entire template to your clipboard so that it can be pasted into an email that can be sent to the patient.

3. **SHIP-NP REPORT OPTIONS**

3.1. There are two types of reports that can be generated once a patient has completed the SHiP-NP:

3.1.1. **TABULAR REPORT**

- 3.1.1.1. The Tabular Report formats patient’s responses in rows and columns. This type of format allows clinicians to view and modify the summary sheet in Excel.
- 3.1.1.2. To generate a Tabular Report, click on the “Reports” tab at the top of the screen.
- 3.1.1.3. Then, click on “SHiP-NP Tabular Reports.”
- 3.1.1.4. In the search bar on the page, enter the patient’s GUID or pseudo-GUID, then choose the GUID from the adjacent drop-down menu. The report will appear on the screen.
- 3.1.1.5. To view and modify the report in Excel, first click on the gray “Select Report Content” button to copy the report to your clipboard. (Note that simply copying the report from the webpage may not retain the format of the report. Clicking on “Select Report Content” button will retain all formatting.)
- 3.1.1.6. Open Excel from your desktop, and paste the report into the spreadsheet.

SHIP-NP SUMMARY SHEET			
Name:	_____	MRN:	_____
DOT: 11/17/2020	Examiner(s): _____	Supervisor:	_____
DOB: _____	Age: _____	Education: 16	_____
Sex: FEMALE	Primary ICD-10: _____	Hand:	_____
Form completed by: _____	Relationship to Patient: _____	hr/wk with patient:	_____
Clinical Concerns			
<input type="radio"/> Endorsed use of illicit drugs over the past two weeks (patient does not specify drug)			
Demographics			
Sex: FEMALE	_____	Gender:	_____
Race: OTHER	_____	Ethnicity: HISPANIC/LATINO (MEXICAN)	_____
Developmental History			
Prenatal Problems:	NONE REPORTED	_____	_____
Birth Complications:	NONE REPORTED	_____	_____
Childhood disorders:	NONE REPORTED	_____	_____

3.1.2. **NARRATIVE REPORT**

- 3.1.2.1. The Narrative Report provides a summary of the patient’s responses as a written or spoken account. This type of format allows clinicians to view and modify the summary in Microsoft Word (or equivalent).
- 3.1.2.2. To generate a Narrative Report, click on the “Reports” tab at the top of the screen.

- 3.1.2.3. Then, click on “SHiP-NP Narrative Reports.”
- 3.1.2.4. In the search bar on the page, enter the patient’s GUID or pseudo-GUID, then choose the GUID from the adjacent drop-down menu. The report will appear on the screen.
- 3.1.2.5. To view and modify the report in Word, first click on the gray “Select Report Content” button to copy the report to your clipboard.
- 3.1.2.6. Open Word from your desktop, and paste the report into the document.

SHiP-NP Clinical Output Report

Report prepared for: KRISTEN ENRIQUEZ

Pt GUID:

Date: 10/6/2020

Age: patient did not specify

Referral Source: ***

Provider(s): Kristen Enriquez

Referral Diagnosis: ***

ICD-10 Code: ***

Date of Service:

Reason for Referral:

Patient is a who presents with ***. was referred for neuropsychological testing by ***, for assessment of cognitive and emotional functioning and to assist with treatment planning.

Laboratory Studies: ***

Relevant Neurodiagnostics: ***

Current Medications:

Not reported.

Developmental History:

No prenatal complications were reported.

No birth or neonatal complications were reported.

No developmental or childhood complications were reported.

4. *ADDING THE SHIP-NP AS A COMPONENT OF THE PATIENT’S TEST BATTERY*

- 4.1. Once the link for the SHiP-NP has been generated for the patient, it is important to indicate in the Regular Visit Form that the SHiP-NP is a component of the patient’s NP test battery.
- 4.2. Adding the SHiP-NP as a component of the test battery will allow you to view which sections of the SHiP-NP have been completed and which have not.
- 4.3. Steps for adding the SHiP-NP to the test battery:
 - 4.3.1. Click on the “Data Entry” tab at the top of the screen.
 - 4.3.2. Click on “Data Entry Main Menu.”
 - 4.3.3. In the search box that is located on this page, enter the patient’s GUID or pseudo-GUID.
 - 4.3.4. In the drop-down menu that is to the right of the search box, choose the GUID or pseudo-GUID.
 - 4.3.5. In the Administrative Form row and under the appropriate Exam column, click on the circle to open the Administrative Form.

REGULAR VISIT FORM MAIN MENU

SEARCH: MODE:  TEST IMAGES

ECRF	Exam1	Exam2	Exam3	Exam4	Exam5
1. Diagnosis Form	<input type="radio"/>				
2. Administrative Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4.3.6. Then, check the “SHiP-NP” box and choose the type of administration (see [Type of Administration](#)).

TEST/ASSESSMENT ADMINISTERED ON NNN: Type of Administration:

<input type="checkbox"/> Beck Anxiety Inventory <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person	<input type="checkbox"/> Hopkins Verbal Learning Test - Revised (HVLТ) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person
<input type="checkbox"/> Beck Depression Inventory II <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person	<input type="checkbox"/> Judgment of Line Orientation (JLO) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person
<input type="checkbox"/> Benton Facial Recognition Test (BFRT) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person	<input type="checkbox"/> Rey-Osterrieth Complex Figure Test (RCFT - STD) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person
<input type="checkbox"/> Boston Naming Test (BNT - STD) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person	<input type="checkbox"/> Rey-Osterrieth Complex Figure Test (RCFT - Emory) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person
<input type="checkbox"/> Boston Naming Test (BNT - Emory) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person	<input type="checkbox"/> Symbol Digit Modalities Test (SDMT) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person
<input type="checkbox"/> Brief Visuospatial Memory Test - Revised (BVMТ-R) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person	<input type="checkbox"/> Test of Memory Malingering (ТОMM) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person
<input type="checkbox"/> Columbia Auditory Naming Task <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person	<input type="checkbox"/> Test of Premorbid Functioning (ТОPF) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person
<input type="checkbox"/> Emory Fluency Paradigm <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person	<input type="checkbox"/> Wisconsin Card Sorting Test (WCST) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person
<input type="checkbox"/> Finger Tapping Test (FTT) <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person	<input checked="" type="checkbox"/> SHiP NP (PhenX Toolkit) <input checked="" type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person
<input type="checkbox"/> Grooved Pegboard Test <input type="radio"/> TeleNP Home <input type="radio"/> TeleNP Clinic <input type="radio"/> In Clinic with PPE <input type="radio"/> In person	

4.3.7. Click “Submit” at the bottom of the page. (For more information on how to complete the Administrative Form, see [Creating a Test Battery for a New Patient](#) and [Type of Administration](#)).

4.4. HOW TO CHECK FOR SHiP-NP COMPLETENESS

- 4.4.1. To check whether a patient has completed all or some sections of the SHiP-NP after sending the link, navigate to the patient’s “Regular Visit Form”:
- 4.4.2. Click on the “Data Entry” tab at the top of the screen.
- 4.4.3. Then, click on “Data Entry Main Menu.”
- 4.4.4. Enter the patient’s GUID or pseudo-GUID into the search bar that is on the page.
- 4.4.5. Choose the GUID or pseudo-GUID from the drop-down menu located to the right of the search bar.
- 4.4.6. Each section of the SHiP-NP is listed under “Direct Entry by Participant.” (See image below for reference.)

- 4.4.7. If the circle corresponding to a particular section is green, then the patient has not yet completed it yet.
- 4.4.8. A purple circle next to any of the listed sections of the SHiP-NP indicates that section is partially completed.
- 4.4.9. The blue circles indicate that the corresponding SHiP-NP sections have been completed by the patient.

SEARCH: NDAR_INVRC624FDT		NDAR_INVRC624FDT		MODE: MANUAL ENTRY		TEST IMAGES	
ECRF		Exam1	Exam2	Exam3	Exam4	Exam5	
1. Diagnosis Form		●					
2. Administrative Form		●	●	●	●	●	
3. Test of Premorbid Functioning (TOPF) *		●					
DIRECT ENTRY BY PARTICIPANT		Exam1	Exam2	Exam3	Exam4	Exam5	
4. Structured History Protocol in Neuropsychology 1		●					
5. Structured History Protocol in Neuropsychology 2		●					
6. Structured History Protocol in Neuropsychology 3		●					
7. DSM-5 Measure: LEVEL 1 - Adult		●					
8. DSM-5 Measure: LEVEL 2 - Adult		●					
9. Neuro-QOL Item Bank v1.0		●					
10. WHO-DAS - Self Report		●					
11. WHO-DAS - Informant Report		●					
12. Views Surrounding COVID-19		●					

5.

GENERAL NNN-SAILOR INFORMATION

1. ICON DESCRIPTIONS



Flag: Should be used for test items that require extra attention, which should be resolved before scoring.



Speech Bubble: Provides testing instructions as well as scripts to use with patients. The speech bubbles are located at the top of the screen of each test during Application Mode.



Discontinue: If a test needs to be discontinued during testing, click on this button. All data that was entered will be saved, and users may return to the test at a later time to complete it.



Green Circle: This indicates that a test has not been opened or started yet.



Purple Circle: This means that a test is “Partial Complete” (see [Form Statuses](#)). Some data has been entered, but the test is not yet complete.



Blue Circle: When a test has been completed, the circle will turn to blue.



Test Images: This will launch the test images for BNT (see [Using the Test Images Feature](#)).

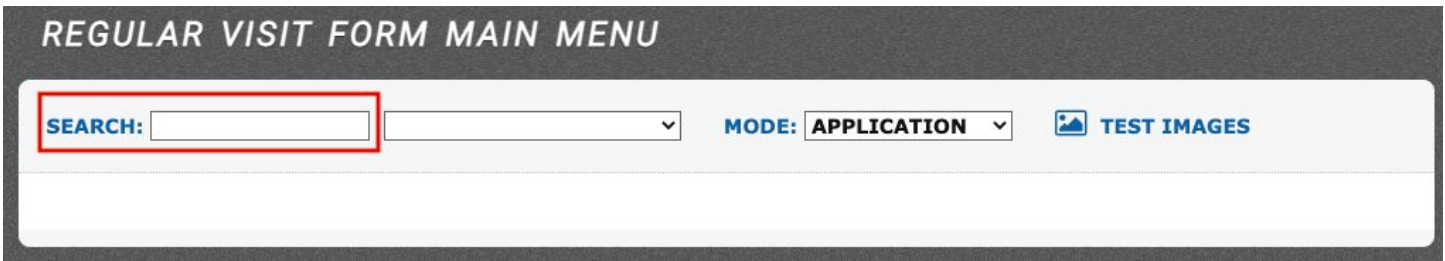
2. PATIENT ID (PT ID)

- 2.1. Every patient that is created or entered into the database is given a patient ID (PT ID). This is automatically generated by the system.
- 2.2. It is recommended that users and clinicians track patients using the GUID/pseudo-GUID; however, it is possible to use the patient’s NNN ID as well.
- 2.3. To look-up a patient’s ID:
 - 2.3.1. Have the patient’s GUID/pseudo-GUID accessible.
 - 2.3.2. Click on the “New Participant Enrollment” tab at the top of the screen.
 - 2.3.3. Type or paste the GUID/pseudo-GUID into the search bar on this page, then click on the grey “Search” button.
 - 2.3.4. The patient’s basic enrollment information will appear, and the PT ID will be under the “SubjectID” column.
- 2.4. PT ID VS. GUID/PSEUDO-GUID
 - 2.4.1. The PT ID consists of numbers only - unlike the GUID/pseudo-GUID - and the PT ID is 5 characters in length (e.g. 30422, 30125, etc.)


LAUNCHING THE NNN SAILOR

1. CHOOSING THE PATIENT FROM THE DATABASE

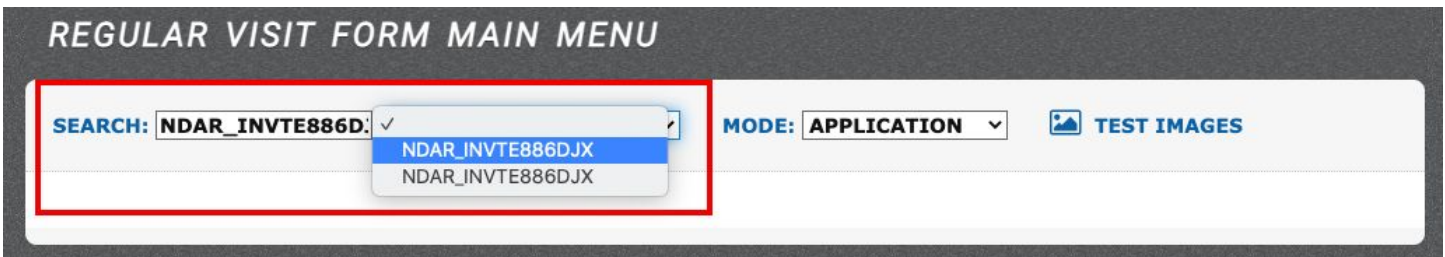
- 1.1. Click on the “Data Entry” tab at the top of the screen, then click on “Data Entry Main Menu.” You will be redirected to the Regular Visit Form Main Menu.
- 1.2. Paste the patient’s pseudo-GUID or GUID in the search bar. Do not press enter.




REGULAR VISIT FORM MAIN MENU

SEARCH: MODE: APPLICATION  TEST IMAGES

- 1.3. Once the pseudo-GUID or GUID is entered into the search bar, it will display in the drop-down menu. Choose the patient’s pseudo-GUID or GUID from the drop-down menu



REGULAR VISIT FORM MAIN MENU

SEARCH: MODE: APPLICATION  TEST IMAGES

2. ENTRY MODES

- 2.1. Application: Application mode launches the test scoring platform that is designed to be used live with patients.
- 2.2. Manual Entry: Manual Entry mode provides users with basic test scoring forms, which are not intended to be used in-clinic with patients. This mode will be most useful for:
 - 2.2.1. Entering data manually when tests are completed using the paper-and-pen version
 - 2.2.2. Changing patient responses after the patient’s appointment

3. CREATING A TEST BATTERY FOR A NEW PATIENT

- 3.1. To create a new test battery, the following information will be needed:
 - 3.1.1. The education level of the patient
 - 3.1.2. The tests that the patient will complete
- 3.2. To create a test battery, navigate to the Regular Visit Form Main Menu (see [Choosing the Patient from the Database](#)).
- 3.3. Users will have the option to choose whether this is the patient’s first exam or if it is a repeat exam. The first exam is labeled “Exam1.” For repeat exams, there are 4 additional columns that may be used, which are labeled “Exam2,” “Exam3,” “Exam4,” and “Exam5” (see [Repeat Exams](#)).
- 3.4. Then, click on the green circle under the appropriate exam number. If this is the patient’s first exam, click the green circle that is adjacent to “Administrative Form” under the “Exam 1” column.

REGULAR VISIT FORM MAIN MENU

SEARCH: MODE: TEST IMAGES

MEASURES	Exam1	Exam2	Exam3	Exam4	Exam5
1. Diagnosis Form	●				
2. Administrative Form	●	●	●	●	●
3. WCST Record Booklet	●	●	●	●	●
	Exam1	Exam2	Exam3	Exam4	Exam5

- Temp Data
- 1st Entry Complete
- Complete
- Partial Complete
- Opened Entry
- Source Verified
- Source Partially Verified

3.5. Once the Administrative Form opens, enter the patient’s education level, the type of evaluation (if applicable), and the tests that will be administered to the patient. Also indicate which tests from Q-Interactive will be administered to the patient to ensure that the database receives the data. Lastly, indicate the type of administration for each test. Click the yellow “Submit” button at the bottom of the screen to finish creating the test battery.

EDUCATION:

TYPE OF EVALUATION:

- NP Exam NOS
- Pre-Intervention
- Post-Intervention

TEST/ASSESSMENT ADMINISTERED ON NNN:

Type of Administration:

- Beck Anxiety Inventory**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Beck Depression Inventory II**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Benton Facial Recognition Test (BFRT)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Boston Naming Test (BNT - Standard)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Boston Naming Test (BNT - Emory)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Brief Visuospatial Memory Test - Revised (BVMT-R)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Columbia Auditory Naming Task**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Emory Fluency Paradigm**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Finger Tapping Test (FTT)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Grooved Pegboard Test**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Hopkins Verbal Learning Test - Revised (HVLRT)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Judgment of Line Orientation (JLO)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Rey-Osterrieth Complex Figure Test (RCFT - Standard)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Rey-Osterrieth Complex Figure Test (RCFT - Emory)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Symbol Digit Modalities Test (SDMT)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Test of Memory Malingering (TOMM)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Test of Premorbid Functioning (TOPF)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- Wisconsin Card Sorting Test (WCST)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person
- SHiP NP (PhenX Toolkit)**
 TeleNP Home TeleNP Clinic In Clinic with PPE In person

3.5.1. TYPE OF EVALUATION

- 3.5.1.1. *NP Exam NOS*: Users should select this option for neuropsychological evaluations that do not consist of any interventions. This is the default evaluation type.
- 3.5.1.2. *Pre-Intervention*: If the purpose of the evaluation is to assess a person prior to some intervention, select this option. Then, specify the subtype of intervention from the drop-down menu.
- 3.5.1.3. *Post-Intervention*: If the evaluation's purpose is to assess a person after some type of intervention, select this option. Then, specify the subtype of intervention from the drop-down menu.

3.5.2. TYPE OF ADMINISTRATION

- 3.5.2.1. After the tests are chosen for the battery, indicate how the tests will be administered to the patient by either choosing the type from the drop-down menu or by making a selection for each individual test. (The latter option is more suitable for evaluations that involve more than one administration type [e.g. some completed via TeleNP Home and some were completed in a clinic with PPE].)
 - 3.5.2.1.1. TeleNP Home: Assessments that are conducted via telehealth. Patients complete testing at their home using some sort of video conferencing, such as Zoom. The clinicians may be at home or at the clinic.
 - 3.5.2.1.2. TeleNP Clinic: Assessments that are conducted at the clinic via telehealth. Typically, patients will complete this type of assessment in a private room at the clinic using some sort of video conferencing, such as Zoom. The clinicians are on site in a separate, private room.
 - 3.5.2.1.3. In Clinic with PPE: Assessments that are completed in-person at the clinic with PPE (e.g. masks, plexiglass barriers, etc.).
 - 3.5.2.1.4. In Person: Assessments that are completed in the conventional way where patients complete testing at the clinic with the clinicians, vis-a-vis. No PPE or social distancing measures are implemented for this type of assessment.

4. LAUNCHING A TEST

- 4.1. Once the tests have been chosen from the Administrative Form, and the form has been submitted, a list of the tests will appear on the data entry screen. To open a test, click on the green circle that corresponds to the test you wish to launch.

DEFINING TERMINOLOGY: TESTS, EXAMS AND REPEAT EXAMS

1. Test: A test is a single assessment, such as the Boston Naming Test or Finger Tapping Test.
2. Exam: An exam consists of all tests that were part of one evaluation. The exam may take place across multiple days.
 - 2.1. The NNN system will automatically code all tests that were completed within 60 days of each other as part of one exam. If a repeat exam is conducted less than 60 days after the first day of testing, then this needs to be manually coded in the database.
3. Repeat Exam: A repeat exam is any evaluation that takes place after the initial evaluation. It will consist of a separate test battery. One example of a repeat exam is a post-surgical evaluation.

REPEAT EXAMS

1. CREATING A BATTERY FOR A REPEAT EXAM

- 1.1. Click on the Data Entry tab at the top of the screen.
- 1.2. Paste the existing patient's pseudo-GUID or GUID into the search bar. Do not press enter.
- 1.3. Choose the patient's pseudo-GUID or GUID from the drop-down menu
- 1.4. Click on the green circle next to "Administrative Form."
 - 1.4.1. If this is the first repeat exam, click on the green circle next to "Administrative Form" under the "Exam2" column.
 - 1.4.2. If this is the 2nd, 3rd or 4th repeat exam, then click on the green circle next to "Administrative Form" in the appropriate column (either "Exam3," "Exam4," or "Exam5").
- 1.5. Once the Administrative Form opens, select the type of evaluation (if applicable), and the tests that will be administered to the patient. Also indicate which tests from Q-Interactive will be administered to the patient to ensure that the database receives the data. Lastly, indicate the type of administration for each test. Click the yellow "Submit" button at the bottom of the screen to finish creating the test battery.

2. LAUNCHING A TEST FOR A REPEAT EXAM

- 2.1. Once the tests have been chosen from the Administrative Form, and the form has been submitted, a list of the tests will appear on the data entry screen. To open a test, refer to the column that indicates the exam number that will be conducted, and click on the green circle in that row that corresponds to the test you wish to launch.

MANUALLY ENTERING DATA INTO DATABASE

1. ENTERING PATIENTS' TEST DATA INTO DATABASE

- 1.1. Log onto the database using your login credentials.
- 1.2. Click on the "Data Entry" tab.
- 1.3. Click on "Data Entry Main Menu."
- 1.4. Enter the patient's pseudo-GUID or GUID in the search bar, then choose the pseudo-GUID or GUID from the drop-down menu.
- 1.5. Change the mode to "Manual Entry" by selecting this option from the mode drop-down menu.
- 1.6. Click on "Administrative Form."
 - 1.6.1. Using the drop-down menu, choose the patient's education level.
 - 1.6.2. Select the type of evaluation (if applicable).
 - 1.6.3. Select the tests that were completed by the patient, and indicate how the tests were administered (see [Type of Administration](#) for more information).
- 1.7. Choose the status of the form by selecting "Partial Complete" or "Complete" from the drop-down menu (see [Form Statuses](#)).
- 1.8. Click the yellow "Submit" button at the bottom of the screen. You will be redirected to the data entry page.
- 1.9. Test data may now be entered into the database by clicking on the green circles next to each test.

2. DIAGNOSIS FORM

2.1. ENTERING POST-EXAM DIAGNOSES

- 2.1.1. Click on the "Data Entry" tab.
- 2.1.2. Click on "Data Entry Main Menu."
- 2.1.3. Enter the patient's pseudo-GUID or GUID in the search bar, then choose the pseudo-GUID or GUID from the drop-down menu.
- 2.1.4. Click on the small, blue circle next to "Diagnosis Form"
- 2.1.5. Scroll to the bottom-half of the page, and enter the post-exam diagnoses under the "Post Diagnosis" section
 - 2.1.5.1. If the evaluation determined that the patient did not meet criteria for a formal diagnosis, check the "No Formal Assigned" box.

2.2. UPDATING PRE-EXAM DIAGNOSES

- 2.2.1. Pre-exam diagnoses must be entered during the time of enrolling patients (creating new patients) into the database. The pre-exam diagnoses may be changed after the New Patient Enrollment form has been submitted.
- 2.2.2. Similar to entering post-exam diagnoses, navigate to the Diagnosis Form.
- 2.2.3. Pre-exam diagnoses may be updated or added under the "Post-Diagnosis" section.

MEASURES	Exam1	Exam2
1. Diagnosis Form	●	
2. Administrative Form	●	●
3. Benton Facial Recognition Test (BFRT) *	●	●
4. Boston Naming Test (BNT - Standard) *	●	●
5. Brief Visuospatial Memory Test - Revised (BVMT-R)	●	●
6. Columbia Auditory Naming Task	●	●
7. Emory Fluency Paradigm	●	●
8. Finger Tapping Test (FTT) 🔄 *	●	●
9. Grooved Pegboard Test 🔄 *	●	●
10. Hopkins Verbal Learning Test - Revised (HVLТ)	●	●
11. Judgment of Line Orientation (JLO) *	●	●
12. Rey-Osterrieth Complex Figure Test (RCFT - Standard) *	●	●

BOSTON NAMING TEST (BNT)

1. TEST APPLICATION OVERVIEW

1.1. The BNT testing application may be used with both patient and clinician iPads, which work in tandem with one another. The test images will appear on the patient's iPad, and the clinician will be able to control when the patient sees the images.

2. CLINICIAN AND PATIENT IPAD LOGINS

2.1. Both iPads need to be logged onto the NNN database to use the image feature of the BNT testing application.

2.1.1. The clinician's iPad should be logged onto the NNN database using the clinician's personal login information.

2.1.2. The patient's iPad should NOT be logged onto the NNN database with the clinician's login. The patient iPad should use the following generic patient login, which has restricted access to the database.

2.1.2.1. PATIENT IPAD LOGIN

2.1.2.1.1. Username: ptlogin_1

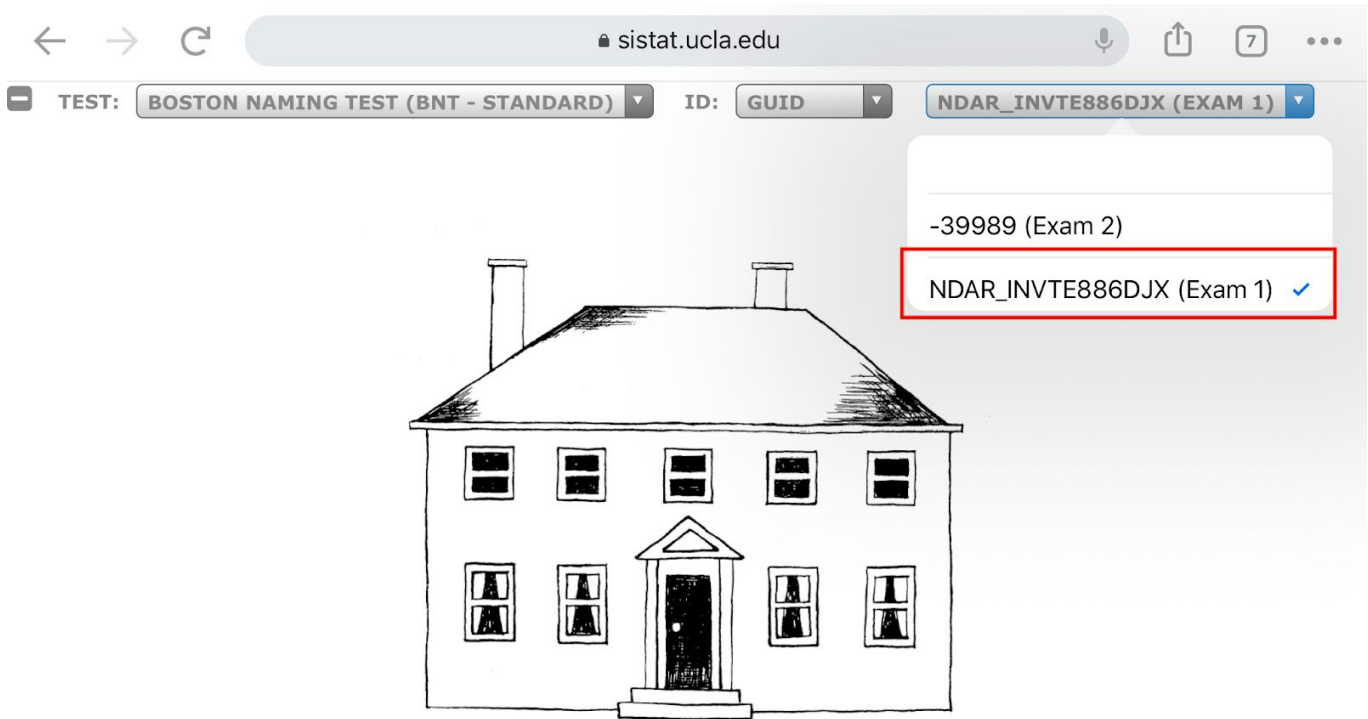
2.1.2.1.2. Password: Semel2020

3. USING THE TEST IMAGES FEATURE

3.1. Using the clinician iPad, ensure that the system is in "Application" mode, then click on the green circle next to "Boston Naming Test" to launch the test. Do not start the test yet.

3.2. Using the patient iPad, click on "Data Entry" then "Test Images." A new window will open.

3.3. In the new window, choose the patient's pseudo-GUID or GUID from the drop-down menu. Now, provide the iPad to the patient.



3.4. Using the clinician iPad, you may now begin the test.

3.4.1. NOTE: The first image will appear on the patient's iPad immediately after clicking the yellow "Continue to Next Screen" button on the item selection screen.

Please specify the item to start:

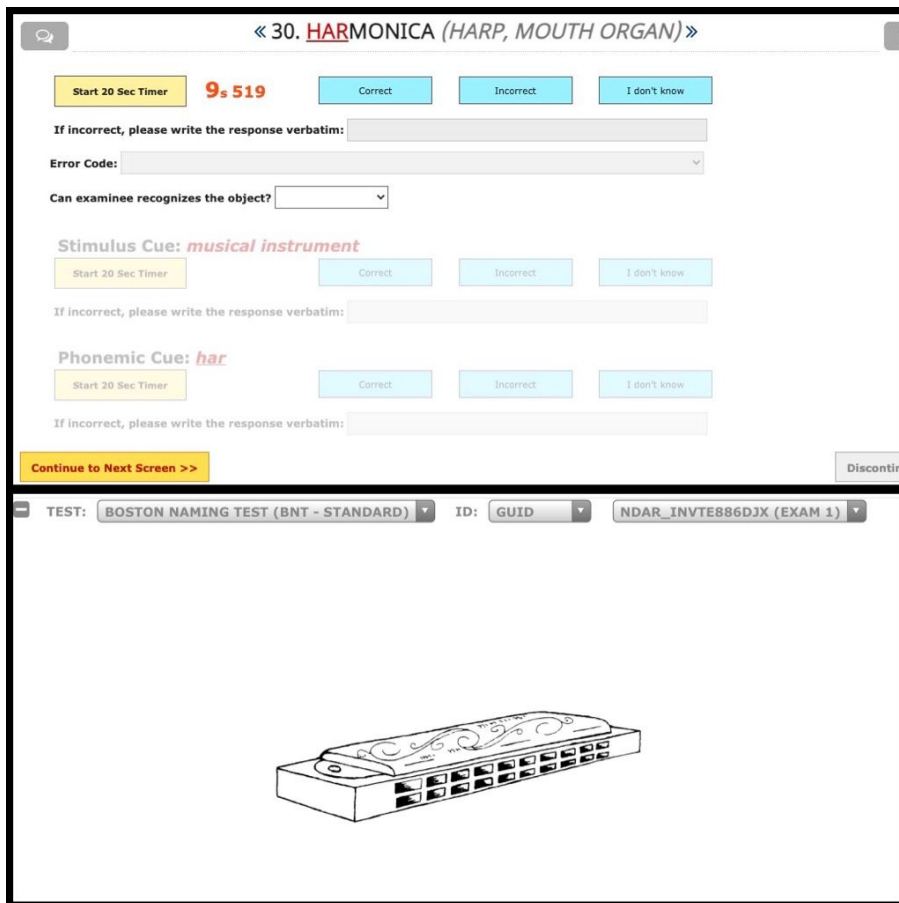
Start at Item 1

Start at Item 30

Continue to Next Screen >>



- 3.5. Clicking the yellow “Continue to Next Screen” button that is located at the bottom of each item’s page of the BNT will automatically update the patient’s iPad with the picture of the corresponding item.



BECK DEPRESSION INVENTORY AND BECK ANXIETY INVENTORY

1. MANUAL ENTRY & DIRECT ENTRY BY PATIENT

- 1.1. The BAI and BDI II data may be entered into the database manually (if the patient completes the exams using the paper-and-pen versions), or the data may be entered directly into the database by the patient.
- 1.2. Manual Entry:
 - 1.2.1. With the patient's completed BDI II and BAI paper response forms accessible, log onto the database using your personal login.
 - 1.2.2. Click on the "Data Entry" tab, then "Data Entry Main Menu."
 - 1.2.3. Choose "Manual Entry" from the drop-down menu to choose the type of system mode.
 - 1.2.4. Paste the patient's pseudo-GUID or GUID into the search bar. Do not press enter. Then, select the patient's GUID from the drop-down menu.
 - 1.2.5. If the BDI II and BAI do not appear in the test list, click on the Administrative Form to edit the test battery.
 - 1.2.5.1. Check "Beck Depression Inventory" and "Beck Anxiety Inventory" from the list of tests. Then, click the yellow submit button at the bottom of the page.
 - 1.2.6. To enter the patient's data into the scoring form, click the green circle next to the corresponding test.
 - 1.2.7. Enter the test data.
 - 1.2.8. Click the yellow "Submit" button at the bottom of the page to submit the data.
- 1.3. Direct Entry by Patient: The patient's iPad should NOT be logged onto the NNN database with the clinician's login. The patient iPad should use the following generic patient login, which has restricted access to the database.
 - 1.3.1. PATIENT IPAD LOGIN
 - 1.3.1.1. Username: ptlogin_1
 - 1.3.1.2. Password: Semel2020
 - 1.3.2. Once the patient iPad is logged into the database, click on "Data Entry" then "Direct Entry by Participant"
 - 1.3.2.1. Paste the patient's pseudo-GUID or GUID into the search ID bar. Do not press enter.
 - 1.3.2.2. Choose the exam number from the exam drop-down menu.
 - 1.3.2.3. The GUID drop-down menu will now show the patient's pseudo-GUID or GUID. Select the pseudo-GUID or GUID from the drop-down menu.

DIRECT ENTRY MAIN MENU BY PARTICIPANT

SEARCH ID: NDARJY341EX8 ✓ NDARJY341EX8 EXAM: Exam 1 ▾ DATE OF EXAM: 12/16/2020

- 1.3.2.4. Enter the date that the patient is completing the tests into the Date of Exam field.
- 1.3.2.5. Click on the green circle next to the test, and the test will launch.

DIRECT ENTRY MAIN MENU BY PARTICIPANT

P **SEARCH ID:** **EXAM:** **DATE OF EXAM:**

1. BECK ANXIETY INVENTORY

2. BECK DEPRESSION INVENTORY II

- 1.3.2.6. The iPad may now be given to the patient so that the tests may be completed. Once the first test is completed, the patient will automatically be redirected to the next test.

SUMMARY REPORT

1. *GENERATING A SUMMARY REPORT*

- 1.1. Click on the “Reports” tab at the top of the screen.
- 1.2. Click on “Output Summary.”
- 1.3. Choose the patient’s GUID or PT ID from the drop-down menu
- 1.4. Choose the tests from the list to include in the report either by checking each test individually or by clicking on the “Select All” button.
- 1.5. Click on “Generate Report” to view the summary.

2. *EDIT, PRINT AND SAVE REPORT*

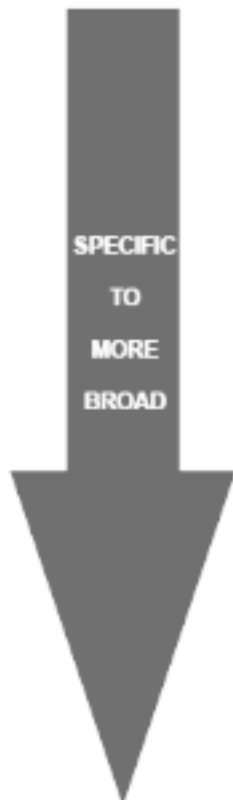
- 2.1. To be able to edit, print and save the summary report, click on the “Select Report Content” button at the top of the report. Do not manually highlight and copy the report, as this method will not retain the report’s format.
- 2.2. Paste the report into an Excel spreadsheet. It may be edited, printed or saved using Excel.

GLOSSARY OF TERMS

Identification Terms:

1. **Assessment ID:** The assessment ID is the unique alphanumeric string that appears in the URL when an assessment is opened in Q-Interactive's desktop version. This is something that is generated by Pearson and cannot be modified.
2. **Client ID:** The client ID is a unique identification number assigned by a user when a new patient is created in Q-Interactive. This field is updated to a GUID for the NNN project.
3. **Participant ID:** The Participant ID or "PT ID" is generated automatically by the NNN database each time a new patient is entered. The PT ID is in a numerical format (e.g. 30135). All patients in the NNN database have a unique PT ID and a unique GUID.
4. **Patient ID:** The patient ID is generated internally by Pearson's Q-Interactive. This ID is used "behind the scenes," and it is generally only used for purposes relating to data collection from the API.

Test Terms:



1. **Subtest:** Subtests are those that comprise specific NP tests. DKEFS, RBANS, WAIS-IV, WIAT, WMS-IV all consist of subtests (e.g. WAIS-IV Block Design, DKEFS Trail Making Test, etc.).
2. **Test:** Tests are used to evaluate patients. The Q-Interactive tests that are included in the NNN are: CVLT 3, DKEFS, RAVLT, RBANS, WAIS-IV, WIAT, WMS-IV.
3. **Assessment:** An assessment is the entire test battery that was created in Q-Interactive for a patient. It may consist of 1 NP test (e.g. WAIS-IV Block Design) or many NP tests (e.g. WAIS-IV Block Design, CVLT 3,). Assessments are created when a user clicks on "Create Assessment" in Q-Interactive and chooses the NP tests that should be part of the test battery. A patient could have 1 assessment or more than 1 assessment (e.g. additional testing or a retest). All assessments are listed in the patient's profile in Q-Interactive.
4. **Exam:** An exam consists of 1 or more assessments that are all used to evaluate a patient for a specific referral reason. The NNN database automatically codes assessments that are completed within 60 days of each other as being one exam. This may be manually adjusted for assessments that are completed within 60 days of each other but are separate exams (e.g. a repeat test).

FAQ

- 1. I created a new patient, but I entered the age incorrectly. How do I fix it?**

Users do not have the option to change any of the variables that were submitted in the New Participant Enrollment form (with the exception of the pre-exam diagnoses). If the age needs to be updated, please send an email to kenriquez@mednet.ucla.edu with the patient's pseudo-GUID or GUID and the correct age of the patient.
- 2. I incorrectly entered a patient's pre-exam diagnosis. How can I update it?**

The pre-exam diagnoses may be updated by visiting the Diagnosis Form. See [Updating Pre-Exam Diagnoses](#) for more information.
- 3. I entered my password for the database incorrectly too many times, and now my account is locked. How do I unlock it?**

Send an email to kenriquez@mednet.ucla.edu, and Kristen will unlock your account.
- 4. I do not have an iPad to launch the tests. Could I use a desktop or laptop instead?**

Yes. All database functions are desktop- and laptop-compatible.
- 5. I incorrectly entered my patient's GUID, and I submitted the New Participant Enrollment form as complete. Is there a way to change the GUID?**

Yes - pseudo-GUIDs and GUIDs may be updated at any time. Obtain the patient's PT ID (see [Patient ID \(PT ID\)](#)). Write down the patient's PT ID (it is a 5-digit numeric ID, e.g. 80132). Now, click on the "Registry" tab. Type the patient's 5-digit numeric ID into the search bar on this page. The patient should appear in the list. Click on the pencil icon that is associated with the patient. The patient's database information will appear on the left-hand side of the screen. Remove the old GUID, and replace it with the correct GUID. Click on the yellow "Submit" button to save this change.
- 6. For auditing purposes, I need to know how many times a particular test was administered to patients in my clinic. How can I find out how many times TOMM was administered at my clinic?**

While signed onto the database, click on the "Reports" tab, then click on "NNN Test Usage Summary Report." Choose the tests that you would like to view, which is organized by publisher, and then select the timeframe for when those tests were administered to patients. The report may be viewed on the screen, or you may download a PDF version of the report by clicking "Download in PDF."
- 7. The patient was unsure of the city in which they were born. How can I create a GUID?**

You may generate a pseudo-GUID instead (see [Generating a Pseudo-GUID](#)).
- 8. I only have the patient's middle initial. Can I create a GUID?**

No. The full middle name of the patient is required. You may generate a pseudo-GUID instead (see [Generating a Pseudo-GUID](#)).
- 9. I selected BDI II and BAI in the Administrative Form to include them in the test battery, but I do not see these tests on the patient's Regular Visit Form Main Menu screen. How can I access them?**

If you are viewing the Regular Visit Form Main Menu and “Application” mode has been selected, the BDI II and BAI will be hidden from view. The BDI II and BAI may be accessed via Manual Entry mode (see [Entry Modes](#)) or via Direct Entry by Patient (see [Manual Entry & Direct Entry By Patient](#)). The way in which the tests should be launched depends on how the tests will be administered. Use Manual Entry mode for instances where the tests were originally administered via the paper-and-pen version, and the data needs to be entered into the database for scoring purposes. Use Direct Entry by Patient if the patient completes the tests directly using the NNN application (see [Beck Depression Inventory and Beck Anxiety Inventory](#) for more information).

10. How do I change my username or password?

If you forgot your username or password, click on “forgot username” or “forgot password” on the NNN login screen. If you have both your username and password but would like to update them, click on “User Profile,” and then click on the pencil next to your name to make changes (see [section 3.1 of Logging Onto the NNN Database](#)).

11. Am I able to change the SHiP-NP email template?

For now, the template may not be changed unless specified by the site PI. Alternatively, you may copy only the SHiP-NP link from the email template - rather than copying the entire template - and paste it into any other template that you wish to use.

12. When I try to load a SHiP-NP report for a patient, it is blank. How can I troubleshoot this?

First, check the patient’s Regular Visit Form Main Menu to ensure that the patient has completed the SHiP-NP. For more information on how to verify that a patient has completed the SHiP-NP, see [How to Check for SHiP-NP Completeness](#). If the Regular Visit Form Main Menu indicates that the patient completed all sections of the SHiP-NP, please contact Kristen via email (kenriquez@mednet.ucla.edu) and describe the issue in detail.

13. How long does it take for a patient to complete the SHiP-NP?

It will take a patient approximately 10 to 30 minutes to complete the SHiP-NP.

14. Are patients required to complete all questionnaires of the SHiP-NP during one sitting?

No. Patients are able to work at a rate that is most comfortable for them. Responses are saved automatically, allowing patients to simply exit the SHiP-NP at any time. To resume, the patients will simply click on the link that was originally sent to them, and they will automatically be taken to the section of the SHiP-NP that was left incomplete.