

OVERVIEW OF SELF-ADMINISTERED KSADS-COMP



www.KSADS-COMP.com

608-406-2621

©KSADS-COMP, LLC, 2019 All rights reserved

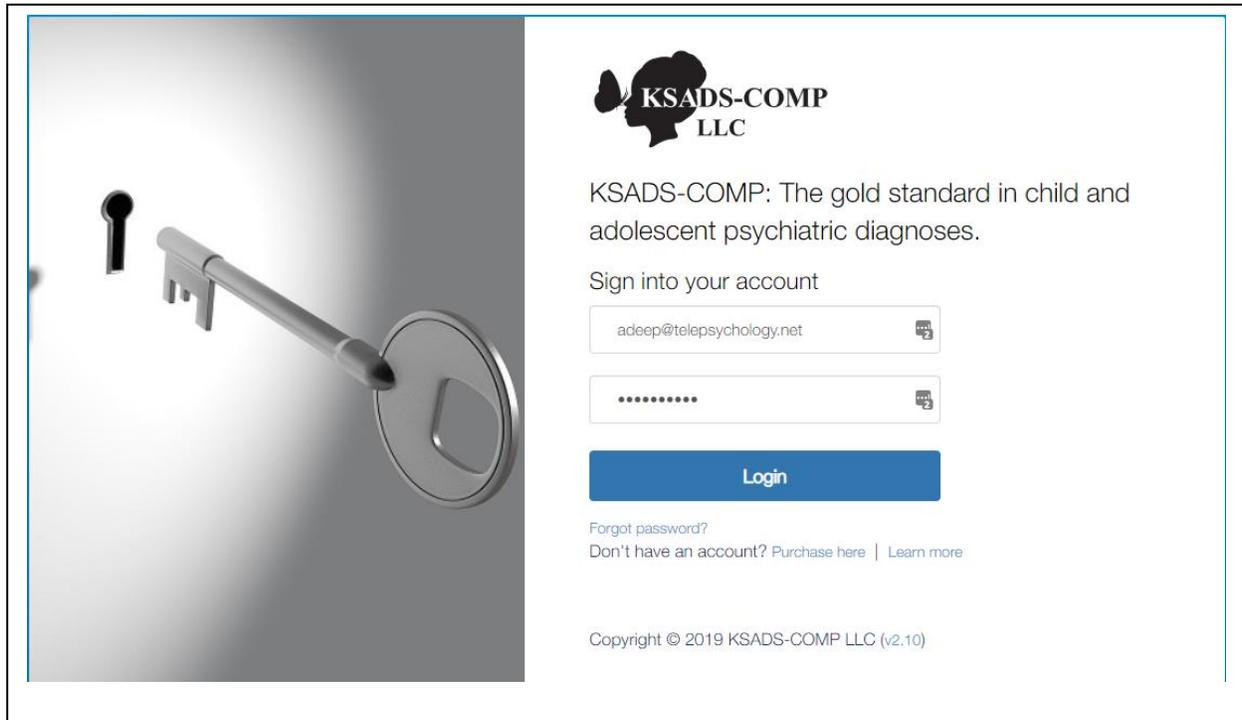
Contents

- LOGGING IN & GETTING STARTED4
 - Site Home Page- Pick your Folder.....4
 - Interview Home Page – Pick your Patient5
 - Choosing A Language.....5
 - Option To Choose Which Modules To Administer5
- STARTING THE INTERVIEW7
 - Renaming a Patient ID.7
 - Finding a Patient ID.....8
 - How to Obtain a List of All Interviews Not Started, In Progress or Completed.....8
- KSADS SUICIDE/HOMICIDE ALERT PROCEDURES9
- THE INTERVIEW.....10
 - Back button.....10
 - Help button.....12
- STUDY ADMINISTRATOR.....13
 - Adding/removing/updating users to the site13
 - Updating the contact information for Suicide and Homicide alerts.....13
 - Updating Passwords14
 - Password Recovery15
- REPORTS.....16
 - Reports on Results for Individual Patients16
 - Diagnosis Report17
 - Symptom Response/Comments Report:17
 - Introductory Report18
 - Timeline Report18
 - Symptom Severity Scales Report19
 - Export Qa Report and Dynamic Function Report:.....20
- GROUP DATA REPORTS (ADMIN REPORTS)20
 - Interview Duration21
 - Group-Wide Overall Report.....21
 - Group-Wide Diagnostic Report22
 - Study Wide Diagnosis Report.....23

Suicide Alert Report	23
Homicide Alert Report	24
Enrollment Report.	24
AUTOMATED ELECTRONIC DATA TRANSFER - API	25

LOGGING IN & GETTING STARTED

Once you have purchased KSADS-COMP, the link to login is: www.ksadslogin.net. Enter the username and password and click Login.



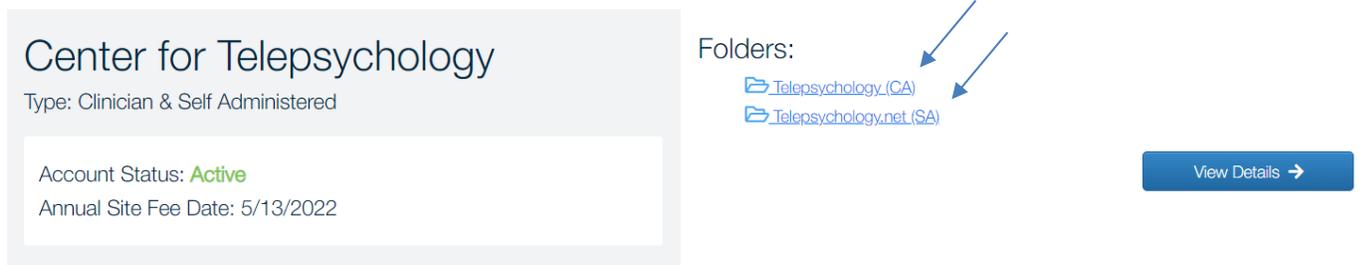
The image shows the login page for KSADS-COMP LLC. On the left is a graphic of a key being inserted into a lock. On the right, the KSADS-COMP LLC logo is displayed above the tagline: "KSADS-COMP: The gold standard in child and adolescent psychiatric diagnoses." Below this is a "Sign into your account" section with a username field containing "adeep@telepsychology.net", a password field with masked characters, and a blue "Login" button. Links for "Forgot password?" and "Don't have an account? Purchase here | Learn more" are provided. At the bottom, the copyright notice reads "Copyright © 2019 KSADS-COMP LLC (v2.10)".

Site Home Page- Pick your Folder

After you login, you will see this screen which lists your site name and all the folders in your site. Most sites only have one folder. However, you would have more than one folder if:

- You ordered both self-administered (SA) and clinician-administered (CA) versions of the KSADS-COMP,
- You have a baseline administration as well as follow-up visits.
- You have several sub-sites
- You are a PI using the KSADS-COMP in several different studies

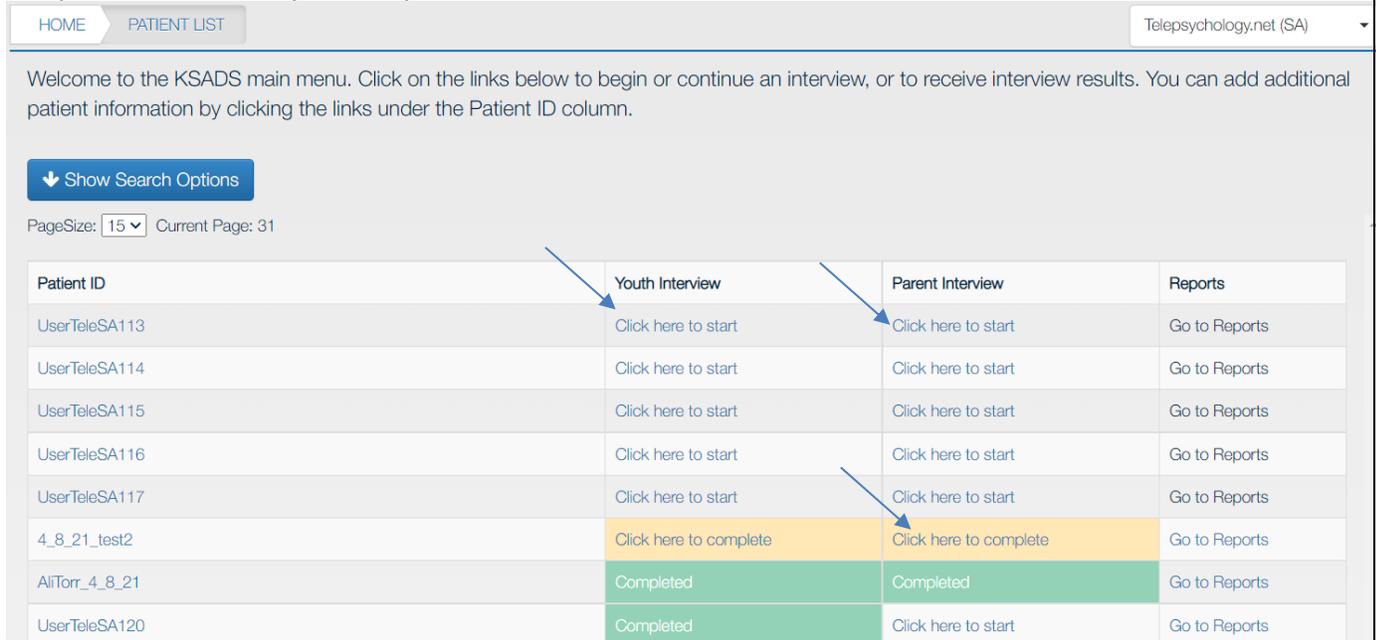
Click on the folder you want to begin.



The image shows the site home page interface. On the left, a card for "Center for Telepsychology" is displayed, with the type "Clinician & Self Administered". Below this, the account status is "Active" and the annual site fee date is "5/13/2022". On the right, under the heading "Folders:", two folder options are listed: "Telepsychology.(CA)" and "Telepsychology.net.(SA)". Two blue arrows point to these folders. A blue button labeled "View Details →" is located at the bottom right.

Interview Home Page – Pick your Patient

Once you have selected a folder, the page with all the pre-assigned patient ids for your site will appear. Click on “Click here to start” to begin either a teen interview or a parent interview. You can also click on “Click here to complete” to resume a previously started interview.



HOME PATIENT LIST Telepsychology.net (SA)

Welcome to the KSADS main menu. Click on the links below to begin or continue an interview, or to receive interview results. You can add additional patient information by clicking the links under the Patient ID column.

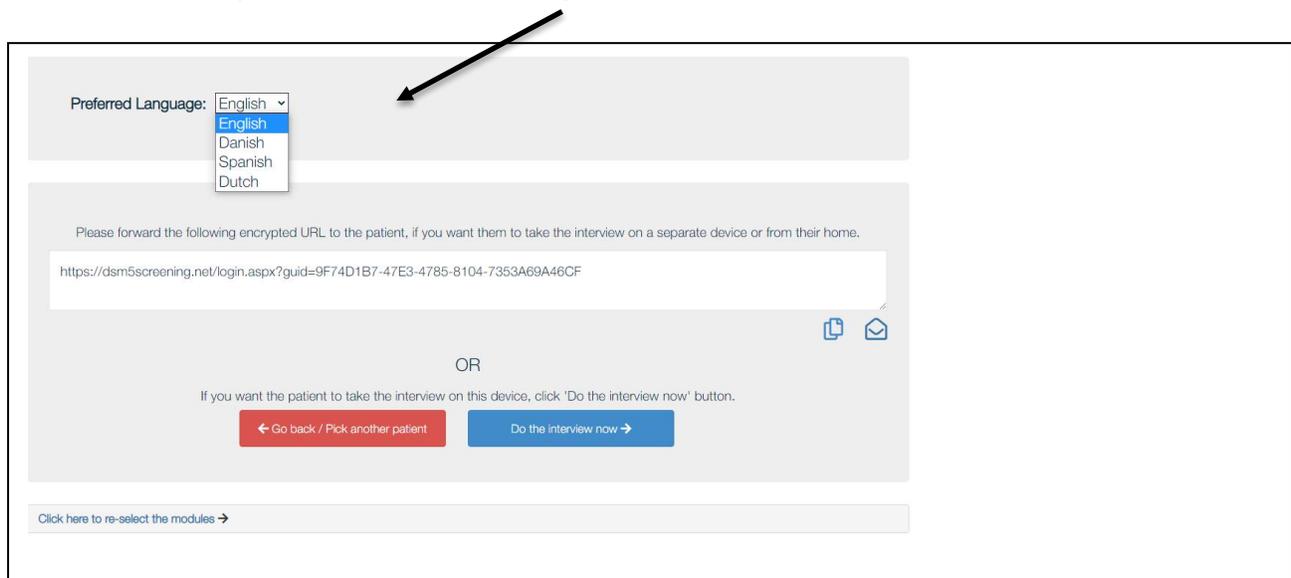
Show Search Options

Page Size: 15 Current Page: 31

Patient ID	Youth Interview	Parent Interview	Reports
UserTeleSA113	Click here to start	Click here to start	Go to Reports
UserTeleSA114	Click here to start	Click here to start	Go to Reports
UserTeleSA115	Click here to start	Click here to start	Go to Reports
UserTeleSA116	Click here to start	Click here to start	Go to Reports
UserTeleSA117	Click here to start	Click here to start	Go to Reports
4_8_21_test2	Click here to complete	Click here to complete	Go to Reports
AllTorr_4_8_21	Completed	Completed	Go to Reports
UserTeleSA120	Completed	Click here to start	Go to Reports

Choosing A Language

Once you click ‘click here to start’ you will come to the page below. For those who have signed up for more than one language, click the dropdown box to choose English, Spanish, Danish or Dutch. **Once the interview started, you will not be able to change this.**



Preferred Language: English

Please forward the following encrypted URL to the patient, if you want them to take the interview on a separate device or from their home.

<https://dsm5screening.net/login.aspx?guid=9F74D1B7-47E3-4785-8104-7353A69A46CF>

OR

If you want the patient to take the interview on this device, click 'Do the interview now' button.

Go back / Pick another patient Do the interview now

Click here to re-select the modules

Option To Choose Which Modules To Administer

Before starting the interview, you (the clinician or researcher) have the option to choose specific modules to administer to the youth or parent. Click on ‘Click here to re-select the modules’ on the bottom left of the screen.

A list of modules will appear. Click on the modules you want to administer. There are buttons to “select all’ and ‘deselect all’. **Don’t forget to click the blue “Save selected modules” button when you are done. If you don’t click this it will not save your choices and all modules will be administered!** Note if you choose Mood Disorders, it will automatically select the sleep and suicide modules as well, as they are part of the Mood Disorders module. **Once the interview started, you cannot change the modules selected.**

Please forward the following encrypted URL to the patient, if you want them to take the interview on a separate device or from their home.

<https://dsm5screening.net/login.aspx?guid=9F74D1B7-47E3-4785-8104-7353A69A46CF>

OR

If you want the patient to take the interview on this device, click 'Do the interview now' button.

[← Go back / Pick another patient](#) [Do the interview now →](#)

[Click here to re-select the modules →](#)

Select all Deselect all Revert

The introductory interview is always recommended to insure a valid diagnostic assessment.

<input checked="" type="checkbox"/> Intro	<input checked="" type="checkbox"/> Mood Disorders	<input checked="" type="checkbox"/> Psychosis	<input checked="" type="checkbox"/> Panic Disorder
<input checked="" type="checkbox"/> Agoraphobia	<input checked="" type="checkbox"/> Separation Anxiety	<input checked="" type="checkbox"/> Social Anxiety Disorder	<input checked="" type="checkbox"/> Specific Phobia
<input checked="" type="checkbox"/> Generalized Anxiety Disorder	<input checked="" type="checkbox"/> Obsessive Compulsive Disorder	<input checked="" type="checkbox"/> Enuresis and Encopresis	<input checked="" type="checkbox"/> Eating Disorders
<input checked="" type="checkbox"/> Attention Deficit Hyperactivity Disorder	<input checked="" type="checkbox"/> Oppositional Defiant Disorder	<input checked="" type="checkbox"/> Conduct Disorder	<input checked="" type="checkbox"/> Tic Disorders
<input type="checkbox"/> Autism Spectrum Disorders	<input checked="" type="checkbox"/> Alcohol Use Disorder	<input checked="" type="checkbox"/> Drug Use Disorders	<input checked="" type="checkbox"/> Post-Traumatic Stress Disorder
<input checked="" type="checkbox"/> Sleep Problems	<input checked="" type="checkbox"/> Suicidality	<input checked="" type="checkbox"/> Homicidality	<input checked="" type="checkbox"/> Selective Mutism

[Save selected modules](#)

Starting The Interview

Click on “Do the interview now” to start the interview immediately. You can also email a secured link to patient to do the interview at a later time or from a different device (e.g., from home). Click on the highlighted icon it will open your email and automatically paste the link in the body of the email. Alternatively, you can click on the ‘copy url ‘ icon and cut and paste it into your email.

Preferred Language:

Please forward the following encrypted URL to the patient, if you want them to take the interview on a separate device or from their home.

`https://dsm5screening.net/login.aspx?guid=9F74D1B7-47E3-4785-8104-7353A69A46CF`

OR

If you want the patient to take the interview on this device, click 'Do the interview now' button.

Renaming a Patient ID.

To change the ID, click on the patient ID you want to rename. A window will pop up allowing you to change the name of the ID we pre-assigned. Simply delete or type over the preassigned patient ID with the ID of your choosing. In addition, there is a second line called “Additional Info” where you can add a any other information you would like (e.g., a secondary patient id, a study name, etc.). The “additional info” field will show up in the ‘group-wide overall report’ (see ‘reports’ section). Remember to click **“Update & Close”** to save your entries. **Once a patient interview has started, the Patient ID will be locked, and you will not be able to rename it or change the contents of the ‘additional info’ field.**

HOME UPMC Self Admin

Welcome to the KSADS main menu. You can add additional patient information.

↓ Show Search Options

Patient ID	Additional Info	Teen Interview	Parent Interview
UserUPMC001		Not started	Not started
UserUPMC002			
UserUPMC003			
UserUPMC004			

Click here to start Click here to start

Reports
Go to Reports
Go to Reports
Go to Reports
Go to Reports

Patient Information

Patient ID

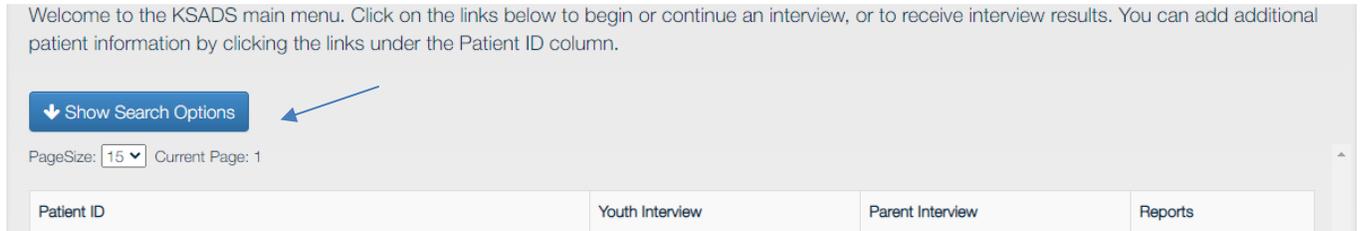
Additional Info

Teen Interview Not started

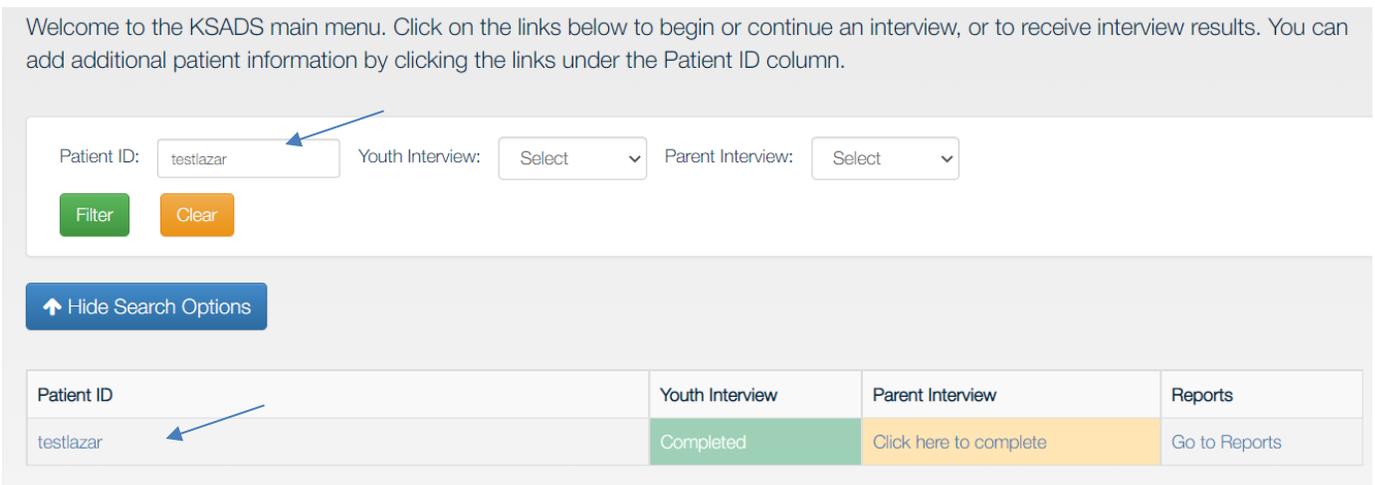
Parent Interview Not started

Finding a Patient ID

Some folders may have a lot of patients across several pages. To locate a patient ID quickly, click on the blue 'Show Search Options' button.

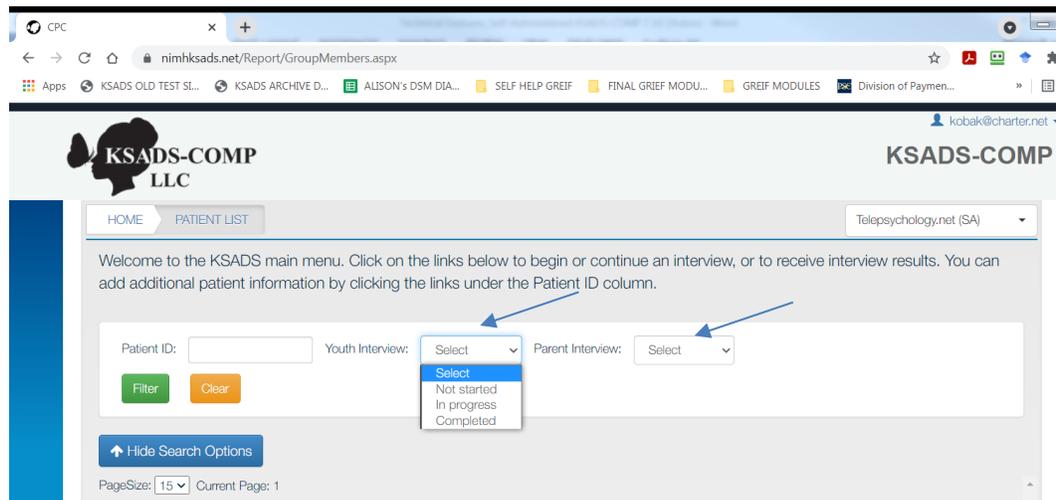


A drop down menu will appear. Enter the patient ID, then press the green "filter" button



How to Obtain a List of All Interviews Not Started, In Progress or Completed

You also have the ability to search for all interviews not started, in progress, or completed by clicking on the 'Select' drop down menu.



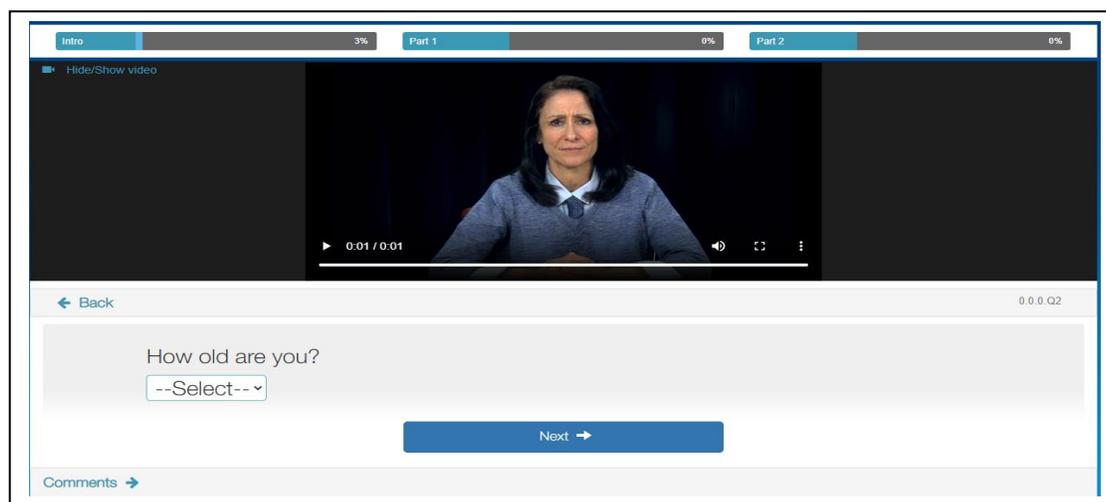
KSADS SUICIDE/HOMICIDE ALERT PROCEDURES

As a safety measure, the KSADS generates an alert that is sent to the clinician via email or text (or both) when **any** suicidal or homicidal ideation is reported on the self-administered computer KSADS.

- We ask that at least one individual is identified from each site that is the primary receiver of these messages (up to four is possible).
- We also ask you to identify at least one back-up person for alerts (up to four is possible).
- An alert is triggered when a patient endorses any current suicidal or homicidal ideation. This alert is by text or email (or both), depending on the method(s) you chose when we set up your site. The alert is sent to the primary person (or persons) you identified at your site.
- We ask that you acknowledge receipt of the alert immediately; (even though you need not act on the alert immediately). We simply need to verify that you have in fact received the alert.
- You can acknowledge receipt of the alert by simply responding to text or clicking a link in the email; no message back is necessary
- If you do not respond to the alert in 5 minutes, a second alert is sent; if no response is received to the second alert, a third and final alert is sent after another 5 minutes
- If you fail to respond to the third alert, an alert is sent to the backup person (or persons) from your site that you have identified on the alert list. The backup alert is sent by either text or email (or both), depending on the method(s) you chose when we set up your site.
- The backup person will need to acknowledge receipt of the alert by responding to the text or email (no message necessary).
- If the backup person fails to respond after 5 minutes, we will be notified.
- Our goal is to provide you with this information so you can follow up with the patient while he or she is still in the office with you, as the patient may not have disclosed this information to you.
- The text or email alert will contain the following information: patient ID, and highest level of ideation/behavior reported (according to C-CASA classification system). For example *“Patient ID: UW057 Patient Reports: Thoughts of wanting to commit suicide. Click on the link to acknowledge receipt”*
- You can tell in the alert if the alert was generated by the patient interview or the parent interview by the wording, e.g., parent interview would say *“Patient ID: 201: Parent Reports: Passive suicidal thoughts such as wished that they were dead, or would be better off dead”*
- Note we don’t have a minimum threshold for sending alerts. So even if a person endorses, for example, ‘rare’ thoughts of passive ideation, we send the alert. We feel it is better to err on the side of giving the clinician all the information and have them decide if any follow up is necessary with the patient. In other words, an alert does not necessarily mean to communicate an imminent threat.
- The person (or persons) you chose as admin for your site can change the person(s) chosen to receive these alerts at any time by clicking on their email in the upper right corner and clicking on the drop down choice “Suicide Alert Contact Information”. Similarly, you can change the type or alert (text, email or both).

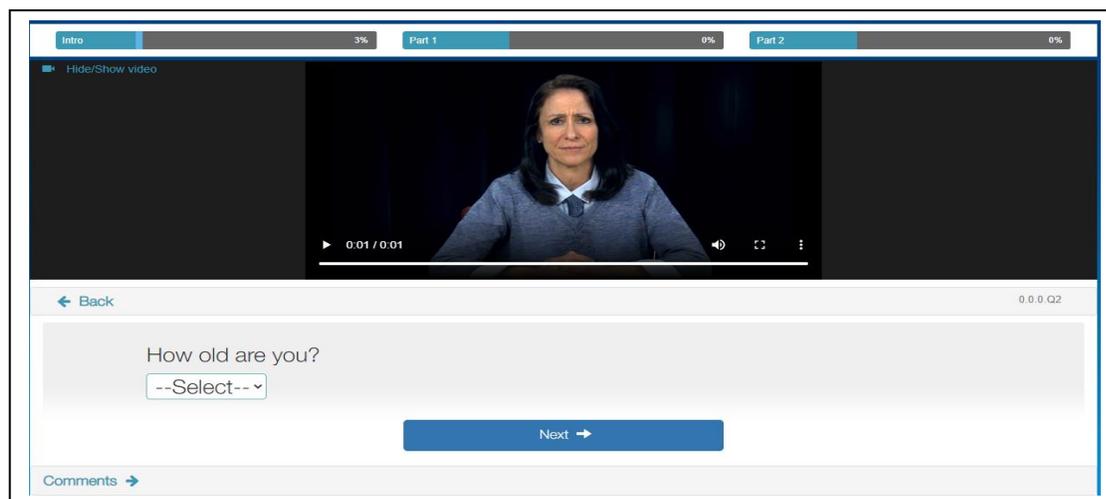
The Interview

In the **self-administered interview**, if you have picked a youth interview, you have the option to choose the interviewer. There are 2 options currently available (one male, one female). Once you start the interview, you would see each screen would administer a question with available responses. Each screen also shows a video promoting the question displayed. After you answer the question, click on the NEXT button to go to the next question. Each response is saved in the database immediately, and for some reason if you cannot continue the interview, you can come back and resume the interview by following the same explained above. A parent interview will not have video but works the same way.

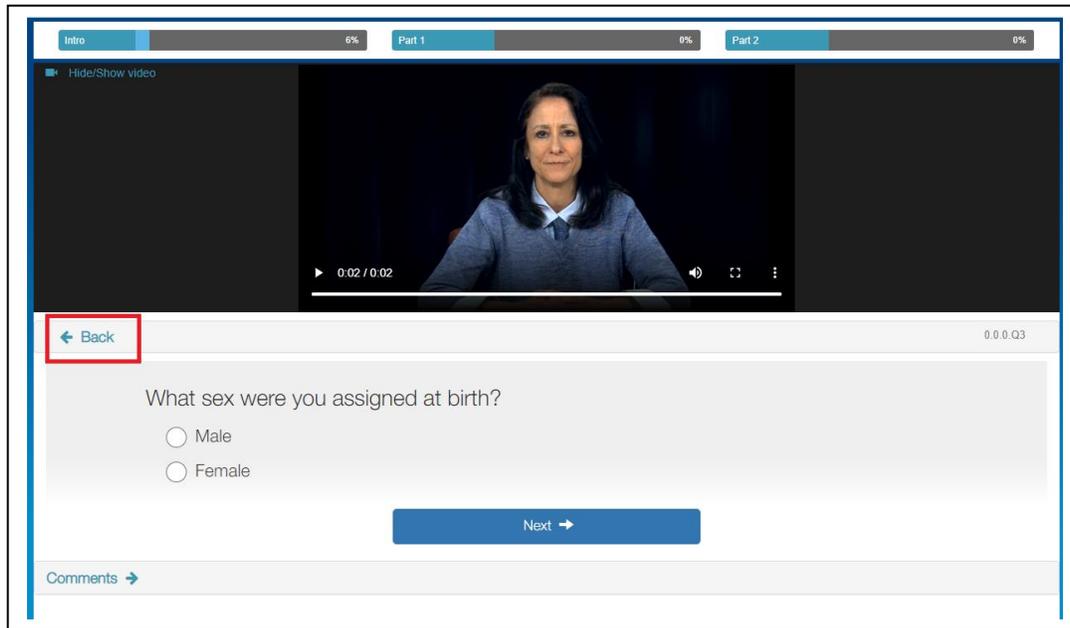


BACK BUTTON

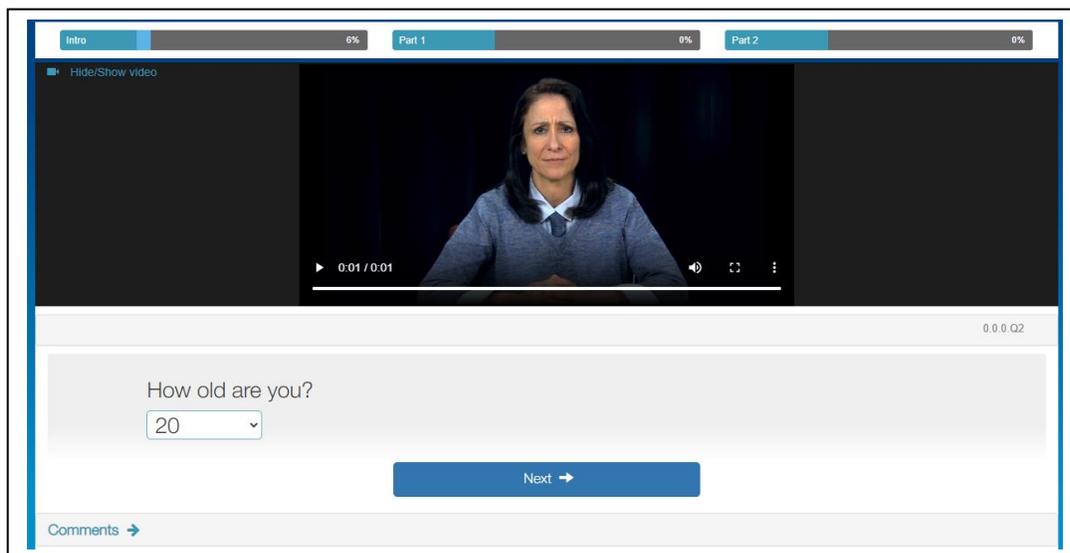
In the **self-administered interview**, the user can use the back button to return to the previous question. However, once they go back to the previous question, they cannot go back any further; they can only go forward at that point. Once they go forward, they can again use the back button again for future questions. We did this based on feedback from users that returning to the prior question is the most common need for the use of the back button, and concern that unlimited use of the back button may create unnecessary branching issues and lengthen the overall time of the interview.



Original
Question,
clicks “Next”



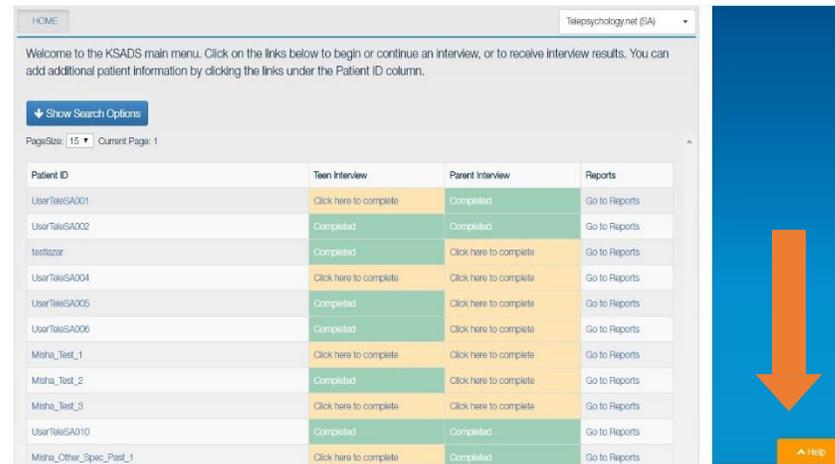
Clicks back button here.



Original question, with only "next" option

HELP BUTTON

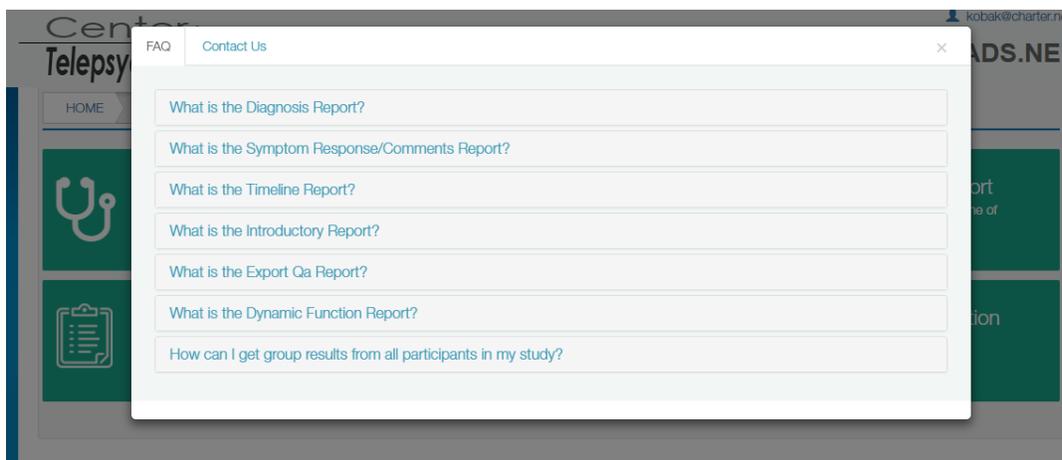
The self-report version will have a Help button in the lower right hand corner of the screen. ...on the main menu



The screenshot shows the KSADS main menu. At the top, there is a 'HOME' button and a user selection dropdown for 'Telepsychology.net (SA)'. Below this is a welcome message and a 'Show Search Options' button. A table lists patient interviews with columns for 'Patient ID', 'Teen Interview', 'Parent Interview', and 'Reports'. The table contains 10 rows of data. In the bottom right corner of the page, there is a blue vertical bar with a large orange arrow pointing down and a small orange 'HELP' button at the bottom.

Patient ID	Teen Interview	Parent Interview	Reports
UserTeleSA001	Click here to complete	Completed	Go to Reports
UserTeleSA002	Completed	Completed	Go to Reports
testlazar	Completed	Click here to complete	Go to Reports
UserTeleSA004	Click here to complete	Click here to complete	Go to Reports
UserTeleSA005	Completed	Click here to complete	Go to Reports
UserTeleSA006	Completed	Click here to complete	Go to Reports
Misha_Test_1	Click here to complete	Click here to complete	Go to Reports
Misha_Test_2	Completed	Click here to complete	Go to Reports
Misha_Test_3	Click here to complete	Click here to complete	Go to Reports
UserTeleSA010	Completed	Completed	Go to Reports
Misha_Other_Spec_Prest_1	Click here to complete	Completed	Go to Reports

When you click the help button, a list of FAQs will appear that are relevant to the section you are in. For example, if you are in the “reports’ section, the menu below will appear. Note that in the self- administered version, the help button only appears on the pages before and after the actual interview (the admin pages). During the interview, the help button disappears.



The screenshot shows a 'FAQ' popup window with a 'Contact Us' tab. The window contains a list of seven questions:

- What is the Diagnosis Report?
- What is the Symptom Response/Comments Report?
- What is the Timeline Report?
- What is the Introductory Report?
- What is the Export Qa Report?
- What is the Dynamic Function Report?
- How can I get group results from all participants in my study?

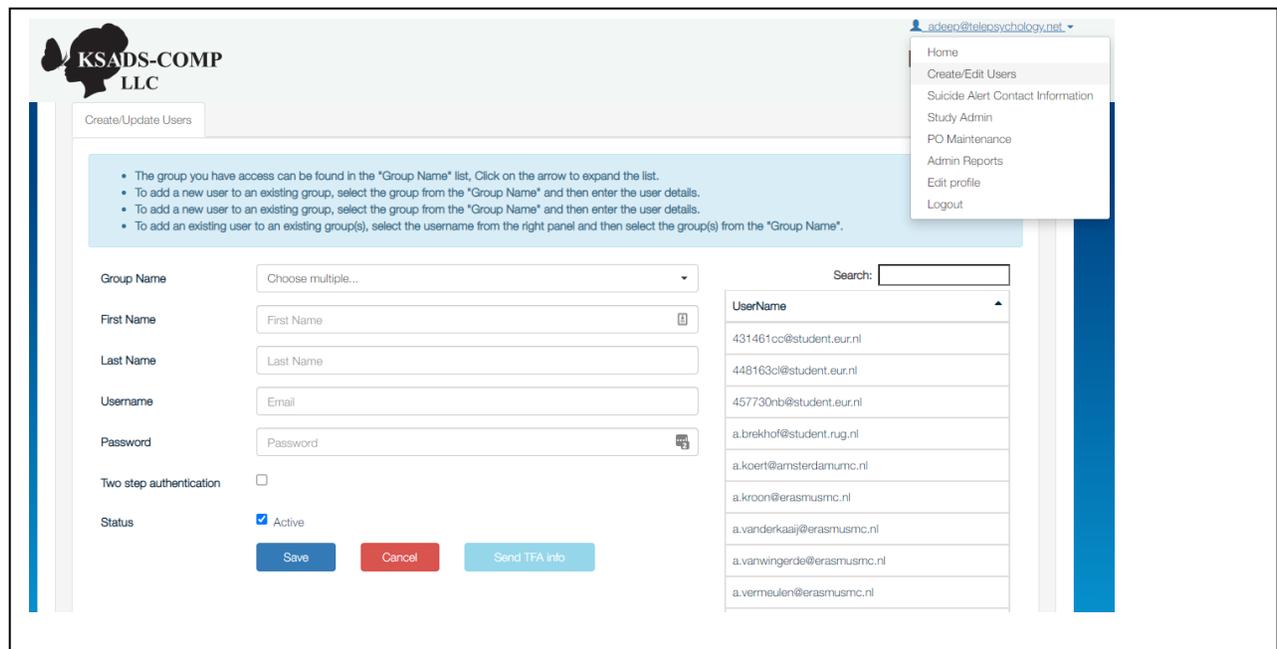
STUDY ADMINISTRATOR

For studies where there are multiple users at each site or multiple sites (such as clinical trials) you can assign someone as “Study Administrator”. The study administrator can add or delete users who have access to your sites, reassign users to folders, change passwords, and change who will receive suicide alerts. When you set up your study/site, you were able to assign study administrator status when you created your list of users. If you did not choose a study administrator when you set up your site and would like to add one now, let us know and we can set this up for you.

Adding/removing/updating users to the site

A study administrator can add or remove users from the site by clicking on the email link in the upper right corner, then click “Create/Edit Users” from the drop down menu that appears. To add a user, click on the drop down menu under “Group Name”, and assign the user to a folder or folders you want them to have access to by clicking on the folder name(s). A check will appear next to that folder. Then add their name, username and password. Don’t forget to click the blue “Save” button.

To delete an existing user, go to Create/Edit Users, enter the person’s username in the “Search” box, click on the username when it appears to populate the screen with the users information, and remove the check in the “Active” box under “Status. Again don’t forget to click the blue “Save” button. For added security we have two-step authentication available for you.



Updating the contact information for Suicide and Homicide alerts

The study administrator can add or delete who receives suicide and homicide alerts by clicking on “Suicide alert Contact Information” on the top navigation menu. You can also change contact info for existing contacts, and change method of alerts (email, text or both).

KSADS-COMP LLC

Update Contact Information

Select a Site: Demo Site Select a Group/Folder: DEMO ABCD SELF ADMIN K Get contact information

Preferred method of communication: (You can add both.) Email Text

Primary User Information:

Email Details	Mobile-Phone Details
kobak@charter.net	+1-608-239-3919
Primary Email #2	Primary Mobile #2
Primary Email #3	Primary Mobile #3
Primary Email #4	Primary Mobile #4

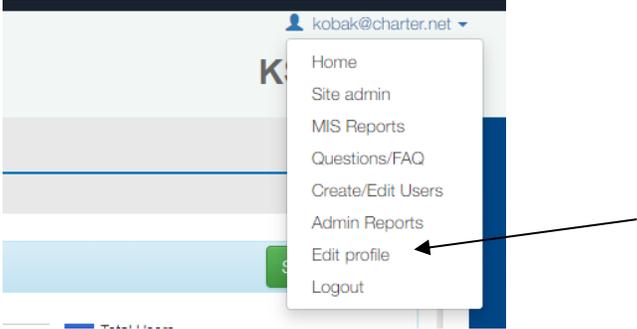
Secondary User Information: (Optional)

Email Details	Mobile-Phone Details
Secondary Email #1	Secondary Mobile #1
Secondary Email #2	Secondary Mobile #2
Secondary Email #3	Secondary Mobile #3
Secondary Email #4	Secondary Mobile #4

Save Reset

Updating Passwords

A password will be assigned to each user when we set up your site. We will need to know the name and email of each user. As a security feature, you will be asked to change your password the first time you log in, and also every 90 days. To change your password at any time, click on your username in the upper right corner, click on 'edit profile', and then enter your old and new passwords.



Update Password

Username

Current Password

New Password

Re-type new password

Password Recovery

If you forget your password, you can click on the Forgot Password link on the Login page. We will send your password to the email address used when setting up your site.



KSADS-COMP LLC

KSADS-COMP: The gold standard in child and adolescent psychiatric diagnoses.

Sign into your account

[Forgot password?](#)

[Don't have an account? Purchase here](#) | [Learn more](#)

Copyright © 2019 KSADS-COMP LLC (v2.10)

REPORTS

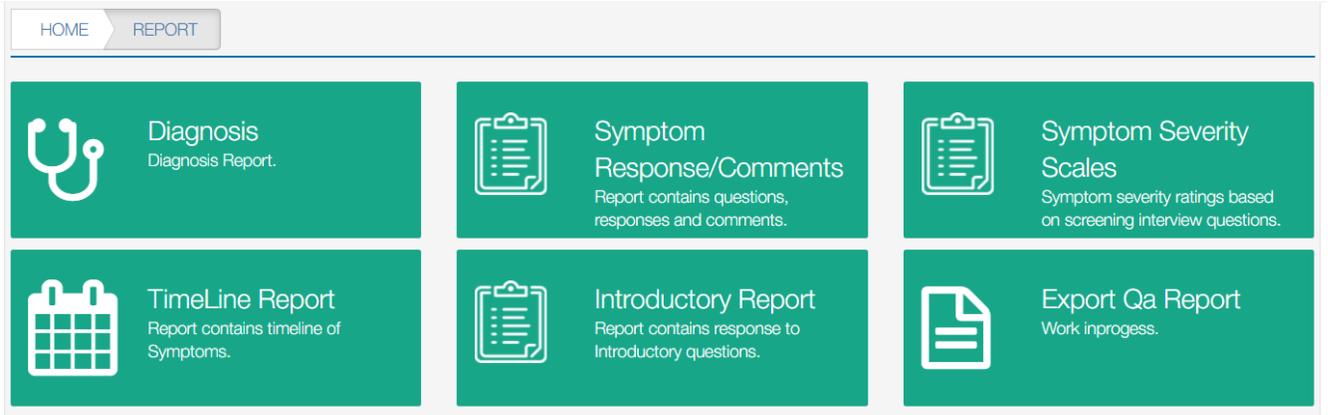
There are two types of reports: results from individual interviews with patients, and study-wide data reports, called Admin Reports.

Reports on Results for Individual Patients

1. To obtain results of an interview, click on the “Go to Reports” link on the main page.



2. You will arrive at a menu of types of reports you can view and print. These include the following:



Once you choose the type of report you want, it will ask you on whom you want the report, i.e., teen or parent.



The following pages provide descriptions and examples of the various reports.

Diagnosis Report

This will generate a pdf file that lists the current and past diagnoses for the chosen patient, including the symptoms that they met for each diagnosis

The screenshot displays a web interface for generating a diagnosis report. At the top, there are three radio buttons for 'Teen Interview' (selected), 'Parent Interview', and 'Consensus Interview'. To the right are 'Execute' and 'Print' buttons. Below this is a 'User Information' section with a table of patient details:

Interview Date:	6/23/2016	Date of Birth:	1/1/2000
Interview Source:	Teen	Age:	16
Patient Id:	UserTELE016-Tracy	Gender:	Male

Below the user information is a 'Current Diagnosis' section. It features a header 'Social Anxiety Disorder' and a green box indicating 'Social Anxiety Disorder (F40.10) PRESENT'. Below this, a list of symptoms is shown, each followed by 'Present':

- Fear of Social Situations, Present
- Social situations avoided or endured with distress, Present
- Social fear is excessive given threat or sociocultural context, Present
- Clinically significant distress due to Social Anxiety, Present
- Impairment in functioning due to social anxiety, Present
- Duration (at least 6 months), Present

Symptom Response/Comments Report:

This will generate a file that lists all the individual questions the patient was asked, and their response to each question. It will also include any free text comments they added. There is a box to check if you only want to display the questions that the patient was asked (some questions are skipped depending on how the patient answers due to branching logic), or if you want the report to also include all questions, including those not asked.

- To run the report and see it on your screen, click 'Execute'.
- To print the report (after running the report), click "Print"
- To download the report in an excel file, click the 'Export' tab.

HOME > REPORT > USER RESPONSE REPORT

Teen Interview Parent Interview

Show only the questions asked **Execute** **Print** **Export**

User Information

Interview Date:	11/21/2017	Date of Birth:	10/1/2006
Interview Source:	Teen	Age:	11
Patient Id:	UserTeleSA001	Gender:	Male

QuestionID	SequenceID	QuestionText	Value	Comments
1	0.0.0.Q1	Thanks for agreeing to do this interview. I am going to be asking you a lot of different questions about your moods and behavior, but first I'd like to ask you some background questions. Click on the comments link on any page if you'd like to provide some comments.		
2	0.0.0.Q2	What is your date of birth?	Month:10 / Day:1 / Year:2006 / age:11	

Introductory Report

This is similar to the symptom response report, but will only display the answers to the introductory interview in a separate, stand-alone report.

HOME > REPORT > INTRODUCTORY INTERV...

Teen Interview Parent Interview

Execute **Print**

User Information

Interview Date:	6/23/2019	Age:	12
Interview Source:	Teen	Gender:	Female
Patient Id:	UserJoanSA011		

QuestionText	Value	Comment
Thanks for agreeing to do this interview. I am going to be asking you a lot of different questions about your moods and behavior, but first I'd like to ask you some background questions. Click on the comments link on any page if you'd like to provide some comments.		
How old are you?	age:12	

Timeline Report

This will generate a report listing all the symptoms the person endorsed in a timeline, starting from the most recent.

HOME > REPORT > USER TIMELINE REPORT	
<input checked="" type="radio"/> Teen Interview <input type="radio"/> Parent Interview <input type="button" value="Execute"/> <input type="button" value="Print"/> 	
Symptom	Start Date
Depressed Mood, Present	3/1/2016
Anhedonia, Present	3/1/2016
Anhedonia, Past	8/1/2014
Elevated Mood, Past	4/1/2014
Decreased Need for Sleep, Past	4/1/2014
Panic Attacks, Present	5/1/2016
Excessive worries more days than not, Present	5/1/2016
Encopresis not due to medical illness, Present	
Encopresis not due to medical illness, Past	
Weight control other (laxatives, exercise, dieting, pills), Present	1/1/2016
Weight control other (laxatives, exercise, dieting, pills), Past	6/1/2014

Symptom Severity Scales Report

The symptom severity scales were developed to gauge the severity of DSM5 disorders. They are provided for further research and validation. The symptom severity rating for each disorder is calculated by adding the severity ratings for the symptoms of each disorder from *the screening module only*. It is not a symptom count. For example, a person who scores 3 (more than half the days) on Depressed Mood and 3 on Anhedonia, and not present for the rest of the symptoms would get a score of 6 on Depressive

HOME > REPORT > SYMPTOM SEVERITY SC...			
<input checked="" type="radio"/> Youth Interview <input type="radio"/> Parent Interview <input type="button" value="Execute"/> <input type="button" value="Print"/> <input type="button" value="Export"/> 			
User Information			
Interview Date:	11/14/2017		
Interview Source:	Youth	Age:	11
Patient Id:	Misha_Test_4	Gender:	Female
Please note: Symptom severity rating for each module is calculated by adding the severity ratings for all screening symptoms. It is not a symptom count.			
Module_Name	Symptom_Severity_Scales		
Depressive Disorders	6		
Bipolar Disorders	6		
Psychosis	0		
Panic Disorder	2		
Agoraphobia	3		
Separation Anxiety	4		
Social Anxiety Disorder	2		
Specific Phobia	2		

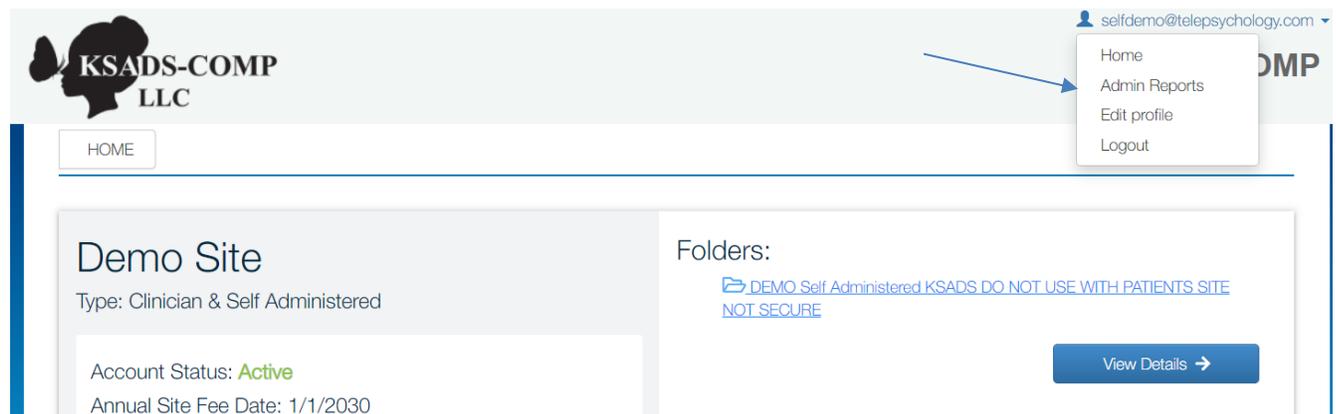
Disorders.

Export Qa Report and Dynamic Function Report:

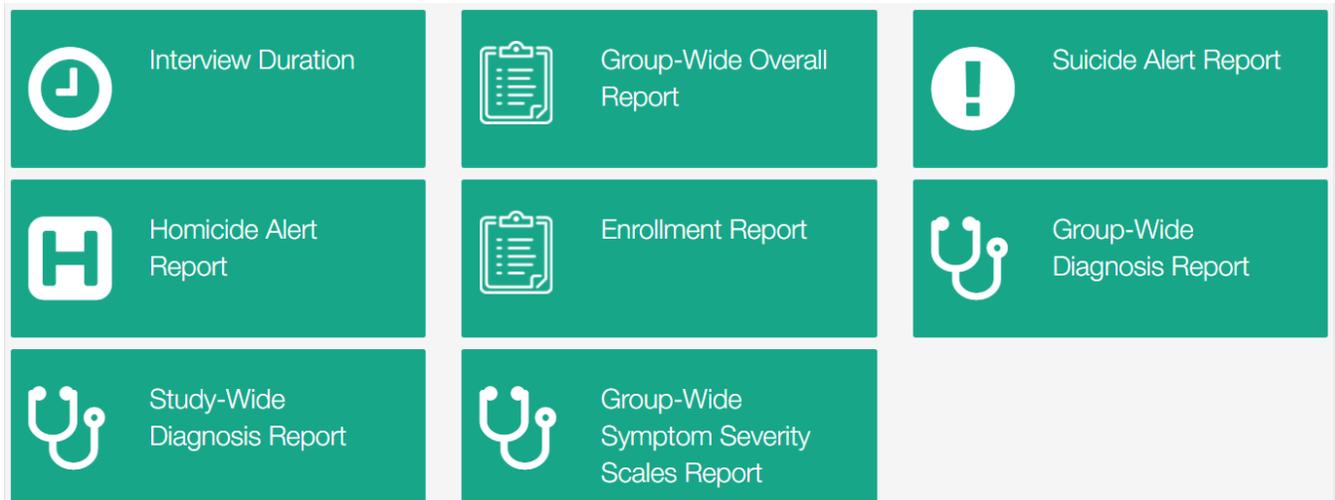
These reports are under development and not currently available.

Group data reports (admin reports)

Group data reports will export the data from all patients at your site (or from all sites in a multi-center trial) into a single data file. Click on your username in the upper right hand corner. A drop down menu will appear. Choose “Admin Reports”.



The following menu will appear offering you eight types of data reports.



What follows is a description of each of the admin group data reports.

Interview Duration

The interview duration report lists the duration (in minutes) of all interviews done at a site, both teen (T) and parent (P). You can enter a specific date range, or leave dates blank to obtain all interviews.

GroupName	PatientID	UserType	Interviewstartdate	Interviewenddate	Duration(Minutes)
Telepsychology.net (SA)	UserTeleSA050	T	7/22/2018 10:01:38 PM	7/22/2018 10:04:14 PM	3
Telepsychology.net (SA)	UserTeleSA048	T	6/14/2018 3:41:05 PM	6/14/2018 3:42:20 PM	1
Telepsychology.net (SA)	UserTeleSA032	T	6/14/2018 3:08:54 PM	6/14/2018 3:10:38 PM	2
Telepsychology.net (SA)	UserTeleSA010	T	2/23/2018 11:23:16 AM	2/23/2018 11:25:14 AM	2
Telepsychology.net (SA)	ParentTeleSA012	P	2/21/2018 3:58:53 PM	2/21/2018 4:01:20 PM	3

Group-Wide Overall Report

The “**Group-Wide Overall Report**” will generate a report with the answers to all the KSADS-COMP questions for all interviews done at your site. The spreadsheet will have each subject as a row, and all questions as columns (there are 2,143 columns representing all the KSADS questions!).

ID	PatientID	Additionalinfo	PatientType	SiteName	DateofInterview	1	2	3	4	5	6	7	8	9	10	11	12
100615	UserLAS103_2.1.21.Q1		T	Telepsychology.net (SA)	6/14/2021 2:53:14 PM	age:9	Female										
133039	TICKY		T	Telepsychology.net (SA)	3/19/2021 8:57:49 AM	age:12	Female										
133041	PSYCHI		T	Telepsychology.net (SA)	5/20/2021 2:56:59 PM	age:10	Male										

There is also a link to download the “question key”, which provides the text for each question. Each column is numbered, to match the column numbers in the overall report. The question key excel file has a tab for each section (intro, screen and supplement).

Example of the Question Key

G	H	I	J	K	L	M	N
1	2	3	4	5	6	7	8
Thanks for agree	How old are you?	What sex were yo	Who do you live	Is your biological	How old were you	How often do you	Is your biological

To manage file size, there are separate downloads for the introductory interview, the screening interview, and the supplements. If your data set is not too large, you can download all three at once by using the ‘export intro/screener/supplement’ button, but it might take a while, or time out. In that case, you will need to download the sections separately. Note there is also a drop down box for how many ‘pages’ you can download at a time (15, 25, or 50). This was also done to manage download file size. Depending on your internet speed, if you have trouble downloading 50 pages, you will have to download the data in segments.

- Click on the ‘Submit’ button to run the report to the screen;
- Click on “export current section” to download the report in excel (for the section chosen: intro, screen or supplement);
- Click on “export intro/screener/supplement” to export all three sections to excel.

If a question was not asked due to branching logic, that column is blank.

Note there is an “Include comments” box to click if you want to include the comments the patient wrote in the file. Some sites prefer not to include comments as it may risk HIPPA guidelines if they disclose protected health information.

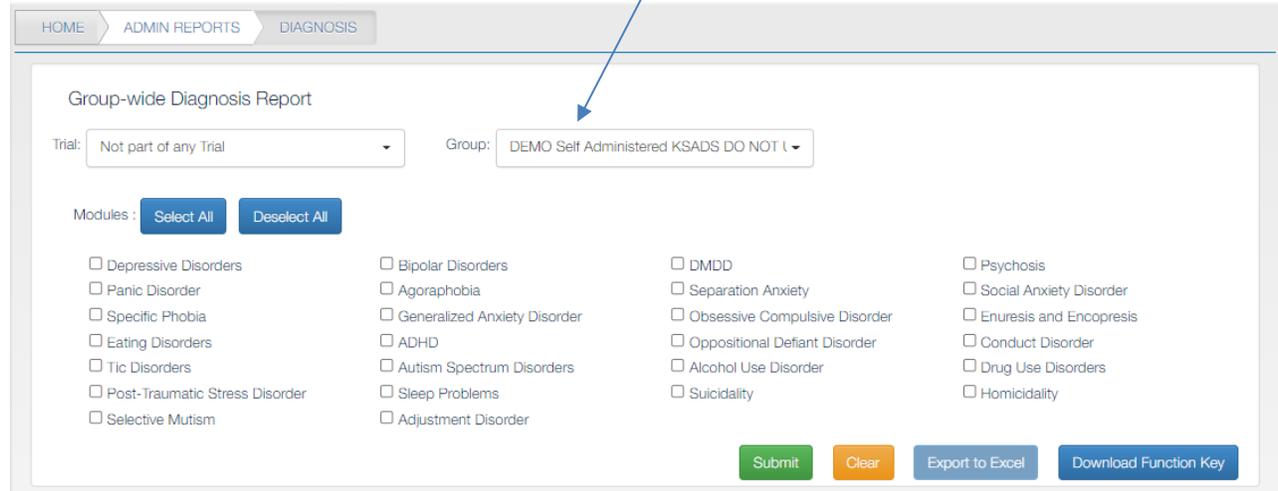
Group-Wide Diagnostic Report

This is a summary report, listing all diagnoses and symptoms endorsed for all patients at your site. The report lists all the DSM5 diagnoses by group (e.g., Mood Disorders) followed by the symptoms for these disorders. Diagnoses and symptoms are coded ‘1’ if present, and ‘0’ if absent.

UserID	Name	PatientCode	UserType	DateofInterview	Depressed Mood, Present	Depressed Mood, Past	Irritability, Present	Irritability, Past	Anhedonia, Present	Anhedonia, Past
5581	Telepsychology.net (SA)	UserTeleSA001	T	11/21/2017 7:54:00 AM	1	0	0	0	0	0
5582	Telepsychology.net (SA)	ParentTeleSA001	P	11/10/2017 9:37:00 AM	0	0	0	0	0	0
5583	Telepsychology.net (SA)	UserTeleSA002	T	11/10/2017 6:30:00 AM	0	0	0	0	0	0
5584	Telepsychology.net (SA)	ParentTeleSA002	P	11/22/2017 3:31:00 PM	0	0	0	0	0	0
5585	Telepsychology.net (SA)	testlazar	T	11/10/2017 10:10:00 AM	0	0	0	0	0	0

Select your site (group) from the drop-down group menu. If you have several folders in your account, each folder will appear. If your site is part of a multi-center trial, you can select your trial from the “trial” drop down menu, and the group drop down will populate with the names of all the study sites.

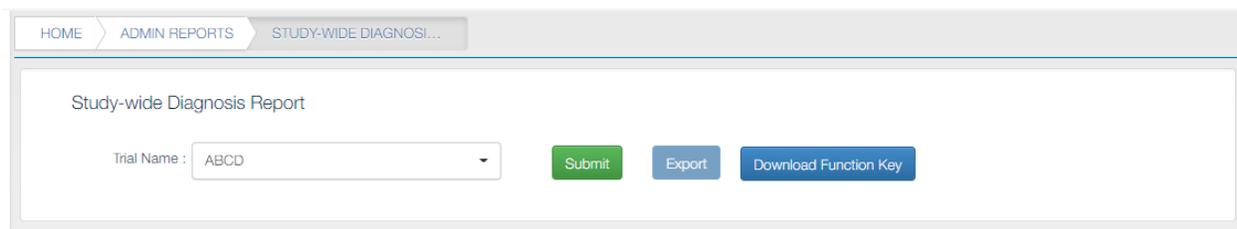
Example of Group-Wide Diagnostic Report Menu



Once you have selected your site (or folder), check the boxes for the disorders you want to download. You can click “select all” to choose all diagnoses. However, due to the large data size for some studies, the download may take a while or time out, depending on your internet speed. In that case, you will need to download by individual diagnoses. Note that the group-wide diagnostic report or group-side overall report can also be set up to be downloaded automatically, at regular intervals using an application programming interface (API) (see below). Let us know if this is something you are interested in.

Study Wide Diagnosis Report

If you are a multi-site study, this report will list all diagnoses and symptoms endorsed for all patients at *all sites* in your *study*. It’s structure is similar to the Group-Wide Diagnostic Report.



Suicide Alert Report

The “**Suicide Alert**” report lists all the suicide alerts that were generated, the reason for the alert (i.e., the item endorsed), who responded to the alert, and the date and time the alert was opened and closed.

Example of Suicide Alert Report

Suicide Alert Report

Group : From Date : To Date :

Telepsychology.net (SA)	testAIISui	Teen	Suicide Attempt in past 2 weeks	Text and Email	4/29/2020 12:32:38 PM	4/29/2020 12:36:52 PM	Closed by primary/secondary user	+12818535397 - Apr 29 2020 12:36PM	laser.d@jemsnets.com Apr 29 2020 12:55PM
Telepsychology.net (SA)	TEST_LAZAR_3_13_2020_NIMH	Teen	Suicide Attempt in past 2 weeks	Text and Email	3/13/2020 9:20:00 AM	3/13/2020 9:22:16 AM	Closed by primary/secondary user	+12818535397 - Mar 13 2020 9:22AM	

Homicide Alert Report

The **Homicide Alert** report is identical to the suicide alert report, i.e., it lists all the homicide alerts that were generated, who the alerts were sent to, the reason for the alert (i.e., the item endorsed), the method(s) by which the alerts were sent and responded to, and the mobile phone and/or email of the respondent(s).

GroupName	PatientCode	PatientType	Reason	AlertType	Alert Open Time	Alert Close Time	Status	Closed by(Text)	Closed b
Telepsychology_SA	UserTSA002	Teen	Patient reported they thought seriously about wanting to kill someone nearly every	Text and Email	6/14/2016 7:15:46 AM	6/14/2016 7:17:21 AM	Open - Sent to Group admin	+12818535397 - Jun 14 2016 7:17AM	

Enrollment Report.

This will list all the subjects enrolled at the site, with enrollment date, and statistics required for ongoing NIMH reporting requirements (i.e., gender, race and ethnicity).

HOME > ADMIN REPORTS > ENROLLMENT REPORT

Enrollment Report Report

Trial : Group : From Date : To Date :

GroupName	PatientCode	UserType	Gender	Ethnicity	Race	EnrollmentDate
Telepsychology_SA	UserTSA001_alison	T	Male	American Indian/Alaska Native, Asian,	Hispanic	6/14/2016 6:32:00 AM
Telepsychology_SA	UserTSA002-Aliso	T	Male	Black or African American,	Non-Hispanic	6/14/2016 7:07:00 AM
Telepsychology_SA	UserTSA003-Tracy	T	Male	Black or African American, White,	Non-Hispanic	6/14/2016 9:36:00 AM
Telepsychology_SA	UserTSA004-Tracy	T	Male	Mix	Hispanic	6/17/2016 10:33:00 AM

Automated Electronic Data Transfer - API

The KSADS is also equipped with an API to transfer the data to the calling systems electronically. Sites can have their system programmed to call KSADS at a scheduled time with a requesting JSON (input JSON). This requires the sites to program their in-house software to request and import the data from KSADS. KSADS uses REST protocol. The data is exported in a JSON format, which can be ported to any program or databases. We export 2 different data sets:

- Raw data
- Diagnosis data

If you are interested in this option, let us know and we will have our IT Department work with your IT Department to arrange for this.