OVERVIEW OF CLINICIAN-ADMINISTERED KSADS-COMP

www.KSADS-COMP.com

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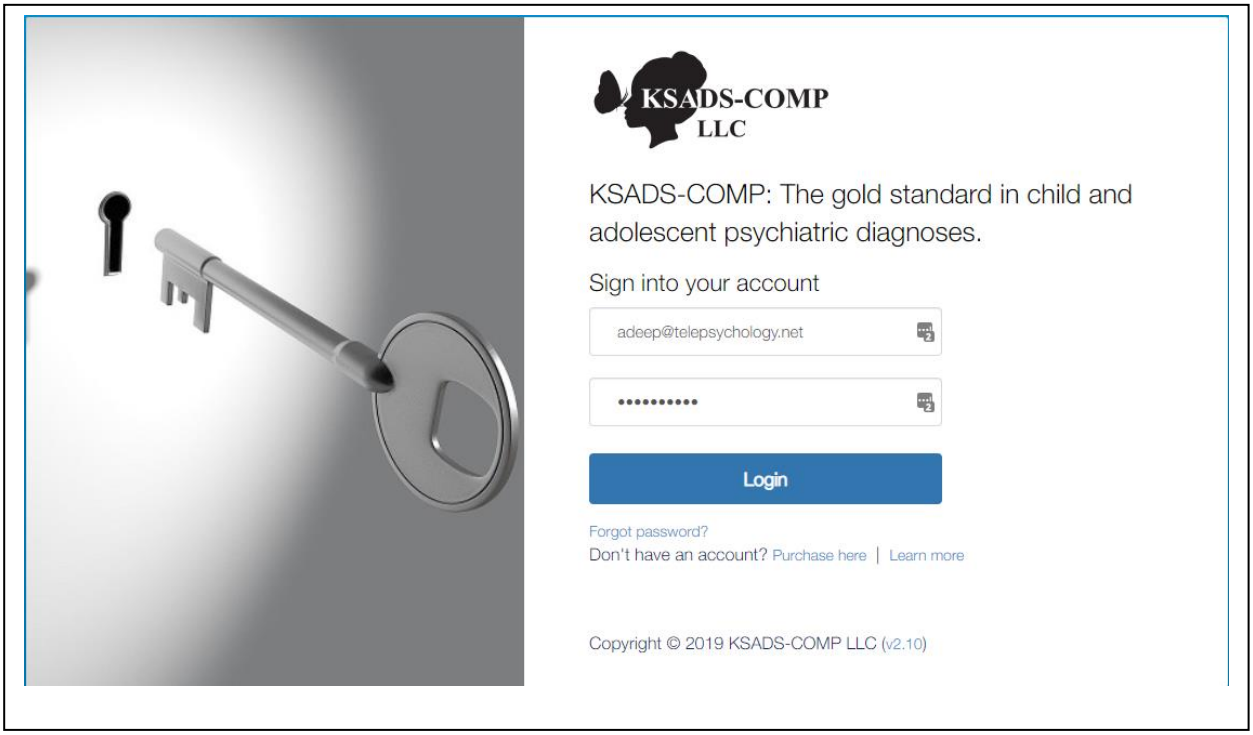
LOGGING IN & GETTING STARTED

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

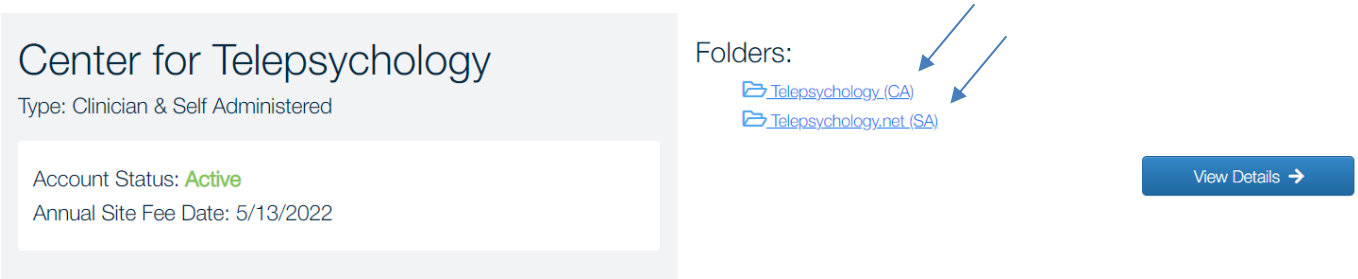


Site Home Page- Pick your Folder

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

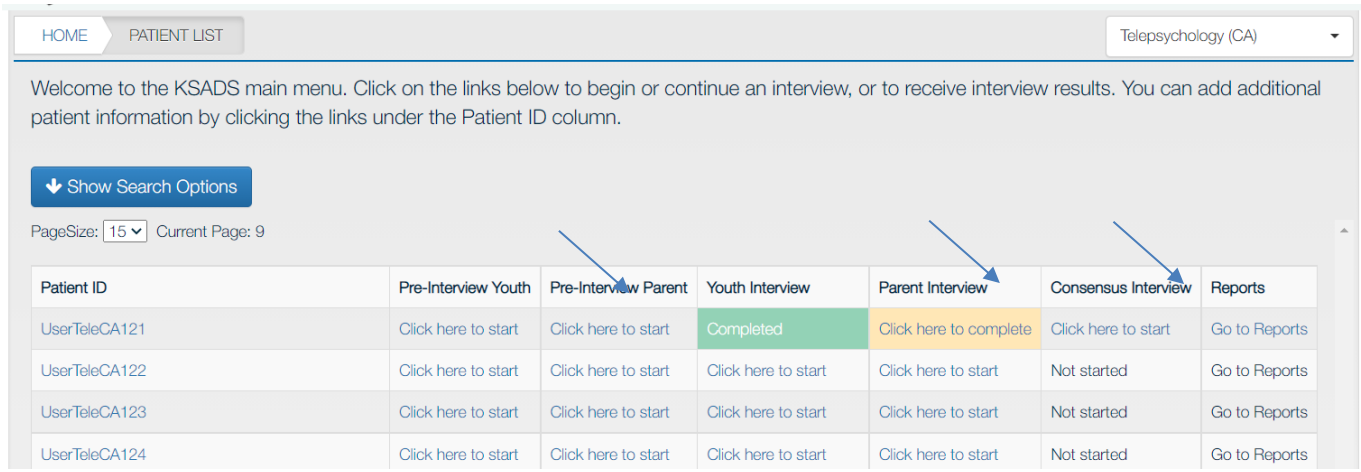
Click on the folder you want to begin.



Interview Home Page – Pick your Patient

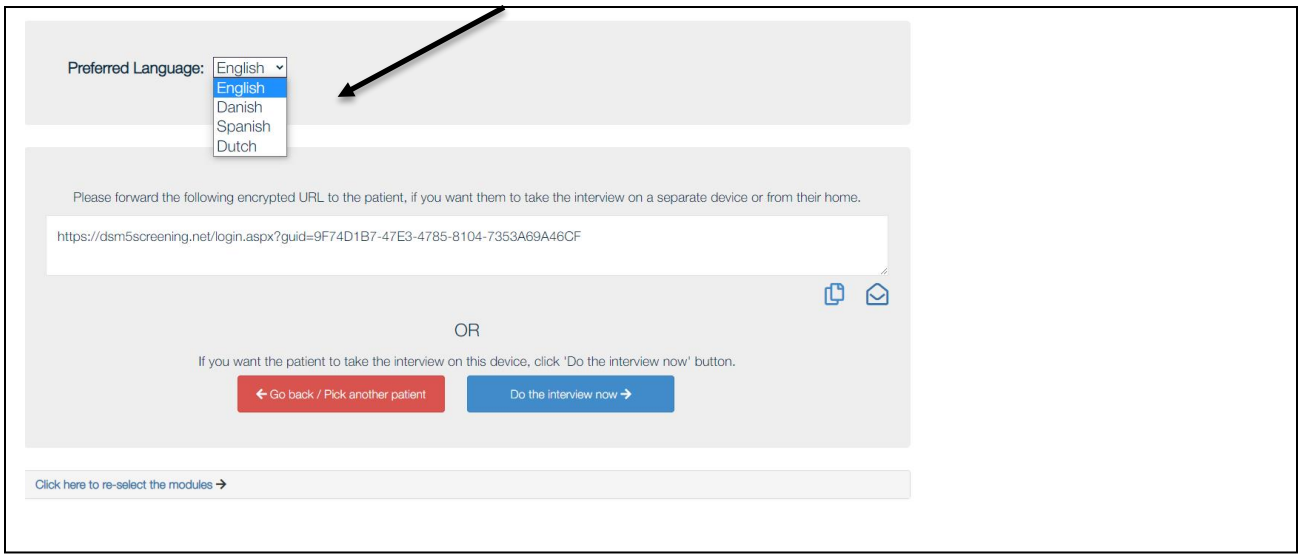
Once you have selected a folder, the page with all the pre-assigned patient ids for your site will appear. Click on "Click here to start" to begin either a teen or parent pre-interview, the teen or parent regular interview, or

consensus interview (done after completing both teen and parent interview to make your final ratings) (see 'types of interviews' below). You can also click on "Click here to complete" to resume a previously started interview.



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.**

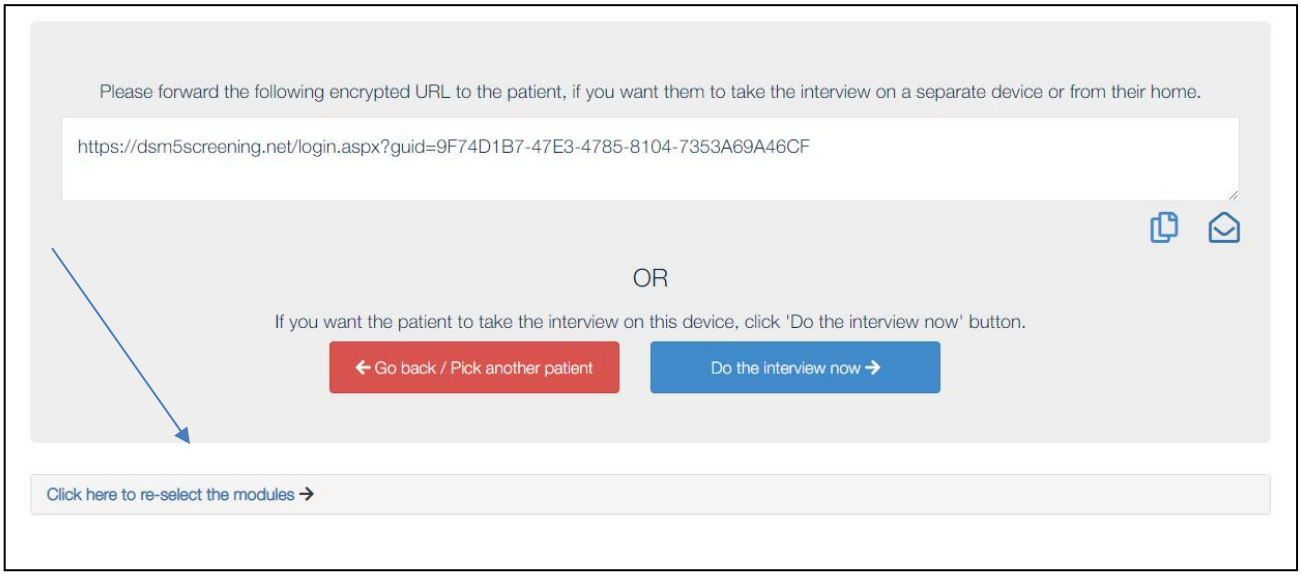


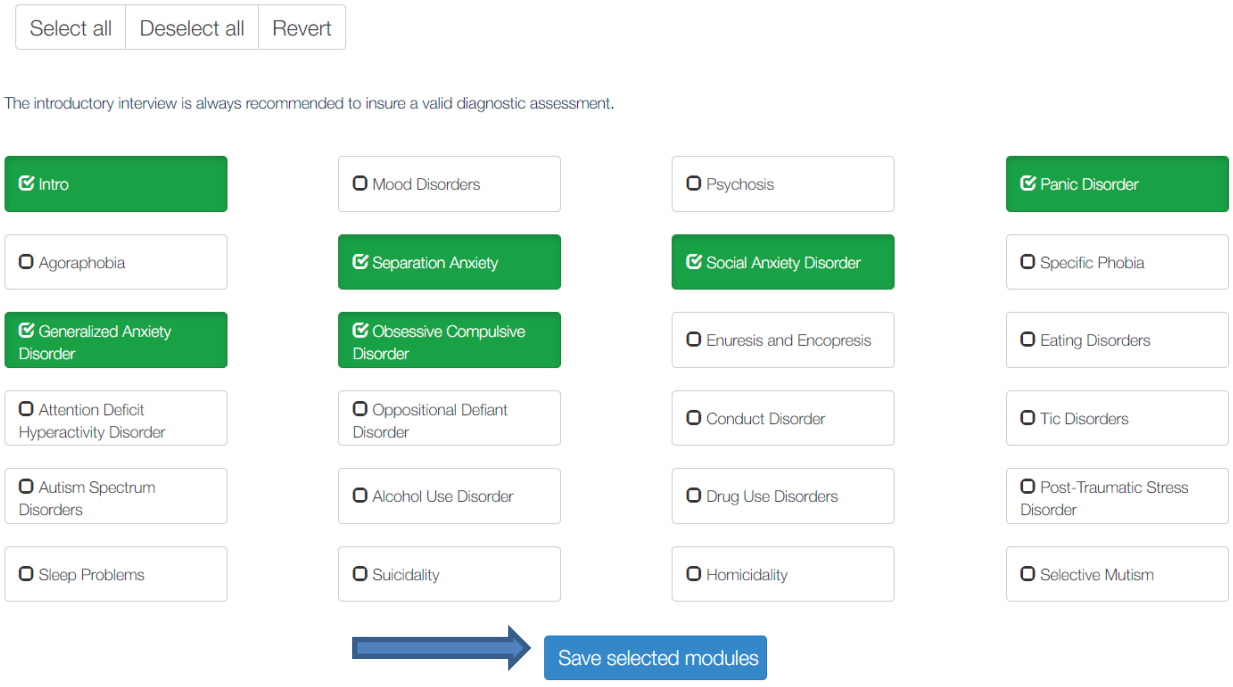
4.

Option To Choose Which Modules To Administer

When you signed up for the KSADS-COMP, you were asked which modules you would like to administer. These will be pre-populated for you once you start the interview. However, before starting the interview, you (the clinician or researcher) have the option to choose specific additional 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 only your pre-selected 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

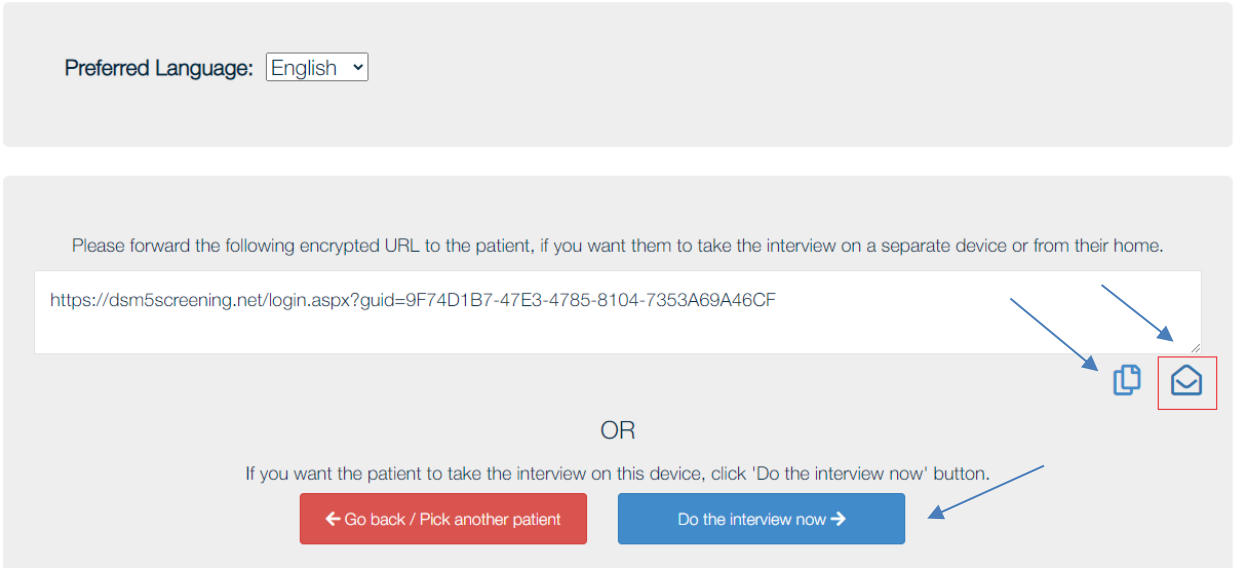
Disorders module. **Once the interview started, you cannot change the modules selected.**





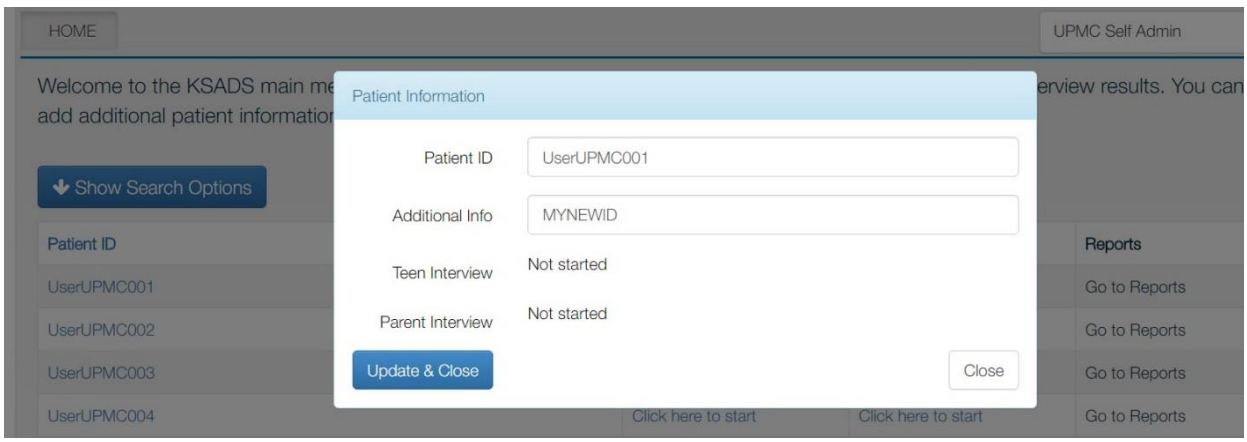
Starting The Interview

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.



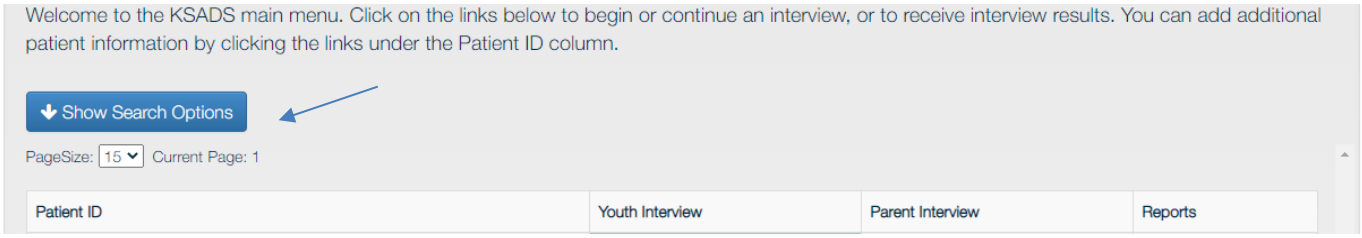
Renaming a Patient ID.

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.**

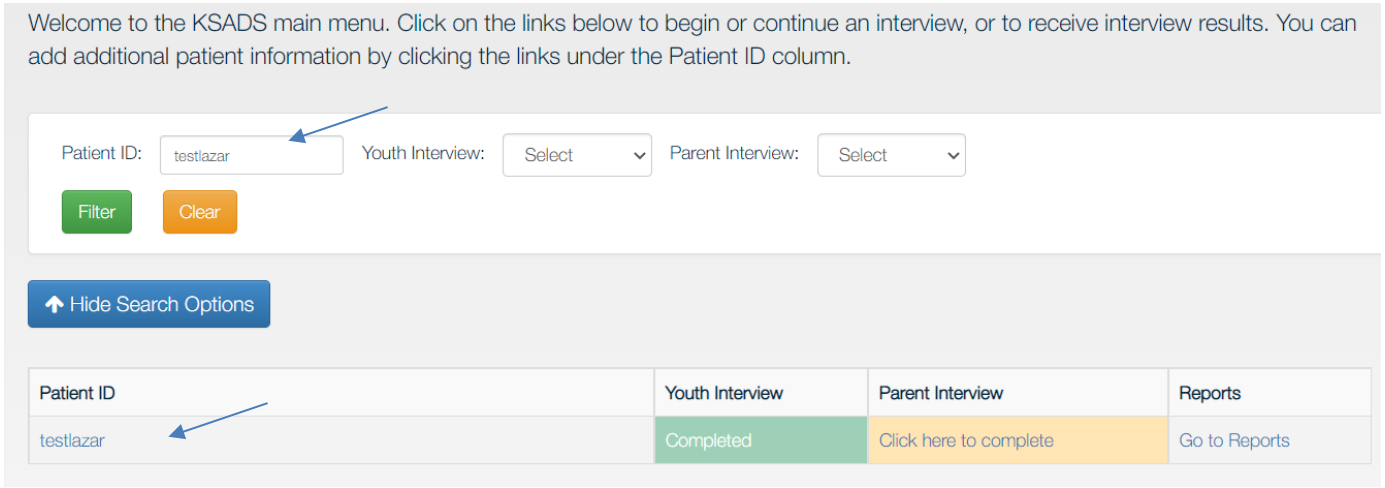


Finding a Patient ID

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



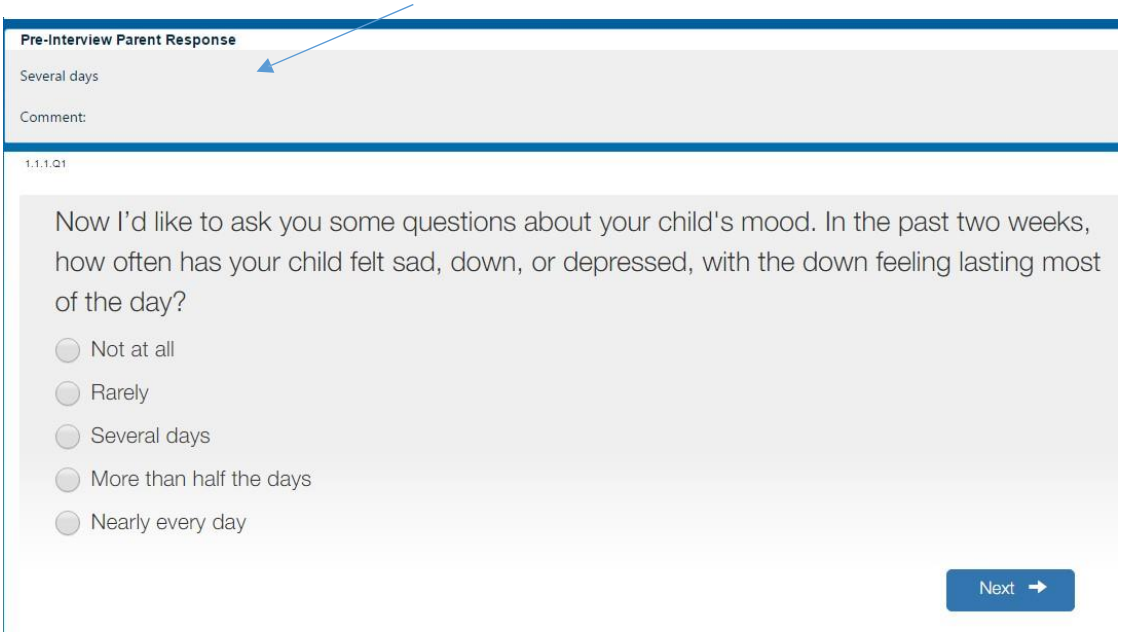
You also have the ability to search for all interviews not started, in progress, or completed by clicking on the 'Select' drop down menu.

TYPES OF INTERVIEWS

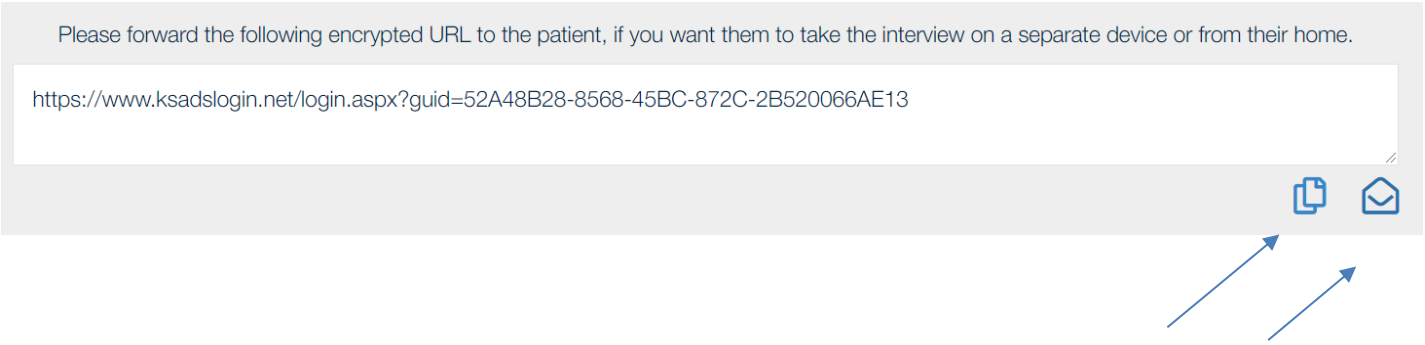
THE PRE-INTERVIEW

The ***Pre-Interview*** is a brief pre-screen that is completed independently by the patient before they see you. It is not required, but it is strongly recommended as it helps streamline the time it takes you to conduct the clinical interview. The patient's answers to the pre-screen questions are displayed on the screen as you go through the screening modules of clinician interview (see below). This helps to guide your interview, allowing you to simply summarize what they said and move on rather than having to re-ask all the questions verbatim from scratch.

Answers to Patient Pre-interview on clinician's screen



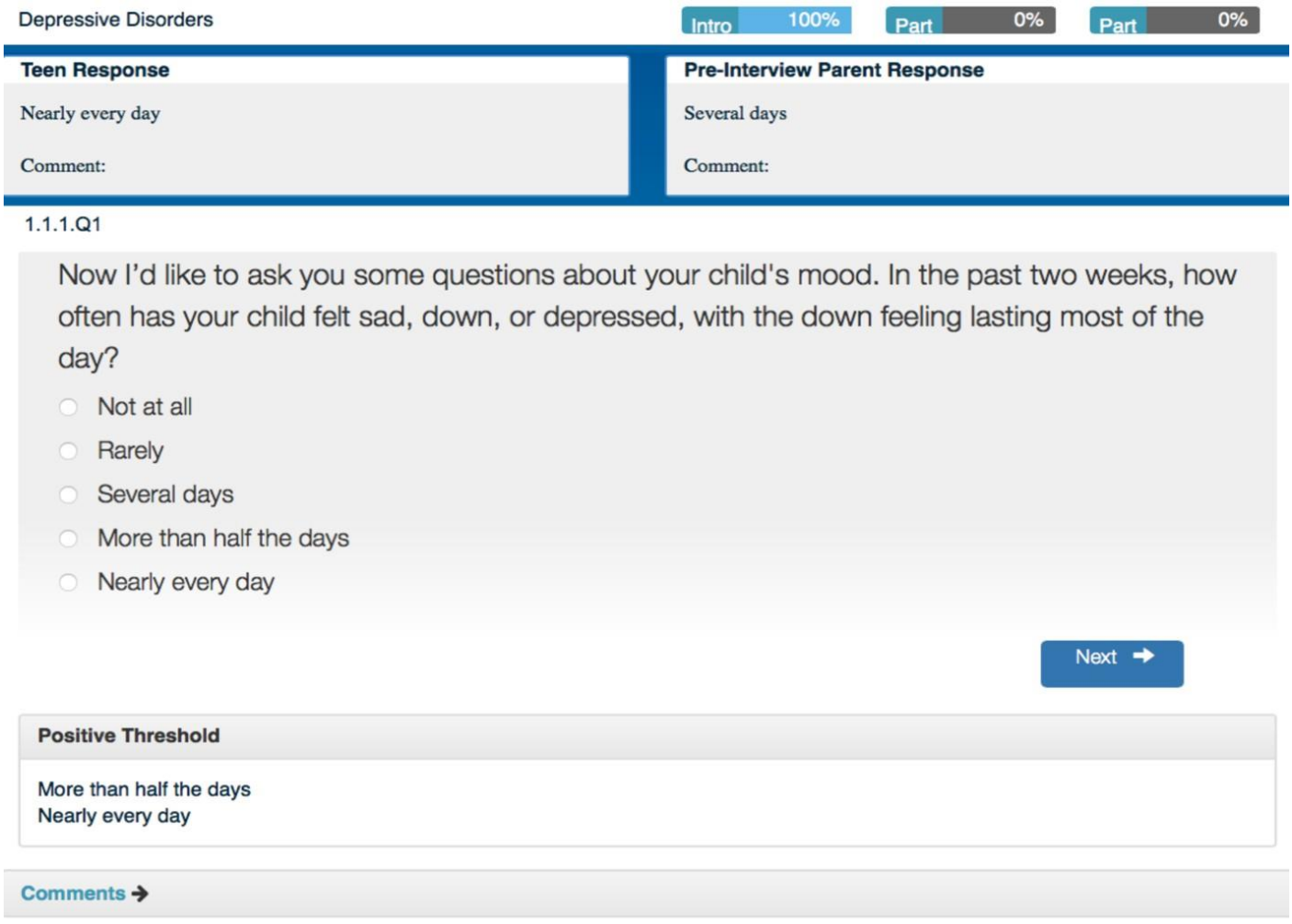
The pre-interview consists of all the current questions from the screening modules. There are about 180 questions in the pre-interview, and it should take the patient about 20 minutes to complete. There are both teen and parent versions of the pre-interview. As mentioned earlier, if you want the parent or youth to do the pre-interview from home, you can email them the link by clicking on the email icon, or by copying and pasting the link.



TEEN AND PARENT INTERVIEWS

The ***Teen Interview*** and ***Parent Interview*** are the Teen and Parent versions of the clinician-administered KSADS. Once you have completed a clinician-administered interview with a teen, their answers will be shown on the screen during your interview with the parent (see example below). Similarly, if the parent clinician-administered interview was conducted first, their answers will be shown on the screen during the teen interview. This is done to help guide your thinking and questioning. Also note that the threshold rating for a positive response for each item is shown in the lower left corner.

Example of Teen Responses and Parent-Pre-Interview Responses Appearing on Screen During Parent Interview



INTRODUCTORY INTERVIEW

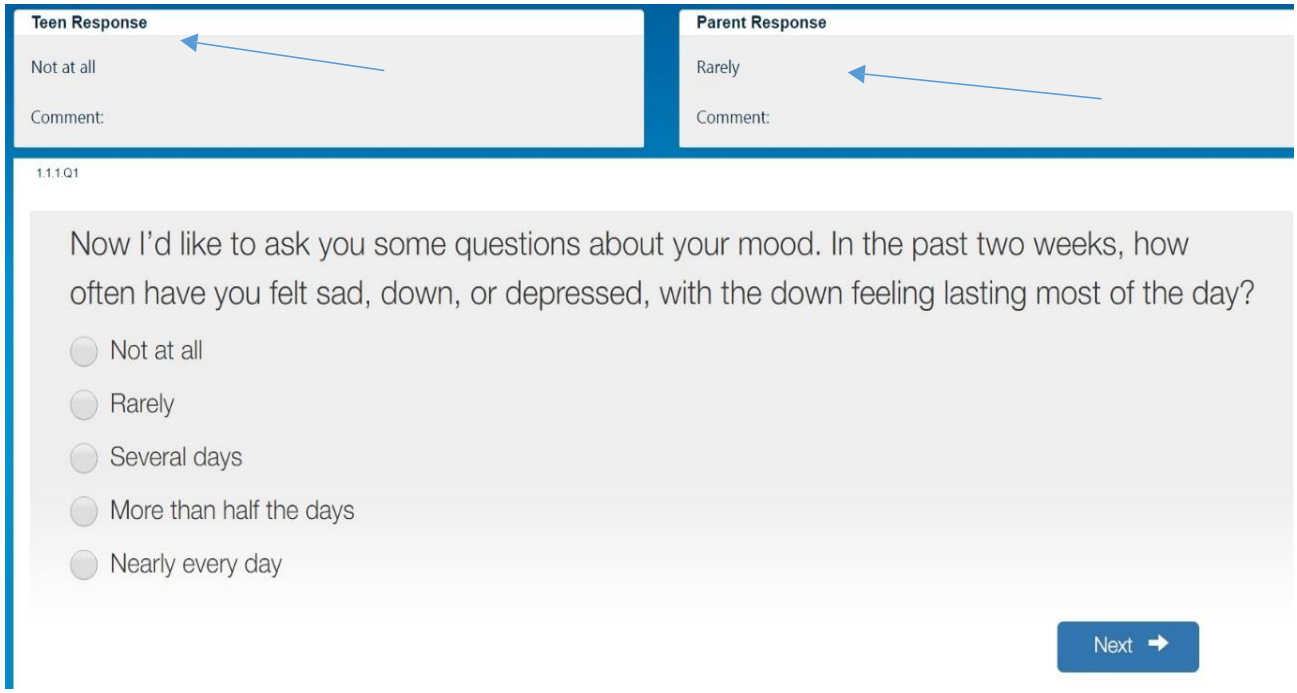
Each Teen and Parent Interview begins with an Introductory Interview. The parent introductory interview obtains information about the child's health, presenting complaint, social functioning, prior psychiatric treatment, and current and past psychiatric medications. Both the parent and the child introductory interviews ask about the child's school functioning, hobbies, and peer and family relations. Discussion of these latter topics is extremely important, as it provides a context for eliciting mood symptoms (e.g., depression and irritability), and obtaining information to evaluate functional impairment. This section of the KSADS-COMP should be used to establish rapport with the parent(s) and the child, and should never be omitted.

Certain items from the introductory interview are asked of all patients, even if you choose not to administer the introductory interview. These are items that are needed for diagnoses, for example, age and gender are required for eating disorders; bullying is assessed to put in perspective those reporting others are out to get them in the psychosis section.

THE CONSENSUS INTERVIEW

The *Consensus Interview* is done after you have completed both the parent and teen interviews. It is your chance to use your clinical judgment in weighing both sources of information to come up with a final rating. For each item in the consensus interview, both the teen and parent's responses to that item will appear on the screen, along with any notes you took (see examples below). Use your clinical judgment to pick a final rating; you can even choose a different rating than you originally gave to either the teen or the parent if other information came up to affect your rating. Usually, however, the rating would typically be a rating you gave to either the teen or the parent. Note that the consensus interview will branch based on your consensus rating for each item. Since parent and teen may have answered questions differently, some follow up questions may have only been answered by only one of them, due to branching logic. In that case, only the answers from the person who answered the question will appear.

Examples of Teen and Parent Responses Displayed During Consensus Interview

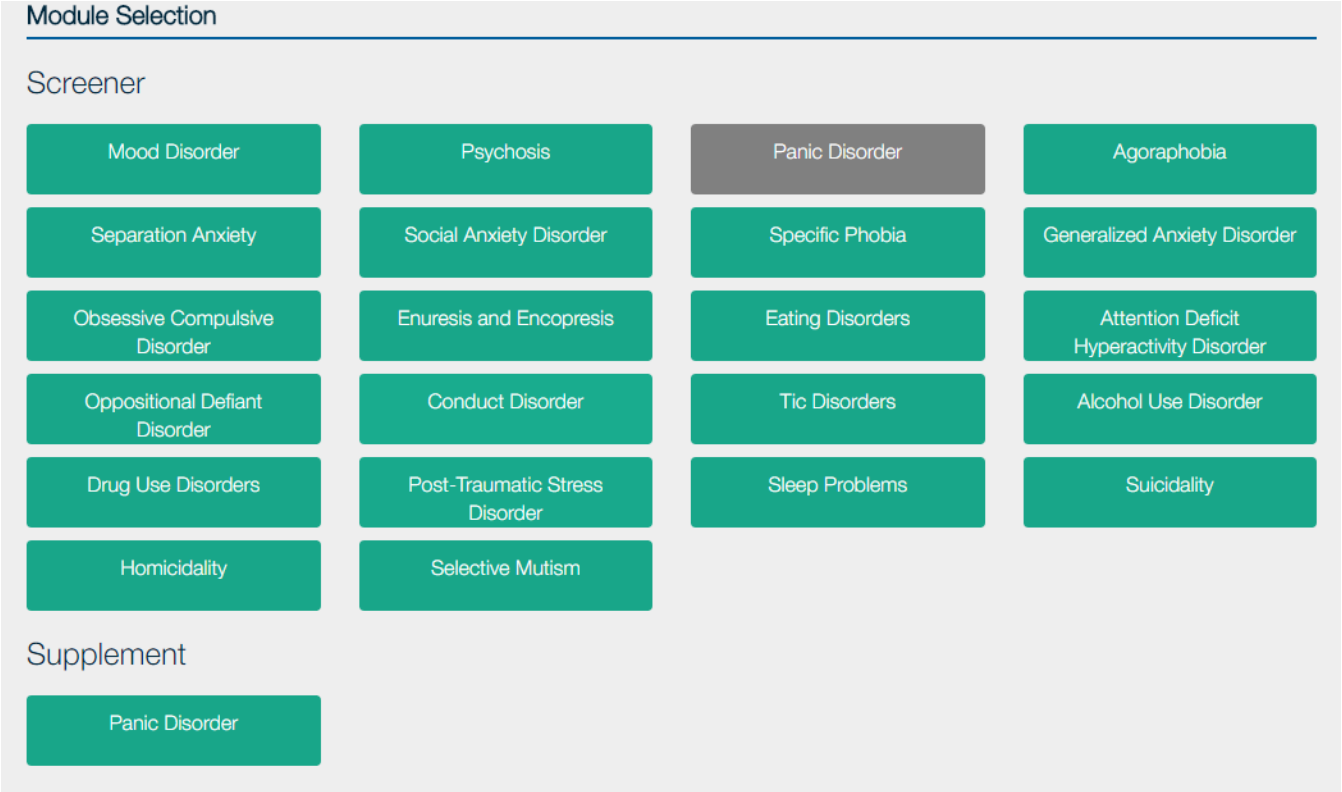


The Interview Process: Administering Modules

When you start your interview, the modules you have preselected will appear under the screener menu (for those choosing all modules, all modules will appear).

After completing a screening module for a chosen disorder, the supplement module for that disorder will appear and because accessible *if the patient met criteria for that disorder* in the screen (see below). You are returned to a main menu after each module, and are free to choose another screening module, or go to the supplement for those modules endorsed in screener.

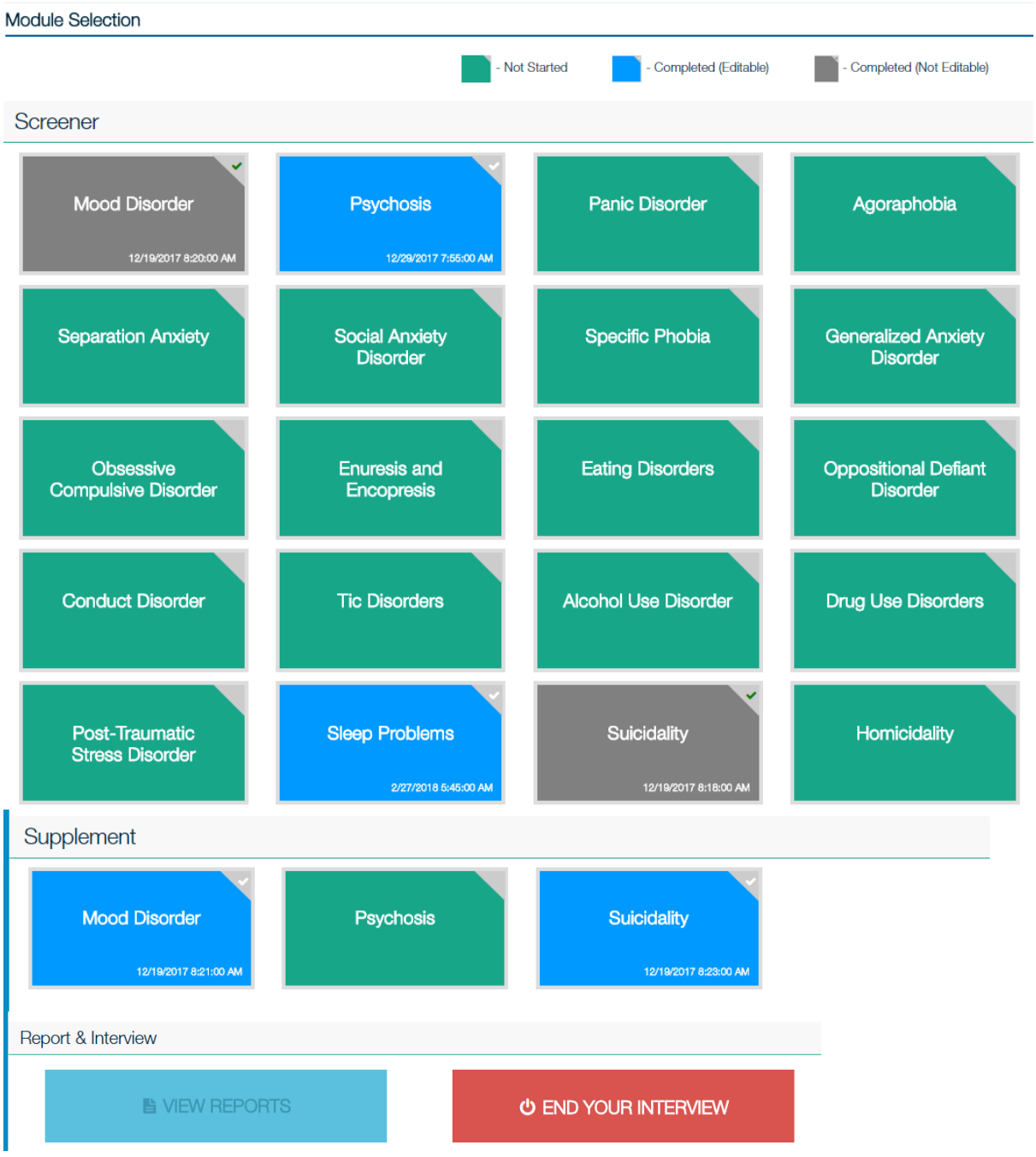
Example of Screen After Screening Positive for Panic Disorder. The Panic Disorder Supplement Appears.



Changing Answers After Completing a Module

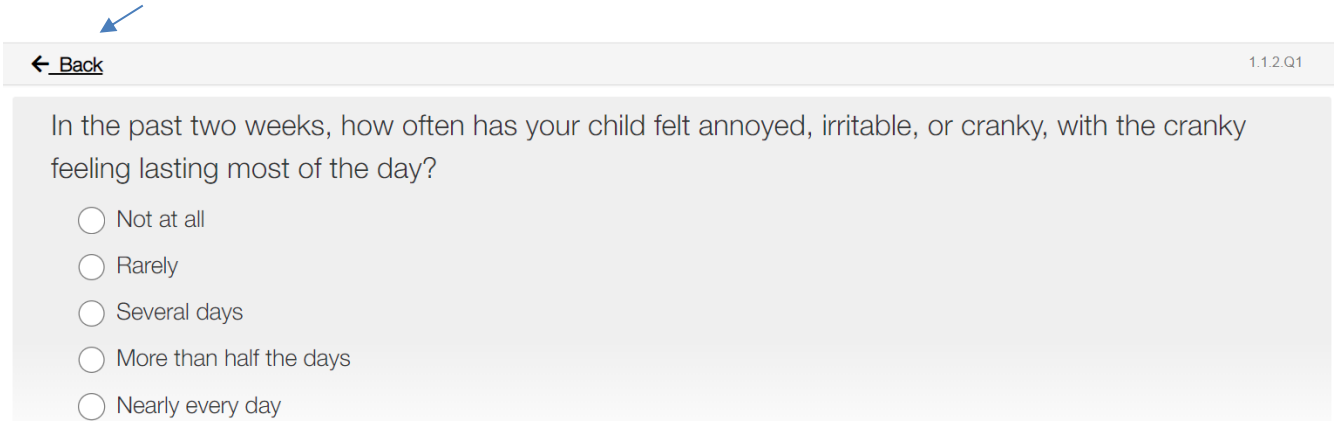
You will be able to change answers to questions in other modules, with the following exception: ***Once you have begun a supplement for a disorder, you cannot edit the screen module for that disorder.***

Take a look at the screen shot below. The clinician has completed the mood disorder supplement (coded blue) and thus the mood disorder screener (coded grey) is no longer editable. The mood supplement however is still editable. Supplements are all editable until the user clicks "End Your Interview". The psychosis screen has been completed (coded blue) but is still editable because the psychosis supplement (coded grey) has not begun. If you exit an interview in the middle of a module, it will take you to the place you left off when you log in again.

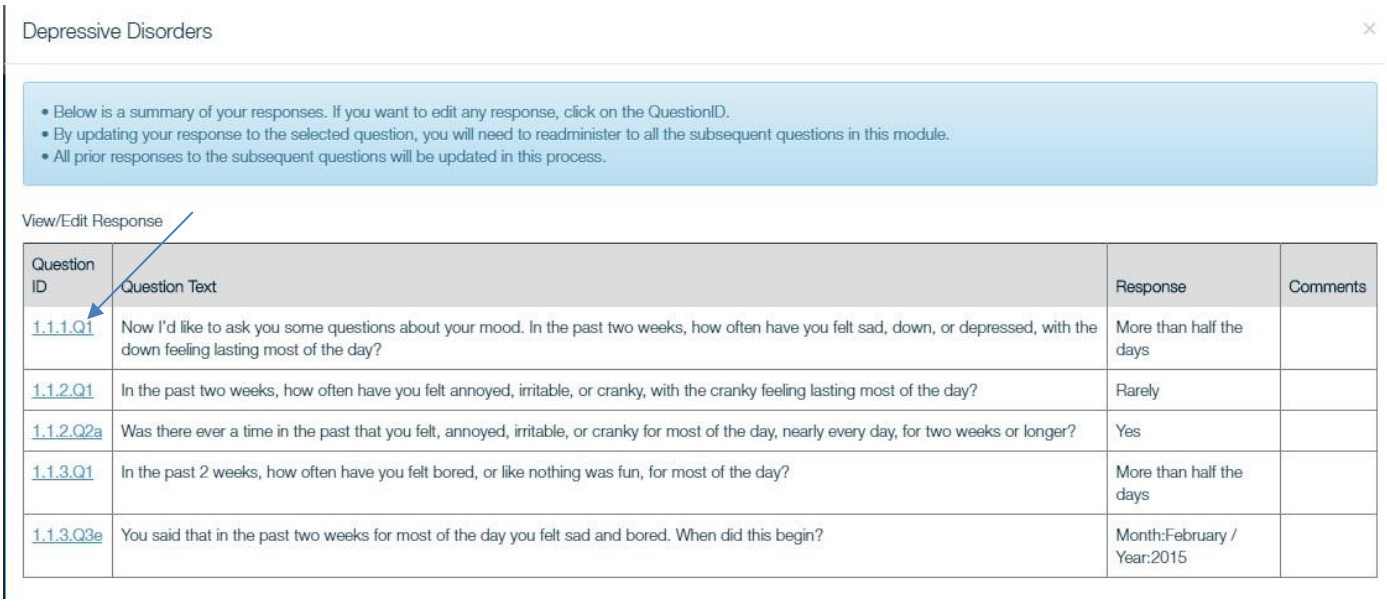


Back button and changing answers to prior questions

In the **clinician-administered interview,** there is a back button ← Back in the upper left corner to press to change an answer to any question in the module you are currently in.

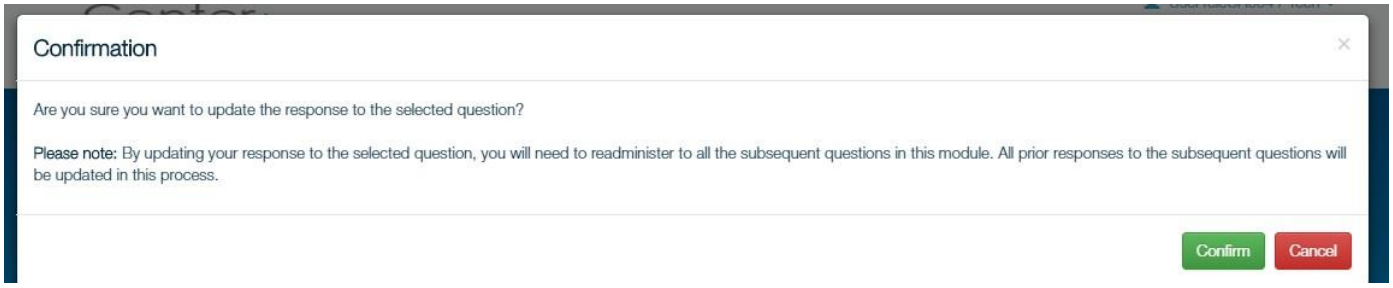


When you press this icon, all the prior questions in the module and answers you gave to them will appear. Click on the Question ID for the question you want to change, and you will be brought back to that question in the interview. Note that once you change your answer, you will need to re-administer all the subsequent questions in that module, since the branching logic may have changed based on your new answer.



Question ID	Question Text	Response	Comments
1.1.1.Q1	Now I'd like to ask you some questions about your mood. In the past two weeks, how often have you felt sad, down, or depressed, with the down feeling lasting most of the day?	More than half the days	
1.1.2.Q1	In the past two weeks, how often have you felt annoyed, irritable, or cranky, with the cranky feeling lasting most of the day?	Rarely	
1.1.2.Q2a	Was there ever a time in the past that you felt, annoyed, irritable, or cranky for most of the day, nearly every day, for two weeks or longer?	Yes	
1.1.3.Q1	In the past 2 weeks, how often have you felt bored, or like nothing was fun, for most of the day?	More than half the days	
1.1.3.Q3e	You said that in the past two weeks for most of the day you felt sad and bored. When did this begin?	Month:February / Year:2015	

To change an answer, click on the question ID for the question you want to change. *Since the answer to any question will potentially change the subsequent branching logic for the following questions, you will have to re-administer all the subsequent questions in the module*. For example, if you change your answer to 1.1.2.q1 above ("In the past two weeks, how often have you felt annoyed, irritable or cranky….") you will have to re-answer the rest of the questions in the module (and may be asked different questions, depending on your new answer). You will get a 'warning' message alerting you to this fact before you are brought to the question you chose to change

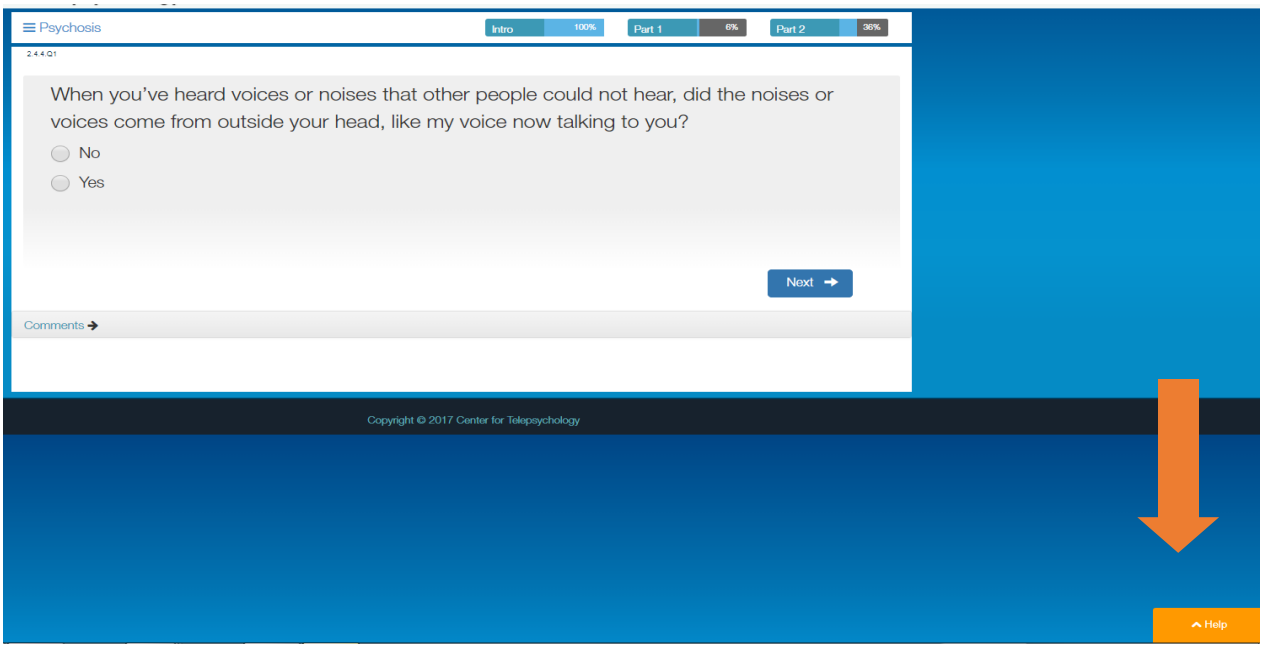


Taking Notes

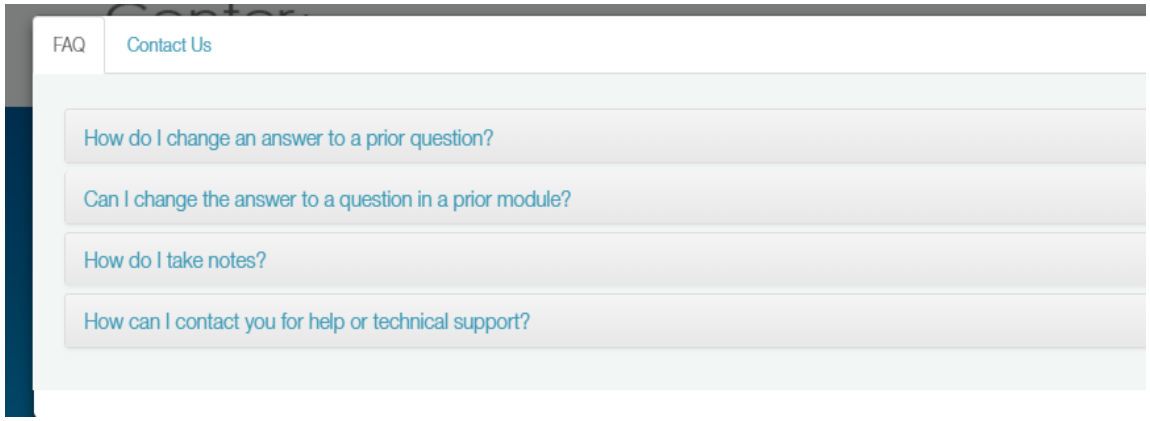
You can type in notes on any item by clicking the comments link. Notes can be typed or written in using a stylus.

HELP BUTTON

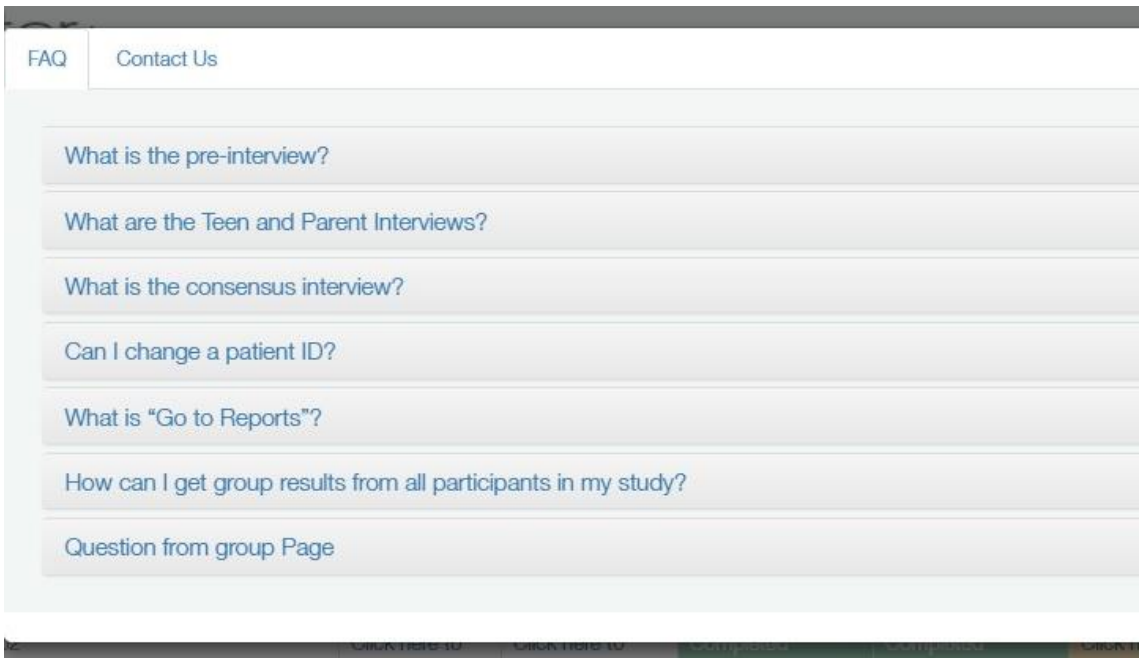
The clinician version has a Help button in the lower right hand corner of the screen.



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 middle of a module, the following help items will appear.



Another example: If you are on the main menu, the following help items will appear:



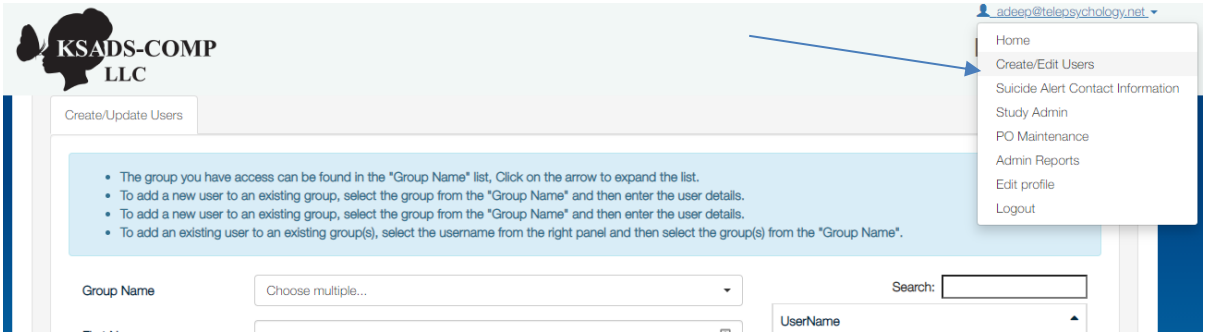
There will also be a link to contact us, where you can ask us a question or provide a comment. It will automatically generate an email sent directly to us.

STUDY ADMINISTRATOR

For studies where there are multiple users at each site or multiple sites (such as clinical trials) you can assign one or more persons as "Study Administrator". The study administrator can add or delete users who have access to your sites, reassign users to folders, and change passwords. 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

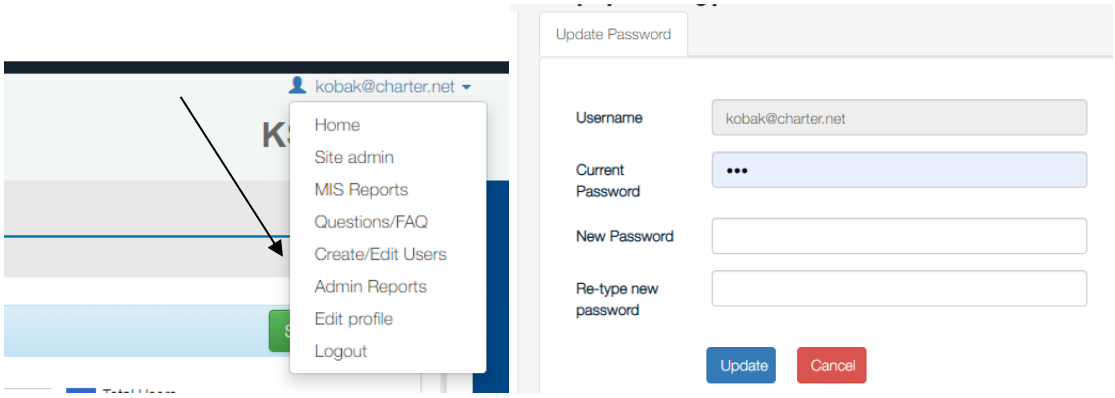
A study administrator can add or remove users from the site by clicking on the email link in the upper right corner, then click “Create/Edit Users” from the drop down menu that appears.



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 and 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.

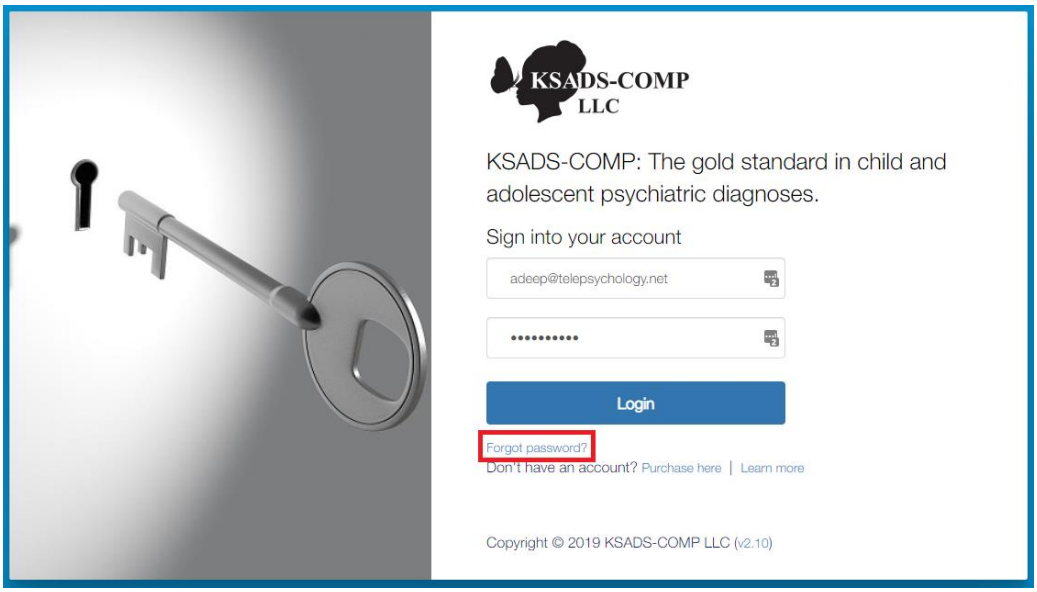
Updating Passwords

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.



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.



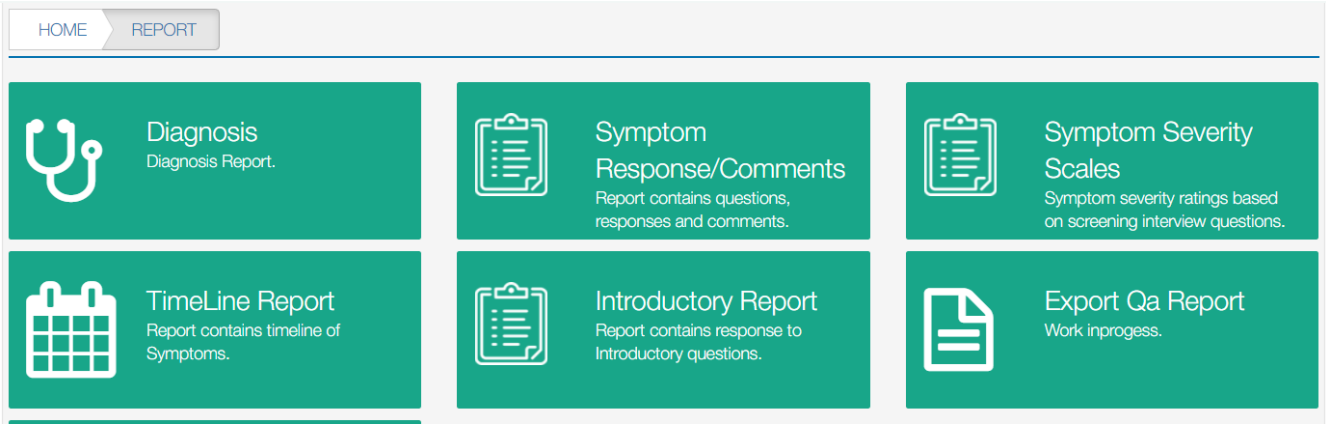
REPORTS

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 individual interview, click on the "Go to Reports" link on the main page for the patient requested.

2. You will arrive at a menu of types of reports you can view and print.

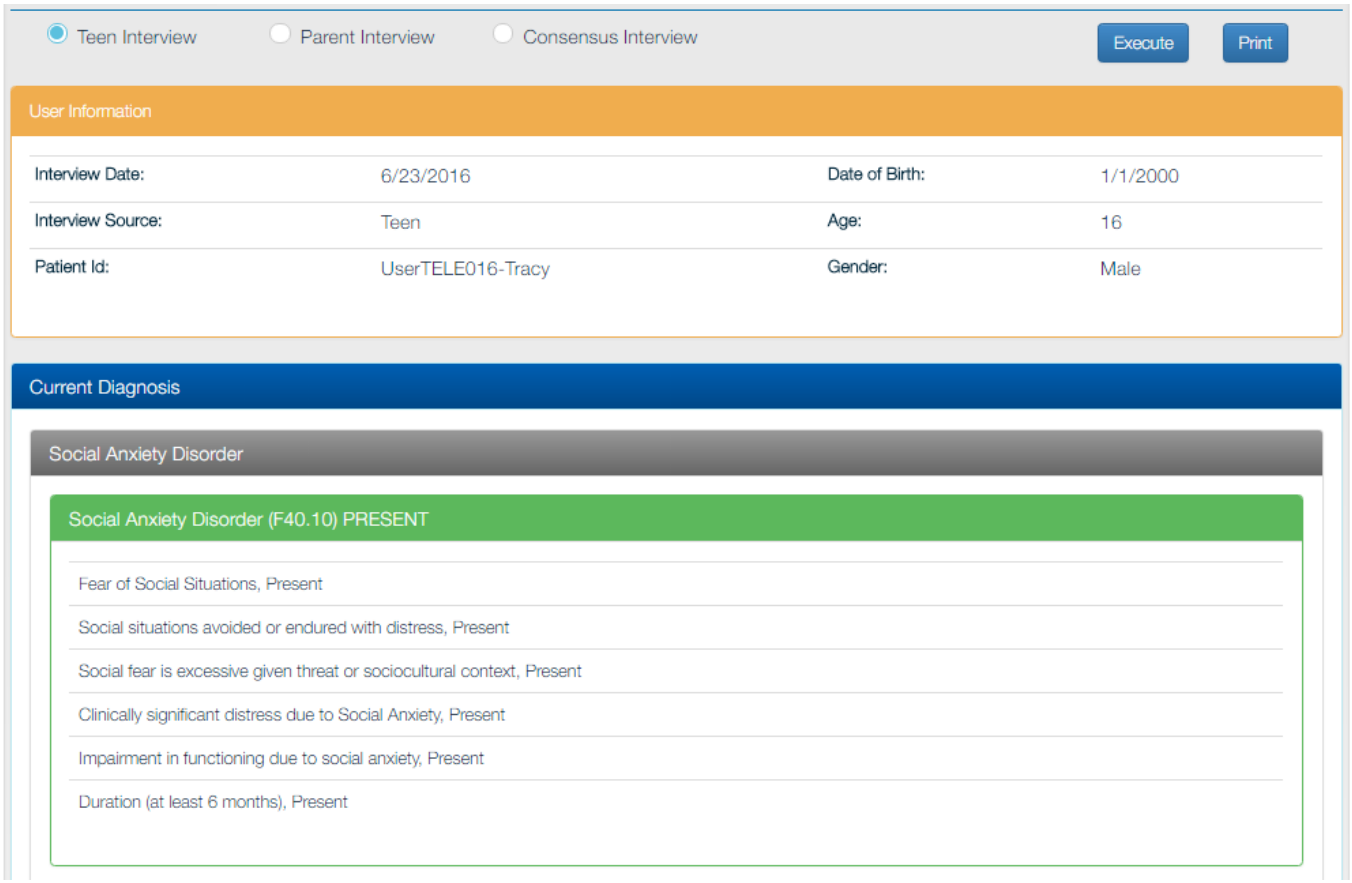


Once you choose the type of report you want, it will ask you on whom you want the report. The options depend on the type of report you choose. For diagnostic reports, you can choose the parent, the teen, or the consensus interview. For user response reports, you can also get reports on the pre-interviews.

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

Diagnosis Report

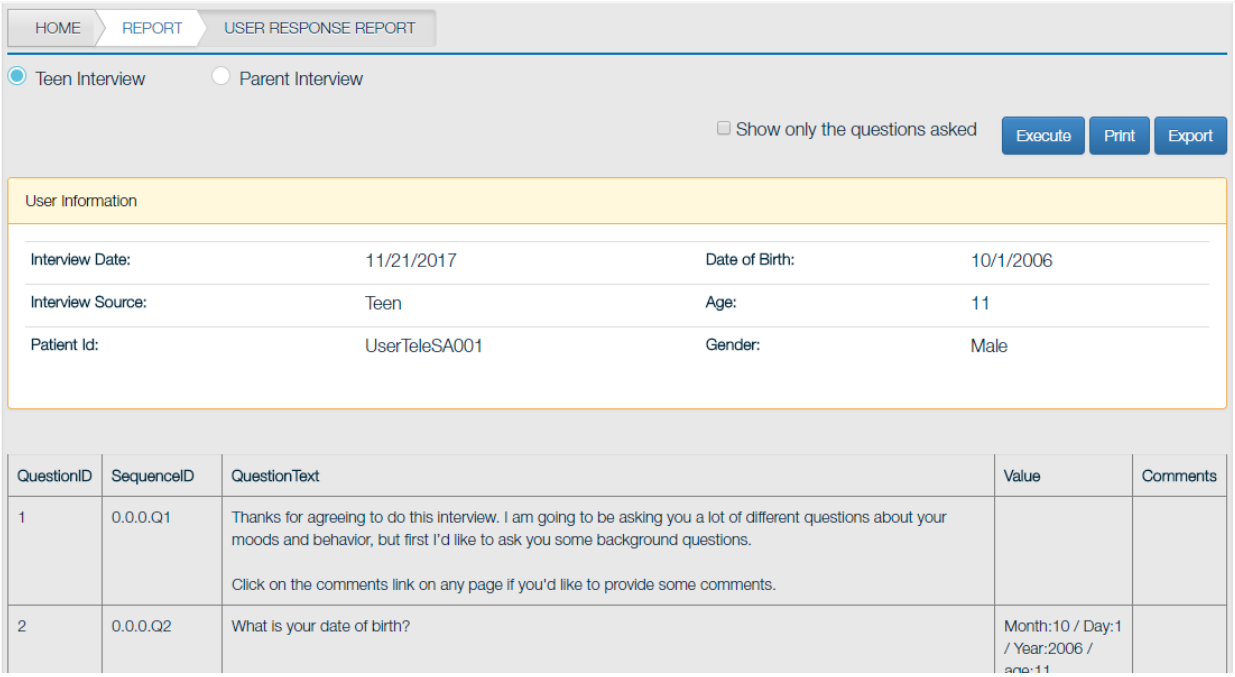
This will generate a pdf file that lists the current and past diagnoses for the chosen patient, including the symptoms that they met for each diagnosis



Symptom Response/Comments Report:

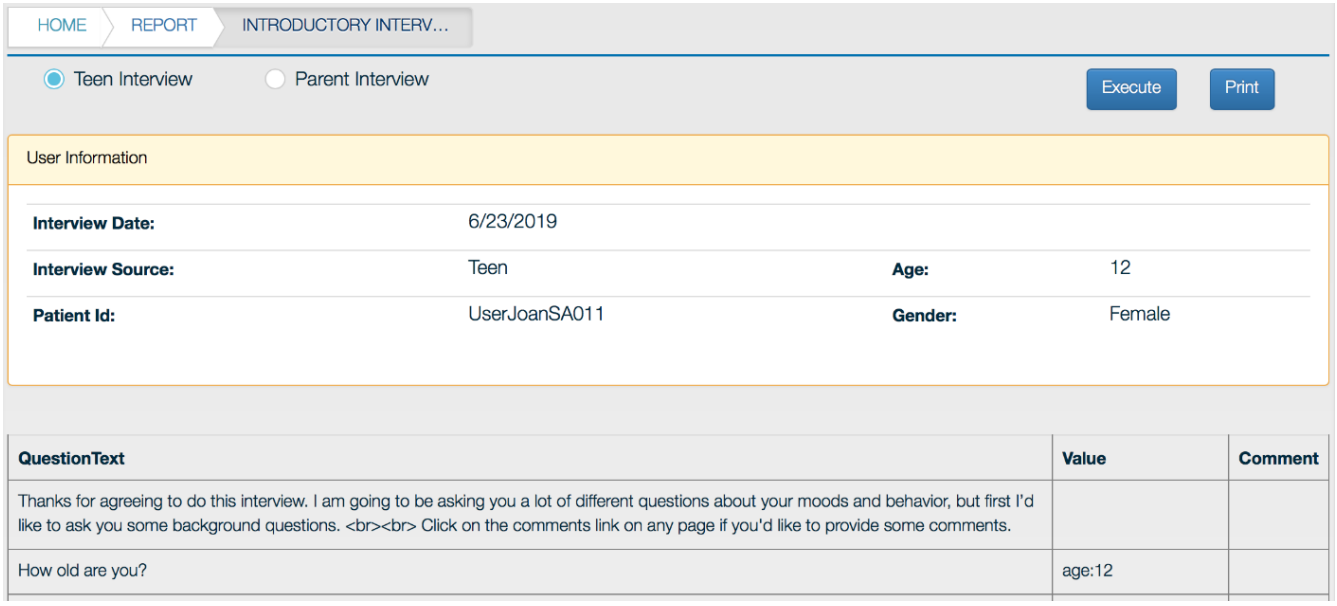
This will generate a file that lists all the individual questions the patient was asked, and their response to each question. It will also include any free text comments they added. There is a box to check if you only want to display the questions that the patient was asked (some questions are skipped 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.



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.



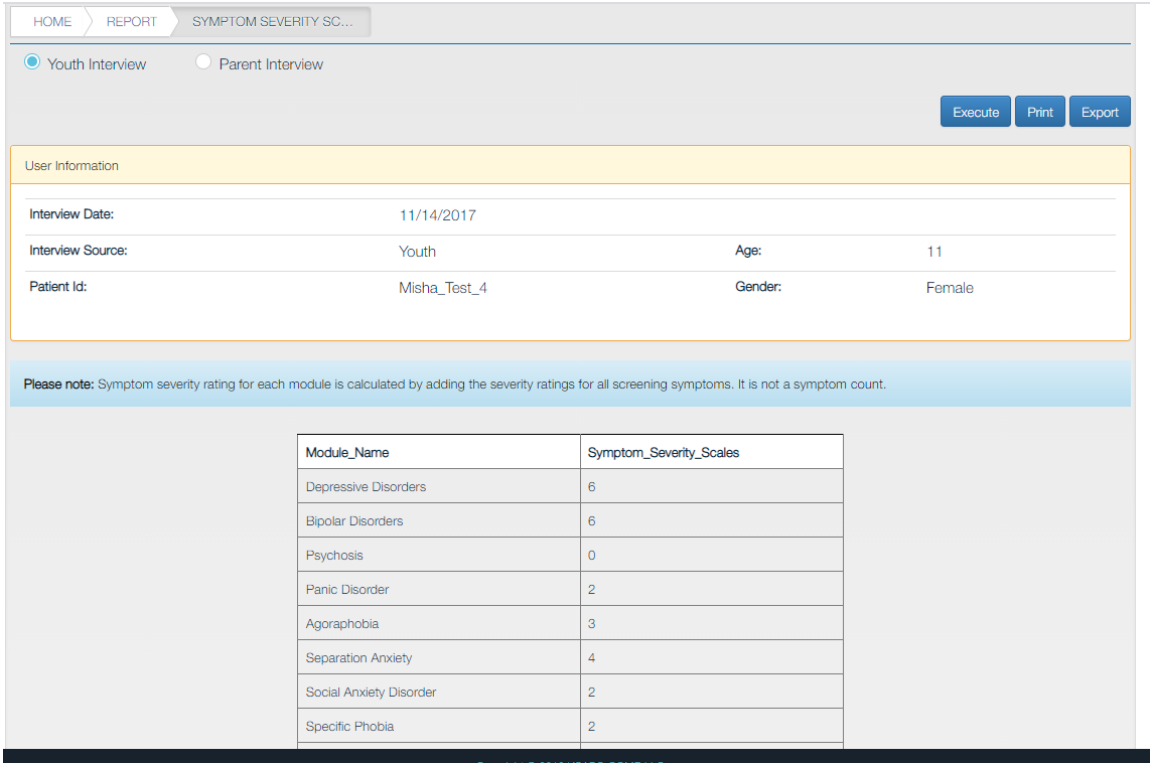
Timeline Report

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

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 <u>not</u> 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 Disorders.



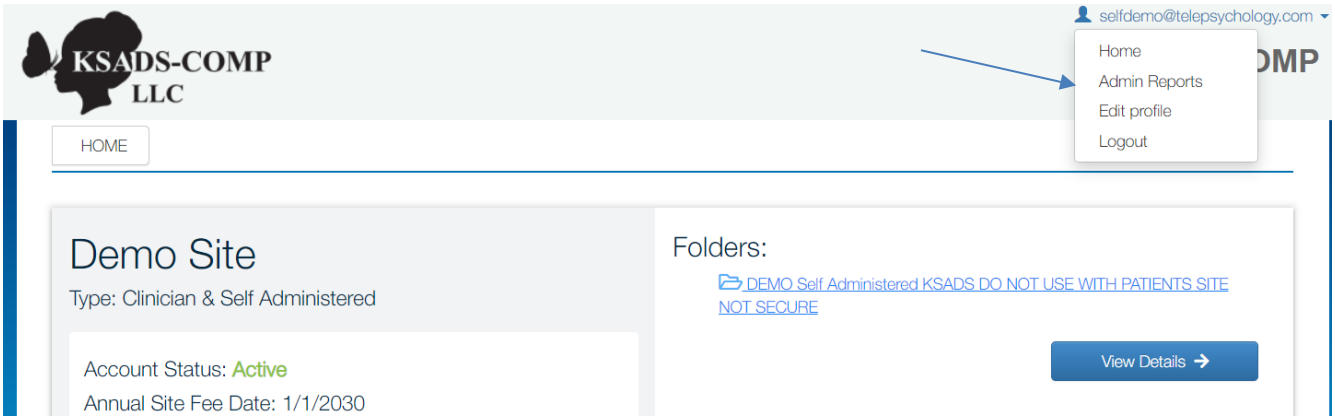
Module_Name	Symptom_Severity_Scales
Depressive Disorders	6
Bipolar Disorders	6
Psychosis	0
Panic Disorder	2
Agoraphobia	3
Separation Anxiety	4
Social Anxiety Disorder	2
Specific Phobia	2

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".

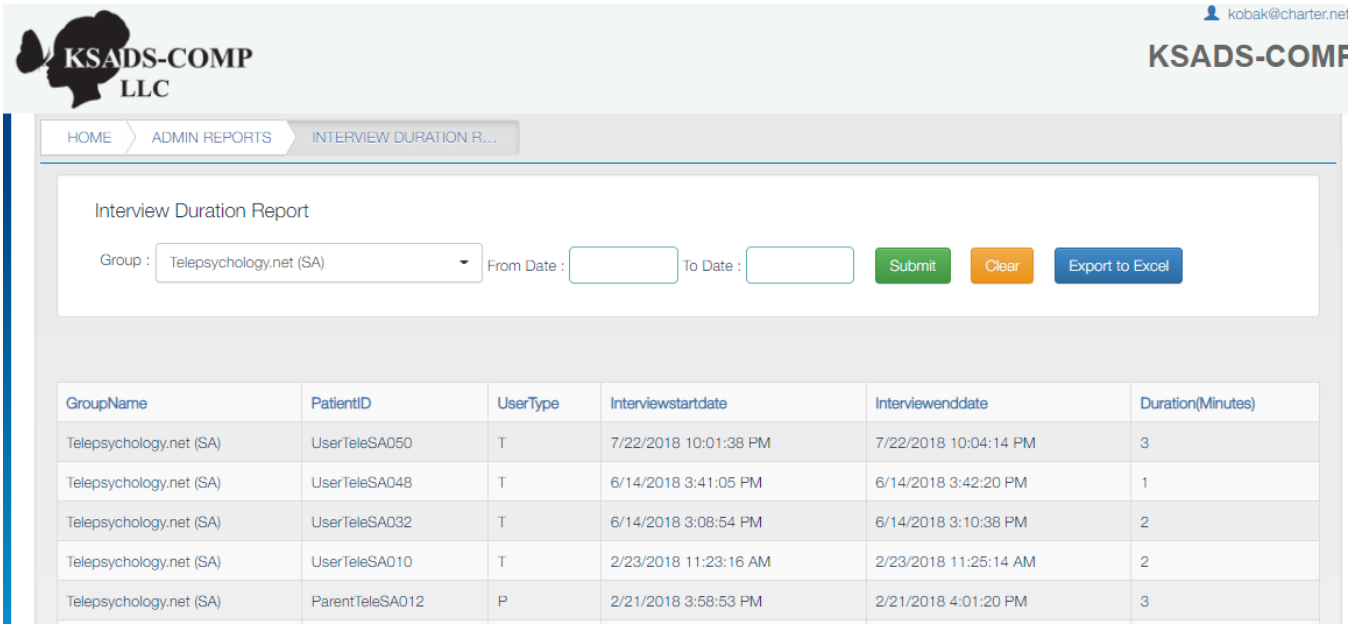


The following menu will appear offering you eight types of data reports.

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

Interview Duration

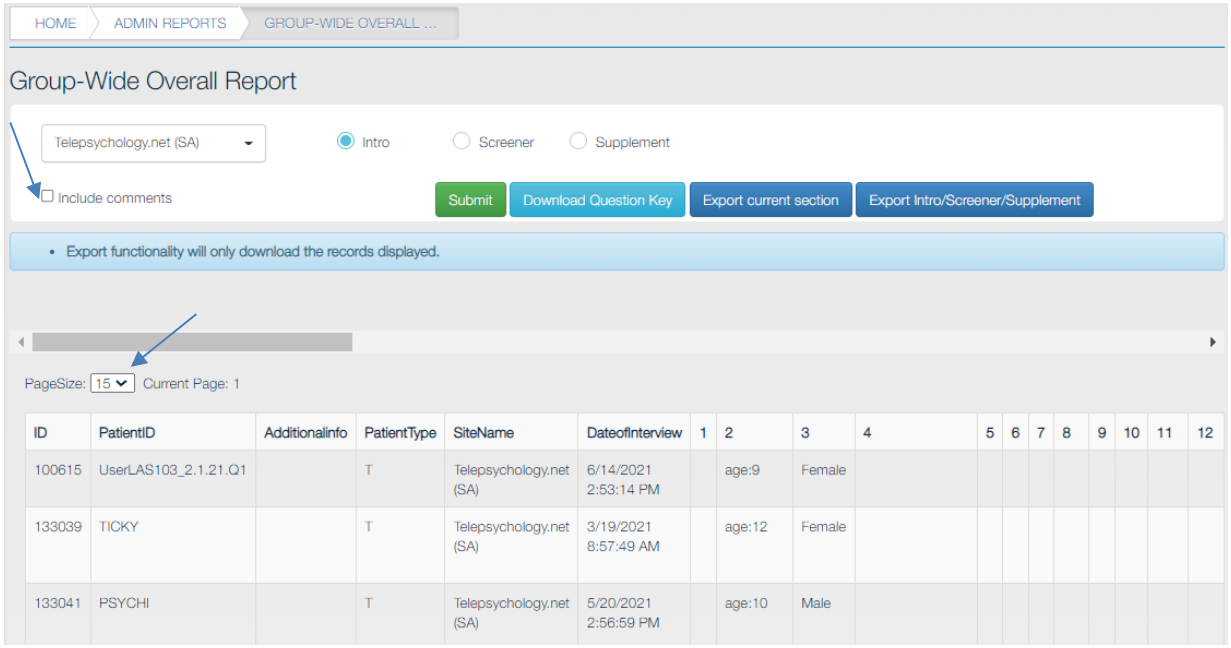
The interview duration report lists the duration (in minutes) of all interviews done at a site, both teen (T) and parent (P). You can enter a specific date range, or leave dates blank to obtain all interviews.



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 v	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.

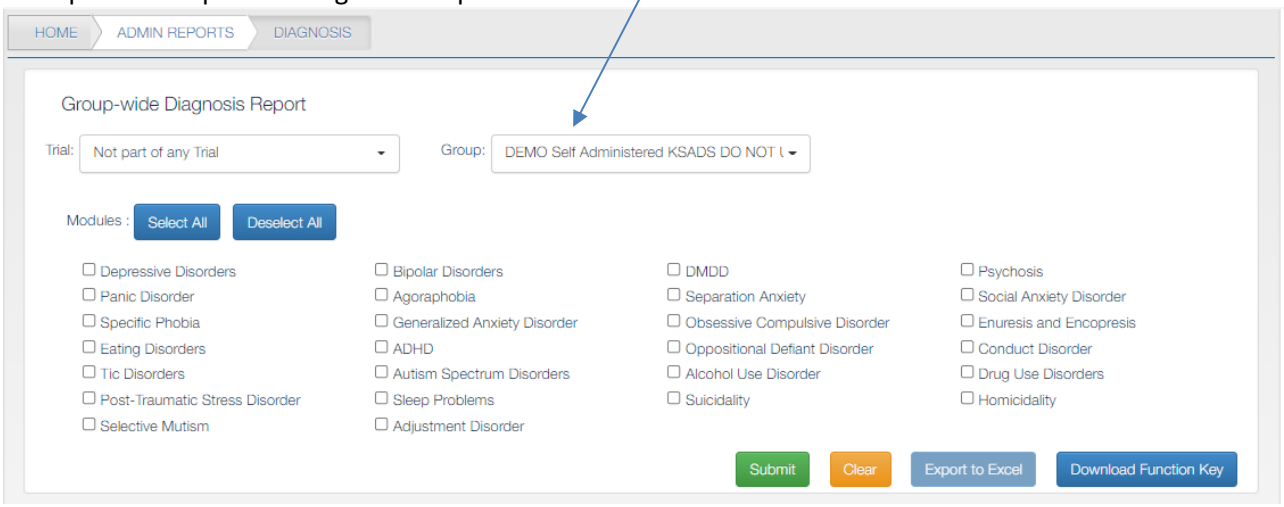
Group-Wide Diagnostic Report

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.

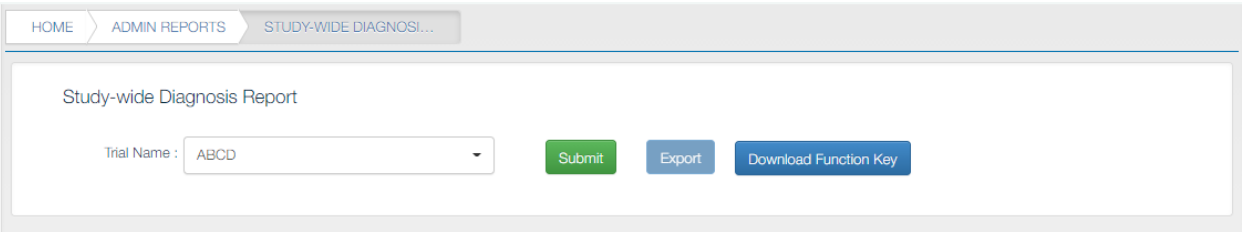
Example of Group-Wide Diagnostic Report Menu



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.

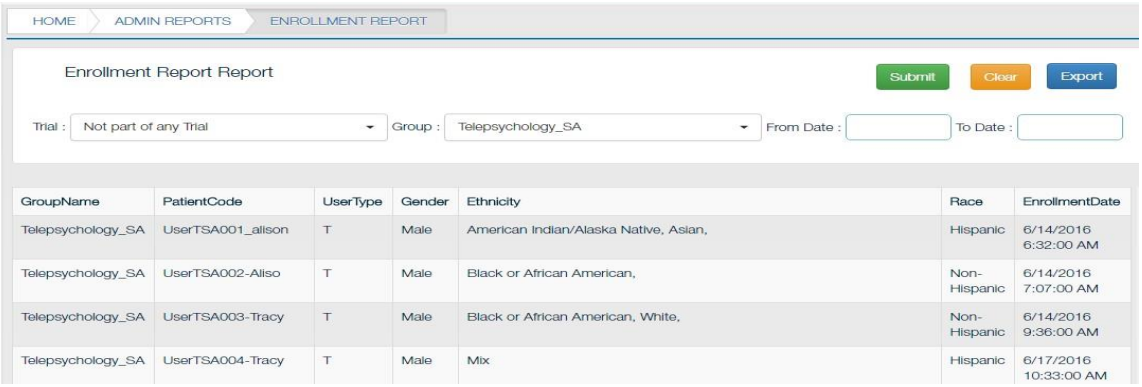
Study Wide Diagnosis Report

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 Diagnosis Report.



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).



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.