CAT-MH™ User Guide

Computerized Adaptive Testing - Mental Health

http://www.cat-mh.com/

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Introduction

On the http://www.cat-mh.com/ page, you can securely access the **CAT-MH™ Interview** and **Control Panel** applications:

- Click **Take a test** to go to the secure **Sign in** page of the **Interview** application.
- Click **Access the Control Panel** to go to the secure **Sign in** page of the **Control Panel** application.

  Note: Passwords are case-sensitive.

Control Panel

The **Control Panel** application allows clinicians to create and review subject interviews.

To access the Control Panel application:

1. Go to http://www.cat-mh.com/.
2. Click **Access the Control Panel**.
3. Enter the credentials provided in the **User ID** and **Password** textboxes.

   Note: Passwords are case-sensitive.
4. Click **Sign in**.
5. Click **I AGREE** on the **Terms of Service** page. This will take you to the **Home** page.

Home

A menu button in the top left corner provides access to your account (**My Account**), the **User Guide** (this document), a **History of Changes** page, as well as a link to start an email to CAT-MH™ technical support.

To review and edit your account information, click **My Account** on the menu. You can change your password or update your contact information.

From the **Home** page, you can access the following pages by clicking the corresponding links:

- **Create Interviews –** on this page you can create one or more interviews by selecting the tests to be administered and the subjects that will be taking those tests.
- **Manage Interviews –** on this page you can review interview properties and status (i.e., pending or started/interrupted) for all the interviews created to date, except for those interviews that were completed.
- **Manage Subjects** - on this page you can search for subjects whose unique identifier matches a partial search string. You can also edit a subject's first name, last name and email address, and indicate whether messages sent to that email address should be shortened for phones.

- **View Suicide Warnings –** on this page you can view all the interviews that were either completed or started/interrupted and generated a suicide warning.
- **View Interviews –** on this page you can view all the interviews, either completed or started/interrupted, taken by a specific subject.

To end your session, click **Sign out** in the top right corner on any page. You will be prompted for confirmation. If you click **Yes**, you will be redirected to http://www.cat-mh.com/.

For privacy and security purposes you should always sign out when you have finished using the application.

My Account

On the **My Account** page, you can review your account and contact information.

In the **Account Info** section, you can view your **Organization** name and **User ID** and you can change your password by clicking **Edit** next to the obscured representation of your current password (e.g., **••••••••**).

In the **Contact Info** section, you can review your contact information such as your **Name** and **Email** addresses. You can specify more than one email address for your user account.

Note: The email addresses associated with your user account will be the recipients for suicide warning email notifications generated during interviews that you created.

Edit Password

On the **Edit Password** page, you can change the password you use to access the **Control Panel** application, and, if applicable, the **Administer now** feature of the **Interview** application.

To change your password:

1. In the **Current password** textbox, enter your existing password.

   Note: Passwords are case-sensitive.
2. In the **New password** textbox, enter the password you would like to use from this point on.
3. In the **Confirm password** textbox, enter the new password again.
4. Click **Save**.
5. Click **Close** on the message 'The password was successfully updated.' You will be redirected back to the **My Account** page.

Edit Contact Info

On the **Edit Contact Info** page, you can change your **Title**, **First name**, **Last name** or the **Email** addresses associated with your user account.

If contact information was previously provided for your user account you will see that information displayed in the **Title** selection list, **First name** or **Last name** textboxes, and the **Email** list. You can modify any of these values and then click **Save** to update the contact information.

To edit your contact information:

1. Select the title you would like to use from the **Title** selection list:
    a. Click the currently selected item in the list.

       Note: If no title was previously provided, the current item displayed is Select. Otherwise, the current title is selected in the list (e.g., Dr.)

    b. Select the item that matches the title you would like to use.
    c. To remove the currently selected item, click **Clear**. The current item displayed changes to **Select**, indicating that no title will be included in the contact information.
2. In the **First name** textbox, enter your first name and middle initial or middle name.

   Note: You can enter a maximum of 32 characters in this textbox.

3. In the **Last name** textbox, enter your last name.

   Note: You can enter a maximum of 32 characters in this textbox.

4. To specify a new email address for your user account, click **Add email**:
    a. On the **Add Email** window, enter the email address in the **Email address** textbox.

       Note: You can enter a maximum of 64 characters in this textbox.

    b. To specify that messages sent to this address should be formatted so that they can be read on a phone, select the **Suitable for phone** checkbox.
    c. Click **OK**. A new row will be added to the **Email** list.
5. To edit an email address that is already displayed in the **Email** list, click in the **Email Address**, **Short Message** or **Edit** field of the row for that email address:
    a. On the **Edit Email** window, modify the email address in the **Email address** textbox.

       Note: You can enter a maximum of 64 characters in this textbox.

    b. To specify that messages sent to this address should be formatted so that they can be read on a phone, select the **Suitable for phone** checkbox.
    c. Click **OK**. The row for this email address in the **Email** list will be updated to reflect your changes.

6. To send a test message to an email address that is already displayed in the **Email** list, click on the email button in the **Test** field of the row for that email address. A message will be displayed to confirm that a test message was sent to that email address.
7. To delete an email address from the **Email** list, click inside the **Delete** field of the row for that email address. Click **Yes** on the confirmation message displayed
8. Click **Save** to update your contact information as per the changes made to any of the values displayed on the **Edit Contact Info** page.
9. Click **Close** on the message 'The contact information was successfully updated.' You will be redirected back to the **My Account** page.

Create Interviews

On the **Create Interviews** page, you can design interviews and assign them to subjects.

To create an interview:

1. If multiple languages are available in your organization, the default language for your organization is initially selected in the **Select Language** list. To change the selected language, click the button labeled as the default language (e.g., English) and select another language from the list.
   Otherwise, the language displayed will be used.

   Note: The selected or displayed language will be used for the initial instructions to the subject and for the questions asked as part of the interview.

2. Specify one or more tests to be included in the interview by clicking on the checkbox or name of a test type in the **Select Test Types** list. To find out more about a test type click the question mark button to the right of its name.

   Note: Tests will be administered in the order that they appear in the Select Test Types list.

   a. To administer a Depression test only if the result of the Major Depressive Disorder test was Positive, select the **if Positive MDD** checkbox.
      The **if Positive MDD** checkbox is not selected by default. If selected, the **Major Depressive Disorder** and **Depression** checkboxes are automatically selected as well. If either of these two checkboxes is cleared, the **if Positive MDD** checkbox is also cleared.

3. Click **Select subjects** to specify one or more subjects that will take the tests:
   a. A list of available subjects is displayed in a **Select Subjects** window. The **Email** column displays an envelope icon if an email address is associated with a subject.
   b. Click the checkbox or the **Subject ID** of a subject to select that subject. You can select more than one subject.
   c. Click **OK**.
   d. A **Selected Subjects** list is shown above the **Select subjects** button. The list displays the **Subject ID** and **Email** indicator for each selected subject.

      Note: You can click Select subjects again to check or change the list of selected subjects.

4. Leave the **Send email to subjects** checkbox selected (default setting) or click the checkbox to clear the selection. This option indicates if subjects with email addresses will receive an automated notification of the pending interview, including interview credentials that they can use to take this specific interview in the **Interview** application.

5. Select the **Send me a completion email** checkbox if you would like to be notified when each selected subject completes an interview. The message will be sent to all the email addresses associated with your user account at the time of interview completion (see **Edit Contact Info** on page 3).
    a. If you would like a summary of test results to be included in the completion notification, select the **Include test results** checkbox.
    The **Include test results** checkbox is not selected by default. If selected, the **Send me a completion email** checkbox is automatically selected as well. If the **Send me a completion email** checkbox is cleared, the **Include test results** checkbox is also cleared.
    Note: Conditional tests that were not administered are excluded from the test results.
6. Click **Create interviews** to generate an interview for each selected subject. Upon successful interview creation, you will be redirected to the **Home** page.
   Note: To return to the Home page without generating any interviews, click the Back or Home buttons in the top left corner of the Create Interviews page.

Manage Interviews

On the **Manage Interviews** page, you can view a list of all the pending or started/interrupted interviews in your organization. These are interviews that were created but have not been completed by subjects. The most recently created interviews are displayed at the top of the list.

The list of interviews can be filtered to show only pending interviews or those that were started but not completed. In the **Filter Interviews** list you can select one of the following options:

- **All –** all the interviews created but not completed in your organization.
- **Pending –** all the interviews that were not started.
- **Started/Interrupted –** all the interviews that were started but not completed.

The following information is shown for each interview in the list:

- **Subject ID –** the unique identifier of the subject that was assigned this interview.
- **Email –** an envelope icon indicates that an email address is associated with this subject.
- **Logon –** the randomly generated **User ID** that the subject needs to enter on the secure **Sign in** page of the **Interview** application to access this interview.
- **Password –** the randomly generated **Password** that the subject needs to enter on the secure **Sign in** page of the **Interview** application to access this interview.
- **Started –** the date and time that the subject started this interview, if applicable.
- **Created –** the date and time that this interview was created.

To view more information about an interview, click on its row in the list. An **Interview Info** window displays the following additional information:

- **Access –** a direct access link to the secure **Sign in** page of the **Interview** application. The **User ID** and **Password fields** on the **Sign in** page will be automatically populated with the credentials for that interview.
- **Email –** indicates whether a completion notification will be sent to the interview creator's email address(es). It specifies if test results will be included in the notification.
- **Language –** the language used for the initial instructions to the subject and for the questions asked as part of this interview.
- **Tests –** the tests to be administered as part of the interview, including an indication as to whether a test will be administered depending on the result of a previous test (e.g., Depression (if Positive MDD)).
- **Email History –** displays information about any email notifications or reminders regarding this interview that were previously sent to the subject.

If an email address is associated with the subject that was assigned this interview and no email notifications regarding this interview were previously sent, click **Send notification** to send an email message to the subject. The message will provide a direct access link to the secure **Sign in** page of the **Interview** application, in addition to the **Sign in** credentials. If email notifications or reminders regarding this interview were previously sent to the subject, click **Send reminder** to send a similar message.

To move through the list of interviews without leaving the **Interview Info** window, click **Previous** or **Next** at the bottom of the window.

Click the X button in the top right corner of the **Interview Info** window or anywhere outside of the window to close it.

Click the **Back** or **Home** buttons in the top left corner of the **Manage Interviews** page to return to the **Home** page.

Manage Subjects

On the **Manage Subjects** page, you can search for subjects whose unique identifier matches a partial search string. Clicking on an entry in the list allows editing of that subject's first name, last name and email address.

To search for a subject:

1. Enter part of the unique subject identifier in the **Search for** textbox.
2. Click **Display subjects**.

The list shows information for those subjects whose unique identifier matches the partial search string. The following information is shown for each subject in the list:

- **Subject ID –** the unique identifier of the subject.
- **First Name –** the first name and middle initial or middle name of the subject.
- **Last Name –** the last name of the subject.
- **Email Address –** the email address that should be used when sending interview notifications or reminders to that subject.
- **Short Message –** indicates that messages sent to that subject's email address should be formatted so that they can be read on a phone.

To edit the information for a subject, click on its row in the list. On the **Edit Subject Info** window, you will be able to review and modify the **First Name**, **Last Name**, **Email Address**, and **Short Message** indicator for that subject.

To edit a subject's information:

1. In the **First name** textbox, enter the subject's first name and middle initial or middle name.

   Note: You can enter a maximum of 32 characters in this textbox.

2. In the **Last name** textbox, enter the subject's last name.

   Note: You can enter a maximum of 32 characters in this textbox.

3. In the **Email Address** textbox, enter the email address that you would like interview notifications or reminders be sent to for that subject.
   Note: You can enter a maximum of 64 characters in this textbox.
   a. To indicate that messages sent to the subject's email address should be formatted so that they can be read on a phone, select the **Short message** checkbox.
4. Click **OK**. The row for this subject in the list will be updated to reflect your changes.

View Suicide Warnings

On the **Suicide Warnings** page, you can view a list of all the suicide warnings issued on the basis of the C-SSRS suicide screen (if administered as part of the interview). It is essentially a filtered list of all the interview results. The most recent suicide warnings are displayed at the top of the list.

The list of suicide warnings can be filtered to show only unreviewed suicide warnings or those that you have not reviewed. In the **Filter Warnings** list you can select one of the following options:

- **All –** all the suicide warnings generated for your organization regardless of whether they have been reviewed or not.
- **Unreviewed –** all the unreviewed suicide warnings.
- **Unreviewed by me –** all the suicide warnings that have not been reviewed at all or that have been reviewed by someone other than you.

Initially the list shows information for suicide warnings generated during interviews that have been completed. To see a list of suicide warnings generated during interviews that were started but not completed, click the **Interview Status** toggle switch.

The following information is shown for each suicide warning in the list:

- **Reviewed –** whether the suicide warning has been reviewed.
- **Subject ID –** the unique identifier of the subject that was assigned this interview.
- **Start Time –** the date and time that the subject started this interview.
- **End Time –** the date and time that the subject completed this interview, if applicable.

To view more information about an interview during which a suicide warning was generated, click on its row in the list. On the **Interview Details** page, you will see additional information about the interview such as:

- The language used for the initial instructions to the subject and for the questions asked as part of this interview.
- An **Email History** section that can contain email notifications or reminders regarding this interview sent to the subject or suicide warning alerts sent to the user who created this interview.
- A list of the results for the tests administered as part of this interview.

The information displayed on the **Interview Details** page is exactly the same as that shown when accessing the interview from the **Interviews** page (see **Interview Details** on page 11).

Click the **Back** or **Home** buttons in the top left corner of the **Suicide Warnings** page to return to the **Home** page.

View Interviews

On the **Interviews** page, you can view a list of all the interviews that were started by the specified subject.

To view all the interviews started by a subject:

3. Enter the unique subject identifier in the **Subject ID** textbox.
4. Click **Display results**.

Initially the list shows information for interviews that have been completed. To see a list of interviews that were started but not completed, click the **Interview Status** toggle switch. When the **Interview Status** is set to **Completed**, the most recently completed interviews are at the top of the list. When the **Interview Status** is set to **Started/Interrupted**, the most recently started interviews are at the top of the list.

The following information is shown for each interview in the list:

- **Suicide Warning –** indicates whether a suicide warning was generated during this interview.
- **Subject ID –** the unique identifier of the subject that was assigned this interview.
- **Start Time –** the date and time that the subject started this interview.
- **End Time –** the date and time that the subject completed this interview, if applicable.

To view more information about an interview, click on its row in the list. On the **Interview Details** page, you will see additional information about the interview such as:

- The language used for the initial instructions to the subject and for the questions asked as part of this interview.
- An **Email History** section that can contain email notifications or reminders regarding this interview sent to the subject or suicide warning alerts or completion notifications sent to the user who created this interview.
- A list of the results for the tests administered as part of this interview.

Interview Details

On the **Interview Details** page, you can view the following information about an interview:

- **Subject ID –** the unique identifier of the subject that was assigned this interview.
- **Start Time –** the date and time that the subject started this interview.
- **End Time –** the date and time that the subject completed this interview, if applicable.
- **Language –** the language used for the initial instructions to the subject and for the questions asked as part of this interview.

- **Email History –** a list of email messages sent regarding this interview. The list displays the type of message, the recipient, and the date and time the message was sent. The list can include the following type of messages:
    - **Notification –** the initial email notification regarding this interview sent to the subject when the interview was created. This assumes that the **Send email to subjects** checkbox was selected on the **Create Interviews** page and that an email address was associated with the subject at that time.
    - **Reminder –** an email reminder regarding this interview sent to the subject by clicking **Send reminder** on the **Interview Info** window on the **Manage Interviews** page. This assumes that an email address was associated with the subject at that time.
    - **Alert –** a suicide warning alert sent to the user that created the interview.
    - **Completion –** a completion notification sent to the user that created the interview.
- **Suicide Warning –** indicates whether a suicide warning was generated during the interview. Click the **Suicide Warning** link to view more information about the C-SSRS suicide screen.
  If a suicide warning was generated, a list of clinicians who have reviewed the warning is displayed. Click **Mark reviewed** to indicate that you have reviewed the suicide warning.
- **Test Summary –** a list of the results for the tests administered as part of this interview. Click a test's link to view more detailed information about that test on the **Test Details** page, including the questions asked during the test and the answers provided by the subject.

Test Details

On the **Test Details** page, you can view information about a specific test administered during the interview you are currently viewing. If the C-SSRS suicide screen was administered as part of the interview, click the **Suicide Warning** link on the **Interview Details** page to see a similar page with more information about the suicide screening test.

The test type is indicated at the top of the page. If multiple tests were administered as part of this interview (excluding suicide screening), a list of test types is displayed at the top of the page and the type of the current test is initially selected. You can select another test type in the list to view more information about that particular test without returning to the **Interview Details** page.

On the **Test Details** page, you can view the following information about a test:

- **Subject ID –** the unique identifier of the subject that was assigned this interview.
- **Start Time –** the date and time that the subject started this test.
- **End Time –** the date and time that the subject completed this test, if applicable.

- **Conditional –** indicates that the test will be administered depending on the result of a previous test (e.g., the condition 'if Positive MDD' indicates that a Depression test will be administered only if the result of the Major Depressive Disorder test was Positive).
  Note: If the condition was not met, 'Not administered' is displayed below the condition.

In addition to the test results displayed on the **Interview Details** page, you can view a list of the questions administered as part of the test in the order that the questions were administered. The answer ordinal selection, time taken to answer, running severity (numeric on a scale of 0-100 and descriptive text), and precision are shown. Precision is a measure of the uncertainty of the severity where smaller values indicate higher confidence in the result. Blank durations indicate that the results of questions from earlier tests were used to 'seed' the interview prior to presenting questions.

To view more information about a specific item in the list, click on its row in the list. A popup window displays additional information about the item such as the question text, the list of possible responses and the selected response.

To move through the list of items without leaving the popup window, click **Previous** or **Next** at the bottom of the window. The item number is displayed at the top of the window to help keep track of your location within the test.

Click the X button in the top right corner of the popup window or anywhere outside of the window to close it. The row for the item that you last viewed will be highlighted in the list.

Click the **Back** button in the top left corner of the **Test Details** page to return to the **Interview Details** page. Click the **Home** button to go directly to the **Home** page.

Interview

Take a test

On the http://www.cat-mh.com/ page, a subject can click **Take a test** to securely sign into the **Interview** application to complete an interview that was assigned to that subject. On the **Sign in** page, the subject needs to enter the credentials randomly generated when the interview was created in the **Control Panel** application.

Note: Passwords are case-sensitive.

After clicking **I AGREE** on the **Terms of Service** page, the subject will see the **Welcome** page with instructions about taking the test. The subject can click the **Audio** button in the top left corner of the page to disable audio.

Clicking on **Begin test** displays the first question with the list of possible responses. The question is read aloud unless audio has been disabled. The question can be re-read using the controls of the audio player.

The **Next** button becomes available once a response is selected. Clicking **Next** displays the next question and so on until all questions for all the tests in the interview have been completed.

At the end of the interview, a message is displayed to click **Finish** to sign out of the interview. If the **Display interview results** checkbox was selected (see below) for an **Administer Now** interview, a **View results** button is displayed. Clicking **View results** displays an overview of the test results for that interview. More detailed information about the interview is available in the **Control Panel** application.

Administer Now Functionality

An **Administer Now** feature allows certain users to create and administer interviews directly from within the **Interview** application. This eliminates the need for signing into the **Control Panel**, creating the interview, noting the randomly generated credentials displayed in **Manage Interviews** and then signing into the **Interview** application using the noted credentials.

While this shortcut can streamline operation, it does not allow for the creation of multiple interviews at the same time nor does it provide the option to send email messages to subjects to notify them of the interview. **Administer Now** is particularly useful for unscheduled interviews in a clinical setting.

To use **Administer Now**, click **Take a test** on the http://www.cat-mh.com/ page and sign in with the same credentials you use to access the **Control Panel** application. You can assign an **Administer Now** interview to any subject in your organization. Initially, the subject account selected is yours (if you also have a subject account) so that you can create an interview for demonstration or training purposes.

To create an Administer Now interview:

1. If multiple languages are available in your organization, the default language for your organization is initially selected in the **Select Language** list. To change the selected language, click the button labeled as the default language (i.e., English) and select another language in the list.
   Otherwise, the language displayed will be used.

   Note: The selected or displayed language will be used for the initial instructions to the subject and for the questions asked as part of the interview.

2. Specify one or more tests to be included in the interview by clicking on the checkbox or name of a test type in the **Select Test Types** list. To find out more about a test type click the question mark button to the right of its name.

   Note: Tests will be administered in the order that they appear in the Select Test Types list.

   a. To administer a Depression test only if the result of the Major Depressive Disorder test was Positive, select the **if Positive MDD** checkbox.
      The **if Positive MDD** checkbox is not selected by default. If selected, the **Major Depressive Disorder** and **Depression** checkboxes are automatically selected as well. If either of these two checkboxes is cleared, the **if Positive MDD** checkbox is also cleared.

3. Check if a subject's unique identifier is already displayed in the **Selected Subject** section.

   Note: Initially the unique identifier for your subject account is shown. If you do not have a subject account, nothing is listed and an interview cannot be created until a subject is selected.

4. Click **Select subject** to assign this interview to a particular subject:
   a. On the **Select Subject** window, search for text contained anywhere in the unique identifier of the subject.
   b. Click **Display subjects**.

      Note: A warning message is displayed if no subjects were found whose unique identifier contains the search text.

   c. If more than 20 subjects were found, the first 20 are listed and a note is displayed indicating that more subjects matched the search text but were not listed. If the desired subject is not listed you must refine your search and try again.
   d. If the currently selected subject is in the list of search results, the radio button displayed to the left of the **Subject ID** for that subject is automatically selected.
   e. Click anywhere on the row for a subject in the list of search results to select that subject.
   f. Click **OK** to confirm your subject selection. The selected subject's unique identifier is shown in the **Selected Subject** section.

5. Select the **Display interview results** checkbox to specify that an overview of the test results should be displayed at the conclusion of the interview.

   Note: This option is only available if you are creating an Administer Now interview for your own subject account. If you selected a different subject account you will see the message 'No results will be displayed at the end of the interview.' instead of this option.

6. Click **Create interview** to create and immediately start the interview. Operation from that point forward is the same as for subjects who sign in to take a test (see **Take a test** on page 14).