



Application Procedure for CISG Approval for Reproduction or Adaptation of the CISG Tools

Applies to: Any person or organization seeking approval from the BMJ and CISG for the adaptation, translation or the development and use of an electronic/computer/smartphone version of any one of the CISG tools (including CRT6™, SCAT6™/Child SCAT6™, and SCOAT6™/Child SCOAT6™).

Both BMJ and CISG are committed to open and transparent use of this copyrighted material which should be made available free in its original form. CISG will not enter a commercial arrangement with any organisation reproducing the CISG tools whether in PDF or electronic format. To initiate the Application, a formal Letter of Application should be sent to the CISG - BMJ Tools Committee via BMJ (email contact bmj.permissions@bmj.com) containing the following.

1. Name of Organization seeking approval
2. Primary Contact person, including full contact information
3. Tool(s) for which approval is requested
4. Purpose and intent for using the CISG tools
5. The CISG prohibits the commercial use of the reproduced tool for financial gain or advantage. Attestation must be provided that the end user will not be charged a fee for the use or administration of the CISG tools. If any ancillary fees are charged in connection with the use of the SCAT6 tools (e.g., data storage/data analytics) these fees must be clearly enumerated and explained in the Application letter.
6. Details of the proposed platforms on which the CISG tools are to reside
7. No specific permission required for:
 - i). Reuse of CISG tools in original pdf format (e.g., by clubs, doctors, teams etc) - No permission necessary providing guidelines above are followed
 - ii). Uploading CISG pdf forms (e.g., completed SCAT6) to database or electronic medical records (EMR)
 - iii). CISG tools converted to online forms for uploading in database or EMR – providing the tools are included in their entirety, unamended.
8. If any changes to the tools are contemplated/proposed, permission will be required.

- i). Requests for translations - The CISG has translated the tool into several different languages; these will be available for download on the CISG website in due course; due to the neuropsychological metrics of the various cognitive assessments incorporated within the tool it is not sufficient to do a literal translation of the tools. Requests for permission to translate/culturally adapt the tools should be forward to BMJ and the Tools committee.
 - ii). CISG tools included as part of an App, website or online platform that requires payment or paid subscription - use is not allowed without specific permission from CISG.
9. The Permission Guidelines document provides detailed requirements for CISG tools App production.
- a. In general, the document or App must faithfully reproduce all components of the CISG tool without alteration, including any and all instructions or administration guidelines, and all of the content on page 1 of the original tool
 - b. Clarifying detailed instructions contained in the original published supplemental “detailed instructions” must be included in an appendix, hyperlinked, or may be added as “drop down” guides as part of the subtest components
 - c. If any modifications are proposed due to programming reasons or enhancements attributable to advanced technology available in an App, these proposed modifications must be clearly identified and the reason(s) for such modifications should be provided
 - d. The “look and feel” of the original paper form should be maintained
 - e. The initial “splash page” of the document or App must contain all information and logos presented in the masthead of the original document, including appropriate citation to the original
 - f. The CISG copyright and logo must be present on this Splash page.
 - g. The Splash page of the SCAT6/Child SCAT6 and SCOAT6/Child SCOAT6 tools must contain the following language: “For Use by Health Care Professionals Only” along with an attestation that the individual using the tool is a medical professional (e.g., “I hereby attest that I am a medical or Health Care Professional authorized to use this tool”)

10. Specific Subcomponent Requirements for the SCAT6/Child SCAT6

Immediate or On-Field Assessment (Steps 1-5)

- Step 1. Reproduced in its entirety
- Step 2. Reproduced in its entirety
- Step 3. Reproduced in its entirety
- Step 4. Reproduced in its entirety

Step 5. May be modified using sport-specific language

If end user has the option for different types of assessments (e.g., Baseline, Acute Injury, Follow-up) the GCS and Cervical Spine Assessment are required for all Acute Post-Injury evaluations but may be omitted for Baseline and routine follow-up examinations.

Off-Field Assessment

Step 1. Additional questions may be added to Step 1 but all existing questions on the original SCAT6 document must be presented

Step 2. Must be reproduced exactly as shown in the original. Assessment Types may be added under the “Please Check” section.

Step 3. Must be reproduced exactly as contained in the original.

- a. For the List Learning task only 10 word options must be presented.
- b. The word groupings must be grouped exactly as shown on the original. Words may not be changed within or between groups and may not be randomized across groups.
- c. The technology of the App may be used to create a “look back” feature that identifies the word group administered at baseline and then administers an alternate word group during subsequent suspected or post injury evaluations. Similarly, the App technology may be used to randomly present word groups from one evaluation to the next at BASELINE to minimize practice/exposure effects in group settings.
- d. Adding a “time stamp” at the end of the last list learning administration trial is useful in determining the minimum delay needed for Step 5 (Delayed Recall), the minimum time is 5 minutes.
- e. Based on recommendations from the SCAT6 systematic review, 2 additional digit sets (i.e., 7 & 8 digit sets) may be added to the Digit Span to reduce ceiling effects. Please indicate the desire to add this option and the digit strings will be provided to you. Note that scoring will then require a score for the original digit span and the optional digit addition total.

Step 4. The Neurological Screen must be reproduced in its entirety.

- a. Detailed scoring guidelines (e.g., types of errors) for the mBESS must be provided as a drop down or “informational” toggle (See SCAT6 supplemental detailed instructions).
- b. The option for an additional 3 stances on medium density foam must be provided.

c. The Tandem Gait and Dual Task options must be provided as detailed on the original and in the SCAT6 supplemental detailed instructions

d. Total Cognitive Score must be provided as written.

Step 5. Reproduce as written (note time stamp from 3d above). “Locking down” the App to prevent premature administration of the Delayed Recall is recommended.

Step 6. Reproduced as written. Auto population of summary data is encouraged.

Attestation and signature of person performing the test is required.

11. The goal of the CISG is to distribute the tools as widely and freely as possible. We are committed to facilitating the approval of appropriate and accurate representations of these tools in alternate formats. To this end we will provide answers to questions as they arise during the development and approval process. We will not provide technical consultation or assistance. Screen shots of the document or App may be submitted during the development process to ensure the reproduction of the instrument is accurate.
12. The CISG will use the criteria noted above to determine whether approval should be granted.
13. Access to a fully working demo version of an App will be required prior to granting of full approval.

The CISG Board. 1 July 2023