

# **MIDSA**

# **Software Manual**

**For MIDSA V2.0.3**

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## Deciding How You Will Use MDSA

### ***User Profiles***

Before you use MDSA, you must decide what user profile is correct for you:

1. Single User profile is for users who will manage the entire process on one computer:  
(a) deciding who will take the assessment, (b) giving the assessment, and (c) requesting report.
2. Administrator profile is for users who will manage the system (a and c above), but who have other computers (and potentially people) on which assessments will be given (at least sometimes). If you are planning to use more than one computer, differentiating functions into Administrator and Session Manager MDSAs provides maximum security.

### **First Use of MDSA: Registration Process**

If you will be a Single User or Administrator, follow the instructions in this section to register. If you will be a Session Manager (using a secondary computer to give assessments only), your Administrator will set up a username and password; do NOT follow the instructions in this section.

Launch MDSA by:

- Windows 7: go to the **Start Menu** and select **All Programs**, then **MDSA**. Click on the MDSA icon.
- Window 8: Search for “MDSA.” Then right click and choose “Paste Icon.”
- Macintosh: Search for “MDSA.” Then click the MDSA icon and drag it to the Dock.

The following **New User Setup** window will appear.



Select ***I am a new user who has been given a temporary username and password with my MDSA installer.***

You will then see a **User Login** window. The first time you use the system you will enter the temporary username and password that were assigned to you when you purchased the MDSA software. Then click the **Login** button.

On the following window, you will then need to select **One MDSA on one computer** if you are a Single User profile or select **MDSAs on more than one computer** if you are an Administrator profile. Click the **Next** button.



The image shows a registration window with a green header bar labeled "REGISTRATION". Below the header, there is a section titled "Will you have:" containing two radio button options: "One MDSA on one computer" and "MDSAs on more than one computer". At the bottom of the window, there are two buttons: "CANCEL" on the left and "NEXT" on the right.

You must next enter and then confirm a username. Click the **Next** button.



The image shows a registration window with a green header bar labeled "REGISTRATION". Below the header, there is a section titled "Please choose and enter username:" followed by a note: "\* Usernames are case sensitive, that is, if you use a certain pattern of capital and lower case letters in this dialog you will have to use the same combination every time you login." Below this text are two input fields: "New Username \*" and "Confirm Username \*". At the bottom of the window, there are three buttons: "CANCEL" on the left, "PREVIOUS" in the middle, and "NEXT" on the right.

The image shows a registration dialog box with a green header bar containing the word "REGISTRATION". Inside the dialog, there is a text area with the following content:

Please choose a password. Here are the rules you must follow:

- Passwords are case sensitive.
- Your password must be different than your username.
- Passwords must be at least 8 characters. They must contain at least one letter and one number.

Below the text area, there are two input fields: "New Password\*" and "Confirm Password\*", each with a corresponding text box. At the bottom of the dialog, there are three buttons: "Cancel" on the left, and "Previous" and "Next" on the right.

You will then need to enter a password.

Here are the rules:

- You may not use the temporary username or password.
- Username and password are case-sensitive, that is, if you use a certain pattern of capital and lower case letters in this dialog, you will have to use the same combination every time you login.
- Your username must be different from your password.
- Passwords must be at least 8 characters. They must contain at least one letter and one number.

NOTE: You may change your username and password at any time (see Changing Your Password).

Click the ***Finish*** button.

MIDSA will then ask you to log in. Use your newly established username and password.

## Using MIDSA to Give An Assessment and Get a Report

This manual describes the steps necessary to give an assessment and request a report. If you are using the Administrator and Session Manager strategy, you will have some extra steps. Those steps are printed in SMALL CAPITALS to differentiate them from steps Single Users must take.

### *Users on One Computer*

Here is a list of the steps Single Users will take, with the menu choices in parentheses. Administrators also follow these steps when they give assessments within their own Administrator MIDSA..

1. Type in information and choose the appropriate assessment for one or more respondents. (**Add New Respondent**).
2. Give the assessment to the respondent (**Begin Assessment**; if giving in more than one session, **Resume an Assessment**).
3. Get a report delivered to your computer (**Request Report**).

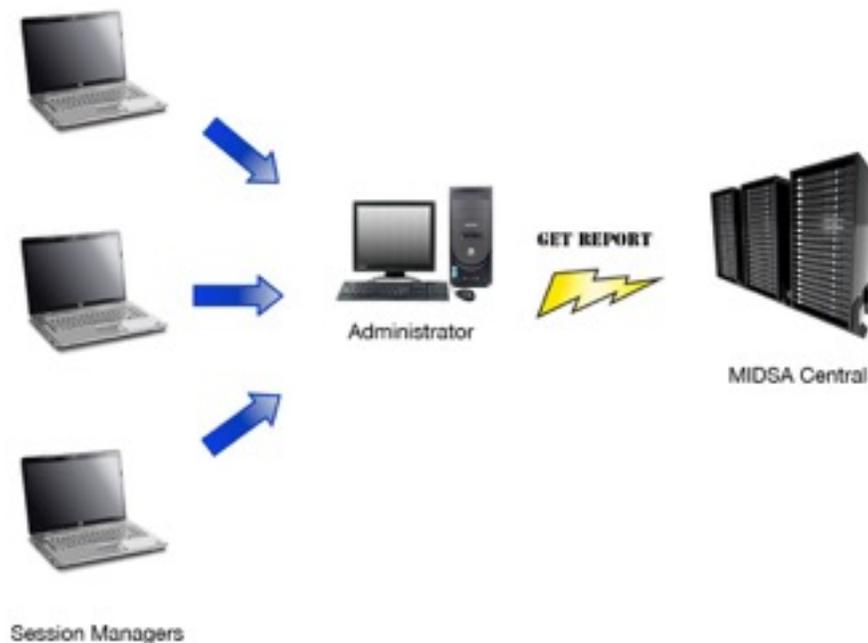
## ***Users on Multiple Computers***

The functions for the MIDSAs are divided up into two distinct users—an Administrator and one or more Session Managers.

The Administrator registers and manages Session Managers and respondents and requests reports from MIDSAs Central (see the figure below). A complete history of Session Managers and respondents is kept in the Administrator's MIDSAs.

Session Managers run respondents and submit respondents' data to the Administrator. Session Manager computers do not need access to the internet, but the Administrator computer does.

Administrators can also give assessments in the Administrator MIDSAs. To do so follow the functions of the Single User.



Below are the steps needed when separate computers are used for administrative functions (Administrator) and to give assessments (Session Manager).

1. Administrator enables respondents to take an assessment (**Add New Respondent**).
2. Administrator enters information about one or more Session Managers (**Add New Session Manager**).
3. Administrator creates an authorization file (.auth) to give respondent and Session Manager information to remote MIDSAs (**Export Authorization File**).
4. Session Manager imports the authorization file (**Import Authorization** or, if first use, choose “I am a Session Manager . . . “ from initial screen).
5. Session Manager gives the assessment to the respondent (**Begin Assessment**; if giving in more than one session, **Resume Assessment**).
6. Session Manager saves the respondents’ answers in a file (**Export Completed Assessment**) and gives the resulting file (named “Completed Assessments” with numbers after it) to the Administrator (via a flash drive or other electronic medium).
7. Administrator imports the Completed Assessments file into the Administrator MIDSAs (**Import Completed Assessments**).
8. Administrator gets a report delivered to computer that has the Administrator MIDSAs (**Request Report**).

# The Steps to Give an Assessment and Get a Report

## ***Setting Up Respondents to Take an Assessment***

Both Single Users and Administrators must set up and authorize respondents before a respondent can take a MDSA.

### **Issues to Consider before Starting**

#### **Respondent IDs**

The Single User or Administrator must assign unique IDs to respondents. If there are two respondents with the same ID, their reports will be indistinguishable. We recommend that Administrators develop a scheme for assigning ID numbers before they start creating respondent files.

#### **Choosing Parts to Administer to Respondent**

The Administrator can choose whether to give the whole MDSA or just part of it. Here are the parts the Administrator can choose to give to the respondent:

1. Basic Inventory, which includes antisocial history, sexual experiences over the respondent's lifetime, attitudes, and, if appropriate, offense planning and child molestation. This results in a report with most of the MDSA scales.
2. Developmental History, which includes questions about important caregivers and history of physical and sexual abuse. This results in a report with the caregiver scales as well as a map of their juvenile life course and their abuse history.
3. Social and Antisocial History, which includes history of schooling and problems in school, history of social and intimate relationships, occupational history, and alcohol, drug, delinquent and criminal history. This results in a report that includes Oppositional Behavior, Inhibition Behavior, and Attention Deficit scales, assault scales, and intimacy scales as well as a narrative of their social and antisocial history.
4. Retake to Assess Change, which includes the questions that produce most of the scales. Use this when you want to assess behavior change (these questions are also included in the Basic Inventory).

If the MDSA is to be given on more than one occasion to assess change in attitudes, only the Retake to Assess Change Part should be chosen on the second and subsequent occasions.

### **Preparing Respondents**

To enable respondents to take assessments, the Administrator must create an authorization.

Choose **Add New Respondent** in the workspace or **Respondent** menu. An input window will appear.

Enter the respondent's name. First and last name are required; middle name is optional.

Choose a ID for the respondent. Each ID must be unique within MIDSAs.

NOTE: Be very sure that you have the respondent's ID as you wish. It must be different from all your other respondent ID's because it alone identifies the report. It cannot be changed and the respondent cannot be deleted once added. All other information can be modified at any time.

NOTE: To exit without saving any changes made, select the *Cancel* button at the bottom left of the screen.

When you have the information as you wish, click the *Next* button. A new page will appear.

Choose the assessment you wish to give from the drop-down menu.

Choose the parts the respondent will take. The only part of the assessment that is required of all respondents is the *Demographics* section—this part will be automatically selected.

If you wish to administer the entire MIDSAs to the respondent, click on the box next to *All*. If you wish the respondent to answer only part of the inventory, select from the list the specific sections of the assessment you wish to give the respondent:

A complete description of the parts is given in the Overview at the beginning of the Administrator section of this documentation.

Click on the *Finish* button at the bottom of the window to save your responses.

NOTE: If you want to remove a respondent from the Authorized list after adding him to the list and saving, it can be done in View Respondent List. See instructions below.

## **View or Modify Information About a Respondent (Other than ID, which cannot be changed)**

Select *View Respondent List* from the workspace or **Edit/View History** from the **Respondent** Menu. This assistant has three functions: Assess, History, and Edit. To use any of the functions, highlight (mouse click) the desired Respondent from the list on the left. The buttons in the middle column will become active.

**Assess.** To add or change the assessment the respondent is authorized to take, highlight the desired respondent on the left-hand list and click the *Assess* button in the middle.

If there is already an assessment authorized, you will need to delete it first. Click the ***Deauthorize*** button at the bottom right.

To create a new authorization, choose the assessment from the drop-down menu at the top right of the window and then the assigned parts below.

**History.** To view the respondent's history (all the sessions he has engaged MDSA), click the ***History*** button. All the sessions will be displayed on the right.

**Edit.** To edit the respondent's name or to change his status, click the ***Edit*** button. Enter the corrected names in the fields that appear.

If you want to remove the respondent from your list, click the ***Inactive*** radio button.

When you are ready to save your changes, click the ***Save*** button.

To leave the Respondent List, click the ***Exit*** button at the bottom right.

NOTE: If you want to reactivate an inactive respondent, access the **Respondent List**, then select the ***Inactive*** list from the drop-down menu at the top.

NOTE: In the Respondents windows, the respondents are sorted alphabetically by Respondent ID. You can change this ordering by clicking at the top of the column (Last Name, First Name, Respondent ID, Date Modified).

## **ADDITIONAL SETUP FUNCTIONS FOR ADMINISTRATORS**

IN ADDITION TO SETTING UP RESPONDENTS, ADMINISTRATORS MUST SET UP SESSION MANAGERS AND EXPORT AUTHORIZATION INFORMATION (.AUTH FILE).

### ***SETTING UP SESSION MANAGERS TO GIVE ASSESSMENTS***

SESSION MANAGERS ARE NEEDED ONLY IN MULTIPLE-USER SETTINGS. SINGLE USERS, PLEASE SKIP TO GIVING AN ASSESSMENT.

THE ADMINISTRATOR DECIDES WHO MAY GIVE ASSESSMENTS AND CHOOSES USERNAMES AND PASSWORDS FOR THEM. THIS ONLY NEEDS TO BE DONE ONCE FOR EACH SESSION MANAGER UNLESS YOU WISH TO CHANGE THE SESSION MANAGERS' PASSWORDS OR THEIR STATUS (E.G., NO LONGER GIVE ASSESSMENTS, LEAVE YOUR EMPLOY). IF YOU HAVE MORE THAN ONE COMPUTER ON WHICH ASSESSMENTS WILL BE GIVEN, THE SESSION MANAGER SETUP WILL WORK FOR ALL OF THEM.

FIRST LOG IN, USING YOUR ADMINISTRATOR USERNAME AND PASSWORD. THEN CHOOSE **ADD NEW SESSION MANAGER** FROM THE WORKSPACE OR MENU. A FORM WILL APPEAR.

## **ADD NEW SESSION MANAGERS**

ENTER THE NAME OF THE SESSION MANAGER; FIRST AND LAST NAME ARE REQUIRED. THEN ENTER A USERNAME FOR THE SESSION MANAGER.

NOTE: BE VERY SURE THAT YOU HAVE THE USERNAME AS YOU WISH. IT CANNOT BE CHANGED AND THE SESSION MANAGER CANNOT BE DELETED ONCE ADDED. ALL OTHER INFORMATION CAN BE MODIFIED AT ANY TIME.

NOTE: USERNAMES AND PASSWORDS ARE CASE-SENSITIVE. MAKE CERTAIN THAT WHEN YOU COMMUNICATE USERNAMES AND PASSWORDS YOU MAKE IT CLEAR WHAT LETTERS ARE CAPITALIZED AND WHICH ARE LOWER CASE.

NOTE: THE USERNAME MUST BE DIFFERENT FROM FIRST+LAST NAME AND DIFFERENT FROM ALL OTHER SESSION MANAGER USERNAMES.

CLICK THE *NEXT* BUTTON.

CHOOSE A PASSWORD FOR THE SESSION MANAGER. IT FOLLOWS THE SAME RULES AS THE ADMINISTRATOR PASSWORD (AT LEAST 8 CHARACTERS, AT LEAST 1 NUMBER). YOU ARE ASKED TO ENTER IT A SECOND TIME TO ENSURE THAT MIDSASAVES IT AS YOU INTENDED IT.

THEN CLICK THE *FINISH* BUTTON. MIDSASAVES THE SESSION MANAGER INFORMATION AND MAKES THE STATUS AUTHORIZED AND ACTIVE. IF YOU WISH TO CHANGE THEIR STATUS, SEE THE NEXT SECTION.

IF YOU DECIDE YOU DO NOT WANT TO SAVE THE SESSION MANAGER INFORMATION, CLICK THE *CANCEL* BUTTON AT ANY TIME.

## **VIEW OR MODIFY INFORMATION ABOUT A SESSION MANAGER (OTHER THAN USERNAME, WHICH CANNOT BE CHANGED)**

SELECT **VIEW SESSION MANAGER LIST** FROM THE WORKSPACE OR **EDIT/VIEW HISTORY** IN THE **SESSION MANAGER** MENU. THIS ASSISTANT HAS FOUR FUNCTIONS: VIEW, EDIT, CHANGE PASSWORD, AND CHANGE STATUS. TO USE ANY OF THE FUNCTIONS, HIGHLIGHT (MOUSE CLICK) THE DESIRED SESSION MANAGER FROM THE LIST ON THE LEFT. THE BUTTONS IN THE MIDDLE COLUMN WILL BECOME ACTIVE.

TO VIEW THE SESSION MANAGER'S HISTORY (ALL THE ASSESSMENT SECTIONS SHE OR HE HAS CONDUCTED), CLICK THE *HISTORY* BUTTON. ALL THE SESSIONS WILL BE DISPLAYED ON THE RIGHT.

TO EDIT THE SESSION MANAGER'S NAME, CLICK THE *EDIT* BUTTON. ENTER THE CORRECTED NAMES IN THE FIELDS ON THE RIGHT. WHEN YOU ARE READY TO SAVE YOUR EDITS, CLICK THE *SAVE* BUTTON.

TO CHANGE THE SESSION MANAGER'S PASSWORD, CLICK THE **CHANGE PASSWORD** BUTTON. ENTER THE NEW PASSWORD TWICE AND CLICK THE **SAVE** BUTTON.

TO CHANGE THE STATUS OF THE SESSION MANAGER, CLICK THE **AUTHORIZE** BUTTON. TWO OPTIONS APPEAR. IF YOU WANT TO REMOVE THE SESSION MANAGER FROM THE ACTIVE LIST (THE ONE THAT DISPLAYS IN THIS ASSISTANT), CLICK THE **INACTIVE** BUTTON. IF YOU WISH TO PREVENT THE SESSION MANAGER FROM GIVING ASSESSMENTS, BUT KEEP HIM IN THE ACTIVE LIST, CHOOSE THE **UNAUTHORIZED** BUTTON.

TO LEAVE THE **SESSION MANAGER LIST**, CLICK THE **EXIT** BUTTON AT THE BOTTOM RIGHT.

NOTE: IF YOU WANT TO REACTIVATE OR REAUTHORIZE A SESSION MANAGER, ACCESS THE **SESSION MANAGER LIST**, THEN SELECT THE **ALL** LIST FROM THE DROP-DOWN MENU AT THE TOP.

NOTE: IN ALL SESSION MANAGER WINDOWS, THE SESSION MANAGERS ARE SORTED ALPHABETICALLY BY USERNAME. YOU CAN CHANGE THE FIELD ON WHICH MIDSА SORTS THE SESSION MANAGERS BY CLICKING THE DESIRED FIELD AT THE TOP (LAST NAME, FIRST NAME, RESPONDENTID, DATE MODIFIED).

## **PREPARING A DIFFERENT COMPUTER TO GIVE ASSESSMENTS**

TO GIVE ASSESSMENTS ON COMPUTERS OTHER THAN THE ONE THAT HAS THE ADMINISTRATOR MIDSА, THE ADMINISTRATOR MUST CREATE A FILE WITH AUTHORIZATIONS FOR BOTH SESSION MANAGERS AND RESPONDENTS. THE SESSION MANAGERS WILL THEN IMPORT THIS INFORMATION INTO THE SESSION MANAGER MIDSА BEFORE THEY GIVE AN ASSESSMENT.

IF THE ASSESSMENT IS TO BE TAKEN IN THE ADMINISTRATOR MIDSА, SKIP THIS SECTION.

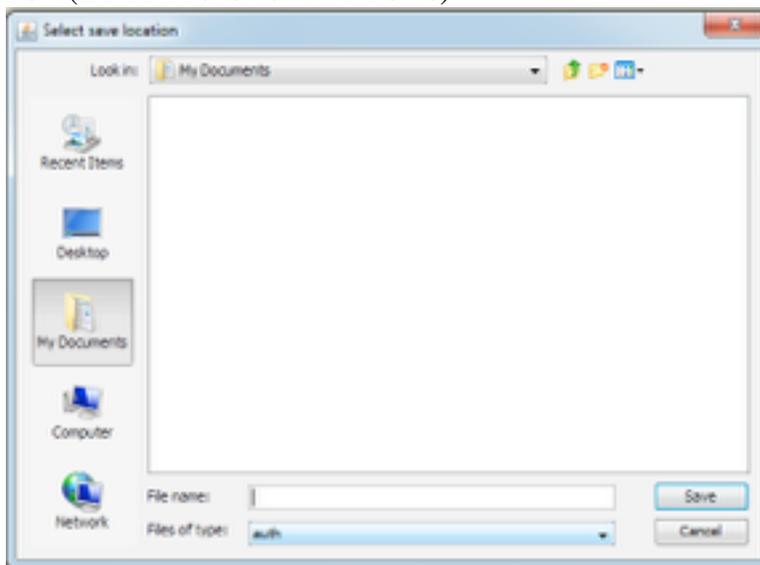
CHOOSE **EXPORT AUTHORIZATION FILE** FROM THE WORKSPACE OR FROM THE **RESPONDENT** MENU.

1. A LIST OF AUTHORIZED SESSION MANAGERS IS DISPLAYED.
  - IF ALL YOUR SESSION MANAGERS APPEAR, CLICK THE **NEXT** BUTTON.
  - IF ANY SESSION MANAGERS ARE MISSING, IT MAY BE BECAUSE YOU DID NOT INPUT THEM INTO MIDSА OR IT MAY BE BECAUSE THEY ARE DEAUTHORIZED OR INACTIVE. TO DETERMINE THE PROBLEM CHECK IN THE **VIEW SESSION MANAGER LIST**. BE SURE TO CHOOSE THE **ALL** FILTER (AT THE TOP) TO FIND INACTIVE AND DEAUTHORIZED SESSION MANAGERS. IF THE DESIRED SESSION MANAGERS APPEAR IN THE **ALL** LIST, CLICK ON THE **AUTHORIZE** BUTTON TO SEE IF THEY ARE INACTIVE OR DEAUTHORIZED AND CHANGE THEIR STATUS TO ACTIVE AND AUTHORIZED. IF THE DESIRED SESSION MANAGERS ARE NOT ON THE LIST, CHOOSE **NEW SESSION MANAGER** AND CREATE AUTHORIZATIONS FOR THEM.
2. NEXT A LIST OF AUTHORIZED RESPONDENTS IS DISPLAYED.

- CLICK THE **SELECT/UNSELECT ALL** CHECKBOX IF YOU WANT ALL AUTHORIZED RESPONDENTS TO BE TRANSFERRED TO THE SESSION MANAGER MIDSA OR CLICK THE CHECKBOXES NEXT TO SPECIFIC RESPONDENTS. THEN CLICK ON THE **NEXT** BUTTON.
- IF RESPONDENTS ARE MISSING FROM THIS LIST, IT MAY BE BECAUSE YOU DID NOT INPUT THEM INTO MIDSA OR IT MAY BE BECAUSE THEY ARE INACTIVE. TO DETERMINE THE PROBLEM CHECK THE **VIEW RESPONDENT LIST**. CHOOSE THE **INACTIVE** FILTER (AT THE TOP) TO FIND INACTIVE RESPONDENTS. IF THE DESIRED RESPONDENTS ARE INACTIVE, CHANGE THEIR STATUS BY CLICKING ON THE **EDIT** BUTTON.
- A PAGE WILL COME UP CONFIRMING THE SELECTED RESPONDENTS.

3. IF THE ADMINISTRATOR MIDSA HAS BEEN UPDATED SINCE THE LAST TIME YOU CREATED AN AUTHORIZATION FILE, YOU MUST UPDATE THE SESSION MANAGER MIDSA AS WELL. THE SESSION MANAGER MIDSA WILL NOT BE ABLE TO ACCEPT THE AUTHORIZATION FILE IF THE ADMINISTRATOR MIDSA IS A NEWER VERSION THAN THEY ARE. CLICK ON THE RADIO BUTTON FOR **YES, PLEASE INCLUDE UPDATES** (SEE PAGE 26 FOR INFORMATION ON UPDATING). IF YOU HAVE NOT UPDATED THE ADMINISTRATOR MIDSA, LEAVE THE **NO, DO NOT UPDATE** CHOICE CHECKED.

4. THE FINAL STEP IS TO SAVE YOUR AUTHORIZATION FILE SO YOU CAN TRANSFER IT TO THE SESSION MANAGER WHO WILL GIVE THE ASSESSMENTS. BY DEFAULT THE FILE WILL BE CALLED “AUTH FILE” FOLLOWED BY THE DATE AND WILL BE SAVED TO THE “AUTH FILES” FOLDER INSIDE THE MIDSA FOLDER IN DOCUMENTS. IF YOU WISH TO CHANGE THE NAME OF THE FILE OR TO SAVE IT TO ANOTHER LOCATION (SAY, A FLASH DRIVE) CLICK ON THE **BROWSE** BUTTON. THE PROGRAM DISPLAYS A STANDARD **SAVE** DIALOG BOX (EXAMPLES IS FOR WINDOWS).



TO CHANGE THE NAME OF THE FILE, ENTER A NAME FOR THE FILE IN THE FIELD CALLED **FILE NAME:** IN WINDOWS AND **SAVE AS:** ON THE MACINTOSH. THE PROGRAM WILL GIVE

IT THE UNIQUE EXTENSION OF .AUTH.

NOTE: IF YOU CANNOT FIND THE FILE AFTER YOU HAVE SAVED IT, YOU CAN SEARCH FOR THE FILE NAME YOU GAVE IT OR *.AUTH* TO FIND YOUR FILE.

CLICK THE ***FINISH*** BUTTON..

NOTE: IF THIS IS THE FIRST TIME YOU ARE GIVING AN AUTHORIZATION FILE TO A SESSION MANAGER, REMEMBER TO GIVE THEM THEIR USERNAME AND PASSWORD.

## Giving An Assessment

Single Users (and Administrators giving an assessment in their own MDSA) may give assessments from the workspace or the **Assessment** menu.

### ***For Session Managers Only***

SESSION MANAGERS MUST FOLLOW THE FOLLOWING SEQUENCE:

1. IMPORT THE AUTHORIZATION FILE (.AUTH) GIVEN TO THEM BY THEIR ADMINISTRATOR.
2. GIVE THE ASSESSMENT
3. SAVE THE RESPONSES TO AN EXTERNAL FILE (CALLED COMPLETED ASSESSMENTS) AND GIVE IT TO THEIR ADMINISTRATOR.

### **Importing Authorization File (.auth) to Session Manager MDSA**

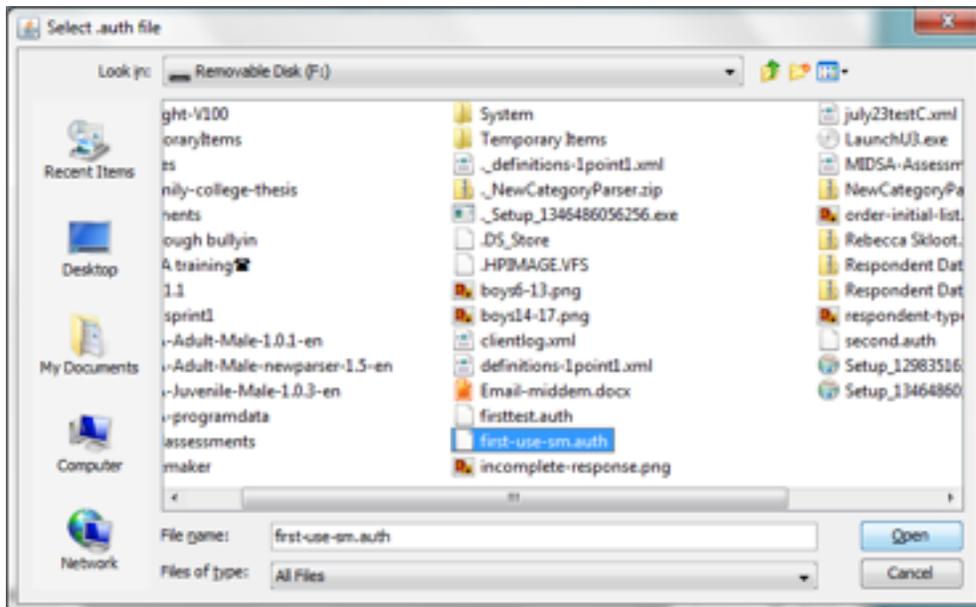
#### **First Use**

THE FIRST TIME THE SESSION MANAGER USES MDSA, THE PROGRAM WILL PRESENT A WINDOW ASKING YOU ABOUT YOUR PROFILE. YOU CHOOSE “I AM A SESSION MANAGER WHO HAS NEVER USED THIS MDSA, BUT I HAVE AN .AUTH FILE.” MDSA WILL OPEN THE IMPORT .AUTH ASSISTANT.

#### **Subsequent Uses**

LAUNCH MDSA AND LOG IN, USING THE USERNAME AND PASSWORD PROVIDED BY YOUR ADMINISTRATOR. CHOOSE **IMPORT AUTHORIZATION FILE** FROM THE WORKSPACE OR **IMPORT .AUTH** FROM THE **ASSESSMENT** MENU.

MDSA WILL DISPLAY A NAVIGATION WINDOW. CLICK ON THE **SELECT** BUTTON AND NAVIGATE TO THE PLACE YOU STORED THE .AUTH FILE.



HIGHLIGHT THE .AUTH FILE AND CLICK ON THE *OPEN* BUTTON. CLICK THE *NEXT* BUTTON. REVIEW THE RESPONDENT LIST AND CLICK THE *FINISH* BUTTON.

THE INFORMATION WILL BE INCORPORATED INTO THE SESSION MANAGER'S MDSA. MDSA WILL DISPLAY THE RESPONDENT AUTHORIZATIONS.

NOTE: IF YOU ARE IMPORTING A SUBSEQUENT AUTHORIZATION FILE FOR A RESPONDENT WHO IS IN PROGRESS, YOU WILL BE SO INFORMED AND HIS/HER SECOND AUTHORIZATION WILL NOT BE IMPORTED. IF YOU WISH TO START THE RESPONDENT ANEW, YOU MUST FIRST END HIS/HER CURRENT ASSESSMENT.

NOTE: IF YOU HAVE MORE THAN ONE SESSION COMPUTER, USE THE SAME AUTHORIZATION FILE TO SET UP EACH COMPUTER.

NOTE: WHENEVER THE ADMINISTRATOR AUTHORIZES NEW RESPONDENTS IN THE ADMINISTRATOR'S MDSA, THIS PROCEDURE MUST BE REPEATED.

NOTE: WHENEVER AUTHORIZATION OF SESSION MANAGERS CHANGES (NEW SESSION MANAGER AUTHORIZED OR SESSION MANAGER DEAUTHORIZED), A NEW AUTHORIZATION FILE MUST BE IMPORTED TO TRANSFER THAT INFORMATION TO THE SESSION MANAGER MDSA.

NOTE: WHENEVER YOU UPDATE MDSA, THE ADMINISTRATOR MUST CREATE AN AUTHORIZATION FILE WITH THE UPDATES AND THE SESSION MANAGER MUST IMPORT THAT AUTHORIZATION INTO ALL REMOTE MDSAs.

NOTE: THIS PROCESS ALWAYS GOES FROM ADMINISTRATOR'S MDSA TO SESSION MANAGER'S MDSA. SESSION MANAGERS MAKE COPIES OF RESPONDENT ANSWERS TO GIVE TO ADMINISTRATORS, BUT THEY NEVER CREATE AUTHORIZATION FILES AND AUTHORIZATION FILES ARE NEVER USED TO TRANSFER INFORMATION FROM THE SESSION MANAGER COMPUTER TO THE ADMINISTRATOR COMPUTER.

## ***Give An Assessment***

### **Learning Support for Respondents**

At the beginning of the assessment the respondent is given instructions about the overall features of the program. These are usually self-explanatory.

Respondents who take the Developmental History Part must complete the Timeline of their caregivers in their first 18 years. This operates differently from the rest of the assessment and respondents often require some help from the Session Manager. We include a separate document, Timeline Instructions, which can be given to the respondent, or you can ask the respondent to tell you when he gets to the “part that is different” and briefly explain how to use it. Details on the assessment appear in Appendix C.

### **Begin a New Assessment**

Macintosh users should hide the Dock, if they typically have it visible. To do so, go to the black Apple menu in the upper left corner of your screen, choose **Dock**, then **Turn Hiding On**.

To start an assessment:

1. Choose the **Begin Assessment** in the workspace or the **Assessment** menu. A list of all new respondents appears.
2. Select the desired respondent by clicking on the row with the respondent’s name and click the *Next* button.
3. Choose the amount of time you have to spend on the assessment in the current session and click the *Next* button. The assessment will begin.

### **Questions to the Session Manager (the Person Giving the Assessment)**

At the beginning of the assessment are a number of questions to be answered by the person giving the assessments. You might want to complete these questions and suspend the assessment before the respondent arrives; it then serves as a check that everything is functioning.

These questions include questions about your setting and questions about the respondent. These determine what questions the respondent will be asked and also provide a basis on which to check whether the respondent is lying.

When these questions are answered, the assessment begins.

### **When MDSA Calls the Session Manager**

MDSA may call the Session Manager in a number of situations during the assessment: (a) the respondent may fail the reading test, (b) the respondent may be caught answering questions so quickly that he cannot be reading the questions, (c) MDSA may warn you

that there is not enough time to finish the next part, (d) you may wish to suspend or end an assessment before the respondent has finished for your own reasons, or (e) when the respondent has finished the assessment.

### **To Get the Login Menu So You Can Solve These Problems**

Enter **Ctrl-Alt-L** (press the control key, the alt key and the letter L all at the same time). A login window appears with a login dialog. Login and the appropriate instructions will display.

### **The Respondent Fails the Reading Test**

MIDSA presents the following message: “You seem to be having difficulty answering these questions. Please call the Session Manager.” Enter **Ctrl-Alt-L** and then login. You will be told how many questions (of 6) the respondent got correct, reminds you that this may be due to reading problems, inattention, or reluctance to engage the task. You can choose among four choices (a) to continue the session (perhaps reading the assessment to the respondent), (b) allow the respondent to retake the reading test, (c) suspend the session until a future time, or (d) end the assessment permanently (this means no report will be generated because the respondent has not answered any questions).

### **The Respondent Is Caught Speeding**

Respondents may answer questions without reading and/or considering the answer. To minimize this behavior, the assessment keeps track of how quickly the respondent answers questions. If s/he answers three questions very quickly the program stops the assessment:

- The first time the respondent is caught speeding, MIDSA presents the following message: “You have been caught speeding. Please read the questions carefully. We will redo the last three questions.”
- The second time the respondent is caught speeding, MIDSA says “You have been caught speeding again. Please read the questions carefully. We will redo the entire section.”
- The third and any subsequent times the respondent is caught speeding, MIDSA says “You have been caught speeding three or more times. Please call your Session Manager.” The Session Manager is given three options: (a) to continue the session from the beginning of the section, (b) suspend the session until a future time, or (c) end the assessment permanently.

### **Not Enough Time**

MIDSA presents the following message: “There is not enough time to continue with the following part. Please call the Session Manager.” Log in (**Ctrl-Alt-L**). MIDSA estimates the maximum time it will take for the next part (see page 10 for a description of parts). You can choose to (a) continue with the next part, (b) suspend the session until a future time, or (c) end the assessment before the respondent is done.

NOTE: If, for example, MIDSAs tells you the next part will take on average 45 minutes and you have 20, you can choose continue and suspend the assessment in the middle of a part, as described next.

NOTE: The amount of time necessary to complete the assessment varies widely, depending on the parts the respondent is given, his specific answers (which may lead to additional questions), and the individual's personal characteristics. At each part (see Choosing Parts to Administer to Respondent for a list of parts, page 10), the MIDSAs program estimates whether there is enough time to complete that part based on the Session Manager's estimate and the Session Manager can choose whether to continue or not. These estimates are based on the amount of time 75% of adult outpatients can finish the part. Incarcerated adults take almost twice as long. Juvenile outpatients take 25% less time and residential juveniles approximately the same as adult outpatients.

## **Suspend an Assessment**

In addition to the functions just described, you can suspend or end assessments at any time by entering **Ctrl-Alt-L**. The login dialog will appear followed by a dialog that asks whether you want to continue, suspend, or end the session.

To suspend or end without losing any of the respondent's answers, watch for the screen that asks the respondent to review his previous questions and press the *Next* button if he is satisfied with his answers. MIDSAs saves all unsaved responses when the respondent presses the *Next* button (this is called a section).

If you suspend an assessment (so that the respondent can return at a future time) at times other than at the end of a section, respondents will have to re-answer all questions in the current section. Sections are approximately twenty questions long, but some are very short and some can get considerably longer if the respondent's answers trigger additional questions.

## **To Resume a Suspended Assessment**

If the assessment has been suspended (the respondent has not finished the assessment) and the respondent is now returning to finish the assessment, s/he *MUST* use the same computer as s/he did when starting the assessment.

1. Login as usual and choose **Resume Assessment** from the workspace or from the **Assessment** menu.
2. Highlight the desired respondent from the resulting list of suspended respondents. Then press the *Next* button.
3. On the next page choose the time you have for the session and click on the *Next* button.
4. MIDSAs takes you to the place in the assessment where the respondent left off (although there may be some overlap if you suspended in the middle of a section).

## End the Assessment Early

If you decide that the MIDSAs assessment is not appropriate for the respondent at the current time (e.g., if s/he fails the reading test or is caught speeding repeatedly), simply enter **Ctrl-Alt-L**, login, and choose to end the assessment. Be sure to pay attention to how much of the assessment s/he has completed to determine whether to request a report.

## End the Assessment

When the respondent has answered the assessment, s/he will be asked to call the Session Manager. Enter the login key sequence (**Ctrl-Alt-L**) and the login dialog will be displayed. Log in and MIDSAs will return you to the workspace.

NOTE: Troubleshooting for Assessment appears in Appendix B.

## **ARCHIVE COMPLETED ASSESSMENTS FILES**

AT A CONVENIENT TIME (AFTER ONE OR SEVERAL RESPONDENTS) YOU NEED TO SAVE (CREATE AN ARCHIVE) OF THE RESPONDENT'S ANSWERS TO TRANSPORT TO THE ADMINISTRATOR COMPUTER TO REQUEST A REPORT.

TO DO SO,

1. CHOOSE **EXPORT COMPLETED ASSESSMENT** FROM THE WORKSPACE OR ASSESSMENT MENU.
2. CLICK ON THE **BROWSE** BUTTON AND NAVIGATE TO THE PLACE YOU WANT TO SAVE THE ARCHIVE. WHEN YOU FIND THE FOLDER, HIGHLIGHT IT AND CLICK ON THE **CHOOSE** (OR **SAVE**) BUTTON AND THEN THE **NEXT** BUTTON.
3. MIDSAs COMPRESSES (ZIPS) THE NECESSARY FILES AND GIVES THE RESULTING ARCHIVE THE NAME "COMPLETED ASSESSMENTS" FOLLOWED BY A STRING OF NUMBERS.
4. A MESSAGE WILL APPEAR TO TELL YOU WHICH RESPONDENTS' ASSESSMENTS FILES HAVE BEEN ARCHIVED AND THE LOCATION YOU CHOOSE TO SAVE IT TO.
5. CLICK THE **FINISH** BUTTON.

NOTE: IF YOU HAVE TROUBLE FINDING THE FILE, USE WINDOWS SEARCH FUNCTION (*START-SEARCH* AND THEN CHOOSE *ALL FILES AND FOLDERS* FROM THE CHOICES ON THE LEFT) OR SPOTLIGHT ON A MAC. THE FILE IS NAMED "COMPLETED ASSESSMENTS - 01 01 2007 01-01-01-001." THE NUMBERS ARE THE DATE AND TIME THE FILE WAS GENERATED. IF YOU SEARCH FOR "COMPLETED ASSESSMENTS" YOU WILL GET ALL OF THE ARCHIVES YOU HAVE CREATED.

## **Log Out**

To exit the application, choose **Exit** from the **MIDSAs** menu.

## Request a Report

### ***Administrator Gets Report from MIDS Central***

Single Users (or Administrators who have given an assessment on their computer) can request a report as soon as a respondent has completed an assessment. Make certain you are connected to the internet before beginning this step.

IF SESSION MANAGERS HAVE GIVEN THE ASSESSMENT, THE RESPONDENTS' COMPLETED ASSESSMENT DATA FILE WILL NEED TO BE BROUGHT INTO HIS OR HER MIDS.

### **IMPORTING COMPLETED ASSESSMENT: ADMINISTRATORS ONLY**

YOU WILL NEED THE COMPLETED ASSESSMENTS FILE THAT THE SESSION MANAGER CREATED WHEN THE RESPONDENT FINISHED THE ASSESSMENT. IT HAS THE NAME COMPLETED ASSESSMENTS FOLLOWED BY THE DATE AND TIME (AND SOME ADDITIONAL NUMBERS). THE EXTENSION OF THE FILE IS .ZIP AND IT WAS PLACED IN THE COMPLETED ASSESSMENTS FOLDER (WHICH IS IN THE MIDS FOLDER IN DOCUMENTS) UNLESS THE SESSION MANAGER PUT IT SOMEWHERE ELSE. WE RECOMMEND THAT YOU SAVE A COPY OF THIS FILE ON A DIFFERENT MEDIUM, JUST IN CASE.

CHOOSE **IMPORT COMPLETED ASSESSMENTS** FROM THE WORKSPACE OR FROM THE **REPORT** MENU (WHICH IS UNDER THE **RESPONDENT** MENU).

CLICK ON THE **SELECT** BUTTON AND A NAVIGATION WINDOW APPEARS. FIND THE FILE THE SESSION MANAGER HAS GIVEN YOU AND HIGHLIGHT THE NAME OF THE FILE. CLICK THE **OPEN** BUTTON. MIDS DISPLAYS THE NAME OF THE FILE YOU CHOSE. CLICK THE **NEXT** BUTTON. MIDS DISPLAYS THE RESPONDENTS WHOSE RESPONSES WERE INCLUDED IN THE COMPLETED ASSESSMENTS FILE. IF THEY ARE THE CORRECT RESPONDENTS, CLICK ON THE **FINISH** BUTTON. OTHERWISE, CHOOSE **CANCEL**.

### **Requesting a Report: Single Users and Administrators**

Before requesting a report, make sure you are connected to the internet.

Choose **Request Report** from the workspace or select **Report/Request Report** in the **Respondent** menu.

MIDS displays a table that lists all respondents with a completed assessment but no report. Click on the checkbox next to the respondent(s) for whom you want a report, then click the **Get Report** button at the bottom.

A login dialog box is displayed. This is to protect you from unauthorized purchases. Enter your username and password, then **Login**.

MIDS displays the information for the respondent(s) you chose. If this is correct, click the **Next** button.

The program next asks you where you would like to save the report. Unless you tell it to do otherwise MIDSAs will save your report in a Reports folder inside the MIDSAs folder in your Documents folder. If this is acceptable to you, click the *Next* button. If you want your report saved elsewhere, click the *Browse* button. A standard navigation window appears. Click on the appropriate folder in the navigation window if it is visible or make it visible by clicking on the drop-down menu. Your report will be saved in the folder that appears in the *File Name* (Windows) or *Save As:* (Macintosh) text field. Click the *Save* button, then the *Next* button.

Your report is generated at MIDSAs Central and sent to your computer. A timer appears to mark the progress. When the bar for the last respondent is completed, MIDSAs will confirm whether the report generation was successful. If you had the report saved in the Reports folder, you may go directly to it by clicking the *View Reports* button. Click the *Finish* button when done.

## **Additional Functions for Single Users and Administrators**

### ***To View the History of Respondents AND SESSION MANAGERS***

To view the history of assessments taken by a particular respondent, select ***View Respondent List*** in the workspace or **Edit/View History** from the **Respondent** menu. Click on the row of the respondent you wish to inquire about, then click the ***History*** button.

TO VIEW THE HISTORY OF ASSESSMENTS GIVEN BY A PARTICULAR *SESSION MANAGER*, GO TO ***VIEW SESSION MANAGER LIST*** IN THE WORKSPACE OR **EDIT/VIEW HISTORY** IN THE **SESSION MANAGER** MENU. CLICK ON THE ROW OF THE SESSION MANAGER YOU WISH TO INQUIRE ABOUT, THEN CLICK THE ***HISTORY*** BUTTON.

### ***To Reduce the Size of Your Respondent List***

After you have been using MIDSAs for a while, your respondent list will get annoyingly long and filled with respondents who are no longer active cases. As a security feature MIDSAs does not allow you to delete respondents. You can, however, remove respondents from the list of available respondents by making them inactive. Select ***View Respondent List*** in the workspace or **Edit/View History** from the **Respondent** menu. Click the row of the respondent you want to make inactive and click the ***Edit*** button. Click **Inactive** and then the ***Save*** button.

### ***To Change the Status of a Session Manager***

ADMINISTRATORS CAN CHOOSE TO DEAUTHORIZE SESSION MANAGERS SO THAT THEY ARE NOT ALLOWED TO GIVE ASSESSMENTS OR TO REMOVE THEM FROM THE LIST OF SESSION MANAGERS WHO CAN BE AUTHORIZED.

#### **DEAUTHORIZE SESSION MANAGERS**

IF YOU WANT TO PREVENT A SESSION MANAGER FROM GIVING ASSESSMENTS, SELECT ***VIEW SESSION MANAGERS LIST*** FROM THE WORKSPACE OR **DEAUTHORIZE** FROM THE **SESSION MANAGER** MENU. THEN SELECT THE SESSION MANAGER'S NAME ON THE LEFT-HAND SIDE OF THE SCREEN AND CLICK THE ***AUTHORIZE*** BUTTON. SELECT **UNAUTHORIZED** AND CLICK THE ***SAVE*** BUTTON.

#### **DEACTIVATE SESSION MANAGERS**

WHEN A SESSION MANAGER LEAVES YOUR EMPLOY OR FOR ANOTHER REASON WILL NO LONGER SERVE AS SESSION MANAGER, YOU CAN CHANGE HIS OR HER STATUS TO INACTIVE. SELECT ***VIEW SESSION MANAGERS LIST*** FROM THE WORKSPACE OR **DEAUTHORIZE** FROM THE **SESSION MANGER** MENU. THEN SELECT THE SESSION MANAGER'S NAME ON THE LEFT-HAND SIDE OF THE SCREEN AND CLICK THE ***AUTHORIZE*** BUTTON. SELECT **INACTIVE** AND CLICK THE ***SAVE*** BUTTON. THEY WILL NO LONGER BE ON THE LIST OF ACTIVE SESSION MANAGERS BUT WILL REMAIN IN THE PERMANENT SESSION

MANAGERS HISTORY.

### ***To Update***

The MIDSAs system may be updated or upgraded in three ways. First, the MIDSAs software will be updated periodically. Currently, this can be done only in Windows. Second, the assessments themselves (currently Juvenile Male and Adult Male are available) will be updated. Third, you may wish to download an assessment you did not originally have.

All updates can be downloaded electronically from MIDSAs Central. Make sure you are connected to the internet before beginning.

FOR MULTI-COMPUTER USERS, UPDATING IS MANAGED FROM THE ADMINISTRATOR MIDSAs. WHEN UPDATING THE MIDSAs SOFTWARE IN A MULTI-COMPUTER SETUP, ADMINISTRATORS FIRST UPDATE THEIR MIDSAs AND THEN EXPORT THE UPDATE IN AN AUTHORIZATION FILE FOR THE SESSION MANAGER MIDSAs(S).

WHEN UPDATING ASSESSMENTS, THE ADMINISTRATOR INCORPORATES THEM INTO HIS OR HER MIDSAs. RESPONDENTS ARE AUTHORIZED TO TAKE THE NEW OR UPDATED ASSESSMENT AND ARE TRANSFERRED TO THE SESSION MANAGER MIDSAs(S).

### **Updating the MIDSAs Software**

Select **Update/MIDSAs Software** from the **Tasks** menu. You will need to enter your username and password to login. MIDSAs will look for updates and display what is available.

If there is an update available, click the **Next** button. A timer will appear while it downloads, then it will display a message asking you to click either the **Launch** or **Cancel** button. If you choose to launch, MIDSAs will close and install the updates.

IF YOU ARE USING SEPARATE SESSION COMPUTERS, THEY MUST BE UPDATED AS WELL. HERE ARE THE STEPS YOU MUST TAKE:

1. CHOOSE A TIME WHEN THERE ARE NO SUSPENDED ASSESSMENTS IN THE SESSION MANAGER MIDSAs.
2. CREATE AN AUTHORIZATION FILE WITH UPDATES (USING THE EXPORT AUTHORIZATION INFORMATION). NOTE THAT YOU WILL USE THIS FILE TWICE, ONCE TO IMPORT THE UPDATES AND A SECOND TIME, TO IMPORT SESSION MANAGER AND RESPONDENT AUTHORIZATION INFORMATION.
3. IMPORT THE AUTHORIZATION FILE INTO THE SESSION MANAGER MIDSAs AS USUAL.
4. THE INSTALLER WILL PROCEED AS IT DID IN THE ADMINISTRATOR MIDSAs. WHEN IT IS DONE YOU WILL HAVE TO IMPORT THE AUTHORIZATION FILE AGAIN. CHOOSE THE SAME FILE YOU USED TO UPDATE .

## **Requesting an Updated Assessment**

From time to time new or revised assessments will become available. These may be downloaded into your current MIDSAs.

Select **Update/Assessment** from the **Tasks** menu. You will need to enter your username and password to login.

Your program connects to MIDSAs Central to look for available assessments. After a short time, a list of assessments appears. Ones that have already been installed are highlighted in red. You can select the name of an assessment then click the **View Changes** button to see a history of changes made to that assessment. The higher the version number the more recent the assessment.

Click the box next the assessment(s) you wish to download and click the **Get Assessment** button. You will be asked to confirm, click the **Next** button. A message confirming the installation will come up, click the **Finish** button.

Once downloaded the new assessment will appear as an option in the Authorize Respondent procedure. Always use the latest version of assessments (the highest version number).

NOTE: THERE IS NO NEED TO DO ANYTHING WITH SESSION MANAGER MIDSAs. THE APPROPRIATE ASSESSMENT IS INCORPORATED DURING THE AUTHORIZE RESPONDENT PROCEDURE.

## **Backing Up MIDSAs**

Computers will crash and it is important to back up your MIDSAs data frequently. You need to be concerned about saving respondents' responses, reports and the Administrator's historical information (Session Managers, respondents, and assessment versions).

## **Backing up Reports**

When you receive reports from MIDSAs Central, they will be saved to the folder of your choice (Documents, unless you choose another place). These reports should be saved in at least two different places (and not on the same hard drive).

## **BACKING UP RESPONDENT FILES USING COMPLETED ASSESSMENTS FILES**

COMPLETED ASSESSMENT FILES ARE CREATED AS A MATTER OF COURSE WHEN SESSION MANAGERS GIVE ASSESSMENTS. RESPONDENTS' RESPONSES ARE SAVED IN SESSION MANAGERS' MIDSAs UNTIL A SESSION MANAGER EXPORTS THEM. THEN THEY ARE SAVED IN A COMPLETED ASSESSMENTS FILE, WHICH MAY BE STORED WHEREVER YOU DEEM IT BEST. ONCE THE ADMINISTRATOR EXTRACTS THEM, THE COMPLETED ASSESSMENTS FILE IS DELETED AND THE RESPONDENT FILES ARE STORED IN THE

ADMINISTRATOR'S MIDSAs. AFTER THE ADMINISTRATOR RECEIVES A REPORT FROM MIDSAs CENTRAL THE RESPONDENT'S RESPONSE FILES ARE NO LONGER NEEDED. HERE ARE OUR RECOMMENDATIONS FOR BACKING UP RESPONDENT'S RESPONSE FILES:

- IF A RESPONDENT'S SESSION IS SUSPENDED UNTIL A LATER SESSION, BACK UP THE SESSION MANAGER MIDSAs (SEE BELOW) AND SAVE IT IN A SECOND PLACE (ANOTHER COMPUTER, A NETWORK DRIVE, A USB FLASH DRIVE, ETC.).
- EXPORT THE COMPLETED ASSESSMENTS AS SOON AS POSSIBLE AND SAVE THE COMPLETED ASSESSMENTS FILE ON TWO DIFFERENT DEVICES. BACK UP THE ADMINISTRATIVE MIDSAs FREQUENTLY.

Respondents' responses are saved within MIDSAs for single users and for administrators who give assessments in the administrator MIDSAs. Typically, there is no need to save these response files elsewhere and the backup facility saves all respondents' responses. Occasionally, the Single User or Administrator needs to make a copy of a respondent's response file. This occurs most commonly when she or he is unable to request a report and wishes to send the respondents' responses to MIDSAs support. To access this function choose **Export Completed Assessments** from the **Assessments** menu. Click the checkbox next to the respondent(s) you wish to make a copy and then click the Export button in the middle bottom of the window. It will save the responses to Documents/MIDSAs/Completed Assessments (or another place, if you so specify).

## **Backing Up MIDSAs**

Whenever you logout (**Exit**), MIDSAs saves a backup of your respondents' answers to the assessment and the historical information. Windows users will find the automatic backup files in the ProgramData directory (C: ProgramData\MIDSAs Backups). Macintosh users will find their backup files in Documents/MIDSAs/Automatic Backups.

You can also backup manually. From the **Tasks** menu, select **System Backup/Save Backup**. By default the it is saved in Documents/MIDSAs/Backups. To change the location click the **Browse** button. Click the **Finish** button.

## **Uninstall MIDSAs (Windows)**

To uninstall, go to START menu and choose MIDSAs, then Uninstall. If MIDSAs is installed in C: Programs (the default), it can only be altered by someone with administrative privileges.

NOTE: If MIDSAs is uninstalled, the responses of all respondents plus the histories of respondents and Session Managers will be deleted. Be sure to backup (instructions in Backing Up MIDSAs) before you uninstall.

## ***Changing Passwords***

To change the Single User or Administrator password go to **Tasks** menu and choose **Change (Admin) Password**. You will need to enter your username and current password. Then enter the new password in twice and press the ***Finish*** button. NOTE: If you forget your username or password contact us at support@midsa.us for a new temporary one.

ADMINISTRATORS ARE RESPONSIBLE FOR CHANGING SESSION MANAGER PASSWORDS. SELECT **VIEW SESSION MANAGER LIST**, THEN HIGHLIGHT THE SESSION MANAGER YOU WOULD LIKE TO CHANGE BY CLICKING ON THEIR NAME. CHOOSE ***CHANGE PASSWORD***. ENTER THE NEW PASSWORD TWICE AND THEN CLICK ***SAVE***.

## ***Logging Out***

To exit the application, choose ***Exit*** from the **MIDSA** menu.

# Appendix A

## Administrative Troubleshooting

### ***Respondent Functions***

**When authorizing a respondent, the appropriate inventory does not display:**

The assessment was not correctly installed. Update your assessments (in the **Task** menu). If that does not work, contact us at support@midsa.us.

**You want to change an authorization, but MIDSAs will not let you.** Check to see if you have an assessment for this person in progress (Go to **Resume Assessment**). If you do, you must either finish the assessment or terminate it early. Then you can create a new assessment authorization.

**You made a mistake creating a respondent, saved it, and now you can't get rid of it.** Once a respondent has been created and saved, it stays in MIDSAs (this is a security measure). You can remove it from your sight by making the respondent inactive (see *Edit Respondent*).

**You have inactivated a respondent and now want him or her back.** Choose **View Respondent List**, then choose to view the *Inactive* list from the drop down menu at the top of the window. All your Inactive Respondents will appear. Highlight the one you want to activate and choose the *Edit* button. Then click the checkbox for *Active*.

**You cannot find a respondent that you are sure you entered into the system.** Open the **Respondent List** from the workspace or **Respondent** menu. At the top you will see the word "Search." Click on that box and enter the Respondent's first or last name or username. If the desired respondent does not display, change the list (usually from Active to Inactive) and try again.

### ***EXPORTING AUTHORIZATION FILE TO GIVE TO SESSION MANAGER***

**EXPORT AUTHORIZATION IS GREYED OUT.** TO CREATE AN EXPORT AUTHORIZATION FILE, YOU MUST HAVE AT LEAST ONE ACTIVE AND AUTHORIZED SESSION MANAGER AND RESPONDENT. TO CHECK WHETHER YOU DO, CHOOSE **VIEW RESPONDENT LIST** AND **VIEW SESSION MANAGER LIST**.

**EXPORT AUTHORIZATION REFUSES TO SAVE A FILE.** IF YOU USE MIDSAs'S STANDARD FILE NAME ("AUTH FILE" FOLLOWED BY DATE) AND TRY TO EXPORT A SECOND AUTHORIZATION FILE IN THE SAME DAY, MIDSAs REFUSES. TO AVOID, CHANGE THE NAME OF THE FILE IF YOU HAVE TO CREATE MORE THAN ONE AUTHORIZATION FILE IN A DAY. SEE DIRECTIONS ABOVE.

## **IMPORTING COMPLETED ASSESSMENTS FROM THE SESSION MANAGER**

**WHEN IMPORTING A COMPLETED ASSESSMENTS FILE, THE ADMINISTRATOR CANNOT FIND THE FILE.**

THE FILE NEEDED IS THE COMPLETED ASSESSMENTS FILE THAT IS CREATED WHEN THE SESSION MANAGER ARCHIVES A FILE. CHECK THAT THE FOLLOWING STEPS HAVE BEEN COMPLETED.

- THE SESSION MANAGER MUST CREATE AND EXPORT THE COMPLETED ASSESSMENTS FILE AFTER THE RESPONDENT IS FINISHED. THIS ACTION CAUSES A COMPLETED ASSESSMENTS FILE (A COMPRESSED FILE) TO BE CREATED AND STORED WHEREVER THE SESSION MANAGER DESIGNATED.
- THE SESSION MANAGER MUST TRANSFER THE COMPLETED ASSESSMENTS FILE TO THE ADMINISTRATOR. THIS CAN BE DONE THROUGH EMAIL, A FILE SERVER, OR A FLASH DRIVE.

ONCE THE COMPLETED ASSESSMENTS FILE HAS BEEN FOUND, FOLLOW THE STEPS DESCRIBED IN **IMPORT COMPLETED ASSESSMENTS**.

**WHEN IMPORTING A COMPLETED ASSESSMENTS FILE, YOU HIGHLIGHT THE COMPLETED ASSESSMENTS, BUT FIND THAT THE OPEN BUTTON IS GREYED OUT.**

THIS HAPPENS IF THE COMPLETED ASSESSMENTS FILE GETS UNZIPPED. THIS WOULD HAPPEN IF YOU WANTED TO BE SURE YOU HAD THE RIGHT FILE AND UNZIPPED IT TO FIND OUT. (ON WINDOWS COMPUTERS YOU WOULD HAVE RIGHT-CLICKED AND CHOSEN EXTRACT RATHER THAN OPEN. EXTRACTS UNZIPS THE FILE AND OPEN ALLOWS YOU TO REVIEW THE CONTENTS WITHOUT UNZIPPING; ON MACINTOSHES YOU WOULD HAVE DOUBLE-CLICKED THE ICON). TO FIX, LOOK TO SEE IF THE ZIPPED COMPLETED ASSESSMENTS IS STILL THERE. IF NOT ZIP THE COMPLETED ASSESSMENTS FOLDER: RIGHT-CLICK ON THE FOLDER, CHOOSE SEND TO: THEN COMPRESS IN WINDOWS, RIGHT-CLICK AND CHOOSE COMPRESS IN MACS). YOU SHOULD THEN BE ABLE TO IMPORT THE COMPLETED ASSESSMENTS ZIPPED FILE.

**WHEN IMPORTING A COMPLETED ASSESSMENTS FILE, THE FOLLOWING ERROR MESSAGE APPEARS: "THE ARCHIVE CANNOT BE ACCEPTED BECAUSE IT CONTAINS INVALID DATA."**

EMAIL THE COMPLETED ASSESSMENTS FILE AS AN ATTACHMENT TO [SUPPORT@MIDSA.US](mailto:SUPPORT@MIDSA.US). IN YOUR EMAIL MESSAGE, DESCRIBE THE EVENTS LEADING UP TO THE ERROR (WHAT YOU DID, ANY UNUSUAL EVENTS SUCH AS LIGHTS FLASHING).

**When requesting a report, your password is not accepted.**

Make certain you are entering a Single User or Administrator password, with capitals and small letters as you originally input. If you try this repeatedly without success, you can contact MIDSA support to get a temporary username and password to reregister. If you have to use the temporary login information to make a new password, it will not disturb your ability to get a report.

**When requesting a report , the respondent for whom you want a report does not appear in the Respondent List or the Request Report assistant will not open (it is greyed out).**

This may be caused by any of the following:

1. The assessment given in this MIDSAs was not terminated.
2. THE ASSESSMENT WAS GIVEN IN A REMOTE COMPUTER AND WAS NOT PROPERLY IMPORTED FROM THE COMPLETED ASSESSMENTS FILE PROVIDED BY THE SESSION MANAGER.
3. All respondents with completed assessments have been made inactive.

To address these three issues:

1. 1. To check whether the assessment was terminated, choose **Resume Assessment** from the workspace or the **Assessment** menu. If the respondent appears on the list of assessments, s/he has not been terminated. Choose him/her and when the assessment appears, type in the **ctrl-alt-L** sequence and login. The **Assessment Options** menu will appear. Choose *End (you want to get a report)*.
2. TO IMPORT COMPLETED ASSESSMENTS FROM THE SESSION MANAGER'S FILE, CHOOSE **IMPORT COMPLETED ASSESSMENTS** FROM THE WORKSPACE OR **REPORTS** MENU UNDER THE **RESPONDENTS** MENU AND FOLLOW THE INSTRUCTIONS. YOU WILL NEED THE COMPLETED ASSESSMENTS FILE FROM THE SESSION MANAGER.
3. To make respondents active so you can request a report, choose **View Respondent List** from the workspace or **Edit/View History** from the **Assessment** menu. Then choose **Edit** button and click on the radio button next to *Active*.

If none of these actions work, contact MIDSAs support, who can generate a report for you.

**When requesting a report, your MIDSAs is unable to connect to MIDSAs Central.**

This may be because your computer is not connected to the internet or because there is a problem at MIDSAs Central or because the security measures in your organization prevent the connection.

To check your connection open your favorite browser (e.g., Internet Explorer, Firefox, Chrome, Safari) and connect to a reliable website. If you can make links on that website link, you are successfully connected to the internet.

Wait two minutes and then try requesting a report again. This will ascertain whether MIDSAs Central was the problem because MIDSAs Central restarts itself after two minutes.

If you have internet and you gave MIDSAs Central time to restart, but you still cannot connect to MIDSAs Central, you likely will have to contact your IT personnel. If you want a report in the meantime, contact MIDSAs support and we will generate a report for you and email it to you.

**When requesting a report, you cannot find the report.**

MIDSA did not send an error message, but you cannot find the report. The report is an Adobe Acrobat (.pdf) file. MIDSA puts it in a Reports folder inside the MIDSA folder in Documents unless you told it to save the Report elsewhere. To view it first log out of MIDSA and then navigate to the Reports folder.

**The computer stops responding (often presents a blank blue screen).** Wait at least a minute. If it is still nonresponsive follow the instructions for your computer.

Windows

Press **Ctrl-Alt-Delete** (press the control key, the alt key and the delete key at the same time). This will bring up the **Windows Task Manager** dialog box.

1. In the white window in the center you will see one or more MIDSA's. Click on the top one to highlight it and click the **End Task** button at the bottom. Repeat until there are no MIDSA's in the white window.
2. Then launch MIDSA again.

NOTE: You may have to restart the computer if you cannot relaunch MIDSA.

Macintosh

Press **Cmd-Alt-Esc** (press the command key, the alt key and the Escape key at the same time). This will bring up the **Force Quit Applications** dialog box. Choose MIDSA and then click on the **Force Quit** button. Then launch MIDSA again.

## Appendix B

### Troubleshooting When Giving an Assessment

**The computer locks up in the middle of assessment (Windows only).** If the computer stops responding and **Ctrl-Alt-L** does not bring up the **Login** window, press **Ctrl-Alt-Delete** (press the control key, the alt key and the delete key at the same time). This will bring up the **Windows Task Manager** window.

1. In the white window in the center you will see one or more MIDSA's. Click on the top one to highlight it and click the **End Task** button at the bottom. Repeat until there are no MIDSA's in the white window.
2. Double click on MIDSA to relaunch it.

NOTE: You may have to restart the computer if you cannot relaunch MIDSA.

3. Login and choose **Restore a Previous Session**. The program will start at the beginning of the section the respondent was working on when the computer froze.

This means the respondent may have to redo some questions (usually no more than 20).

**You deem a question inappropriate for the respondent.** This happens most frequently because the respondent has made an earlier error. For example, he says he never had sex before he was 18 and then gets questions about his teenage sexual activities. If you judge that he cannot answer accurately, you can skip the question. Enter **Ctrl-Alt-S** (all held down at same time). MIDSAs will ask you to login and then to describe why you skipped the question.

**The respondent selects a glossary item and it does not appear (Windows only).** The glossary item may be behind the MIDSAs window (for unknown reasons). Press Alt-Tab (at the same time). If you have other open windows something other than the glossary may appear. If so, press Alt-Tab repeatedly until the glossary appears in front. If you find yourself recycling windows you already brought to the front, then this potential solution fails.

**A screen with multiple questions is cut off at the bottom.** This is a rare problem and is usually caused by an unusual screen resolution. The long-term solution is to change your screen resolution to 1024 x 768 or higher.

To save the current assessment:

1. Jot down the questions and answers on the screen.
2. Press **Ctrl-Alt-S** and choose Skip in the resulting window.
3. Email user support with the questions and answer and the Completed Assessments file. We will add these responses to the response file and create a corrected report.

## Appendix C

### Description of Assessment

MIDSA gives a tutorial to the respondent at the very beginning of the survey. This section of the manual includes the information contained in the tutorial. The reading test is embedded in the tutorial.

#### *Respondent's Tutorial*

##### Standard Questions

From the respondents' point of view there are four kinds of questions:

1. Forced choice. The respondent must choose one and only alternative. He clicks the mouse on the appropriate radio buttons (circles).
2. Multiple choice. The respondent must choose at least one alternative, but may choose as many as he likes. He clicks the mouse on as many check boxes (squares) as he wishes.
3. Fill in the number. The respondent writes a number in the small blank provided. It must be in digits (e. g., 1, 21, 145). Letters are **not** accepted.
4. Fill in the blank. The respondent enters whatever he wants in the blank. He must make an answer, but there are no restrictions on what he puts in the field.

In addition there are screens with information to be read.

##### Navigation Buttons

The three buttons at the bottom of the screen are the primary means of moving from screen to screen.

- *Next Question* button is clicked to move to the next screen. It is greyed out until the respondent enters a response.
- *Previous Question* button takes the respondent to the question he has just answered. His initial answer to this question is still there, but he may change it if he wishes.
- *Beginning of Section* button takes respondent to the beginning of the section. Sections are approximately 20 questions in length. Respondents' answers are saved at the end of every section.

NOTE: Respondents may push the **Enter** key on the keyboard rather than clicking on the *Next Question* button for forced choice, multiple choice, and fill-number questions, but not for fill-in-the-blank questions.

## **Glossary Items**

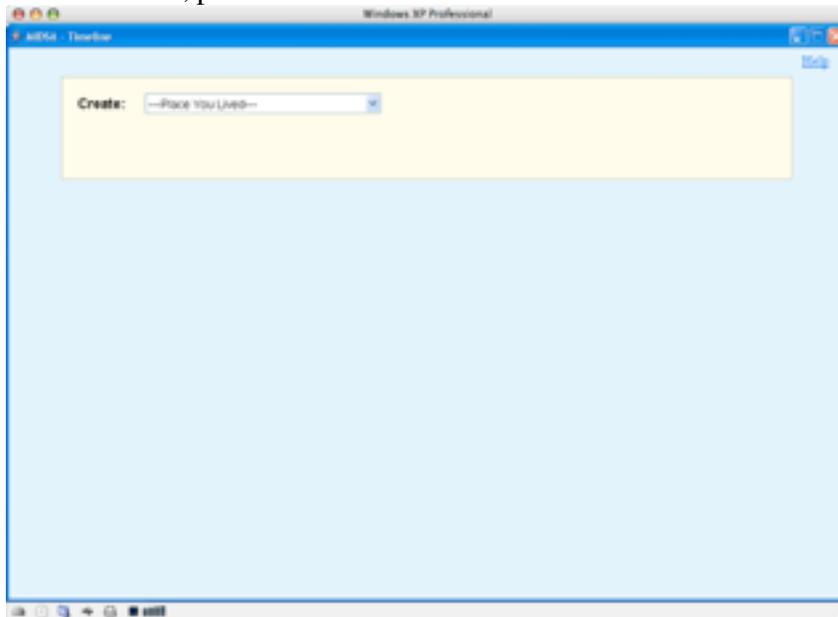
Difficult or ambiguous words are bolded and underlined in the MIDSA. Respondents may click on them and an explanation appears.

## ***Saving Responses***

Respondents' answers are saved at the end of every section. The last screen of the section tells the respondents that they may change any or all of their responses in that section, but once they click ***Next Question*** at the warning screen, their answers are saved and they cannot be changed.

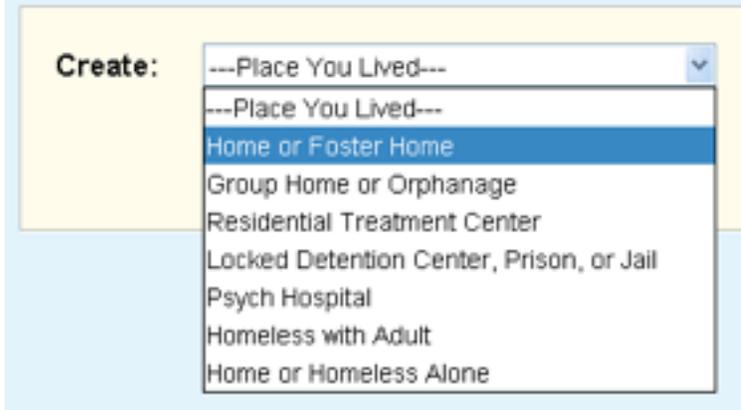
## ***Timeline Instructions***

To find out who the respondents' caregivers were during his first 18 years of life, he fills out a timeline, pictured below:



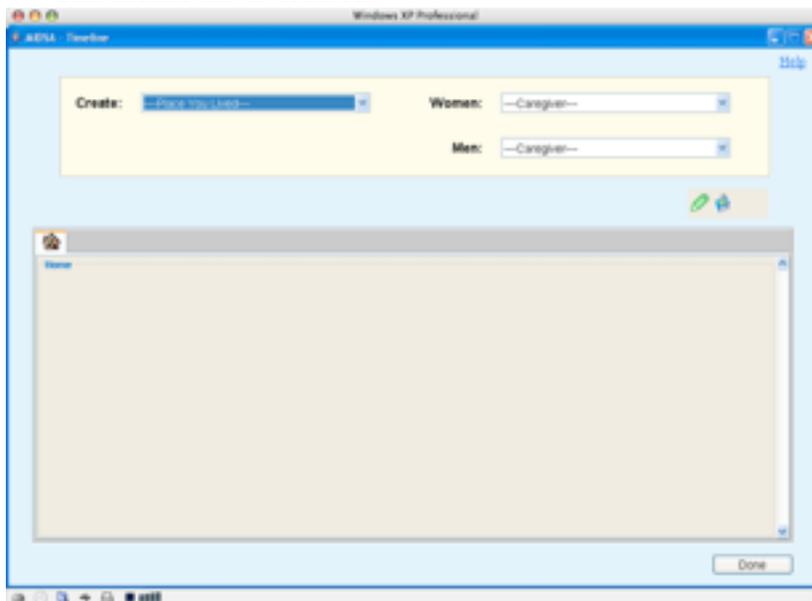
## Steps to Enter One Caregiver

1. Respondents first choose a home from a list of possible home types:



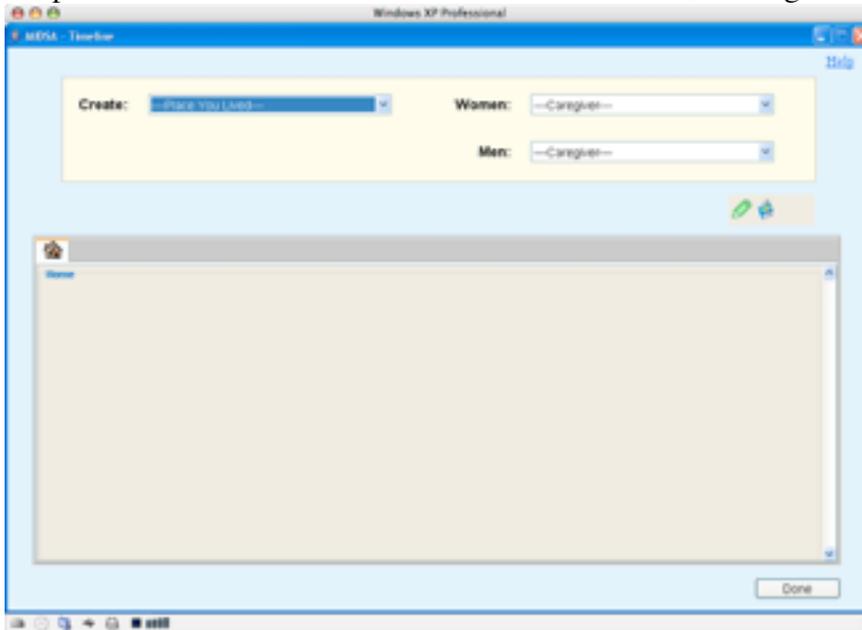
A screenshot of a web form. On the left, the text "Create:" is displayed. To its right is a dropdown menu with a blue arrow on the right side. The menu is open, showing a list of options. The first two options are "---Place You Lived---". The third option, "Home or Foster Home", is highlighted with a blue background. Below it are "Group Home or Orphanage", "Residential Treatment Center", "Locked Detention Center, Prison, or Jail", "Psych Hospital", "Homeless with Adult", and "Home or Homeless Alone".

The **H**ome tab is created.

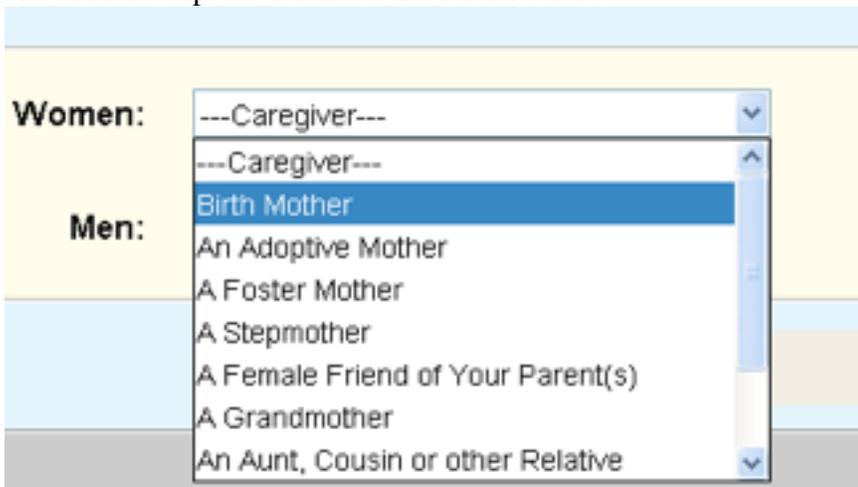


A screenshot of a web browser window showing a form. The window title is "Windows XP Professional". The form has a blue header bar with "ADVA" and "Timeline" on the left, and a "Help" icon on the right. Below the header, there is a yellow background area containing three dropdown menus: "Create:" (with "Home or Foster Home" selected), "Women:" (with "---Caregiver---" selected), and "Men:" (with "---Caregiver---" selected). Below this area are two small icons: a green leaf and a blue water drop. The main content area is a large, empty, light-colored rectangular box. At the bottom right of the form is a "Done" button. The browser's address bar shows "http://...".

2. Respondents choose the adults who took care of them, starting with infancy.



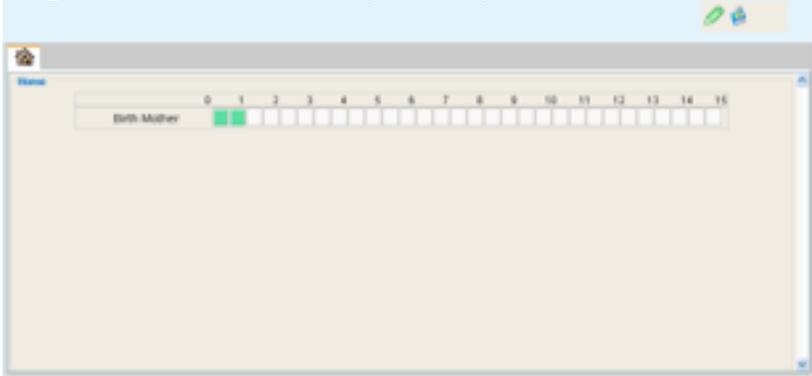
Here is the drop-down menu with a choice made:



For all choices except birth mother and birth father, respondents are asked to give the person a name.



3. They then fill in how long they lived with each caregiver. To do this, respondents must first click on the crayon icon (in the middle of the screen; see above). The cursor changes to the crayon icon. They move the mouse over the rectangles in the time that represent the time they lived with the caregiver. Each rectangle represents a six-month period. These are estimates, so it is perfectly all right to choose one year, as in the picture below, even if they actually lived with their mother 9 or 14 months.



### Correcting Respondent Errors

1. It is very easy to skip blocks. It is necessary to go back and fill in the blocks by touching the crayon to the empty boxes.
2. If a respondent fills in a time block by mistake, he can fix it by choosing the eraser (middle right of screen). The cursor will change to the eraser. The respondent can touch the offending timeblock and it will turn white again. (If this does not work, try a second time.)
3. To correct mistakes on earlier homes, the respondent double clicks on the home tab. That brings the earlier home to the front and he can use the eraser.
4. If the respondent creates a home incorrectly (e. g., he meant to choose *Psych Hospital*, but he chooses *Homeless with Adult* instead), he chooses the eraser and clicks on the *Psych Hospital* icon.
5. If the respondent selects the wrong caregiver, the eraser can be used in the same way.

### General Considerations

1. What is a home? Respondents may consider each physical place they lived as a home or they may consider a home as the entire time they lived with a particular caregiver, even if they moved repeatedly in that period.
2. Each timeline block represents 6 months. Some respondents may have had several homes (e. g., several foster placements) within one 6-month period. Simply create the multiple homes and fill in the same block in each home.
3. Respondents may choose all the caregivers in that home at once and fill in the timelines for all at the same time or they may choose one caregiver, fill in the timeline for that person, choose a second caregiver, fill in the timeline for the second person, etc. Likewise they may choose male or female in whatever order they choose.
4. Sometimes respondents do not remember the name of a caregiver, but knows she or he existed. In such cases have the respondents enter a phrase that will help them

remember the caregiver when it comes time to identify whether the caregiver physically or sexually abused them (e. g., “the one who hit me”).

5. The timeline displays only the name of the caregiver chosen, but the person’s type is displayed if the mouse is dragged over that name.
6. Once a particular caregiver (e. g., Grandma Ida) is chosen, the name is added to the list of caregivers of that gender. If the respondent lived with that same person in a later home, he must select her from the list.

NOTE: This is the only way Grandma Ida can be put in a second time. If the respondent chooses *Grandmother* from the list and attempts to write in the name *Ida*, he will be told the name is already chosen.

7. Respondents may go back to previously entered homes at any time by clicking on the tab. They may add or delete caregivers and can add or erase timeblocks.

## **Finishing the Timeline**

When respondents are finished, respondents click the **Done** button. MIDSAs checks that respondents do not have gaps in their timelines (i. e., each 6-month period must have been green in at least one home). If they fail that test, they are told where the gaps are and are asked to go back and fix them.

When there are no gaps in the timeline and the respondent clicks the **Done** button, MIDSAs presents lists of the caregivers they have chosen—male, then female—appear and respondents are asked to confirm that they have all their caregivers. If they do not, they click the **No** button and make the desired changes.

If the respondents agree that the lists (male and female) are correct, they click the **Yes** button. This saves the caregiver lists.

NOTE: Once respondents have verified the correctness of the caregiver lists, they cannot make further changes. The only recourse the Session Manager has is to end the assessment and have the Administrator authorize a new testing session so that the respondent can start over.

## **Create Lists**

At several points in the inventory respondents are asked to choose types of people from a list (e. g., to choose the people who physically punished or abused them). Potential choices (e. g., stepfather, neighbor) are given on the left side of the MIDSAs window. The respondent highlights a choice by clicking on it with the mouse and then clicking the **Add** button. The choice moves to the box on the right hand side. In some instances a dialog box appears asking them to give a name to that person (e. g., name of girlfriend). A name is needed to differentiate among people in the same category (e. g., different babysitters), but the respondent is free to use an alias if he chooses. MIDSAs does not suggest this to respondents, but Session Managers may.

Respondents may choose as many from a list as they wish. In some create lists, they may also choose the response *None* if no one applies.

If respondents decide a choice they made is incorrect, they may highlight the incorrect entry and click the ***Remove*** button.

When respondents are done, they click the ***Next Question*** button. **Create list** items are saved immediately and cannot be changed except by deleting the whole assessment and having the Administrator authorize a new respondent session. Thus, when respondents click the ***Next Question*** button, a dialog box pops up and asks respondents to verify their answers.

NOTE: Respondents sometimes have a difficult time deciding what category to put a particular person. For example, a respondent may have had contact with a 17-year old female neighbor. The Session Manager knows that there is a neighbor choice in both the “women and older girls” list and the “girls not related to” list. It does NOT matter. The respondent’s choices in all sex abuse lists are combined and the combined list serves as a basis for further questions.

Below is a list of all the lists presented to the respondent in the order presented.

### **Important Caregivers List**

Two lists of caregivers, one male and one female, are generated from the timeline and presented separately. Respondent is asked to choose the one or two who had the biggest impact on him, positive or negative.

### **Important Caregiver Pairs List**

MIDSA generates all possible pairs of adult caregivers and asks the respondent to choose the one or two pairs they knew who had the biggest effect on them. There is an alternative on this list that allows them to say that none of the pairs lived with them long enough to affect them.

NOTE: The program’s criterion for inclusion is whether the two caregivers were in the home at the same time. It does not matter whether the respondent creates a new home when, for example, the birth father moves out and a stepfather moves into the same home. For either case (respondent adds stepfather to home that has birth father listed or respondent starts a new home for birth mother and stepfather) two pairs—mother-father and mother-stepfather—are generated.

### **Physical Punishment Lists**

1. Women caregivers generated from timeline
2. Men caregivers generated from timeline
3. Women and older girls with whom respondent has not lived  
Grandmother

An aunt, adult cousin or other relative  
Stepmother you never lived with  
Female friend of parents (romantic or not)  
Professional person, such as a teacher or coach  
Female caregiver in an institution  
Female babysitter  
Sister or half sister  
Stepsister or foster sister  
Other woman, such as neighbor or adult friend  
Mother you never lived with  
None

4. Men and older boy with whom respondent has not lived  
Grandfather  
An uncle, adult cousin or other relative  
Stepfather you never lived with  
Male friend of parents (romantic or not)  
Professional person, such as a teacher or coach  
Male caregiver in an institution  
Male babysitter  
Brother or half brother  
Stepbrother or foster brother  
Other man, such as a neighbor or adult friend  
Father you never lived with  
None

### **Sexual Contact Lists**

1. Women caregivers generated from timeline
2. Men caregivers generated from timeline
3. Women with whom respondent has not lived  
Grandmother  
An aunt, adult cousin or other relative  
Stepmother you never lived with  
Female friend of parents (romantic or not)  
Professional person, such as a teacher or coach  
Female caregiver in an institution  
Female babysitter  
Stranger (adult woman)  
Other woman, such as neighbor or adult friend  
Mother you never lived with  
None
4. Men with whom respondent has not lived  
Grandfather  
An uncle, cousin or other relative

Stepfather you never lived with  
Male friend of parents (romantic or someone friendly with either parent)  
Professional person, such as a teacher or coach  
Male caregiver in an institution  
Male babysitter  
Stranger (adult man)  
Other man, such as a neighbor or adult friend  
Father you never lived with  
None

5. Girl relatives

Sister or half sister  
Stepsister or foster sister  
Female cousin or other relative  
None

6. Boy relatives

Brother or half brother  
Stepbrother or foster brother  
Male cousin or other relative  
None

7. Type of girls (presented only if respondent said he had sexual contact with girls he was not related to)

Girlfriend  
A girl I was not close to  
A girl I had just met  
None

8. Type of boys (presented only if respondent said he had sexual contact with boys he was not related to)

Boyfriend  
A boy I was not close to  
A boy I had just met  
None