OQ-Analyst Administration Methods

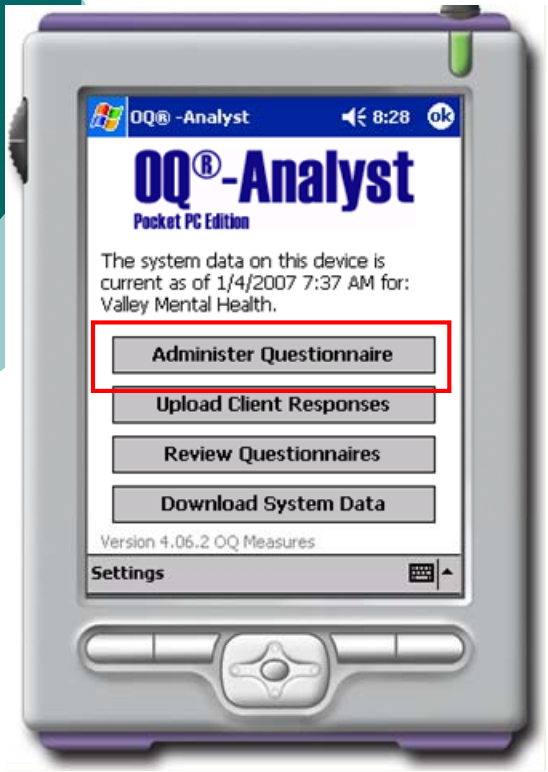
	PDA	Netbook	Kiosk	Manual Entry (10-Key)	Custom - WSI InsertQuestionnaire
Description	Handheld PDAs using OQ Analyst Pocket PC Edition	Small laptop using OQ Analyst Netbook Software	Computer Terminal or Touch-screen setup in waiting area	Paper administration with manual data entry by clerical staff	Custom administration with raw data sent to OQ Analyst for reports
Hardware	Windows Mobile PDA (PALM not supported)	HP Mini, Asus Eee PC, or Dell Mini recommended	Desktop, Terminal, or Tablet PC and an active Internet connection	Standard PC, Uses same paper forms as scanner method	Can use any custom hardware setup (PDA, PC, Tablet)
Software	Microsoft Compact .Net Framework, OQA PDA Software, Microsoft ActiveSync (Optional)	Windows XP or Windows 7 (Any version)	Internet Explorer or other web browser	Internet Explorer or other web browser	Uses custom software and OQA Web Service Interface (WSI) API
Estimate Equipment Costs	$300 - $450 for HP iPAQ PDA (Wireless or using desktop cradle)	$300-$400 depending on model and configuration	None using existing, $1700 WebDT Tablet, $600 Dell Touch-screen	None when using existing computer hardware	Unknown (Requires software development work by your IT Staff)
Volume	Recommend 1 PDA for every 5 clinicians at a clinic location. Can be used in offline mode	Recommend 1 Netbook for every 5 clinicians at a clinic location. Can be used in offline mode	Recommend 1-3 kiosks setup per clinic location depending on volume	Requires 1-5 minutes per questionnaire to enter data manually	Allows administration to be streamlined into existing IT systems and current intake process

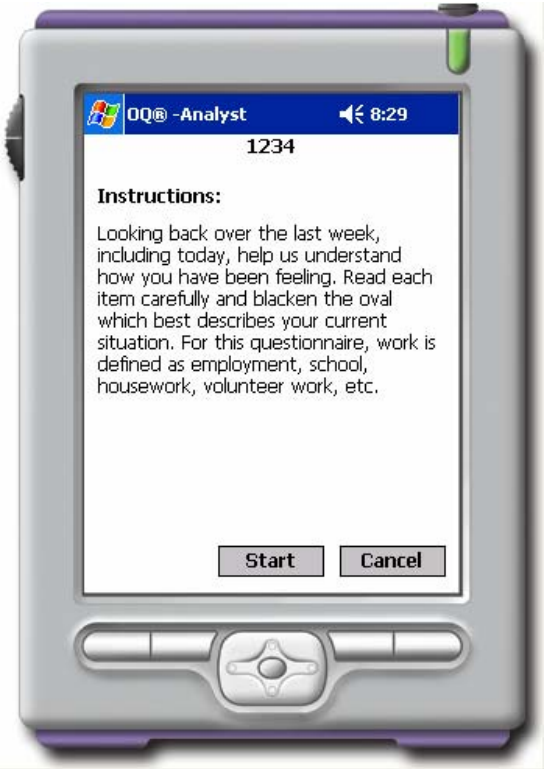
- PDA Setup (15 Minutes):
  - Download software directly to device using Internet Explorer on PDA
  - PDA Kiosk software can be used to lockdown the device
  - See documentation site for more information on PDA setup

  Netbook Setup (15 Minutes):
  - Download software directly to device using Internet Explorer or copy files from network or USB flash drive.
  - Use Windows Group Policy or replacement shell to lockdown device
  - See documentation site for more information.
    NOTE: The Netbook software is based on the PDA software, so the PDA documentation has more information as well.

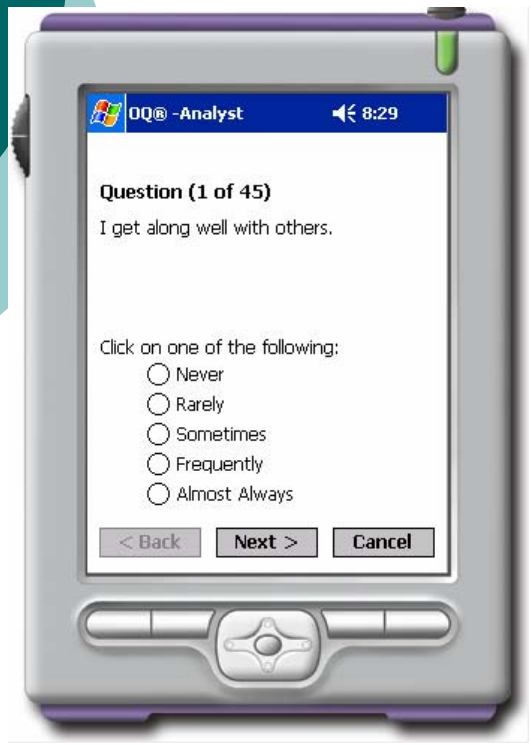
- Kiosk Setup for Desktop, Laptop, or Netbook (15 Minutes):
  - Setup computer terminal to be used as Kiosk computer
  - Use Windows Group Policy or replacement shell to lockdown device
  - See documentation site for more information on Kiosk setup
    NOTE: Kiosk requires active network connection and Internet Explorer

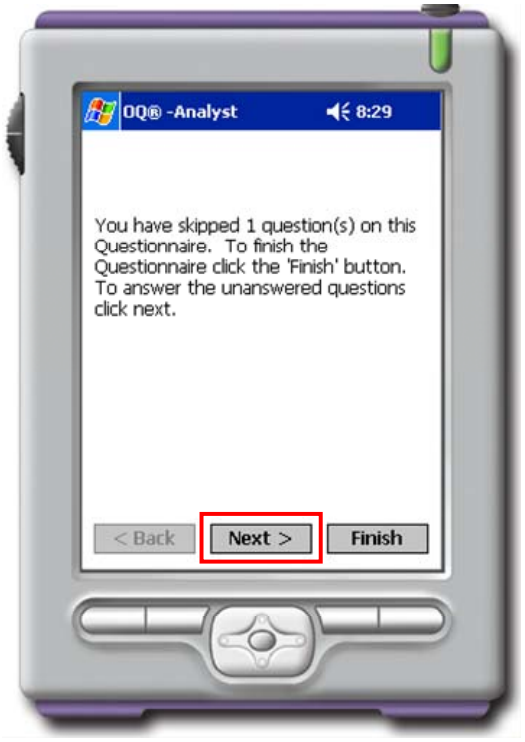
PDA / Netbook Administration

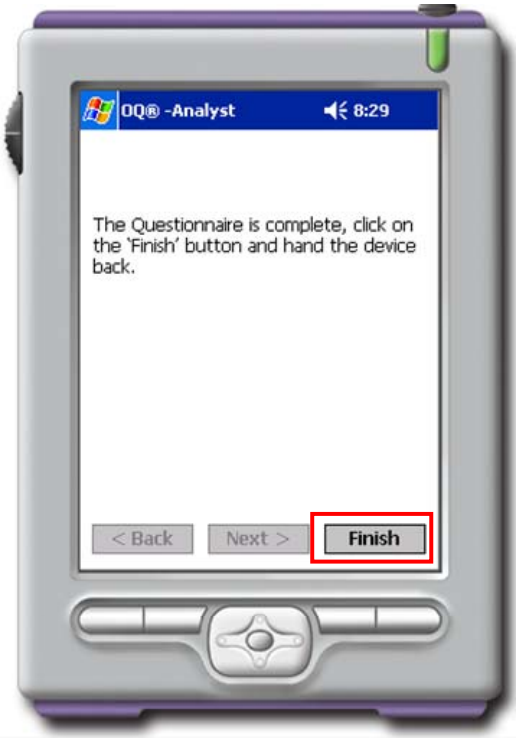


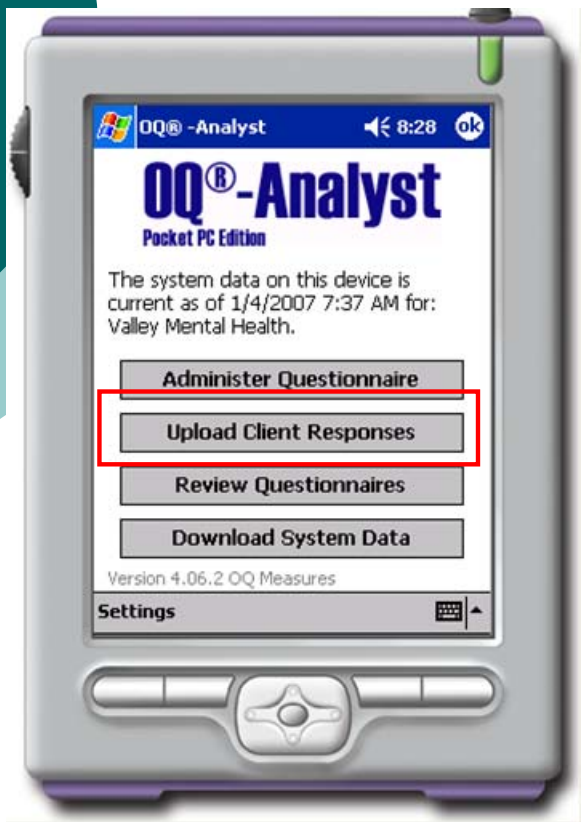


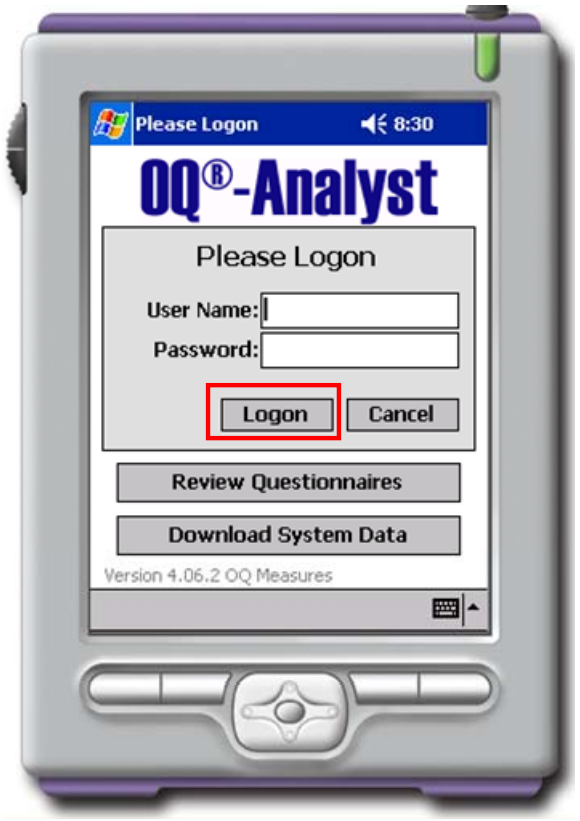
PDA Administration screenshots are shown above, but the Netbook administration software is very similar and uses the same administration process. PDA software requires a Windows Mobile based device. Netbook requires Windows XP or 7.

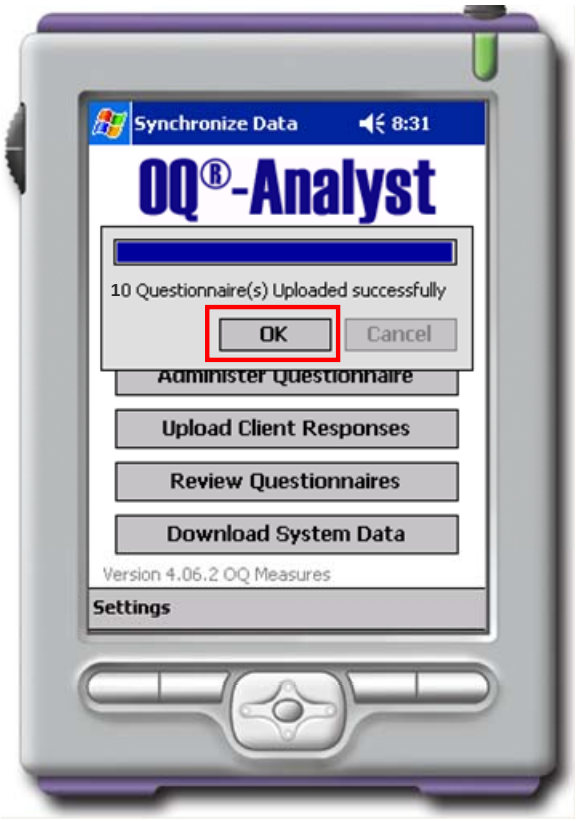

OQ® -Analyst
8:29
Question (1 of 45)
I get along well with others.
Click on one of the following:
Never
Rarely
Sometimes
Frequently
Almost Always
< Back
Next >
Cancel

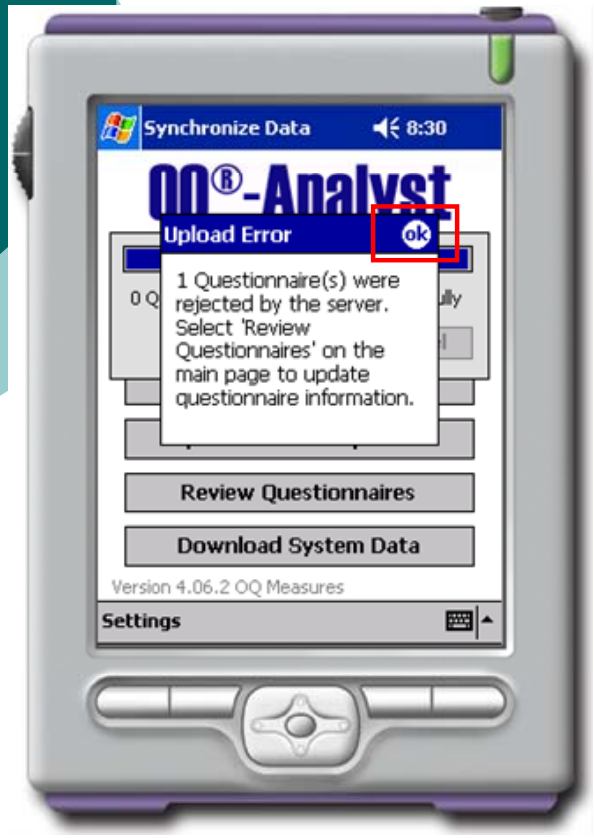

OQ® -Analyst
8:29
You have skipped 1 question(s) on this Questionnaire. To finish the Questionnaire click the 'Finish' button. To answer the unanswered questions click next.
< Back
Next >
Finish

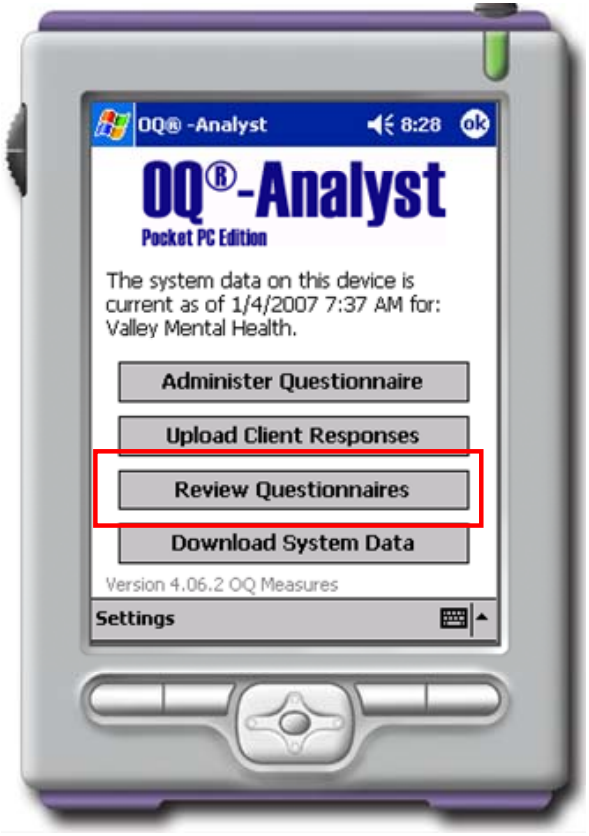

OQ® -Analyst
8:29
The Questionnaire is complete, click on the 'Finish' button and hand the device back.
< Back
Next >
Finish

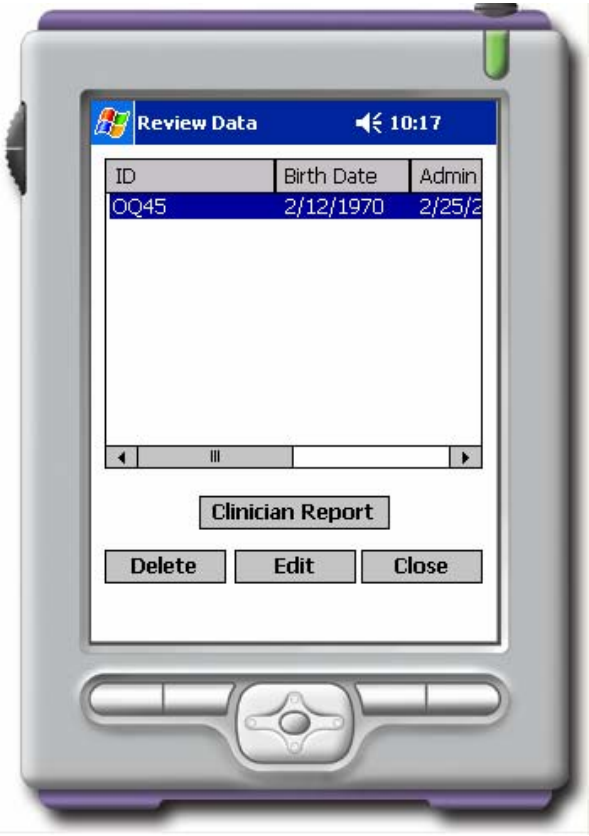

OQ® -Analyst
8:28
ok
OQ®-Analyst
Pocket PC Edition
The system data on this device is current as of 1/4/2007 7:37 AM for: Valley Mental Health.
Administer Questionnaire
Upload Client Responses
Review Questionnaires
Download System Data
Version 4.06.2 OQ Measures
Settings


Please Logon
8:30
OQ®-Analyst
Please Logon
User Name:
Password:
Logon
Cancel
Review Questionnaires
Download System Data
Version 4.06.2 OQ Measures

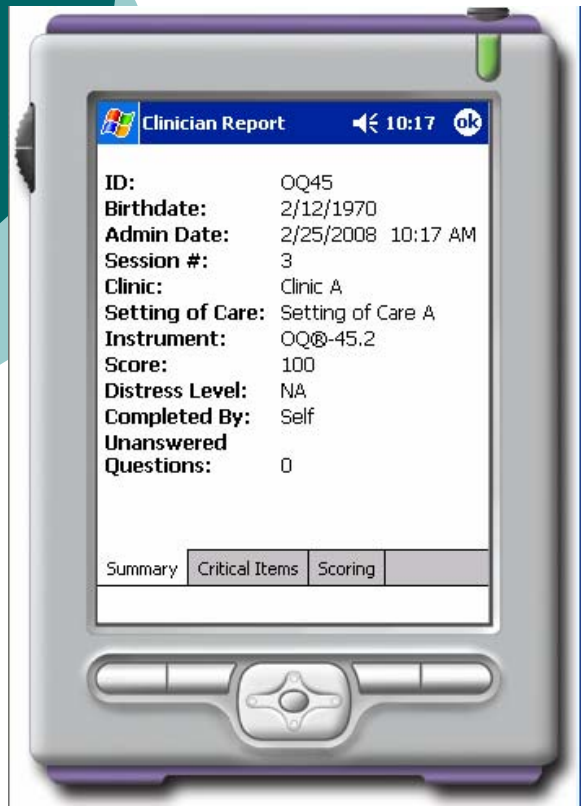

Synchronize Data
8:31
OQ®-Analyst
10 Questionnaire(s) Uploaded successfully
OK
Cancel
Administer Questionnaire
Upload Client Responses
Review Questionnaires
Download System Data
Version 4.06.2 OQ Measures
Settings

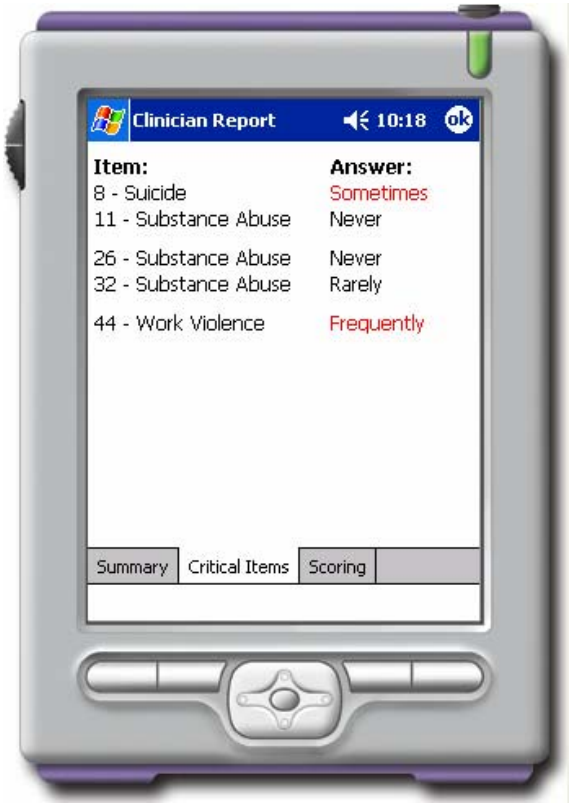

Synchronize Data
8:30
OQ®-Analyst
Upload Error
ok
1 Questionnaire(s) were rejected by the server. Select 'Review Questionnaires' on the main page to update questionnaire information.
Review Questionnaires
Download System Data
Version 4.06.2 OQ Measures
Settings

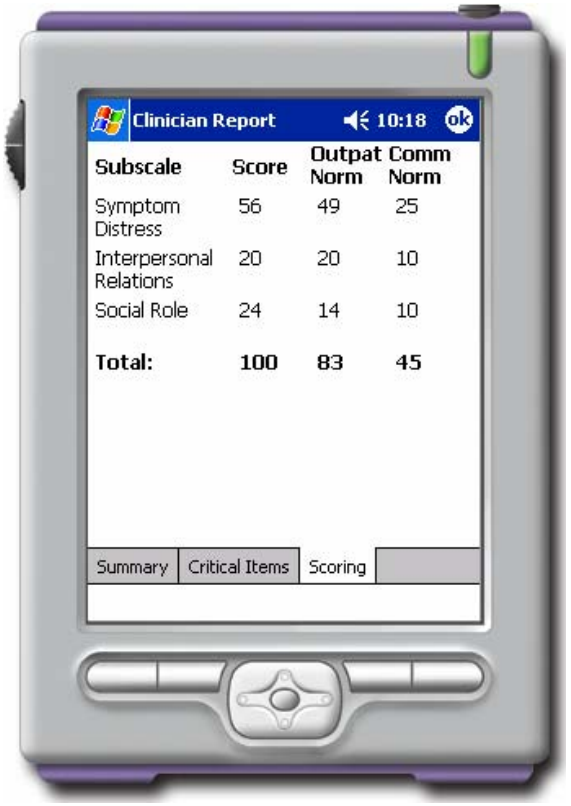

OQ® -Analyst
8:28
ok
OQ®-Analyst
Pocket PC Edition
The system data on this device is current as of 1/4/2007 7:37 AM for: Valley Mental Health.
Administer Questionnaire
Upload Client Responses
Review Questionnaires
Download System Data
Version 4.06.2 OQ Measures
Settings


Review Data
10:17
ID
Birth Date
Admin
OQ45
2/12/1970
Clinician Report
Delete
Edit
Close

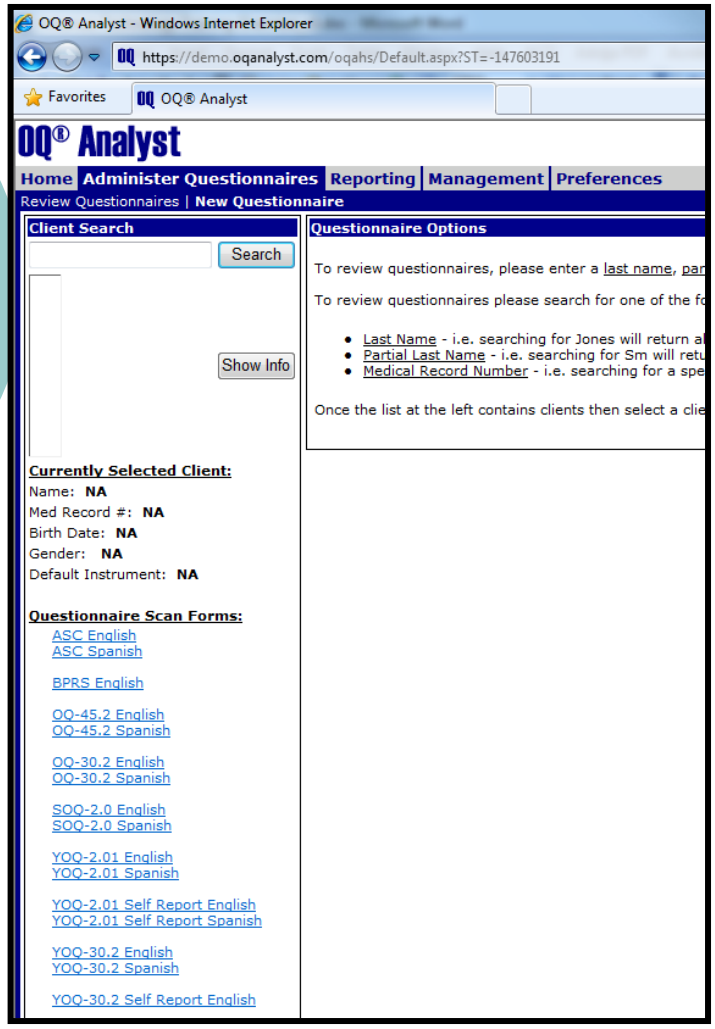
PDA / Netbook Clinician Report (Offline)

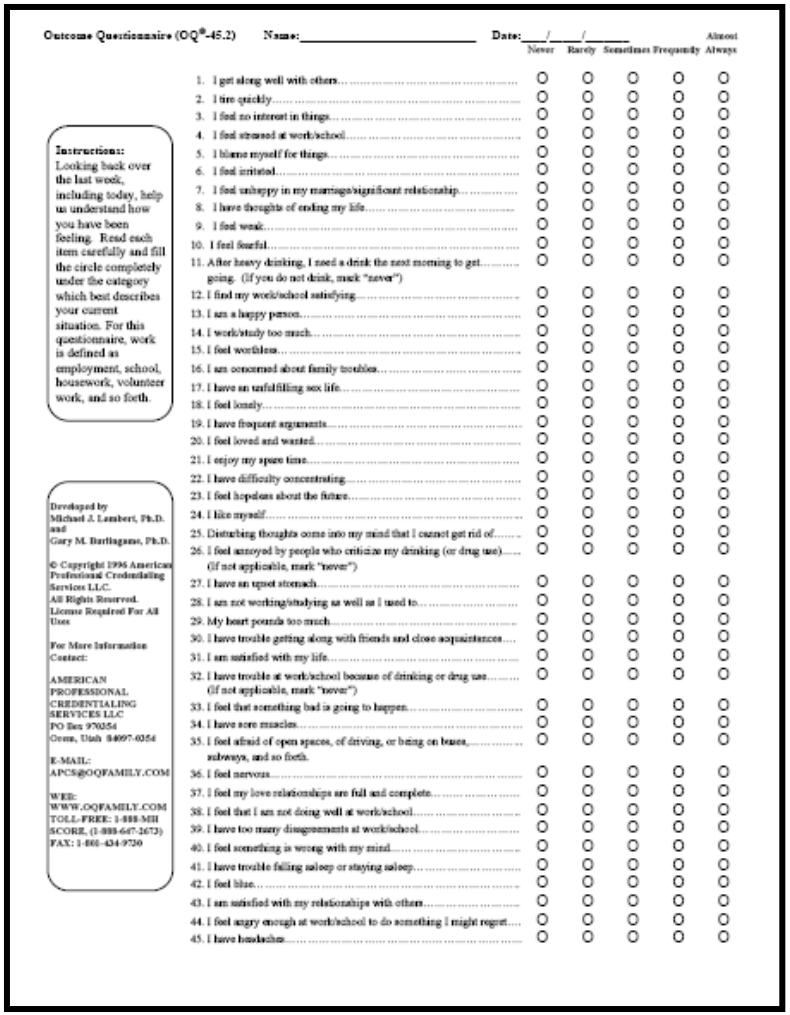






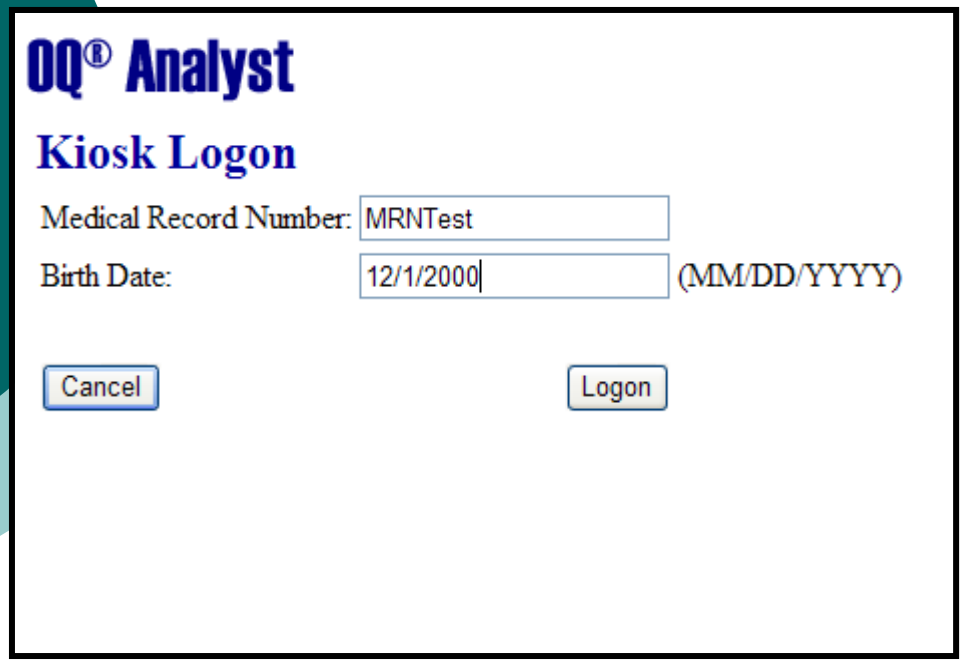
Paper and Pencil Administration



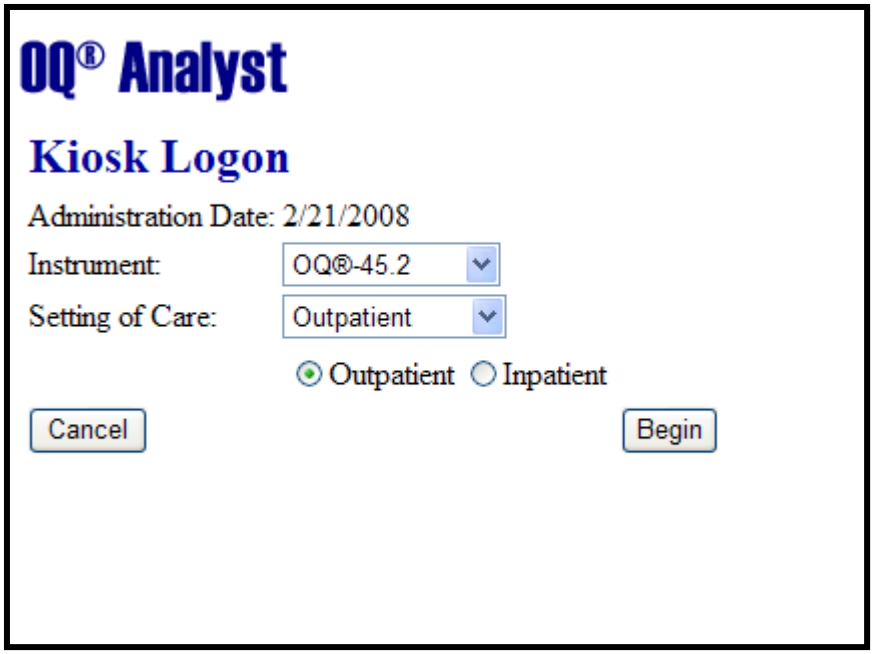


PDF forms for all instruments are available under “Administer Questionnaire” -> “New Questionnaire” Tab and can be printed for clients to complete using Paper/Pencil

Kiosk Administration



Kiosk login screen

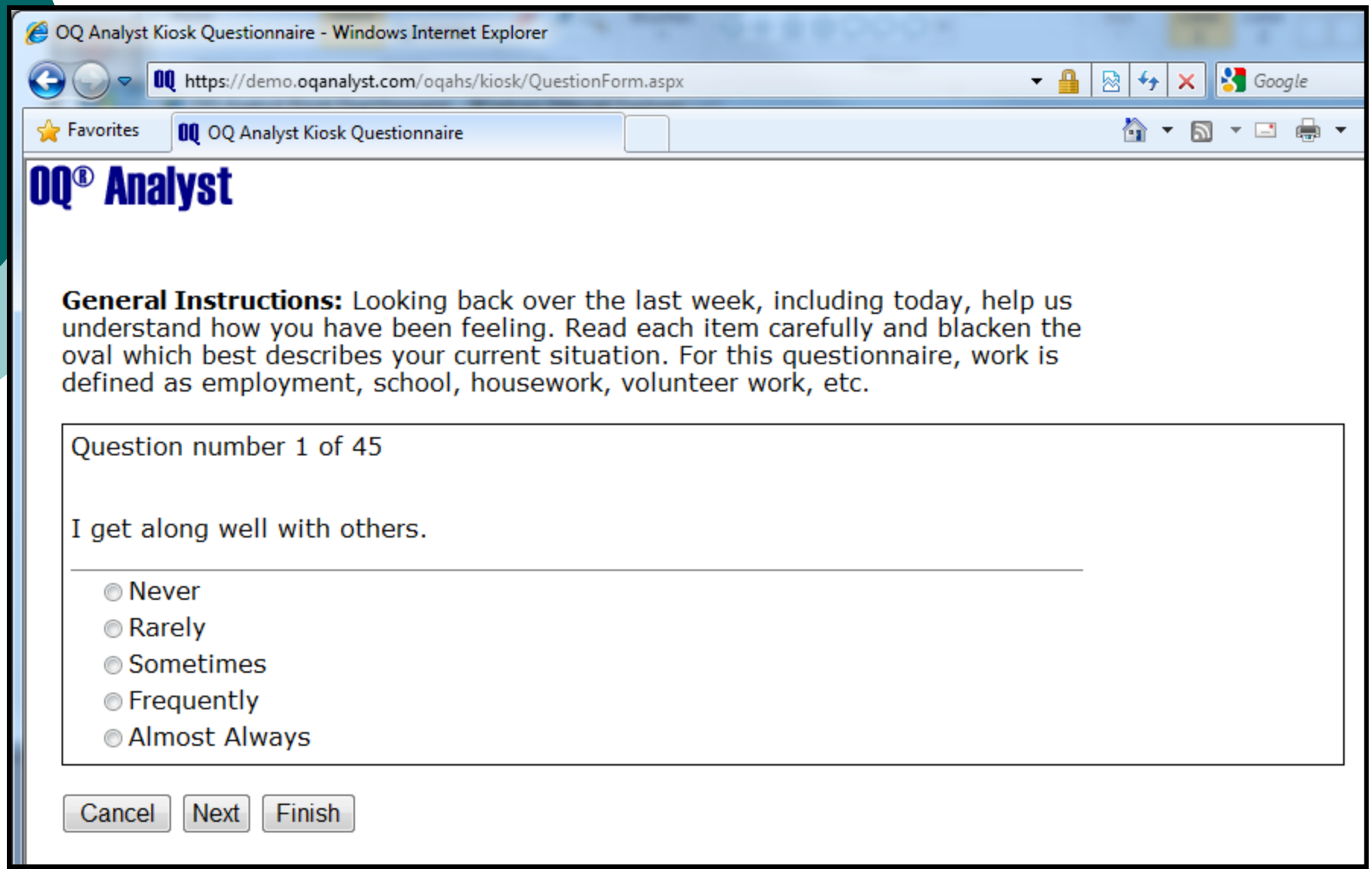


Administration Settings

HTTPS://Demo.OQAnalyst.Com/OQAHS/Kiosk/

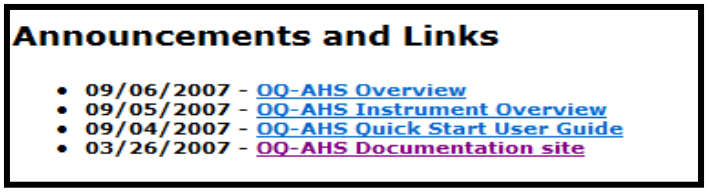
- Does not require an employee login to OQ Analyst, No client data is visible.
- Access using Internet Explorer on a Desktop, Laptop, Tablet, or Netbook
- Use Active Directory Group Policy or alternate shell to lock down machine.
- Use IE Kiosk mode or Fullscreen to hide Address Bar and toolbars.

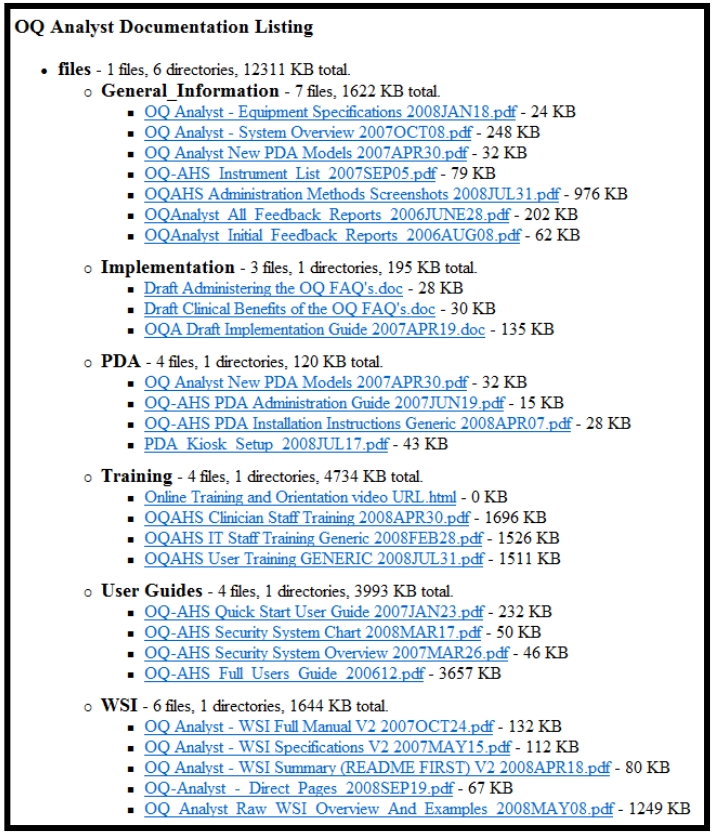
Kiosk Administration



OQ Analyst Documentation

- Links at bottom of Home Page:
- https://demo.oqanalyst.com/oqahs/files
  - General Information
  - Implementation
  - Kiosk
  - PDA/Netbook
  - Training
  - User Guides
  - WSI (Import/Export)

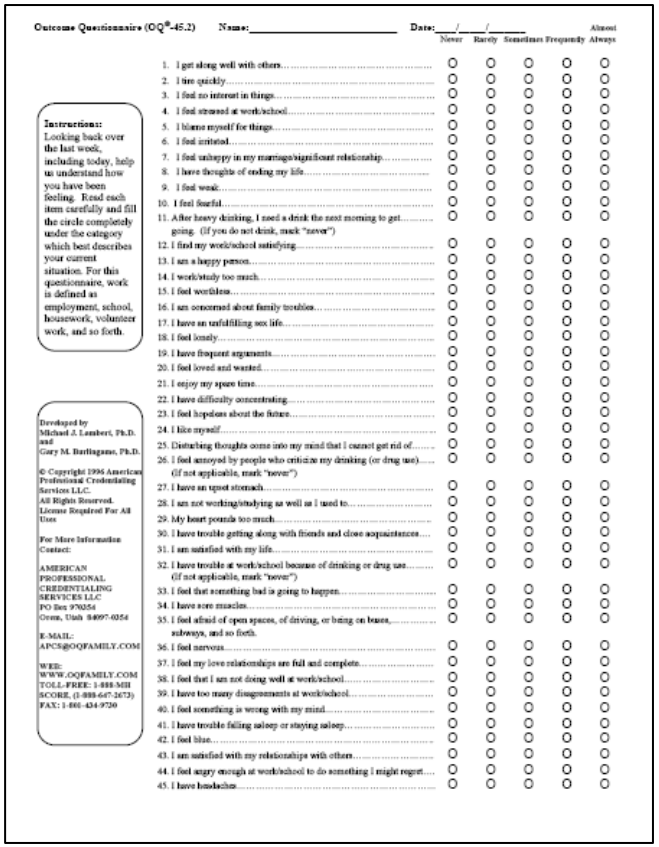




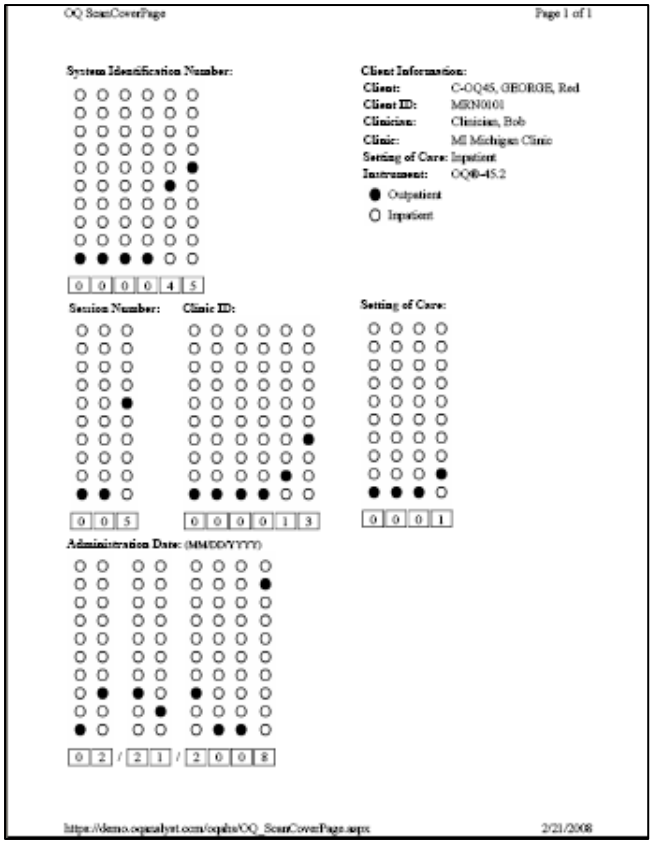
Scanner Administration

Questionnaires can also be scanned into OQ Analyst, but this requires special hardware and software and is less accurate than the electronic administration methods.

	Scanner
Description	Scan-able paper forms with Optical Mark Recognition (OMR)
Hardware	Scanner with ADF, Canon DR-2050C highly recommended
Software	Remark Office OMR
Estimate Equipment Costs	$700 Canon DR-2050C, $795 Remark OMR
Volume	Only Recommended for high volume clinics or group treatment settings

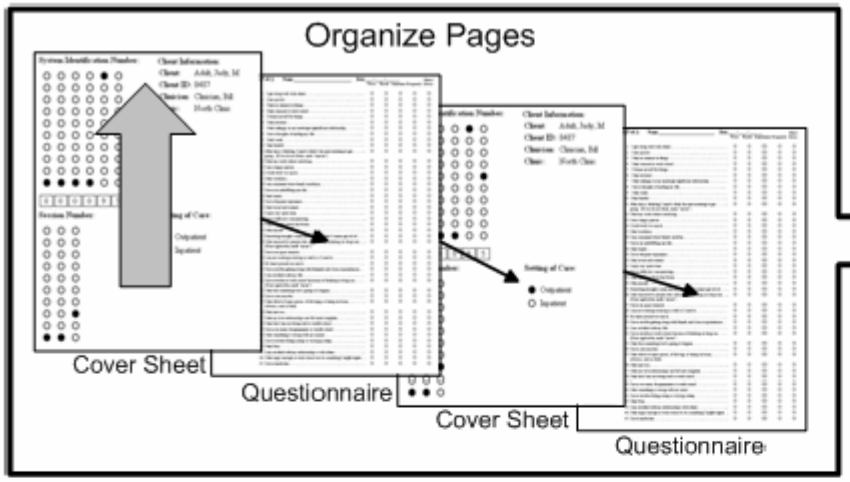


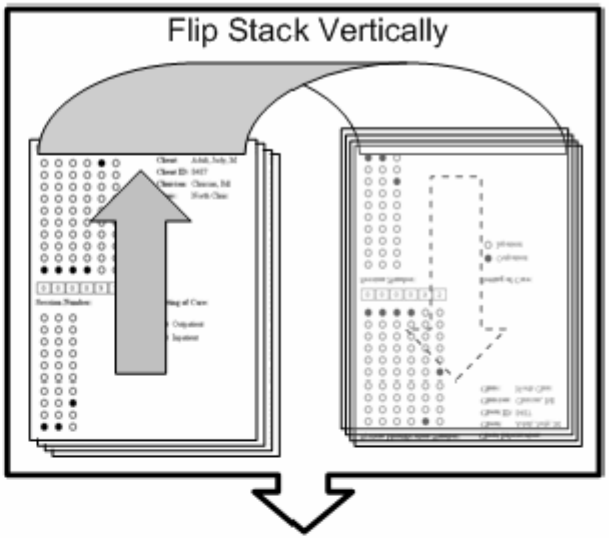
Questionnaire OMR Form (PDF)

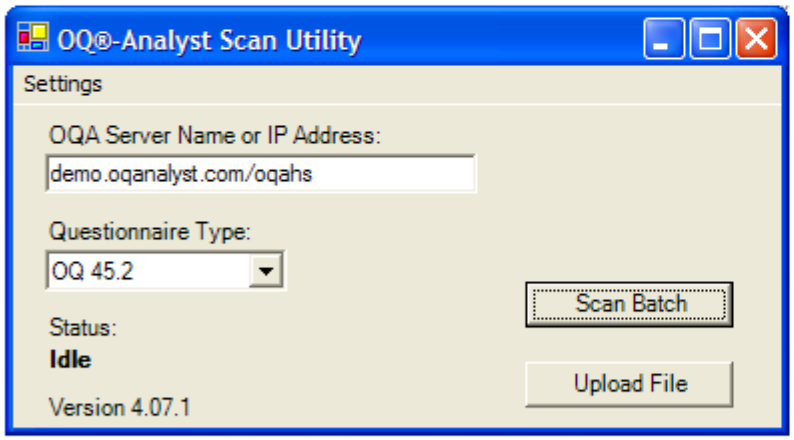


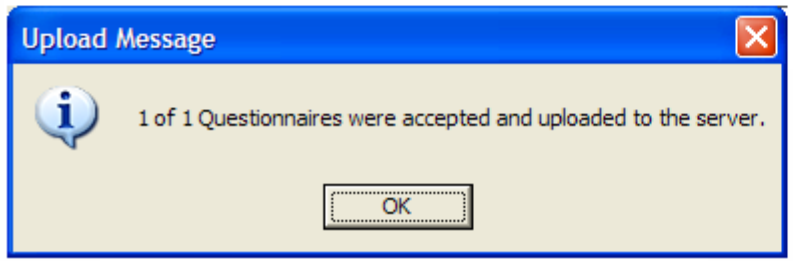
Generate questionnaire Cover Sheet

Both available under “Administer Questionnaire” -> “New Questionnaire” Tab


Organize Pages
Cover Sheet
Questionnaire
Cover Sheet
Questionnaire

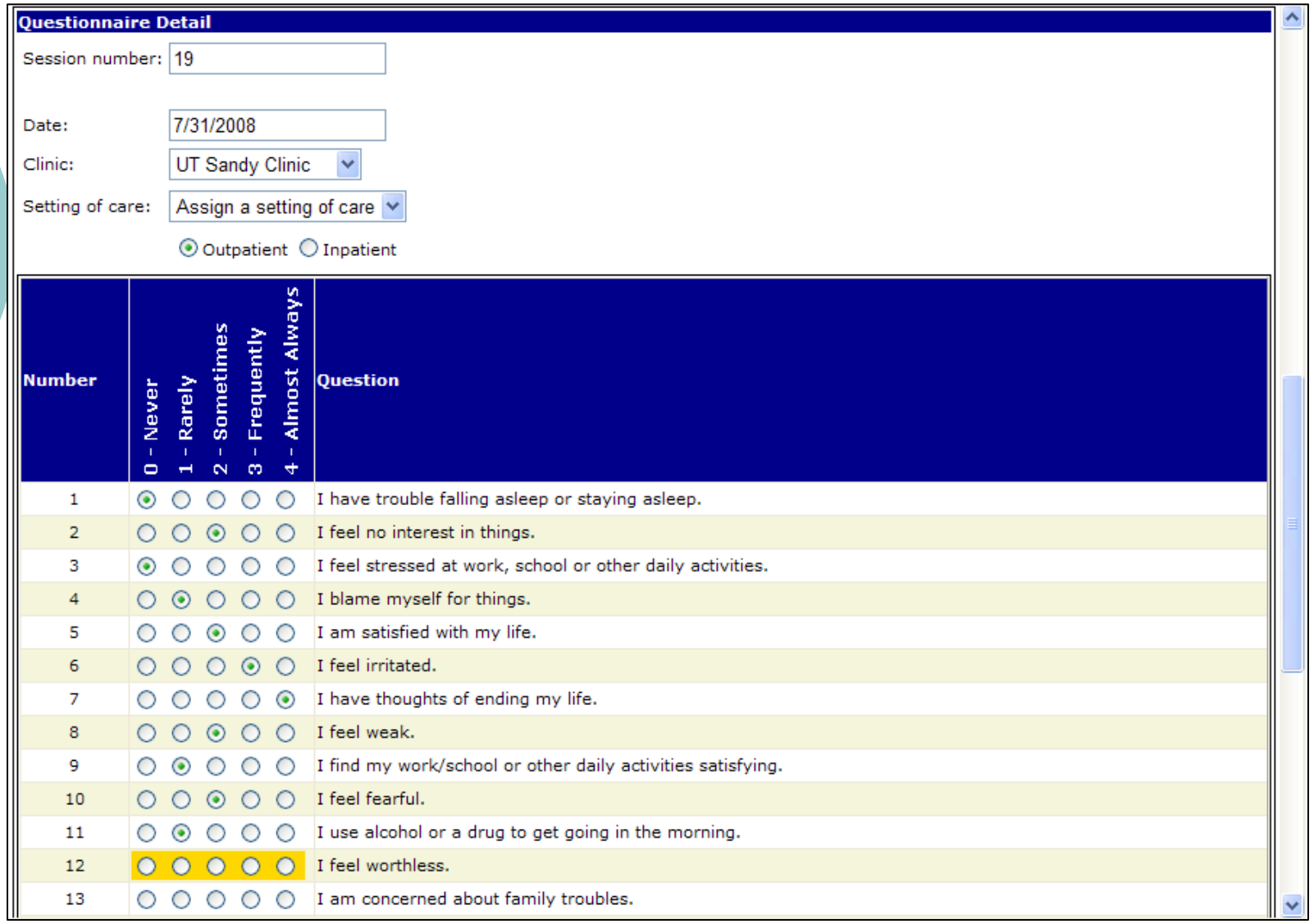

Flip Stack Vertically


OQ®-Analyst Scan Utility
Settings
OQA Server Name or IP Address:
demo.oqanalyst.com/oqahs
Questionnaire Type:
OQ 45.2
Scan Batch
Status:
Idle
Upload File
Version 4.07.1


Upload Message
1 of 1 Questionnaires were accepted and uploaded to the server.
OK

Place Stack In Scanner
The cover sheet of the first questionnaire should be upside down facing the back of the scanner

Manual Administration with 10-Key



Questionnaire Detail

Session number: 19

Date: 7/31/2008

Clinic: UT Sandy Clinic

Setting of care: Assign a setting of care

(•) Outpatient ( ) Inpatient

Number	0 - Never	1 - Rarely	2 - Sometimes	3 - Frequently	4 - Almost Always	Question
1	•					I have trouble falling asleep or staying asleep.
2			•			I feel no interest in things.
3	•					I feel stressed at work, school or other daily activities.
4		•				I blame myself for things.
5			•			I am satisfied with my life.
6				•		I feel irritated.
7					•	I have thoughts of ending my life.
8			•			I feel weak.
9		•				I find my work/school or other daily activities satisfying.
10			•			I feel fearful.
11		•				I use alcohol or a drug to get going in the morning.
12						I feel worthless.
13						I am concerned about family troubles.

Available under “Administer Questionnaire” -> “New Questionnaire” Tab