

CAT-MH™ and K-CAT™

User Guide

Computerized Adaptive Testing – Mental Health
For Children/Youth and Adults

<https://www.cat-mh.com/>

Table of Contents

Control Panel	1
Home.....	1
My Account	2
Account Info	2
Edit Password.....	2
Contact Info	2
Edit Contact Info.....	3
Create Interviews	5
Manage Interviews.....	10
Manage Subjects	12
View Suicide Warnings	13
View Interviews	14
Interview Details.....	14
Exporting Test Results.....	16

Control Panel

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

To access the Control Panel application:

1. Go to <https://www.cat-mh.com/>.
2. Click **Access the Control Panel**.
3. Enter your credentials in the **User ID** and **Password** textboxes.
Note: Passwords are case-sensitive.
4. Click **Sign in**.
5. Click **I AGREE** on the **Terms of Service** page. This will take you to the **Home** page.

Home

From the home page, you can view the Menu in the top left-hand corner:

- Review **My Account** which allows you to view and edit your user and contact information.
- View the **User Guide** (this document).
- Access the **Recent Changes** page.
- Obtain contact information for CAT-MH™ technical support.

When using a function outside of the home page, the top left corner will always have three buttons:

- Menu: to access above features.
- Home: to return to the home page.
- Back: to return to the previous page.

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

- **Create Interviews** – on this page you can create one or more interviews by selecting the tests to be administered and the subjects that will be taking those tests. *See page 5 for more information on creating interviews.*
- **Manage Interviews** – on this page you can review interview properties and status (i.e., pending or started/interrupted) for all the interviews created to date, except for those interviews that were completed. *See page 9 for more information on managing interviews.*
- **Manage Subjects** - on this page you can search for subjects whose unique identifier matches a partial search string. You can also edit a subject's first name, last name and email address/phone number. *See page 11 for more information on managing subjects.*

- **View Suicide Warnings** – on this page you can view all the interviews that were either completed or started/interrupted and generated a suicide warning. *See page 12 for more information on viewing suicide warnings.*
- **View Interviews** – on this page you can view all the interviews, either completed or started/interrupted, taken by a specific subject. *See page 13 for more information on viewing interviews.*

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

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

My Account

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

Account Info

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

Edit Password

On the **Edit Password** page, you can change the password you use to access the **Control Panel** application.

To change your password:

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

Contact Info

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

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

Edit Contact Info

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

You can also add additional individual's email address(es) and/or phone number (s) to receive notifications about interviews that have been completed or generated a suicide warning.

To edit your contact information:

1. Select **Edit** next to **Contact Info** on the **My Account** page.
 - a. To edit the user information for an individual account:
 - i. Select the title you would like to use from the Title selection list.
 1. If no title is needed, the option will default to **Select**, indicating that no title will be included.
 2. To clear the Title listed, select **clear** from the list.
 - ii. Enter or edit the existing entry in the **First name** text box to include your first name and middle initial or middle name.
 - iii. Enter or edit the existing entry in the **Last name** text box to include your last name.
 - b. To specify a new email address or phone number for your user account, click **Add email**.
 - i. Select **Text** or **Email** depending on which entry you would like to make.
 1. Enter your email address or phone number in the box.
 - ii. Determine which notifications you would like to receive:
 1. **Alert-warnings** indicates that you will receive a notification in the event that a suicide warning is generated during an interview.
 2. **Info-notifications** indicates that you will receive a notification at the completion of an interview.
 - a. If **Info-notifications** is selected, you can also choose to have notifications sent only when the interview results in one or more tests having a score above the lowest (normal) category.
 - i. To receive all notifications, select **All**.
 - ii. To receive positive only notifications, select **Positive only**.

To include additional contacts for notifications such as interview completion and suicide warnings:

1. Select **Add Email** from the **Edit Contact Info** page.
2. Select **Text** or **Email**, depending on whether this individual will receive alerts via text message or email.
3. Enter the Phone # / Email Address.
 - a. You can send a test message by selecting **Send test message** to ensure the information was entered correctly and the account receives the message.
Note: It is recommended that test messages are only sent when the end user is expecting the message or in person when information is being input into the system. Sending a test message without prior notice may result in messages being rejected or moved, preventing future delivery.
4. Determine which notifications this contact should receive:
 - a. **Alert-warnings** indicates that this contact will receive a notification in the event that a suicide warning is generated during an interview.
 - b. **Info-notifications** indicates that this contact will receive a notification at the completion of an interview.
 - i. If **Info-notifications** is selected, you can also choose to have notifications sent only when the interview results in one or more tests having a score above the lowest (normal) category.
 1. To receive all notifications, select **All**.
 2. To receive positive only notifications, select **Positive only**.

To modify an email address or phone number for either you, the account holder, or for others who will receive notifications:

1. To update an email address or phone number:
 - a. Click inside the **Email Address/Mobile #** or **Edit** field for that email address/phone number.
 - b. Modify the email address or phone number and click OK. Changes will be reflected in the list.
2. To delete an email address or phone number:
 - a. Click inside the **Delete** field of the row for that email address/phone number. Click **Yes** on the confirmation message displayed.

Note: When making changes on the Edit Contact Info page, you must select Save before returning to the home screen. Returning to the home screen before receiving the confirmation window reading “The contact information was successfully updated.” will result in a loss of changes.

Create Interviews

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

To create a CAT-MH™ interview:

1. Select **Create Interviews**.
2. If multiple Interview types are available for your organization, you will find them in the **Custom** menu.
 - a. Selecting **Custom** will allow you to create CAT-MH™ interviews.
 - b. Selecting **K-CAT™** will allow you to create K-CAT™ interviews for participants aged 7-17 (see page 6 for creating **K-CAT™ interviews**).
3. If multiple languages are available in your organization, they will be listed under **Select Language**.
 - a. The default language for your organization is initially selected.
 - b. Click the Select Language button to choose from the available options.

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

4. If your organization would like to administer the CAT-MH™ with a custom timeframe, the available options are listed under **Select Timeframe**.
 - a. If no timeframe is chosen, then **Past 2 weeks** will be used.
 - b. If a test type is not compatible with the selected timeframe, its default will be used and is displayed below the test type's name.

Note: After the Directions page, subjects will see a timeframe billboard that states the timeframe(s) selected.

5. If your organization interviews multiple populations, these will be available under **Select Population**.
 - a. The default population for your organization is initially selected.
 - b. To change from the default population, click the button next to **Select Population** to choose from the options available.
6. **Select Test Type** is where you will select the specific test(s) that you would like to administer for the subject(s).

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

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

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

7. Click **Select subjects** to specify one or more subjects that will take the tests:
 - a. A list of available subjects is displayed in a **Select Subjects** window. The **Email** column displays an envelope icon if an email address is associated with a subject.
 - b. Click the checkbox or the **Subject ID** of a subject to select that subject. You can select more than one subject.
 - c. Click **OK**.
 - d. A **Selected Subjects** list is shown above the **Select Subjects** button. The list displays the **Subject ID** and **Email** indicator for each selected subject.
Note: You can click Select subjects again to check or change the list of selected subjects.
8. Creating the Interview:
 - a. To email the interview to the selected subjects, leave the **Send email to Subjects** checkbox selected (default setting). If selected, this option will send an automatic notification of the pending interview, including a link containing the pre-populated interview credentials that can be used to take the interview, to the email address associated with the subject.
Note: If choosing to email the interview to the subject(s), individual interview credentials will still be available in the Manage Interviews section of the Control Panel.
 - b. If you deselect **Send email to subjects**, the specific interview and credentials will be available in the **Manage Interviews** portion from the home page.
9. Selecting interview completion notification:
 - a. Select the **Send me a completion email** checkbox if you would like to be notified when each selected subject completes an interview. The message will be sent to all the email addresses or phone number associated with your user account at the time of interview completion (see Edit Contact Info on page 3).
 - b. If you would like a summary of test results to be included in the completion notification, select the **Include test results** checkbox. The **Include test results** checkbox is not selected by default. If selected, the **Send me a completion email** checkbox is automatically selected as well. If the **Send me a completion email** checkbox is cleared, the **Include test results** checkbox is also cleared.
Note: Conditional tests that were not administered are excluded from the test results.
10. Click **Create interviews** to generate an interview for each selected subject. Upon successful interview creation, you will be redirected to the **Home** page.
Note: To return to the Home page without generating any interviews, click the Back or Home buttons in the top left corner of the Create Interviews page.

To create a K-CAT™ interview:

1. Select **Create Interviews**.
2. If your organization's default interview type is K-CAT™ (interviews for children and youth ages 7-17), this will be displayed first next to **Interview type**. If your organization uses both CAT-MH™ and K-CAT™, and the default is Custom, you can toggle to K-CAT™ under **Interview type**.
 - a. Selecting **Custom** will allow you to create CAT-MH™ interviews.
 - b. Selecting **K-CAT™** will allow you to create K-CAT™ interviews for participants ages 7-17.
3. If multiple languages are available in your organization, they will be listed under **Select Language**.
 - a. The default language for your organization is initially selected.
 - b. Click the **Select Language** button to choose from the available options.

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

4. If your organization would like to administer the K-CAT™ with a custom timeframe, the available options are listed under **Select Timeframe**.
 - c. If no timeframe is chosen, then **Past 2 weeks** will be used.
 - d. If a test type is not compatible with the selected timeframe, its default will be used and is displayed below the test type's name.

Note: After the Directions page, subjects will see a timeframe billboard that states the timeframe(s) selected.

5. **Interview Type** will allow you to choose who you will administer the K-CAT™ to.
 - a. Paired interviews create a linked interview for both the child and parent/caregiver *under the child's subject ID*. This is the recommended use of the K-CAT™ as Paired tests allow for the calculation of a diagnostic classification associated with each of the test types.
 - i. For Paired Interviews, all test types must be completed with the exception of two tests which are only available for Child subjects: Substance Use Disorder and Suicide Scale. These tests can be included but questions associated with them will only be presented to the child/youth.
 - b. Selecting **Child** from the list of **Interview Type** will allow you to administer a test to the child only. All test types will be selected, with the exception of substance use disorder, and you should follow your organization's protocol when selecting which tests will be administered.
 - c. Selecting **Parent** for the list of **Interview Type** will allow you to administer a test to the parent/caregiver only. All test types will be selected however, substance use disorder and suicide scale will be unavailable as these are child only tests. You should follow your organization's protocol when selecting which tests will be administered.

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

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

Note: You can click Select subjects again to add to or edit the list of selected subjects.

7. Creating the Interview:
 - a. To email the interview to the selected subject(s), leave the **Send email to Subjects** checkbox selected (default setting). If selected, this option will send an automatic notification of the pending interview, including interview credentials that can be used to take the specific interview, to the email address associated with the subject.

Note: When creating Paired Interviews, two emails will be sent to the email address associated with the child's subject ID. The subject line of the email will differentiate which email has the credentials for which participant.
 - b. If you de-select **Send email to subjects**, the specific interview and credentials will be available in the **Manage Interviews** portion from the home page.
8. Selecting interview completion notification:
 - a. Select the **Send me a completion email** checkbox if you would like to be notified when each selected subject completes an interview. The message will be sent to all email addresses or phone number associated with your user account at the time of interview completion (see Edit Contact Info on page 3).
 - b. If you would like a summary of test results to be included in the completion notification, select the **Include test results** checkbox. The **Include test results** checkbox is not selected by default. If selected, the **Send me a completion email** checkbox is automatically selected as well. If the **Send me a completion email** checkbox is cleared, the **Include test results** checkbox is also cleared.

Note: Conditional tests that were not administered are excluded from the test results.
9. Click **Create interviews** to generate an interview for each selected subject. Upon successful interview creation, you will be redirected to the **Home** page.

Note: To return to the Home page without generating any interviews, click the Back or Home buttons in the top left corner of the Create Interviews page.

When creating a Paired Interview, the two interviews will be designated by a (C) for the child/youth interview and a (P) for the parent/caregiver interview when using the Manage Interview or View Interview function.

Manage Interviews

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

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

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

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

- **Subject ID** – the unique identifier of the subject that was assigned this interview.
Note: Subject ID will be listed with (C) or (P) when administering a Paired K-CAT™ interview
- **Email** – an envelope icon indicates that an email address is associated with this subject.
- **Logon** – the randomly generated **User ID** that the subject needs to enter on the secure **Sign in** page of the **Interview** application to access this interview.
- **Password** – the randomly generated **Password** that the subject needs to enter on the secure **Sign in** page of the **Interview** application to access this interview.
- **Started** – the date and time that the subject started this interview, if applicable.
- **Created** – the date and time that this interview was created.

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

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

- **Email History** – displays information about any email notifications or reminders regarding this interview that were previously sent to the subject.

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

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

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

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

Manage Subjects

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

To search for a subject:

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

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

- **Subject ID** – the unique identifier of the subject.
- **First Name** – the first name and middle initial or middle name of the subject.
- **Last Name** – the last name of the subject.
- **Email Address/Mobile #** – the email address or phone number that should be used when sending interview notifications or reminders to that subject.
- **Text**— indicating that this individual can receive text messages.

To edit a subject's information:

1. Click on the subject ID to edit the **Subject ID**.
2. Click on its row in the list to review and modify the **First Name**, **Last Name**, **Email Address**, and **Text** indicator for that subject, or to send a test message by selecting **Send test message**.
 - a. To edit the First Name, enter the subject's first name and middle initial or middle name in the **First name** textbox.

Note: You can enter a maximum of 32 characters in this textbox.
 - b. In the **Last name** textbox, enter the subject's last name.

Note: You can enter a maximum of 32 characters in this textbox.
 - c. Select **Text** or **Email** to edit the subject's information. This is the email address or phone number that you would like the interview notifications or reminders to be sent for that subject.

Note: You can enter a maximum of 64 characters in this textbox.
3. Click **OK**. The row for this subject in the list will be updated to reflect your changes.

View Suicide Warnings

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

In the **Filter Warnings** list you can select one of the following options:

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

In the Interview Status, you are able to toggle between interviews that have been Completed or those that have been Started/Interrupted. The most recent interviews that have been completed or started/interrupted will be listed first.

Note: If an interviewee does not complete the full interview but has completed the suicide test and generated a suicide warning, these will appear under Started/Interrupted

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

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

To view more information about an interview during which a suicide warning was generated, click on its row in the list. This will bring you to the **Interview Details** page (see **Interview Details** on page 13).

View Interviews

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

To view all the interviews started by a subject:

1. Enter the unique subject identifier in the **Subject ID** textbox.
2. Click **Display results**.

In the Interview Status, you are able to toggle between interviews that have been Completed or those that have been Started/Interrupted. The most recent interviews that have been completed or started/interrupted will be listed first.

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

- **Suicide Warning** – indicates whether a suicide warning was generated during this interview.
- **Subject ID** – the unique identifier of the subject that was assigned this interview.
Note: Subject ID will be listed with (C) or (P) when administering a Paired K-CAT™ interview, (C) indicates the interview for the child and (P) indicates the interview for the parent/caregiver.
- **Start Time** – the date and time that the subject started this interview.
- **End Time** – the date and time that the subject completed this interview, if applicable.

Interview Details

To view **Interview Details**, click on the row for the interview that you would like to view. On the **Interview Details** page, you can view the following information about an interview:

- **Subject ID** – the unique identifier of the subject that was assigned this interview.
- **Start Time** – the date and time that the subject started this interview.
- **End Time** – the date and time that the subject completed this interview, if applicable.
- **Language** – the language used for the initial instructions to the subject and for the questions asked as part of this interview.
- **Timeframe** – the custom timeframe selected for this interview.
- **Email History** – a list of email messages sent regarding this interview. The list displays the type of message, the recipient, and the date and time the message was sent. The list can include the following type of messages:
 - **Notification** – the initial email notification regarding this interview sent to the subject when the interview was created. This assumes that the **Send email to subject** checkbox was selected on the **Create Interviews** page and that an email address was associated with the subject at that time.

- **Reminder** – an email reminder regarding this interview sent to the subject by clicking **Send reminder** on the **Interview Info** window on the **Manage Interviews** page. This assumes that an email address was associated with the subject at that time.
 - **Alert** – a suicide warning alert sent to the user that created the interview.
 - **Completion** – a completion notification sent to the user that created the interview.
- **Suicide Warning** – indicates whether a suicide warning was generated during the interview. Click the **Suicide Warning** link to view more information about the C-SSRS suicide screen.
If a suicide warning was generated, a list of clinicians who have reviewed the warning is displayed. Click **Mark reviewed** to indicate that you have reviewed the suicide warning.

Test Details

For each of the tests administered, a link will be provided to bring you to the **Test Details**. On the **Test Details** page, you can view information about a specific test administered during the interview you are currently viewing.

The test type is indicated at the top of the page. You can toggle between the different tests that were administered as part of this interview at the top, next to **Test Details** (excluding suicide screening) without returning to Interview Details.

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

- **Subject ID** – the unique identifier of the subject that was assigned this interview.
- **Start Time** – the date and time that the subject started this test.
- **End Time** – the date and time that the subject completed this test, if applicable.
- **Timeframe** – the custom (or default) timeframe selected for this test type.
- **Category** – the severity designation associated with score for this test.
- **Severity** – the running severity, numeric on a scale of 1-100.
- **Precision** – the measure of the uncertainty of the severity.

Below this information, you will find a list of the questions administered as part of the test, in the order they were administered.

- **Item** – the numerical question for that test.
- **Answer** – the response category that the interviewee selected.
- **Duration** – the amount of time the interviewee spent answering the question, in seconds.

Note: If the Duration column is blank, this indicates that answers from questions associated with other tests were used to 'seed' the interview in order to avoid duplicate questions.

- **Severity** – the running severity on a numeric scale of 0-100 with descriptive text listed in following column
- **Precision** – the measure of uncertainty of the severity where smaller values indicate higher confidence. Questions will continue and values will decrease until the ideal precision of measurement is reached.
- **Conditional** – indicates that the test will be administered depending on the result of a previous test (e.g., the condition ‘if Positive MDD’ indicates that a Depression test will be administered only if the result of the Major Depressive Disorder test was Positive).

Note: If the condition was not met, ‘Not administered’ is displayed below the condition.

For each Item, you can view more information about the specific question by clicking its row in the list. The popup window will display the question text, list of possible responses, and the selected response.

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

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

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

Exporting Test Results

From the **Interview Details** page, you can view the interview report by clicking **Report** in the upper right corner.

In the popup window, you can view the **Interview Report** as a summary or select **Include Items** to view the questions associated with each test.

You can download or print the **Interview Report**, with or without the items, by selecting the option at the top of the **Interview Report** popup.