

# Better Access Evaluation Practitioner Instructions

For further information email:

[betteraccesseval-3@unimelb.edu.au](mailto:betteraccesseval-3@unimelb.edu.au)




# Pilot Study Summary



- Invite new clients and obtain consent if they are willing
- Enter session # and MBS item at each session
- Administer DASS-21 at each Session
- Administer YES at session #6 and at final session.
- Complete the Service Provider Survey (late October)

## Study Dates

- commence enrolling 13<sup>th</sup> Sept
- six-week enrollment period
- data collection concludes November 20<sup>th</sup> 2022.



**Enrol participants and collect  
data using the NovoPsych  
platform**

**[NovoPsych.com.au](https://NovoPsych.com.au)**

# Step 1

To get access to the Better Access version of NovoPsych you must clear your browser's cache.

See below instructions for your preferred browser.

## Chrome

To clear cache in [Chrome](#), see [here](#).

## Edge

To clear cache in [Edge](#), see [here](#).

## Safari

To clear cache in [Safari](#), see [here](#)

If using the NovoPsych iPad app, to refresh app cache you will need to delete the app and reinstall it from the app store.



### **NovoPsych Psychometrics** 17+

Clinical assessments made easy

[NovoPsych Pty Ltd](#)

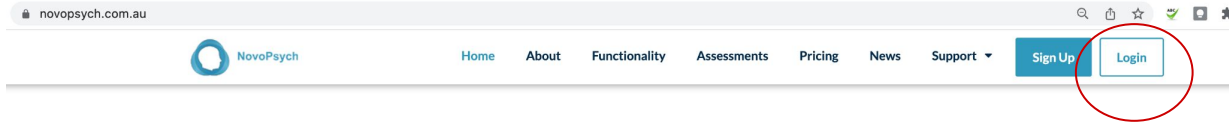
Designed for iPad

★★★★★ 4.5 • 2 Ratings

Free

[View in Mac App Store](#) ↗

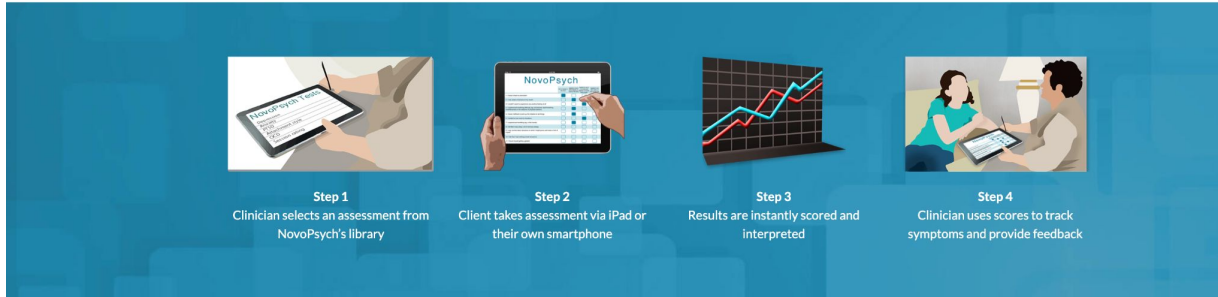
# Step 2 - Log in to NovoPsych



## Software for Administering Psychological Questionnaires

Track Outcomes, Inform Treatment  
For Mental Health Services, Psychologists, Psychiatrists & Counsellors

Activate 15 day free trial



If unable to login, email [ben@novopsych.com](mailto:ben@novopsych.com)

# Step 3 - Navigate to Client tab

The screenshot shows the NovoPsych web application interface. At the top, a browser address bar displays "app.novopsych.com/clients". Below the address bar is a navigation menu with four icons: Home, Clients, Assessments, and Account. The "Clients" icon is circled in red. The main dashboard area has a blue header with the text "Welcome to NovoPsych, Ben" on the left and "Log out" on the right. Below the header are three white cards with icons and labels: "Administer" (with a clipboard icon), "Email Assessment" (with an envelope icon), and "Schedule Assessment" (with a clock icon). Below these cards are two sections: "Recent Activity" and "News".

app.novopsych.com/clients

Home Clients Assessments Account

Welcome to NovoPsych, Ben Log out

Administer

Email Assessment

Schedule Assessment

### Recent Activity

- ✓ John Blogs has completed the DASS-21
- ✓ John Blogs has completed the Better Access Evaluation - Client Study Information and Consent
- ✓ test 122334 has completed the DASS-21
- ✓ test 122334 has completed the Better Access Evaluation - Client Study Information and Consent
- ✓ Steven 123 Smith has completed the DASS-21

### News

[Click here to access NovoPsych's User Guide.](#)

[How to email an assessment? Click here to learn more](#)

[Click here to check out the latest updates from NovoPsych](#)

# Step 4 - Add Client

The screenshot shows a web browser at [app.novopsych.com/clients](http://app.novopsych.com/clients). The page has a navigation bar with icons for Home, Clients, Assessments, and Account. A dark blue header contains the word "Clients" and an "Add Client" button with a person icon, which is circled in red. Below the header is a search bar and a list of client entries. A modal window titled "Client Details" is open in the center, containing a form with the following fields:

- First Name or ID:
- Last Name or ID:
- Email (optional):
- Date of Birth (dd/mm/yyyy) (optional):
- Gender:  Male  Female  Non-binary/Other
- Assign client to (optional):

At the bottom right of the modal, there is a green "Add Client" button with a right-pointing arrow, which is also circled in red. The background shows a list of clients including "test 122334", "Jess 123", "Steven 123 Smith", "Test 1234", "testing limit 18thmay2020", "my email fake 22123", "test client 23rd", "add client add client live email bounce", and "Grace Asten".

# Step 5A (in person administration) Enroll and Consent Client

The screenshot displays a web application interface for client management. At the top, there is a navigation bar with icons for Home, Clients, Assessments, and Account. Below this, a client profile card for John Smith is shown, including his name, DOB (01/01/2000), and email (buchanan.ben@gmail.com). An 'Administer' button is highlighted with a red circle. Below the profile card, there are sections for 'Scheduling' and 'Past Results'.

ent

Home Clients Assessments Account

John Smith  
DOB: 01/01/2000  
Email: buchanan.ben@gmail.com

Edit Client

Administer

Email Schedule

Scheduling View Sent Logs View Future Logs

Past Results

See Step 5B (remote administration) if you plan to send consent form and assessments via email



# Step 6A (in person)- Select Consent form

The screenshot displays a web application interface for client management. The main page shows a client profile for John Smith, with an "Administer" button circled in red. A modal window titled "Assessment(s) for John Smith" is open, displaying a search bar with "better" and "Two" entered. Below the search bar, a list of assessment forms is shown, with "Better Access Evaluation - Client Study Information and Consent - Plain Language Statement and" circled in red. At the bottom of the modal, a button labeled "ADMINISTER (1)" is also circled in red.

# Step 5B (remote) enroll and consent client



Home



Clients



Assessments



Account



**John Smith**

DOB: 01/01/2000

Email: buchanan.ben@gmail.com

Edit Client

Administer

Email

Schedule

Scheduling

[View Sent Logs](#) [View Future Logs](#)

Past Results

# Step 6B (remote administration)

## Send consent form

1. Select Better Access Evaluation Consent
2. To send consent form there are two options

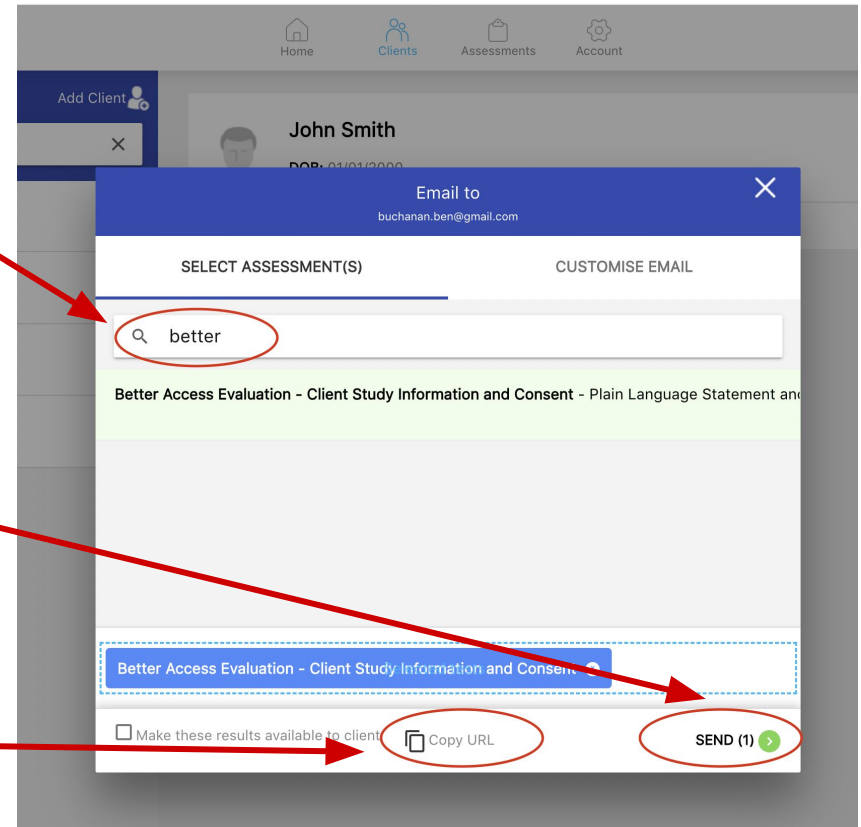
### SEND

To have NovoPsych send the client an email with link to consent form

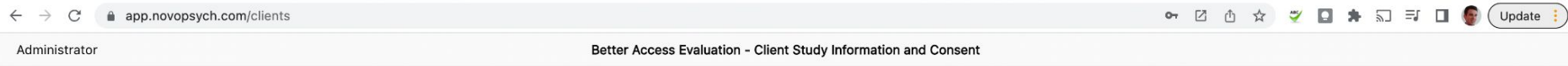
Or

### COPY URL

To copy the link to the consent form to send via your own email, SMS or zoom.



# Step 7 (remote and in person) - Client reads Study Information, and provides email and consent



## WHO CAN I CONTACT IF I HAVE ANY CONCERNS ABOUT THE PROJECT?

This project has human research ethics approval from The University of Melbourne [24222]. If you have any concerns or complaints about the conduct of this research project, which you do not wish to discuss with the research team, you should contact the Research Integrity Administrator, Office of Research Ethics and Integrity, University of Melbourne, VIC 3010. Tel: +61 8344 1814 or Email: research-integrity@unimelb.edu.au. All complaints will be treated confidentially. In any correspondence, please provide the name of the research team and/or the name or ethics ID number of the research project.

1. Enter your email address here so we can send you a copy of this Information Sheet for your records:

Email Address

2. Having read the Study Information above, do you agree to participate in this research?

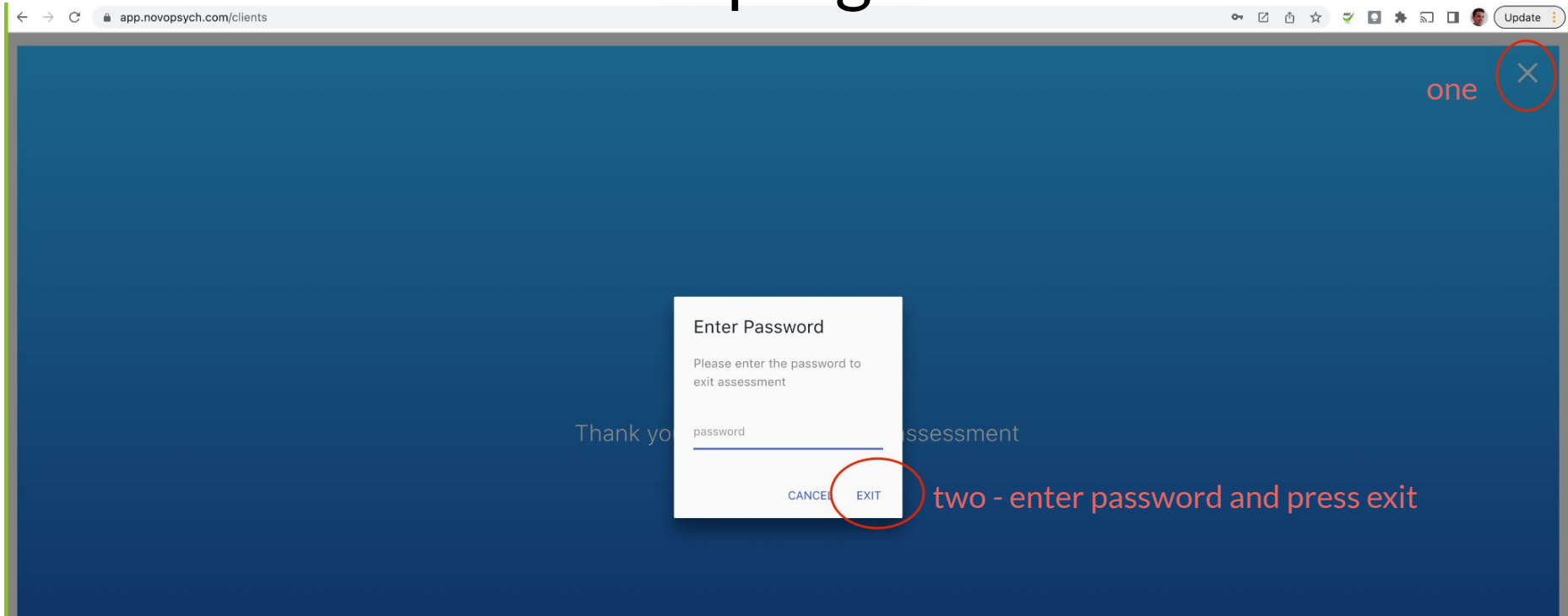
I have read and understood the information provided to me and would like to proceed in taking part in the pilot study (Please check box if you agree).

I don't want to participate.

Submit

# Step 8A (in person\*)

## Save consent and progress to DASS-21



\*If the consent form was administered remotely you will receive an email notification that the consent form has been completed

# Step 9

## Administer DASS-21

In Past Result you can now see that the client has completed the consent form, and is now enrolled in the study.

First you choose your administration method.

You can choose to do so in person (via pressing Administer) or remotely (by pressing Email).

The screenshot shows a web application interface for client administration. At the top, there is a navigation bar with icons for Home, Clients, Assessments, and Account. Below this is a client profile card for John Smith, with fields for DOB (01/01/2000) and Email (buchanan.ben@gmail.com). The Email field is circled in red. To the right of the profile card is an 'Administer' button, also circled in red. Below the profile card is a 'Scheduling' section with a 'Schedule' button. Underneath is a 'Past Results' section showing a result from 12th Sep 2022 at 5:41 PM, titled 'Better Access Evaluation - Client Study Information and Consent'. The interface also includes a 'Notes' section at the bottom.

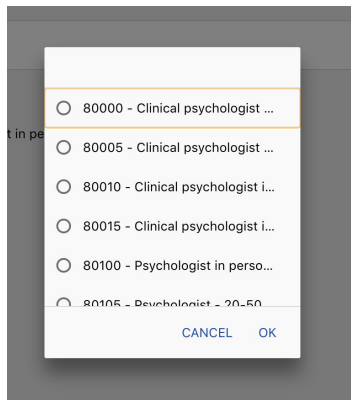
# Step 10

## Specify session number and Medicare item number

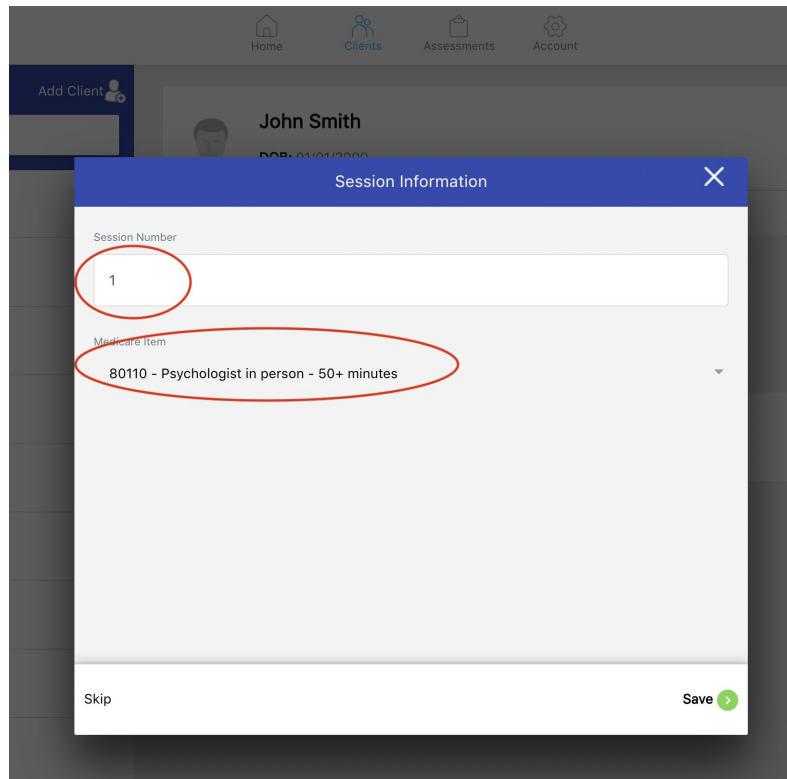
For each session, specify

1. Session number
2. Medicare item number

Medicare item numbers associated with Better Access are selectable in a drop down box



On subsequent administrations session number will count up, and item number will default to previous one

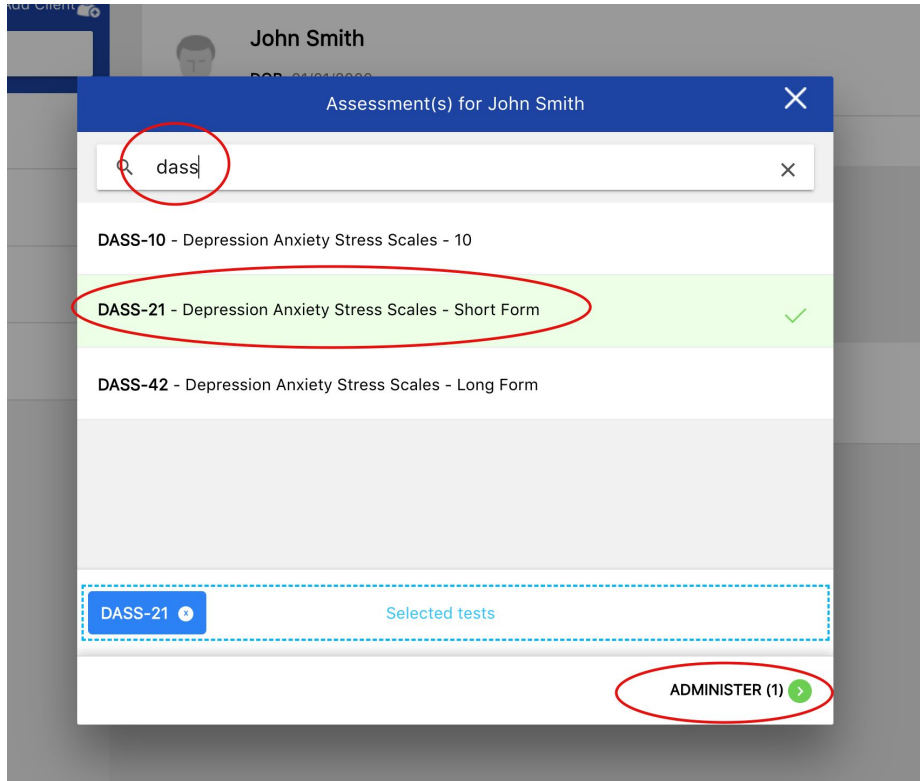


# Step 11

## Select the DASS-21

Select the DASS-21 from the list of measures

1. Search DASS
2. Select DASS-21. **Note, do not select other versions of the DASS.**
3. Press Administer





# Step 12

## Client completes the DASS-21

← → ↻ app.novopsych.com/clients

Administrator DASS-21

Instructions

Please read each statement and press a response that indicates how much the statement applied to you over the past week. There are no right or wrong answers. Do not spend too much time on any statement.

NEVER - Did not apply to me at all  
SOMETIMES - Applied to me to some degree, or some of the time  
OFTEN - Applied to me to a considerable degree, or a good part of time  
ALMOST ALWAYS - Applied to me very much, or most of the time

---

1. I found it hard to wind down

|       |           |       |               |
|-------|-----------|-------|---------------|
| Never | Sometimes | Often | Almost Always |
|-------|-----------|-------|---------------|

2. I was aware of dryness of my mouth

|       |           |       |               |
|-------|-----------|-------|---------------|
| Never | Sometimes | Often | Almost Always |
|-------|-----------|-------|---------------|

20. I felt scared without any good reason

|       |           |       |               |
|-------|-----------|-------|---------------|
| Never | Sometimes | Often | Almost Always |
|-------|-----------|-------|---------------|

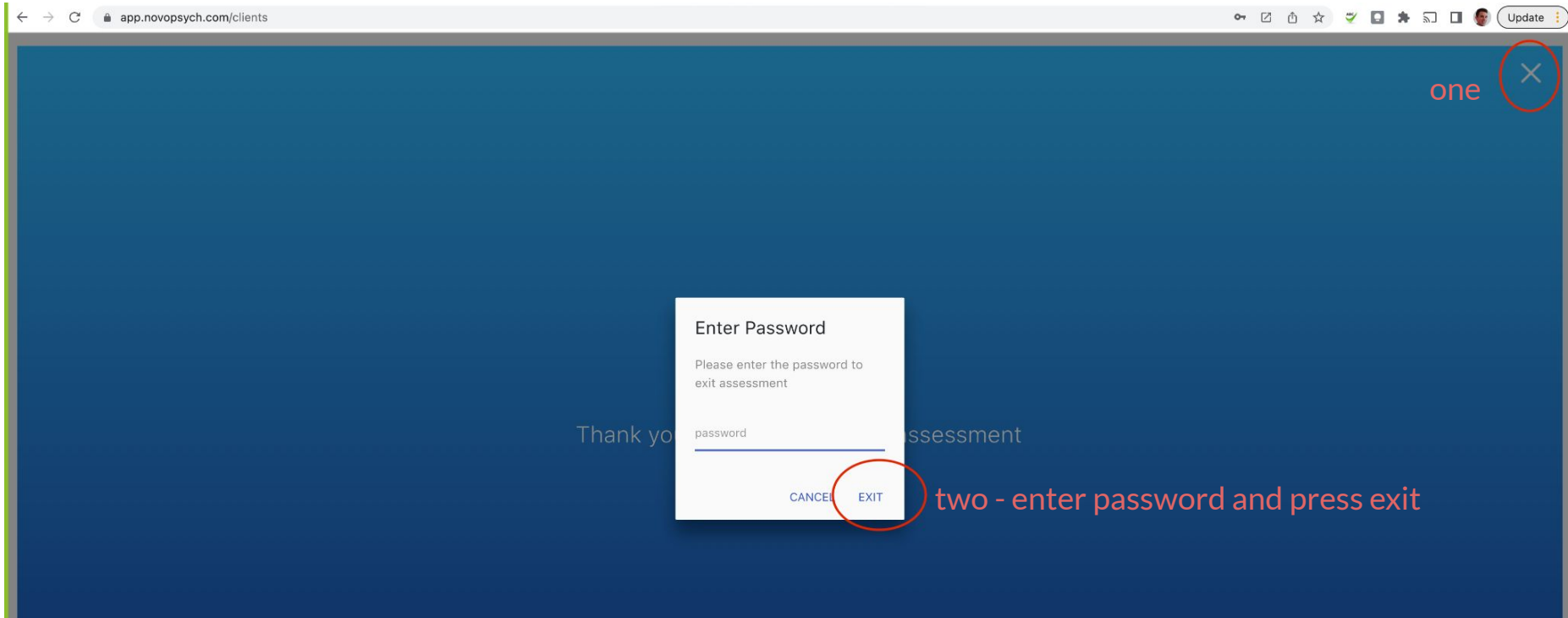
21. I felt that life was meaningless

|       |           |       |               |
|-------|-----------|-------|---------------|
| Never | Sometimes | Often | Almost Always |
|-------|-----------|-------|---------------|

Submit

# Step 13 (in person\*)

## Exit data collection



\*If the DASS-21 was administered remotely you will receive an email notification that it has been completed

# Step 14 - Review results



Home



Clients



Assessments



Account

Client



**John Smith**

DOB: 01/01/2000

Email: buchanan.ben@gmail.com

Edit Client

Administer

Email

Schedule

## Scheduling

[View Sent Logs](#) [View Future Logs](#)

## Past Results

13th Sep 2022 1:00 PM DASS-21



12th Sep 2022 5:41 PM Better Access Evaluation - Client Study Information and Consent



# Step 15 - Subsequent sessions

## Administer DASS-21 each session

Every subsequent session to administer the DASS-21 you can follow Step 9, or press the shortcuts next to previous DASS administrations to;

Administer the DASS-21 in person

Or

Email the DASS-21 to your client

Home Clients Assessments Account

John Smith  
DOB: 01/01/2000  
Email: buchanan.ben@gmail.com

Administer


Email Schedule

Scheduling [View Sent Logs](#) [View Future Logs](#)

Past Results

12th Sep 2022 5:59 PM DASS-21 **Do again** **Email again**

12th Sep 2022 5:41 PM Better Access Evaluation - Client Study Information and Consent



# Thank you for taking part in this research!

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