Better Access Evaluation Practitioner Instructions

For further information email:

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 13th Sept

– six-week enrollment period

– data collection concludes November 20th 2022.

Enrol participants and collect data using the NovoPsych platform

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.

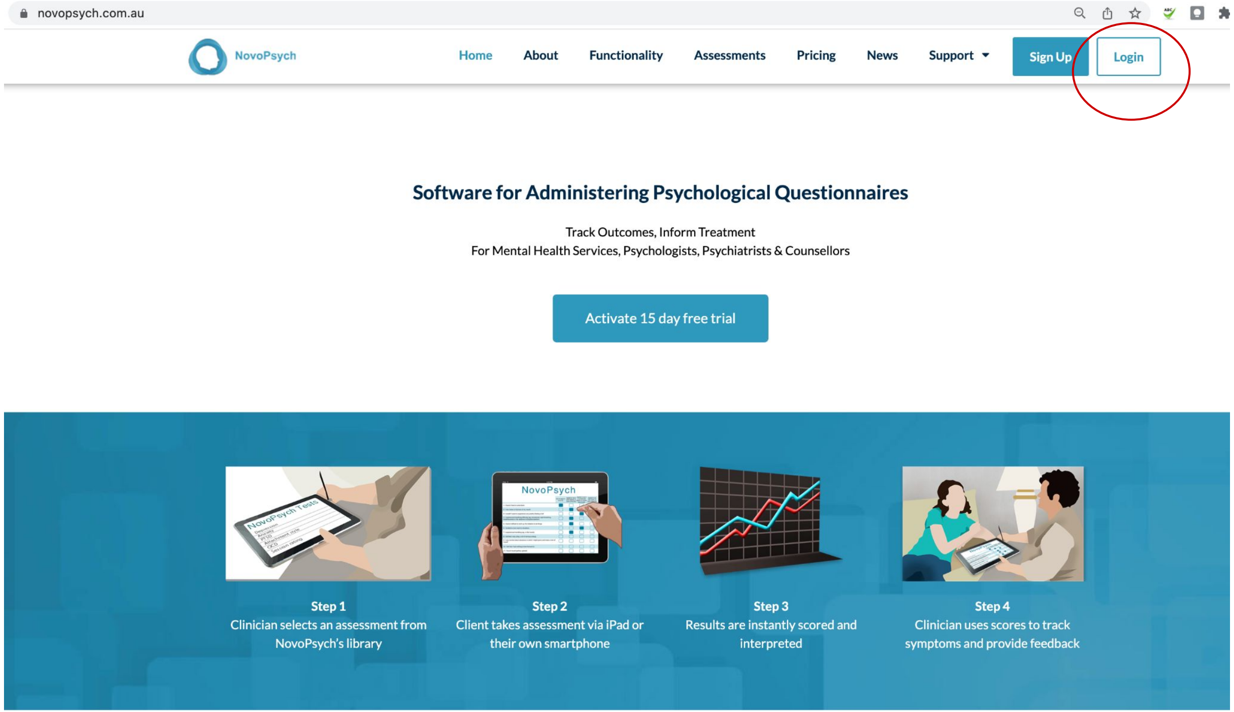
Safari

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.

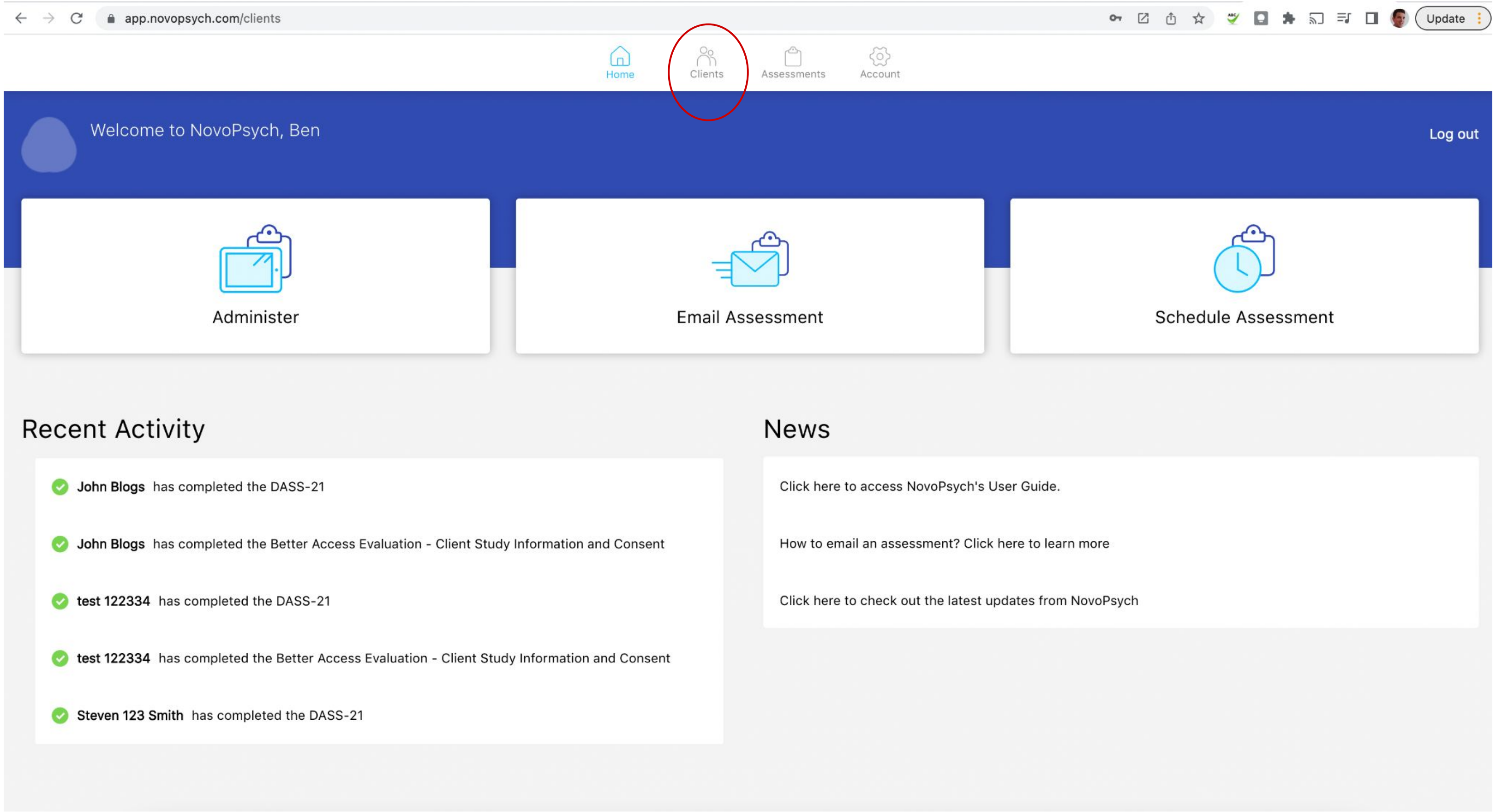
NovoPsych Psychometrics 17+
Clinical assessments made easy
NovoPsych Pty Ltd
Designed for iPad
★★★★★ 4.5 • 2 Ratings
Free
View in Mac App Store ↗

Step 2 - Log in to NovoPsych

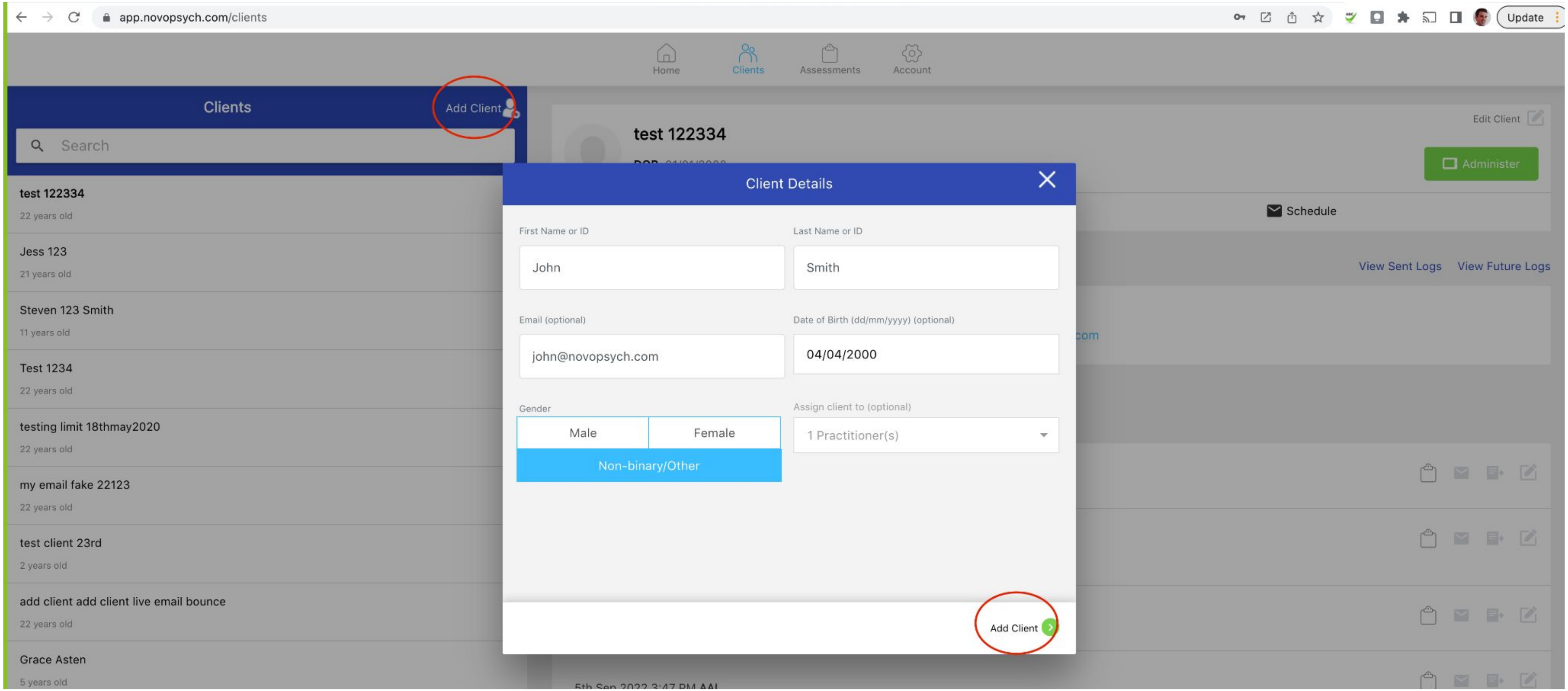


If unable to login, email ben@novopsych.com

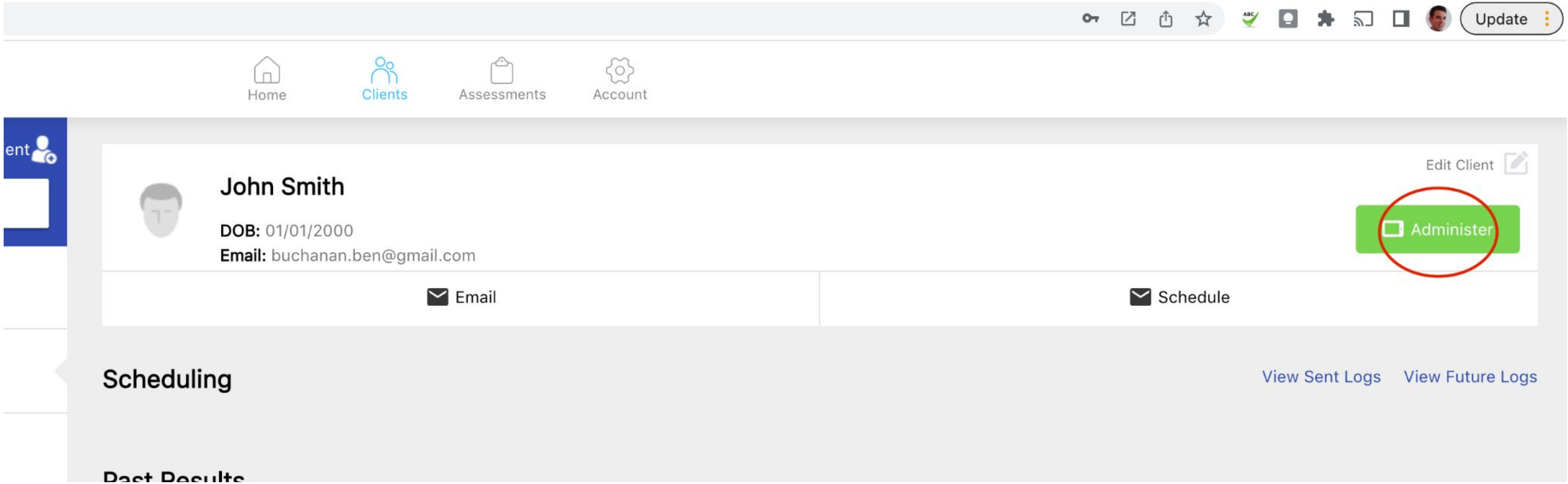
Step 3 - Navigate to Client tab



Step 4 - Add Client

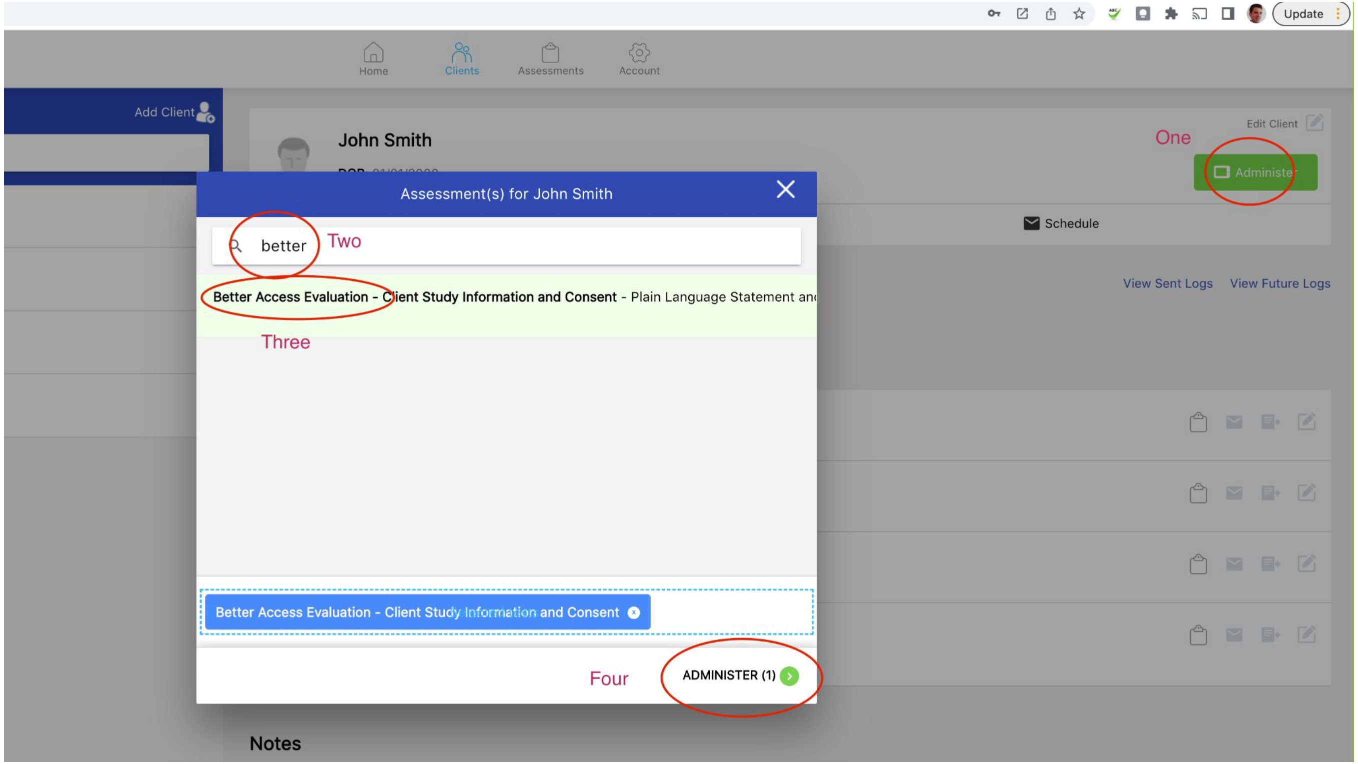


Step 5A (in person administration)
Enroll and Consent Client

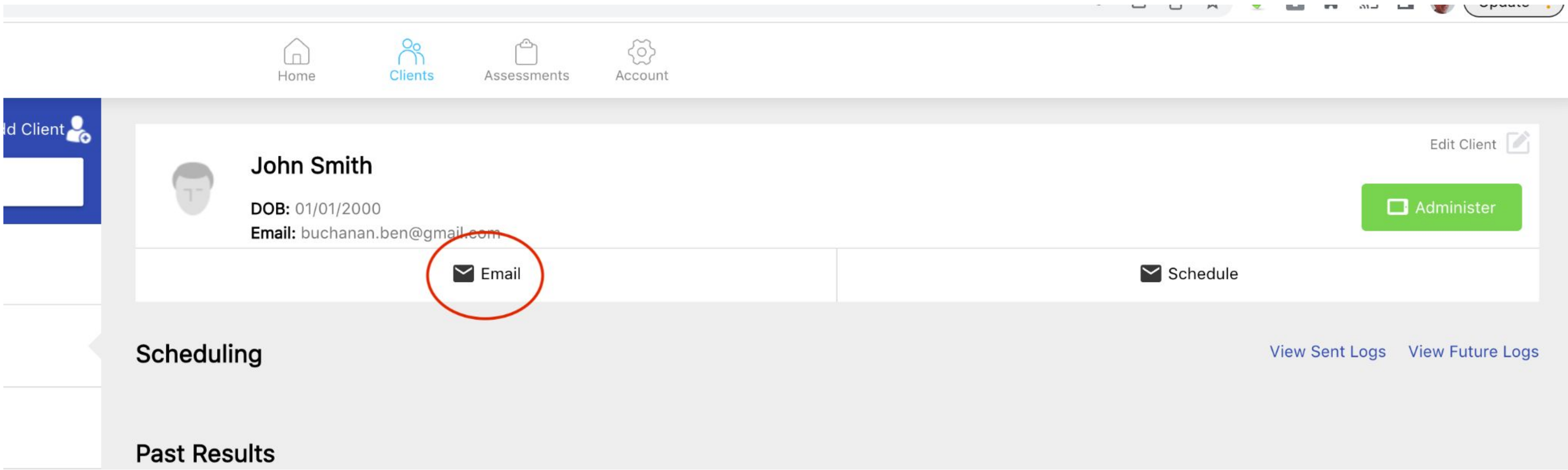


See Step 5B (remote administration) if you plan to send consent form and assessments via email

Step 6A (in person)- Select Consent form



Step 5B (remote)
enroll and consent client



Step 6B (remote administration) Send consent form

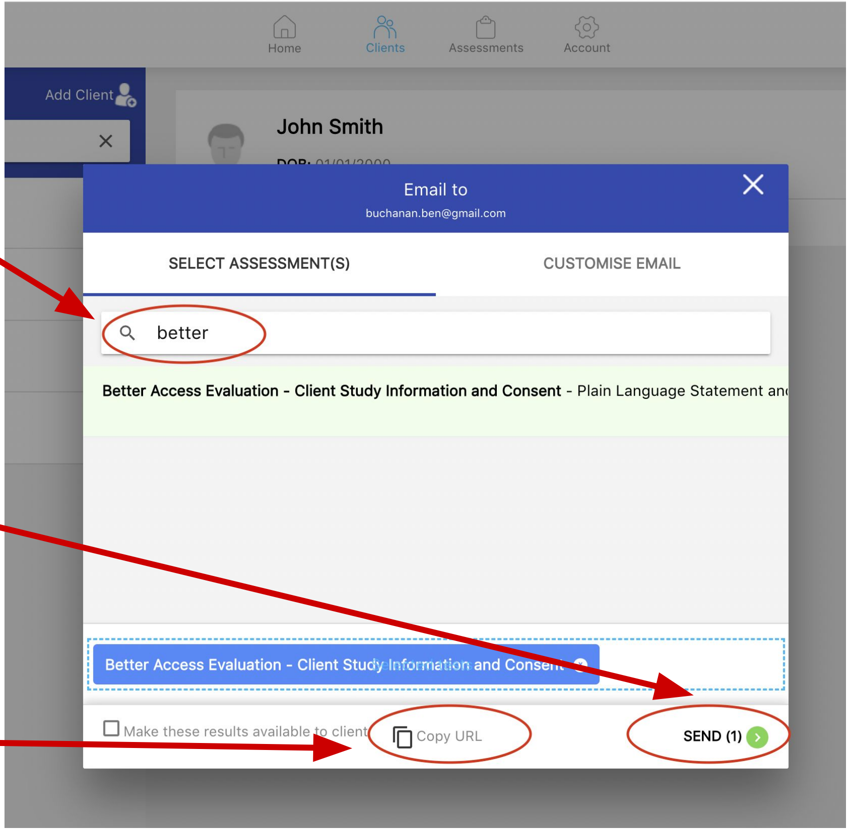
1. Select Better Access Evaluation Consent

2. To send consent form there are two options

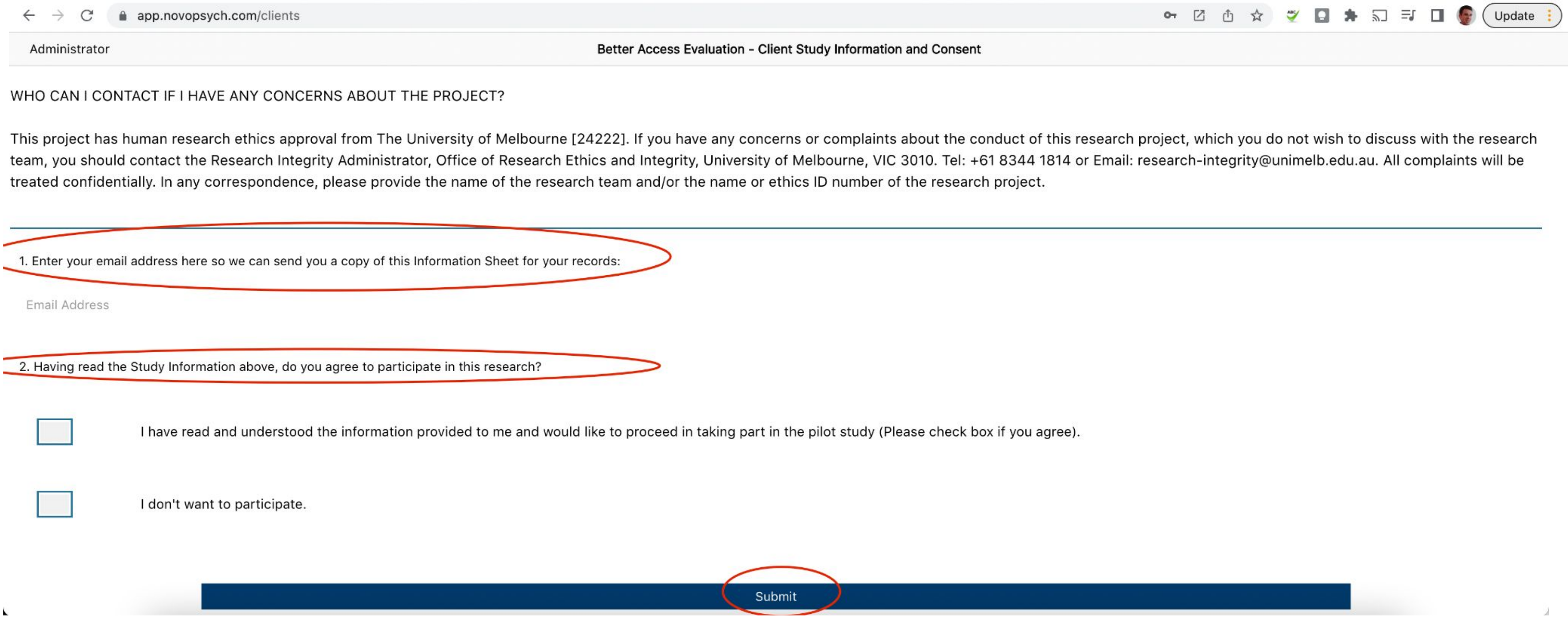
SEND
To have NovoPsych send the client an email with link to consent form

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



app.novopsych.com/clients

Update

Administrator

Better Access Evaluation - Client Study Information 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:

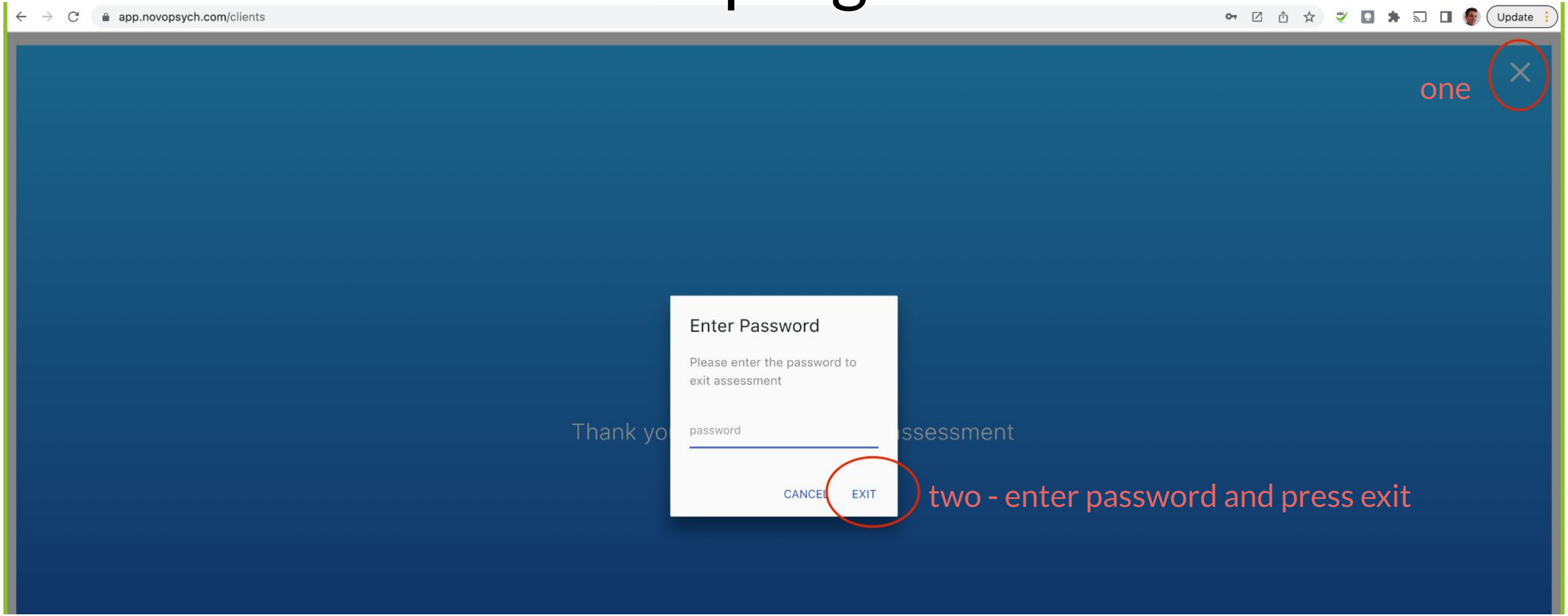
Email Address

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



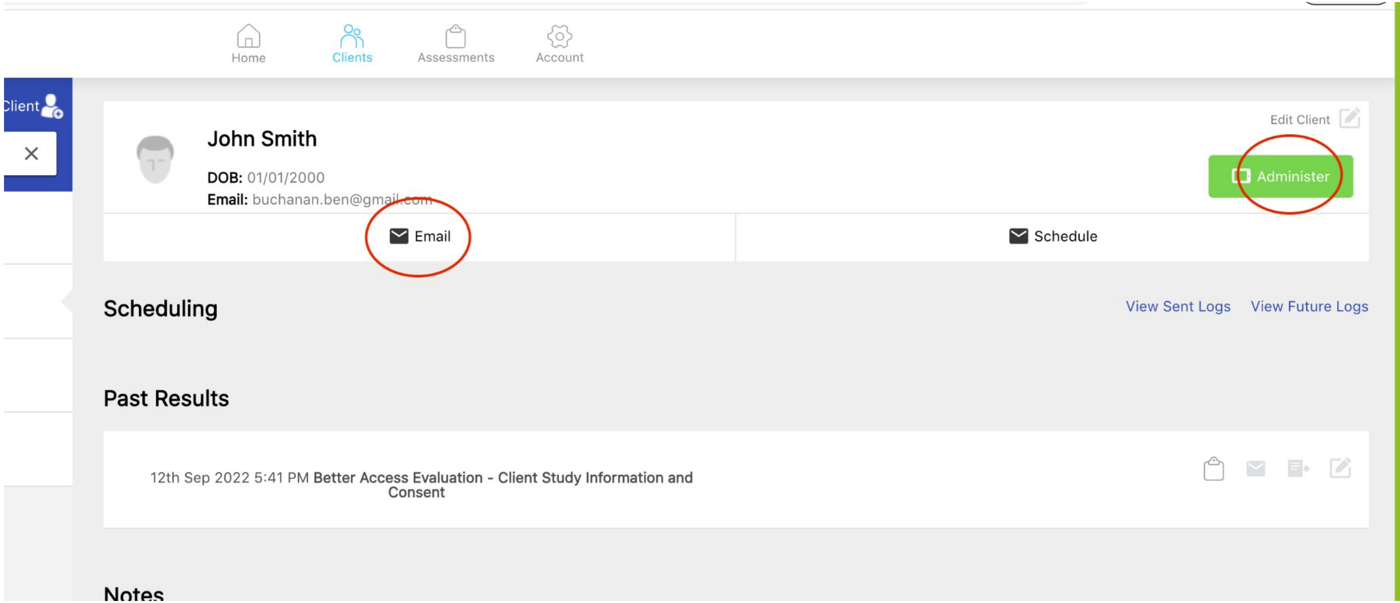
*If the consent form was administered remotely you will receive an email notification that the consent form has been completed

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.

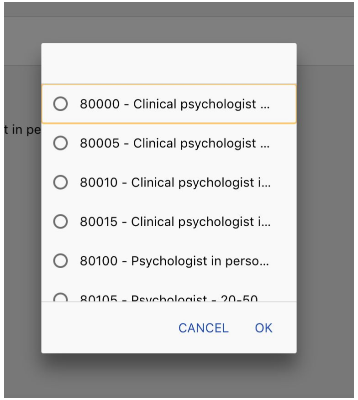
You can choose to do so in person (via pressing Administer) or remotely (by pressing Email).



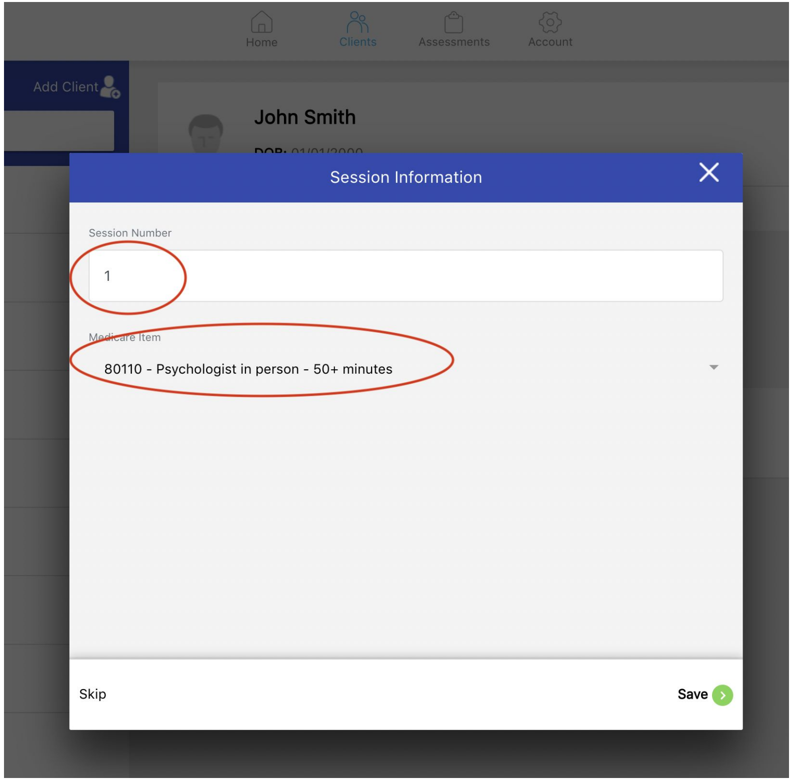
Step 10
Specify session number and Medicare item number

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



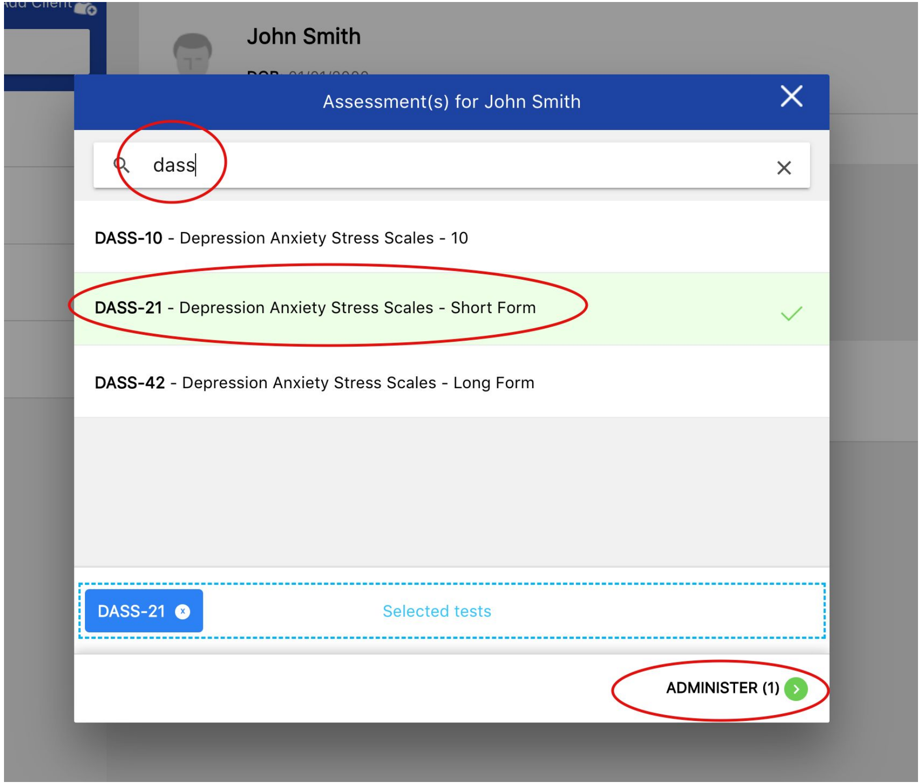
Step 11
Select the DASS-21

Select the DASS-21 from the list of measures

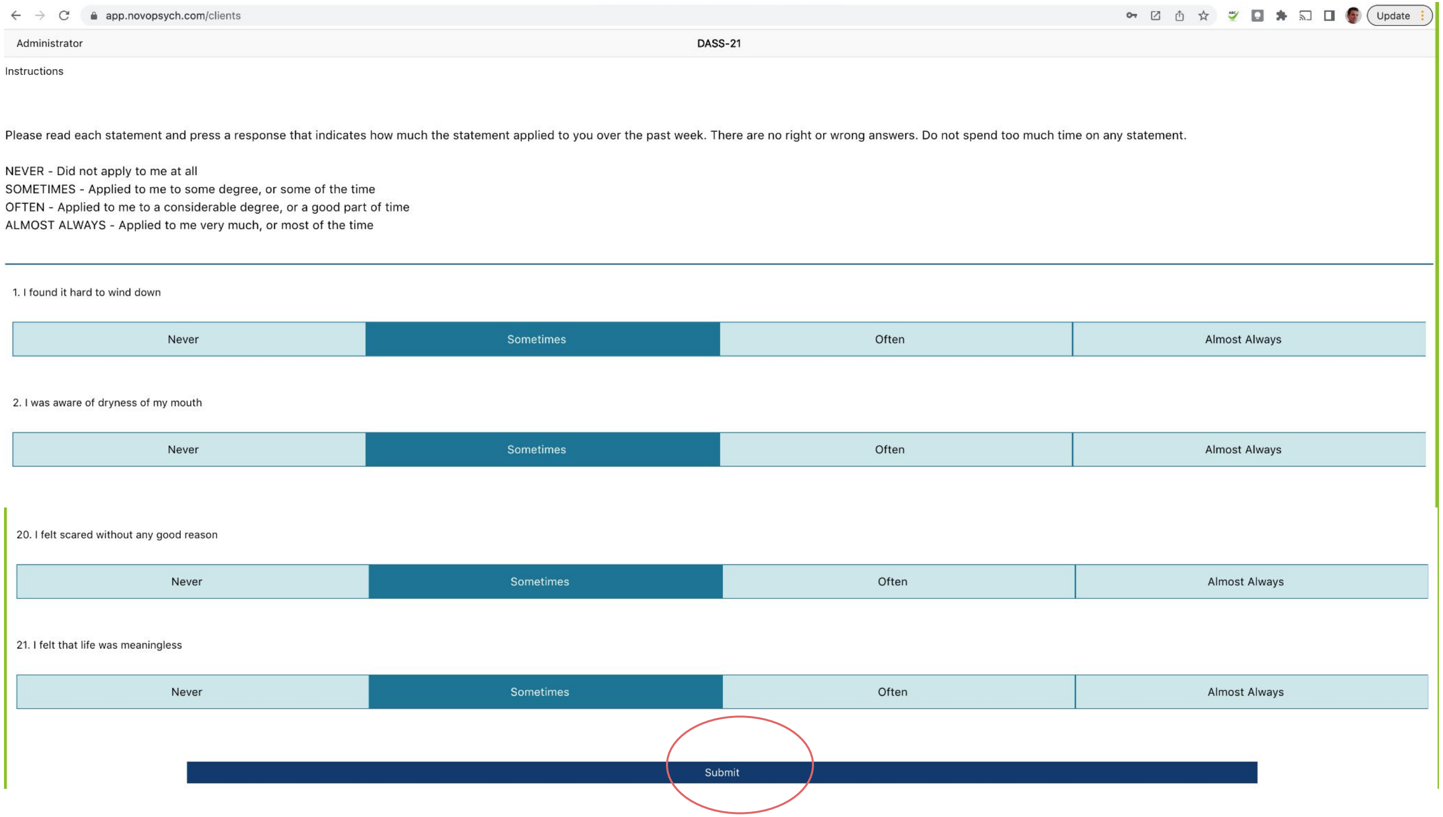
1. Search DASS

2. Select DASS-**21. Note, do not select other versions of the DASS.**

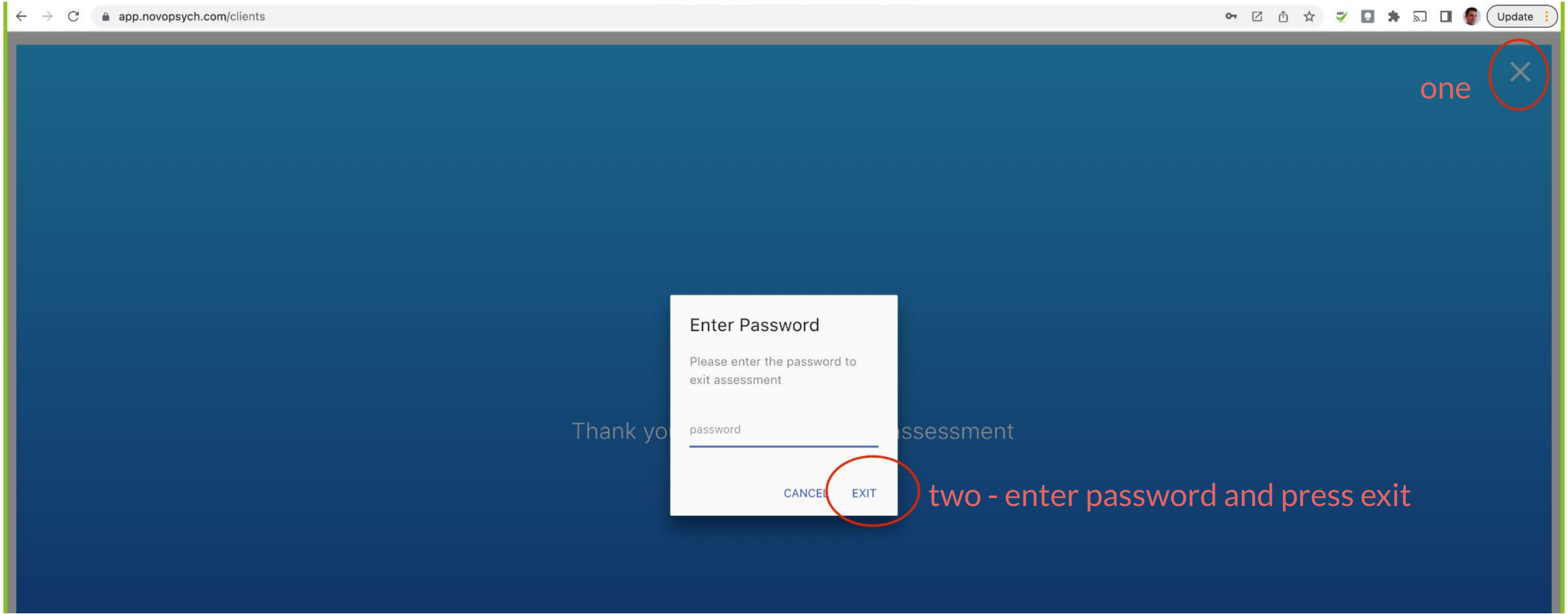
3. Press Administer



Step 12
Client completes the DASS-21

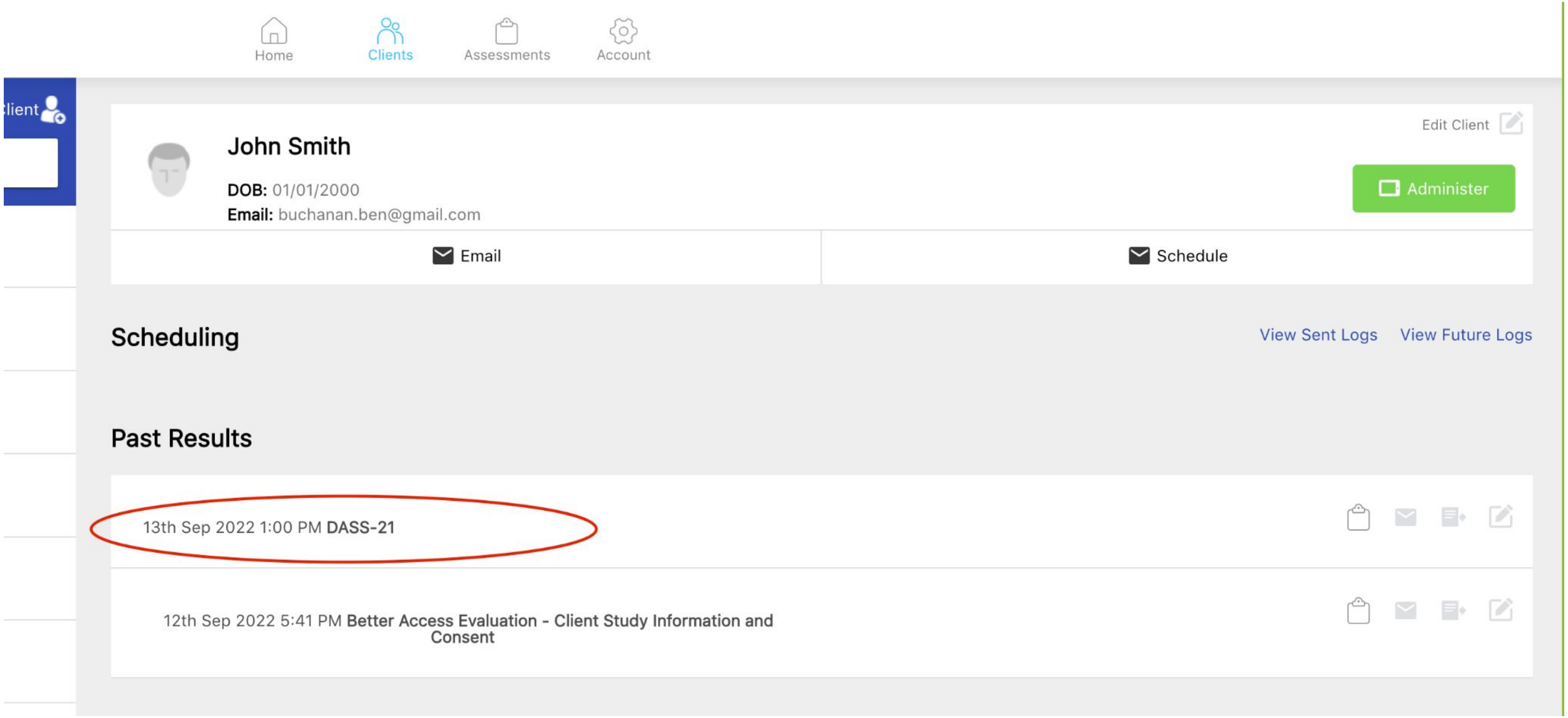


Step 13 (in person*)
Exit data collection



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

Step 14 - Review results



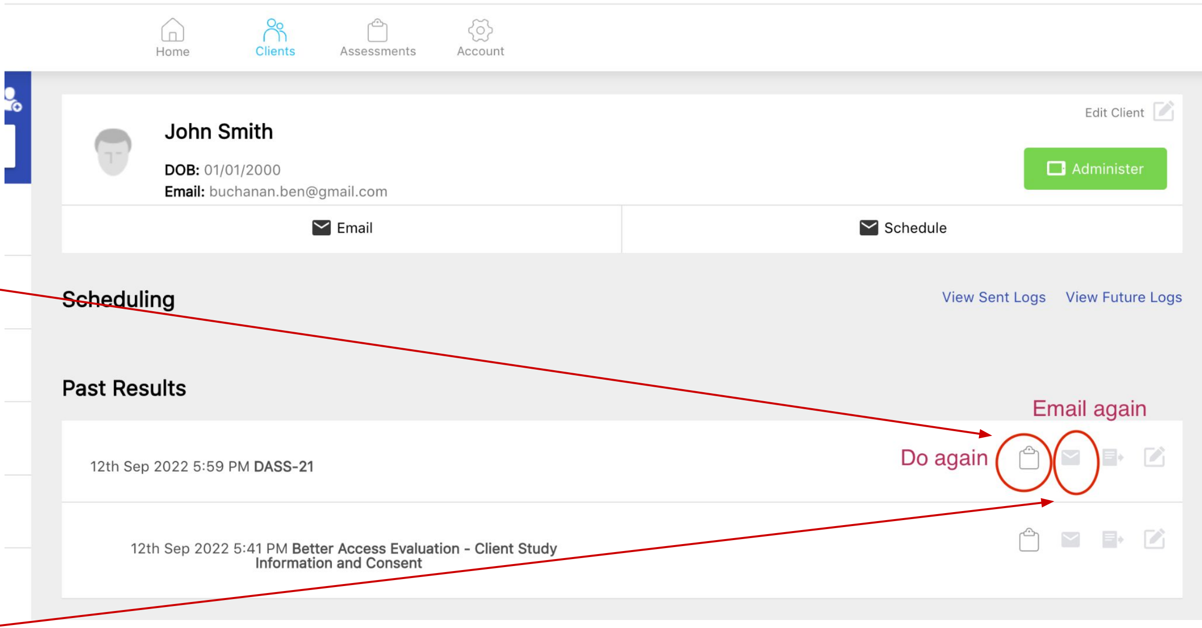
Step 15 - Subsequent sessions
Administer DASS-21 each session

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



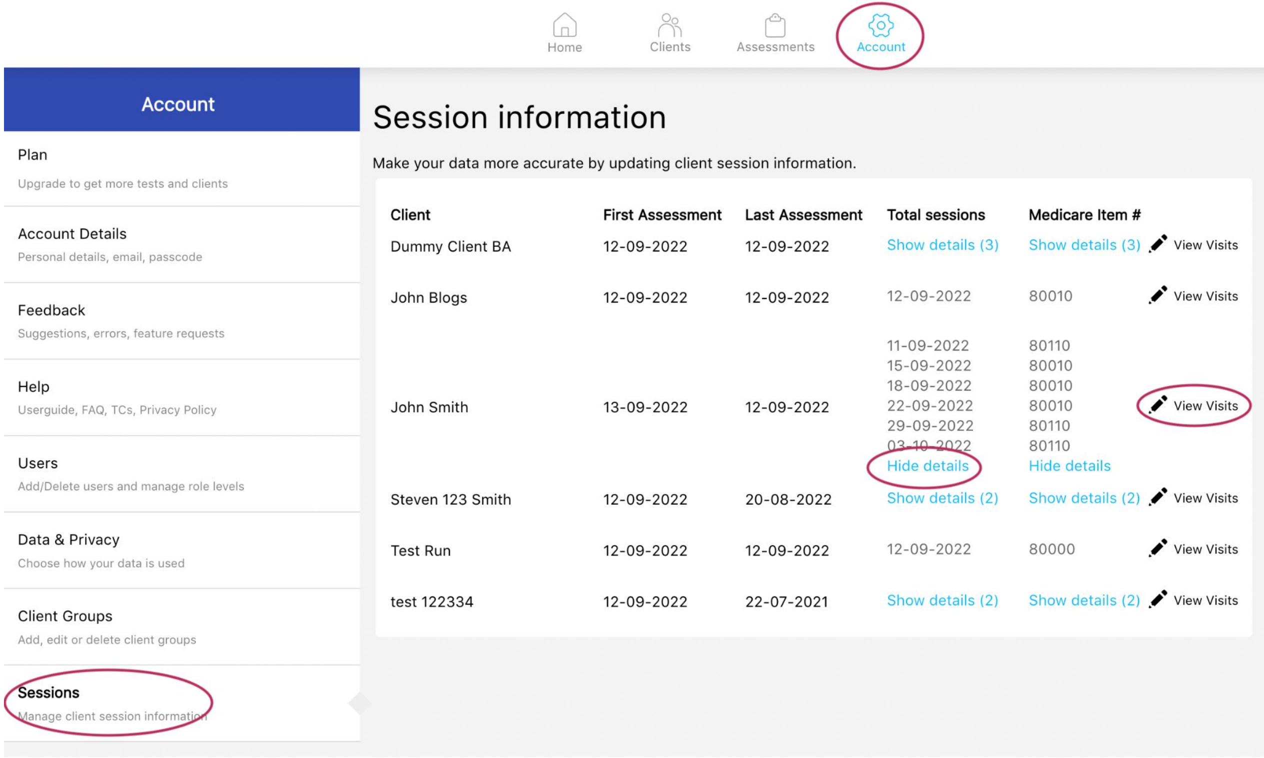
Amending Session Number Data (1)

As well as capturing DASS-21 data, this study is collecting data related to the number of sessions and Medicare item numbers.

Near the end of the study we will invite you to review and amended session data. To navigate to this section, go to:

1. Account
2. Sessions
3. Show/Hide details
4. View visits

If you notice any missing or incorrect data at any time during the study, this can be amended by pressing View Visits (see next page)



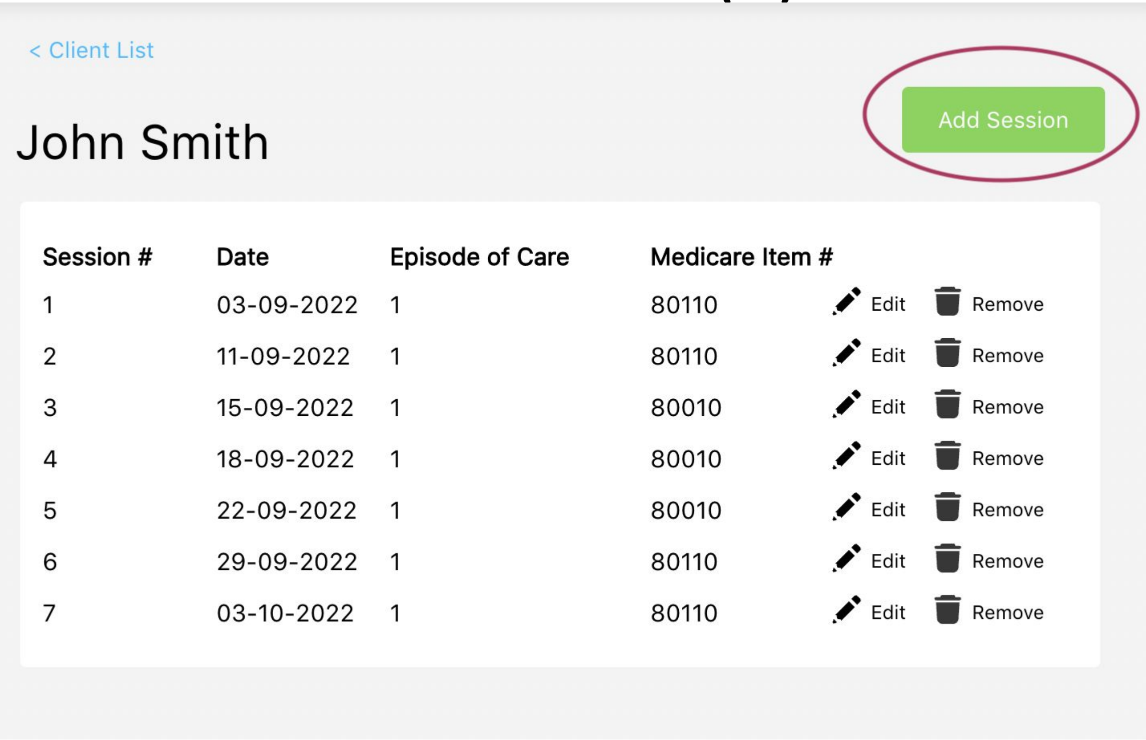
Note: During typical sessions and DASS-21 administrations, if the Client Consent Form is complete the system would ask you to enter session number and item number, so amending session data is designed for when data wasn't collected during the session for some reason.

Amending Session Number Data (2)

Once **View Visits** is pressed, you'll see a list of sessions for the specific client, including session number, date, episode of care (typically 1) and item number. You can edit or delete any of these.

If you left a session out, for example forgot to administer the DASS at session 2, you can press **Add Session** and enter the date the session occurred and item number. The system will reorder the session numbers accordingly.

Please review all clients who are participating in the study, and add in any missing sessions, even if you didn't administer the DASS-21



Session #	Date	Episode of Care	Medicare Item #		
1	03-09-2022	1	80110	Edit	Remove
2	11-09-2022	1	80110	Edit	Remove
3	15-09-2022	1	80010	Edit	Remove
4	18-09-2022	1	80010	Edit	Remove
5	22-09-2022	1	80010	Edit	Remove
6	29-09-2022	1	80110	Edit	Remove
7	03-10-2022	1	80110	Edit	Remove

Thank you for taking part in this research!

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NovoPsych

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