

# Better Access Evaluation Practitioner Instructions

For further information email:

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# 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](#)

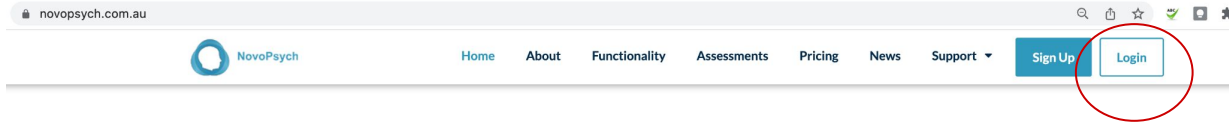
Designed for iPad

★★★★★ 4.5 • 2 Ratings

Free

[View in Mac App Store](#) ↗

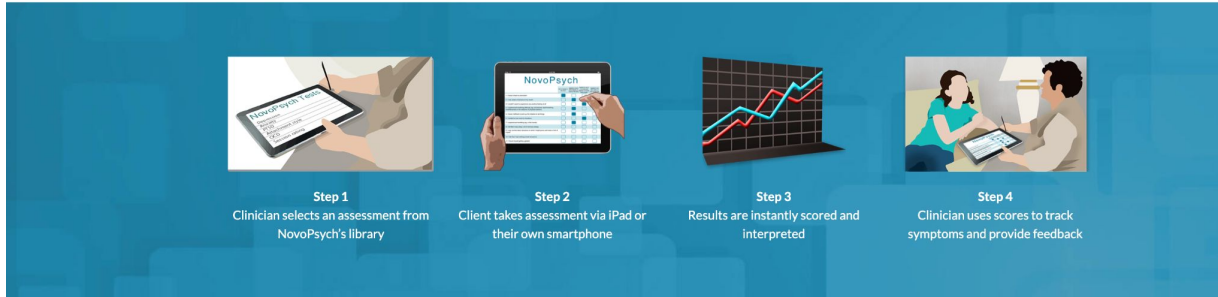
# Step 2 - Log in to NovoPsych



## 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 displays the NovoPsych web application interface. At the top, a browser address bar shows the URL `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'. The 'Recent Activity' section contains five entries, each starting with a green checkmark and followed by a name and a description of an activity. The 'News' section contains three lines of text, each starting with 'Click here to...'.

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 the URL `app.novopsych.com/clients`. The page features a navigation bar with icons for Home, Clients, Assessments, and Account. A dark blue header contains the word "Clients" and an "Add Client" button, 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, containing the following form 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, also circled in red. The background shows a list of client records with names and ages, and a "Schedule" button on the right.

# 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). A green 'Administer' button is prominently displayed and circled in red. Other visible elements include an 'Edit Client' link, 'Email' and 'Schedule' action buttons, and a 'Scheduling' section with links for 'View Sent Logs' and 'View Future Logs'.

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

 Email

 Schedule

Edit Client 

 Administer

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

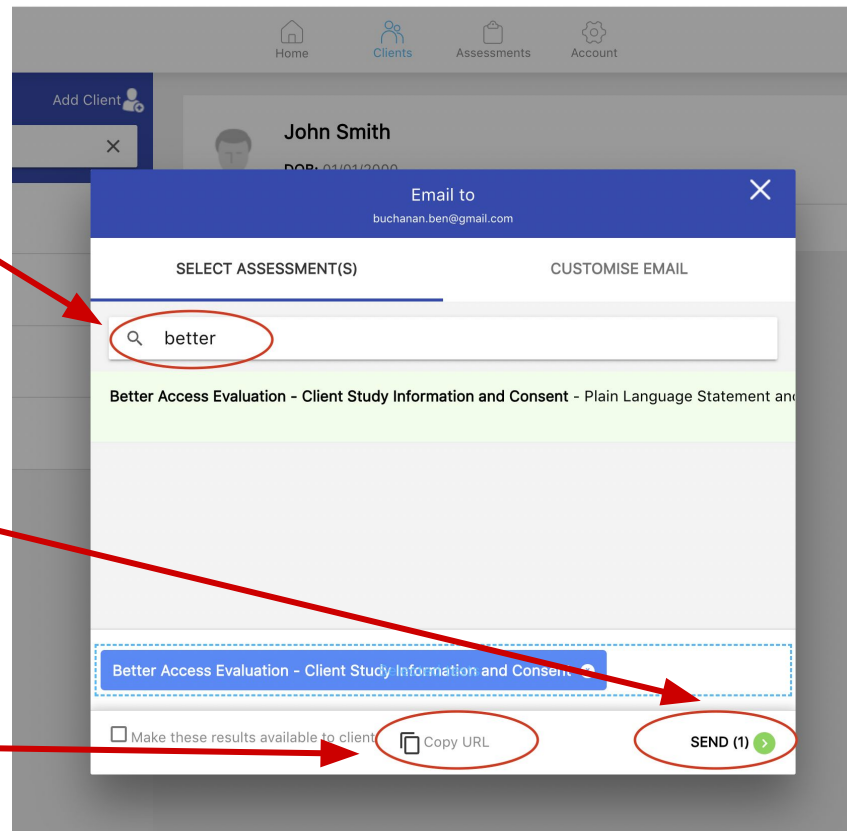
## SEND

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

Or

## COPY URL

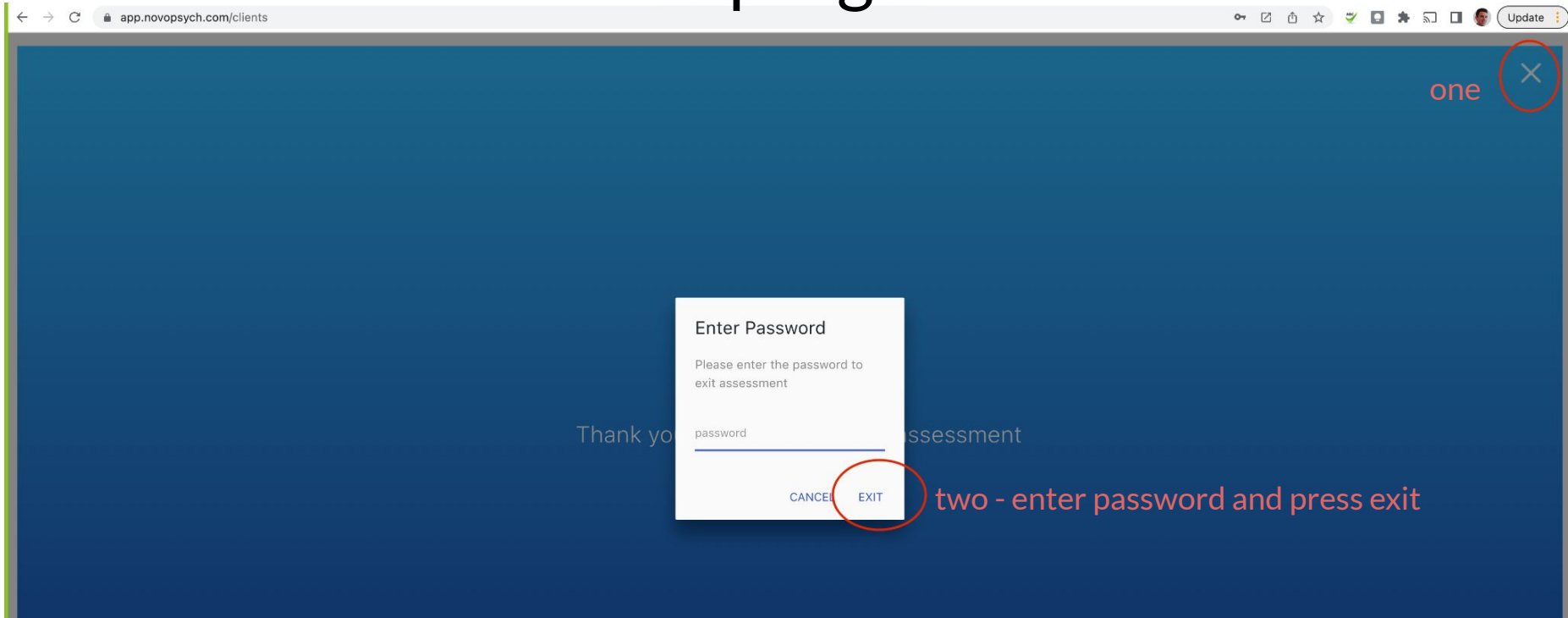
To copy the link to the consent form to send via your own email, SMS or zoom.





# Step 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 managing a client named John Smith. 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 displayed, including his name, a profile picture, and contact information: DOB: 01/01/2000 and Email: buchanan.ben@gmail.com. Two red circles highlight the 'Email' button (with an envelope icon) and the 'Administer' button (a green button with a play icon). To the right of the profile card, there is an 'Edit Client' link and a 'Schedule' button. Below the profile card, the 'Scheduling' section is visible, with links for 'View Sent Logs' and 'View Future Logs'. The 'Past Results' section shows a single entry: '12th Sep 2022 5:41 PM Better Access Evaluation - Client Study Information and Consent'. At the bottom, there is a 'Notes' section.

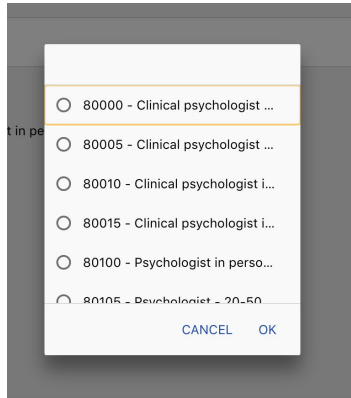
# Step 10

## Specify session number and Medicare item number

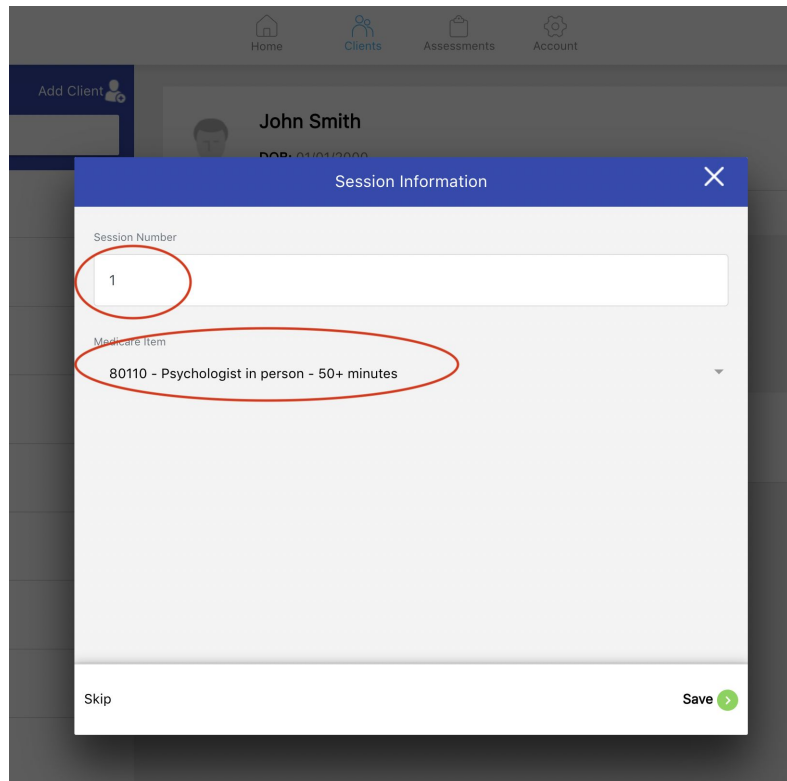
For each session, specify

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

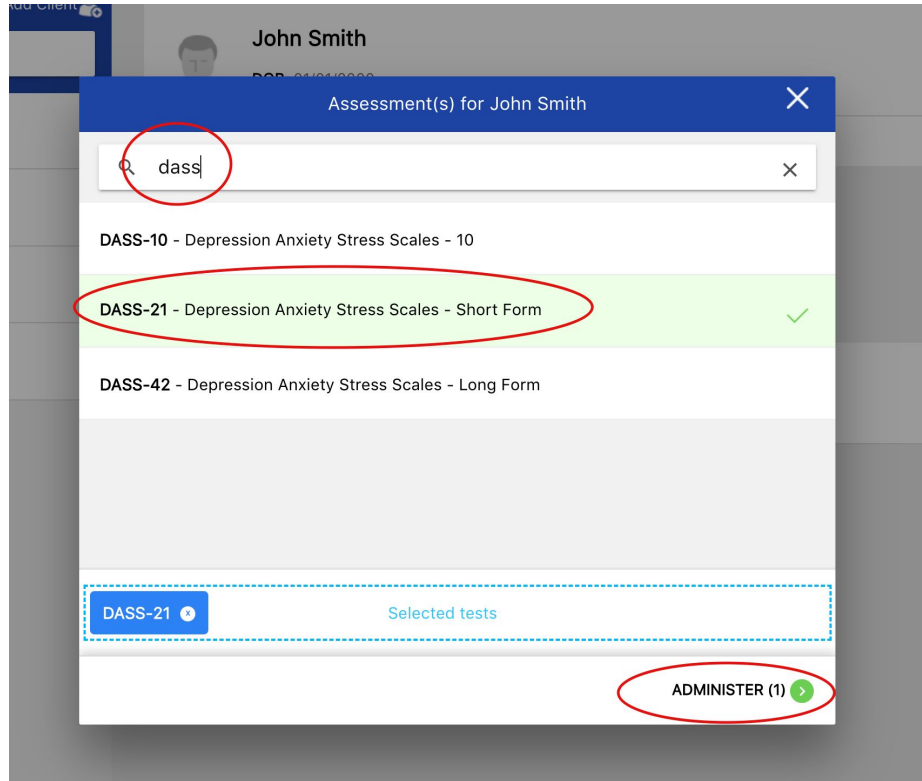


# Step 11

## 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

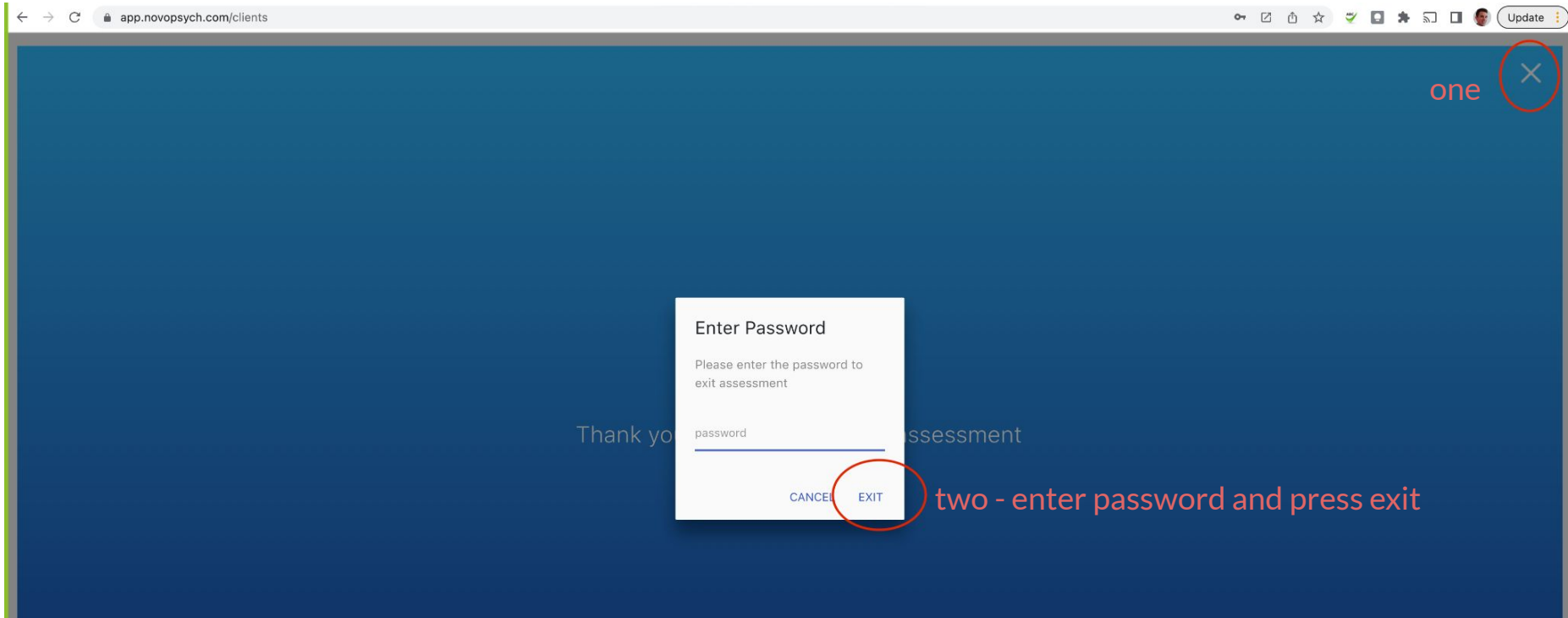






# Step 13 (in person\*)

## 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

# 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)

The screenshot shows a web application interface. At the top, there are navigation icons for Home, Clients, Assessments, and Account (which is circled in red). Below the navigation is a blue header for 'Account'. The main content area is titled 'Session information' and contains a table of session data. The table has columns for Client, First Assessment, Last Assessment, Total sessions, and Medicare Item #. The 'Total sessions' column for John Smith is circled in red, and the 'Hide details' link below it is also circled in red. The 'View Visits' link for John Smith is also circled in red. The 'Sessions' link in the left sidebar is circled in red.

**Account**

- Plan  
Upgrade to get more tests and clients
- Account Details  
Personal details, email, password
- Feedback  
Suggestions, errors, feature requests
- Help  
Userguide, FAQ, TCS, Privacy Policy
- Users  
Add/Delete users and manage role levels
- Data & Privacy  
Choose how your data is used
- Client Groups  
Add, edit or delete client groups
- Sessions**  
Manage client session information

**Session information**  
Make your data more accurate by updating client session information.

| Client           | First Assessment | Last Assessment | Total sessions   | Medicare Item #                                    |             |
|------------------|------------------|-----------------|--|--|-------------|
| Dummy Client BA  | 12-09-2022       | 12-09-2022      | <a href="#">Show details (3)</a>   | <a href="#">Show details (3)</a>                   | View Visits |
| John Blogs       | 12-09-2022       | 12-09-2022      | 12-09-2022   | 80010  | View Visits |
| John Smith       | 13-09-2022       | 12-09-2022      | 11-09-2022<br>15-09-2022<br>18-09-2022<br>22-09-2022<br>29-09-2022<br>03-10-2022<br><a href="#">Hide details</a> | 80110<br>80010<br>80010<br>80010<br>80110<br>80110 | View Visits |
| Steven 123 Smith | 12-09-2022       | 20-08-2022      | <a href="#">Show details (2)</a>   | <a href="#">Show details (2)</a>                   | View Visits |
| Test Run         | 12-09-2022       | 12-09-2022      | 12-09-2022   | 80000  | View Visits |
| test 122334      | 12-09-2022       | 22-07-2021      | <a href="#">Show details (2)</a>   | <a href="#">Show details (2)</a>                   | View Visits |

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

< Client List

## John Smith

Add Session

| 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!

For further information email:

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