

ASEBA-PC & ASEBA-WEB QUICK-START GUIDE

Note: Please create more than one administrator user on your account, and save all work before exiting a form or walking away from computer as there is a 20 minute time out.

This Quick-Start Guide is intended as a guide only. For more detailed instructions, please access the Procedures Manual at:

For ASEBA PC: <http://aseba.org/wp-content/uploads/ASEBA-PC-and-Network-Manual-2023.pdf>

For ASEBA Web: <https://www.aseba-web.org/PublicResources/Content/Manuals/ASEBA-Web-Manual.pdf>

To start, please follow the instructions below:

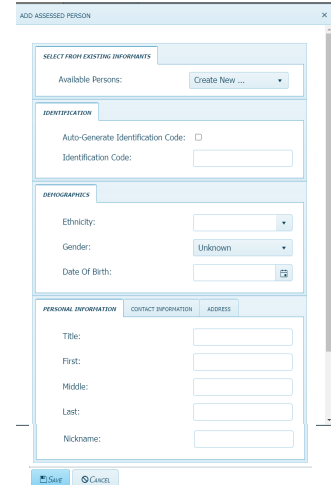
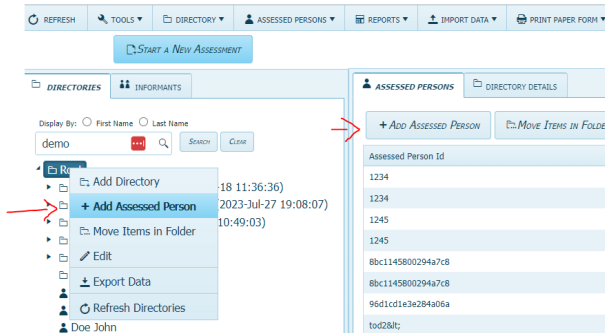
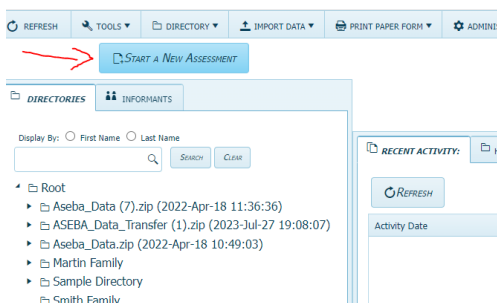
1. Log-into ASEBA PC or ASEBA Web.

ASEBA-Web and ASEBA-PC 2023 users: There is a **Start a New Assessment Wizard** that will guide you on how to create a new assessed person, add a new form, add a new informant and **send a message to the informant** - (only for ASEBA-Web users). Please see our Youtube video: https://www.youtube.com/watch?v=Oauqb-_p4dQ

When not using the Start New Assessment Wizard, please follow the directions below:

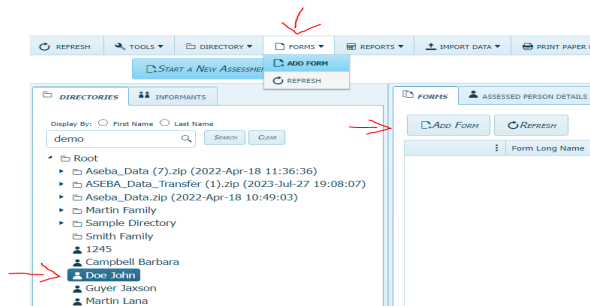
2. Add the Assessed Person (person being assessed). There are two ways:

1. Click on the **Directories** tab.
Click on the **Root** directory. The "**Add Assessed Person**" tab will be available in the right column.
2. Or **Right-click** on **Root** tab, and click "**Add Assessed Person**" in right column. Under **Select From Existing Informants** tab: **Available Persons**, leave as **Create New** for a new **Assessed Person**. Otherwise, use the drop-down menu to choose the **Assessed Person** from the list.
4. Fill in **Assessed Person's Identification, Demographic and Personal Information** tabs. Please make sure to assign: **1. ID** (or have the system auto-generate an ID code) **2. Ethnicity** **3. Gender** **4. Date of Birth** (this can be left blank if Age is inputted into the form. **5. Title, First name, Middle name, Last name and Nickname.** Initials, numbers or codes can be used for the patient's name if keeping personal health information private.



3. Add a Form

- a. Select the **Assessed Person** created under the **Directories** tab by clicking on their name or number.
- b. Click on **Add Form** in the right column or choose **Add Form** under **Forms** tab.



ASEBA-Web users will see the window below. ASEBA-PC users will not see "Pay for online scoring" option in their window.

- c. Click on the arrow next to **Form Type**. (This will produce a drop-down menu listing all of the forms.) Select the appropriate form.
- d. **Pay for online scoring:** leave checked to pay for scoring or unchecked to wait to see if patient fills out form and returns it; then pay for scoring.
- e. Click on **New Informant** and fill in their name.
(PLEASE NOTE: If the **Assessed Person** is filling out the form for a self-report, they will also be the informant.)
- f. Select the **Relationship to Assessed Person** from drop-down list.
- g. Type in the **Clinician** (buildable database). The list will be blank if it is the first assessment.
- h. **Evaluation ID** is for hospital use with electronic medical records.
- i. Check off **Enter Problem Only** if patient only needs to complete Problem Items in the form.
- j. **Society defaults to ASEBA Standard. Use drop-down arrow to change the country.**
- k. **Due By Date, Agency, School, User Defined 1, 2 and User Defined Field 1, 2** are all optional to fill out.
- l. Click **Next**.

ADD FORM

Thank you for filling out the form and review the below details entered are correct.

Form Source*: ASEBA-Web™

Form Type*: Child Behavior Checklist for Ages 6-18

Assessed Person*: John Doe

Society: ASEBA Standard

Pay for online scoring: Extra E-unit charge applies; Form will not be scored until "score report" button is clicked.

Due By Date:

Informant: Existing Informant New Informant

Agency:

School:

New Informant:

First Name: Rachel

Last Name: Doe

User Defined 1:

Relationship: Biological parent

User Defined 2:

Clinician: Dr. Tom achenbach

User Defined Field 1:

Evaluation Id:

User Defined Field 2:

Enter Problem Items Only:

Next is a detailed description of your charges (E-Units):

Available E-Units: 467

Total E-Units Charged: 2

E-Units Remaining After Submit: 465

m. Verify all information and click **Submit**.

4. Send Message to Informant - For ASEBA-Web users only.

- a. Click on the **Assessed Person**, then click on the form to send to the informant.
- b. Click on **"Go To Informant"** tab above the form. Click on **"Send Message to Informant"** The message will open, add the informant's email. You can choose to send the form in a different language using the drop-down arrow near **"English/Default"**. You can also customize the letter. All blanks are editable except for "From".
- c. Once all the email addresses and edits are completed, click the **Send** button at top.

REFRESH TOOLS DIRECTORY FORMS REPORTS IMPORT DATA PRINT PAPER FORM ADMINISTRATION HELP

Start a New Assessment

FORMS FOR: JOHN DOE (ASSESSED PERSON) ↓

DIRECTORIES INFORMANTS

Display By: First Name Last Name

demo

SEARCH CLEAR

- Root
 - Aseba_Data (7).zip (2022-Apr-18 11:36:36)
 - ASEBA_Data_Transfer (1).zip (2023-Jul-27 19:08:07)
 - Aseba_Data.zip (2022-Apr-18 10:49:03)
 - Martin Family
 - Sample Directory
 - Smith Family
 - 1245
 - Campbell Barbara
 - Doe John**

FORMS ASSESSED PERSON DETAILS

ADD FORM KEY-ENTRY DETAILS / COMMENTS EDIT DELETE GO TO INFORMANT REFRESH

Form Long Name	Eval ID	Informant	Relation	Date
CBCL 6-18	Child Behavior Checklist for Ages 6-18	Rachel Doe	Biological parent	202

REFRESH TOOLS INFORMANTS FORMS REPORTS IMPORT DATA PRINT PAPER FORM ADMINISTRATION HELP

Start a New Assessment

FORMS FOR: RACHEL DOE (INFORMANT) ↓

DIRECTORIES INFORMANTS

Display By: First Name Last Name

Search

SEARCH CLEAR

- Baker Rachel
- Bronson Mark
- Doe Rachel**
- Givner Taxson

FORMS INFORMANT DETAILS

ADD FORM SEND MESSAGE TO INFORMANT OPEN IN ASEBA-INFORMANT™ KEY-ENTRY DETAILS / COMMENTS

Form Long Name	Eval ID	Assessed Person	Relation
CBCL 6-18	Child Behavior Checklist for Ages 6-18	John Doe	Biological parent

- d. (If you would like to print a copy of the message, click on the **Preview** tab, and click on the print icon.).

The status of the form will change from **New** to **Sent to Informant**.

Form Long Name	Eval ID	Assessed Person	Relation	Date Created	Date Completed	Status
Child Behavior Checklist for Ages 6-18		John Doe	Biological parent	2023-Aug-08		Sent-To-Informant

5. Key Enter or Open a Form:

- a. Click on the **Assessed Person**, then click on the form to be key entered.
- b. At the top of the page, click on **Key-Entry**. The form will open up and is ready to be key entered. When finished, click **Save and Close**. All forms can be opened by **Key-Entry** tab.

Form Long Name	Eval ID	Informant	Rela
Child Behavior Checklist for Ages 6-18		Rachel Doe	Biolo

KEY-ENTRY

◀ NEXT **SAVE AND CLOSE** CANCEL Use the arrow keys (↑ ↓ → ←) to navigate between items.

CHILD INFORMATION... I. SPORTS II. HOBBIES III. ORGANIZATIO... IV. JOBS V. FRIENDS VI. CONTACTS VII. SCHOOL VII-1. ACADEMIC... VII-2. SCHOOL IN... ILLNESS CONCERNS BEST THINGS PROBLEM ITEMS VERIFICATION

Question	Answer	Comments
Child's first name:	John	
Child's middle name:		
Child's last name:	Doe	
Child's gender:	1 - Boy	
If the child identifies as another gender, please specify:		
Child's age:	14	
Child's ethnic group or race:		
If 'Other', please specify:		
Today's date:		
Child's date of birth:	2009-Apr-12	
Child's grade in school:		

IMPORTANT: You MUST enter Gender and Date of Birth (or Age). Also, if more than eight (8) answers are left blank, the scoring will NOT process. Save your answers before exiting the form or data will be lost. There is a twenty (20) minute time-out.

6. Verification of form answers:

- a. **If the form is key-entered**, you will have the option to **Save** or **Verify** at the end of the form. (Either to **Verify All Question Items** and/or **Verify Problem Items only**.) This will allow users to go through the **entire form again** so that you double-enter form responses to verify accuracy of key-entry. **Very important to finish the verification all the way through, as answers not completed will overwrite previous answers and will be blank. Verification is an option and only occasionally used by clinicians.**
 - i. If desired, go to the top of the screen and click the **Verify** tab. After you have verified the form (please finish verification in one sitting), click **Save and Close**.

KEY-ENTRY

◀ BACK **SAVE AND CLOSE** CANCEL Use the arrow keys (↑ ↓ → ←) to navigate between items.

CHILD INFORMATION... I. SPORTS II. HOBBIES III. ORGANIZATIO... IV. JOBS V. FRIENDS VI. CONTACTS VII. SCHOOL VII-1. ACADEMIC... VII-2. SCHOOL IN... ILLNESS CONCERNS BEST THINGS PROBLEM ITEMS **VERIFICATION**

As you enter responses for verification, each entry you type is compared with the last entry you typed for the item. If the verification entry and the original entry agree, the cursor continues to the next item. If the two entries do not agree, an indicator will appear and you will have the opportunity to edit the item.

Options

Verify all question items

Verify problem items only

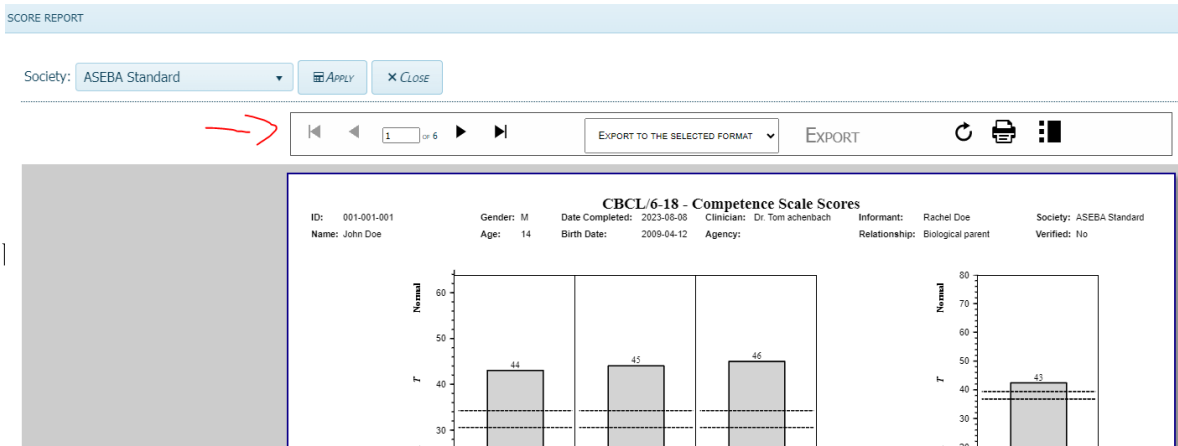
VERIFY

◀ BACK **SAVE AND CLOSE** CANCEL

7. Viewing and Scoring Report:

- Click on the **Assessed Person** under **Directory** tab. Click on the form to score, Click **Score Report** at top of page. The report will be created and you can view each page by using the arrows at top left of page.

Form Long Name	Eval ID	Informant	Relation	Date Created	Date Completed	Status
CBCL 6-18	Child Behavior Checklist for Ages 6-18	Rachel Doe	Biological parent	2023-Aug-08	2023-Aug-08	Submitted By Informant



****Additional information for ASEBA-Web users regarding scoring****

If your informant has completed the form (ASEBA-Web) and the status of the form states "Submitted by Informant", click on the form and then click the **Score Report** tab at the top of the form. To view the form before scoring it, click on the **Key-Entry** tab to open the form. **Very Important: Do not enter the form before informant completes and submits the form back into the program. This breaks the link to the form.** You can also view the report by going to the top of the page and selecting the **Reports** drop-down menu, and **Score Report**. Users are only charged once for scoring a report. The form can be scored as many times as desired after that at no charge.

Form Long Name	Eval ID	Informant	Relation	Date Created	Date Completed	Status
CBCL 6-18	Child Behavior Checklist for Ages 6-18	Rachel Doe	Biological parent	2023-Aug-08	2023-Aug-08	Submitted By Informant

7. Printing Reports:

With the selected report open, click the Print icon at top of page.

The screenshot shows the top navigation bar of the report interface. On the left, there is a 'Society: ASEBA Standard' dropdown menu with 'APPLY' and 'CLOSE' buttons. In the center, there is a navigation bar with a '1 of 6' indicator and navigation arrows. On the right, there is an 'EXPORT TO THE SELECTED FORMAT' dropdown menu, an 'EXPORT' button, and a print icon circled in red. Below the navigation bar, the report content is visible, including patient information and two bar charts showing scores.

8. Exporting Reports:

With selected report open, click on the **Export to the Selected Format** drop-down arrow, choose either Acrobat PDF or TIFF, and click **Export**. The report will download to your Downloads folder.

The screenshot shows the same report interface as above, but with the 'EXPORT TO THE SELECTED FORMAT' dropdown menu open. The menu options are 'EXPORT TO THE SELECTED FORMAT', 'ACROBAT (PDF) FILE', and 'TIFF FILE'. The 'EXPORT' button is circled in red. The report content below the menu shows patient information and two bar charts with scores.