DERS –Excel Computer Assisted Scoring Program

Introducing the DERS-Excel Scoring Program
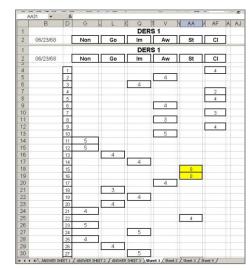
Upon opening the program, you will note that there are 7 pages available.

"Answer Sheets 1, 2, and 3" are the location for staff to input client data. Staff may also choose to have clients actually take the DERS directly on the computer.

These pages are divided into two sections. The top section contains client identifying information, date of administration, the test instructions and the scale the client is to use to calibrate his or her responses to the questions. The rest of the page is devoted to the questionnaire itself.
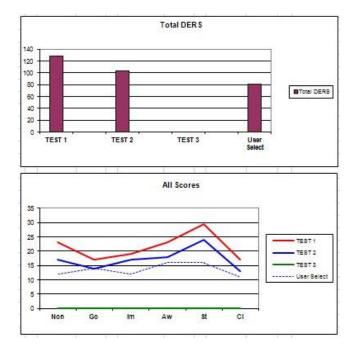
Sheets, 1, 2 and 3 display item data by subscale similar to that available in the hand-scoring template. It can be useful to note which items (if any) are missing since the cells with incomplete data will appear highlighted in yellow. It can also provide a quick visual indicator of the relative distribution of scores across the subscales.

	TEST 1		TEST 2		TEST 3		User Select
ID	John Doe		John Doe		0		
Date	07/03/12		07/18/12				
Total DERS	128		103		#VALUE!		81
Valid ?					No		

	TEST 1		TEST 2		TEST 3		User Select
	Sub Test Scores	Valid ?	Sub Test Scores	Valid ?	Sub Test Scores	Valid ?	
Non	23		17			No	12
Go	17		14			No	14
Im	19		17			No	12
Aw	23		18			No	16
St	29	No	24			No	16
Cl	17		13			No	11
Subscale-Total*	128		103		0		

Analysis sheet (previously labeled Sheet 4) is the DERS Summary Sheet. The Summary Sheet will display Total DERS scores and subscale scores for up to three administrations. The computer will indicate which, if any, scale scores are considered invalid when the maximum number of missing items has been exceeded for that scale.

Total Score and subscales scores are plotted on graphs that will allow easy comparison between administrations. In addition, the Summary Sheet also has a feature (User Select) that will allow clinical staff to enter in their own "normative" data from the Initial Sample or other Research in order to make graphic comparisons with data received from clientele.

How to Enter Data into the DERS-Excel Scoring Program

The program is designed to record data from up to three administrations of the DERS. Data may be entered into a DERS Questionnaire on Answer Sheets 1, 2 or 3. The Answer sheet has been designed to always keep the scoring criteria before the client to help facilitate accurate reporting.

To erase data entered into the answer sheet, simply highlight (left click) the individual cell or column of scores you intend to erase and then hit "delete" on the keyboard.

How to Score Data on the DERS-Excel Scoring program

The DERS-Excel scoring program has a built-in security feature which will minimize the amount of data available to clients working directly with the computer. Virtually no data will be processed or displayed on Sheets 1,2, 3 or 4 until the proper code is entered into cell A1 on each of the Answer Sheets. The code for Answer Sheet 1 is "*ders*." The code for Answer Sheet 2 is "*ders*." The code for Answer Sheet 3 is "*ders*." Once any one of these codes is entered into cell A1, the computer fills-in any missing variables, computes a Total DERS score along with subscale scores, identifies any scales that are to be considered invalid due to insufficient data and plots all scores on the included graphs for the selected answer sheet(s). NOTE: Your version of the Scoring Program may have Column headers removed. Enter your code word in the red box which appears where the A1 cell would normally be located.

Any scale with a yellow cell and the word "no" next to it is not to be considered valid. In order to compare performance over time, staff can choose to view only one or two of three administrations. Individual administrations can be temporarily removed from display on Sheet 4 (The DERS Summary Sheet) by simply deleting the "*ders*" code from the respective A1 cell of the Answer sheet staff wishes to deselect.

Staff may chose to compare data from another source with that collected from clients. Simply enter the data into the <u>User Select cells</u> found on <u>Sheet 4</u>.

How to help insure the security of Client's Protected Health Information (PHI) when using the DERS-Excel Scoring program

The security of PHI is of paramount importance both as matter of good practice and federal statue. The following guidelines are recommended as a starting point. Be sure to work with the Compliance Department or Quality Improvement Managers at your agency to be sure that this program is used in a way that minimizes the risk of unwanted disclosure of PHI.

Guidelines:
- It may be safer to utilize an identification number, a pseudonym or series of letters and numbers to represent a client and keep the interpretive key in a separate (protected) location.

- Never install or use this program on a non-secured computer. Only use the program on a computer that is housed in a secure location and features the necessary safeguards to protect unwanted intrusions from unauthorized personnel in the office, through a network or through the internet.

- Never utilize this program on a portable computer that could be lost or stolen.

- Never store completed questionnaires on a detachable drive (e.g. flash drive) which is also susceptible to being lost or stolen.

- Always follow the security measures deemed appropriate by your agency along with polices related to the maintenance of records.

How the Data is assembled

The process of compensating for missing items is the same for whether one is estimating a Total DERS score or that of an individual sub-scale. A client is allowed to leave no more than 20% of a scale's items blank before that scale is considered invalid. In other words, a client is allowed to leave no more than one item blank on any individual subscale and no more than 7 items blank on the Total DERS before that scale or subscale would be considered invalid.

When compensating for missed items, both the individual subscale and Total DERS scores are estimated. As a result, the total DERS score, as calculated with missing data, may differ from a simple addition of subscale scores.

NOTE: A subscale total value has been included at the bottom of each collection of subscale scores. This addition is for research purposes only. The actual total of subscale items can vary from the Total DERS because of averaging considerations when items are missing.