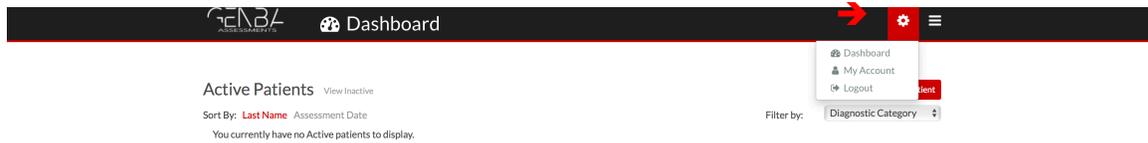


Begin by going to the website:

<https://www.genbaassessments.com>

Once you are registered for the site, click the “Login” button at the top right of the main page. **Once logged in** please click the gear at the top right of the page and select “Dashboard” from the drop-down menu.

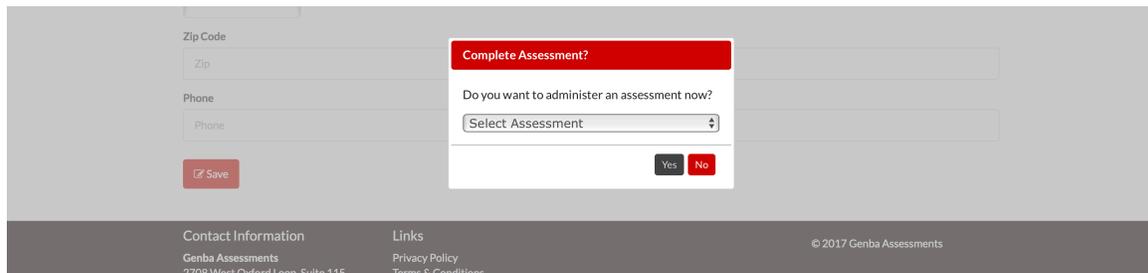


This will take you to a screen that will eventually contain your list of patients and any assessments they have completed. The first time you go to this screen you’ll be looking for the “Add New Patient” button right below the gear icon.



Click this and you can add details about a relevant patient via a brief form. **Name, gender, and date of birth are required** to be completed, but everything else can be left blank if you want. If you choose to populate this information for anyone under the age of 18 we recommend using his/her parent or guardian’s email address (as opposed to the child’s). Also, we want to take this opportunity to explicitly reiterate that we will never email your patients or attempt to contact them at all – this information is entered solely at your discretion and to the degree you find it useful to keep track of people in the system.

Once your patient’s information is entered, please scroll to the bottom of the page and click “Save.” A pop-up window will appear asking if you’d like to administer an assessment now.



If you only want to set up patient information and do not want to administer the screener at the same time, please click “No” on the pop-up. Alternatively, if you want to administer the assessment immediately, please select the relevant assessment from the list and then click “Yes” at the bottom of the pop-up window.

This will immediately change views to begin the first question of the survey you selected, which typically pertains to depression. This will also shut down all other navigation on the site to ensure that a patient taking the survey on his/her own will be unable to access anything other than the questions.

Have you ever been really sad for a few days in a row? The kind of sad I'm asking about is so sad that you can't make it stop, no matter what you do.

Yes

No

Next →

Once the survey is complete please close the window, then go back to the main website to repeat the login process:

<https://www.genbaassessments.com>

After logging in again, click the gear, navigate to the dashboard, and click anywhere in the row corresponding to the patient’s name. This produces a drop-down menu that lists all previous assessments the patient has taken, each of which has a button labeled “View Results” to the far right. Clicking that button takes you to a screen summarizing the information learned during the screening process.

GENBA ACTIVE ASSESSMENTS

Dashboard

Active Patients View Inactive

Sort By: **Last Name** Assessment Date

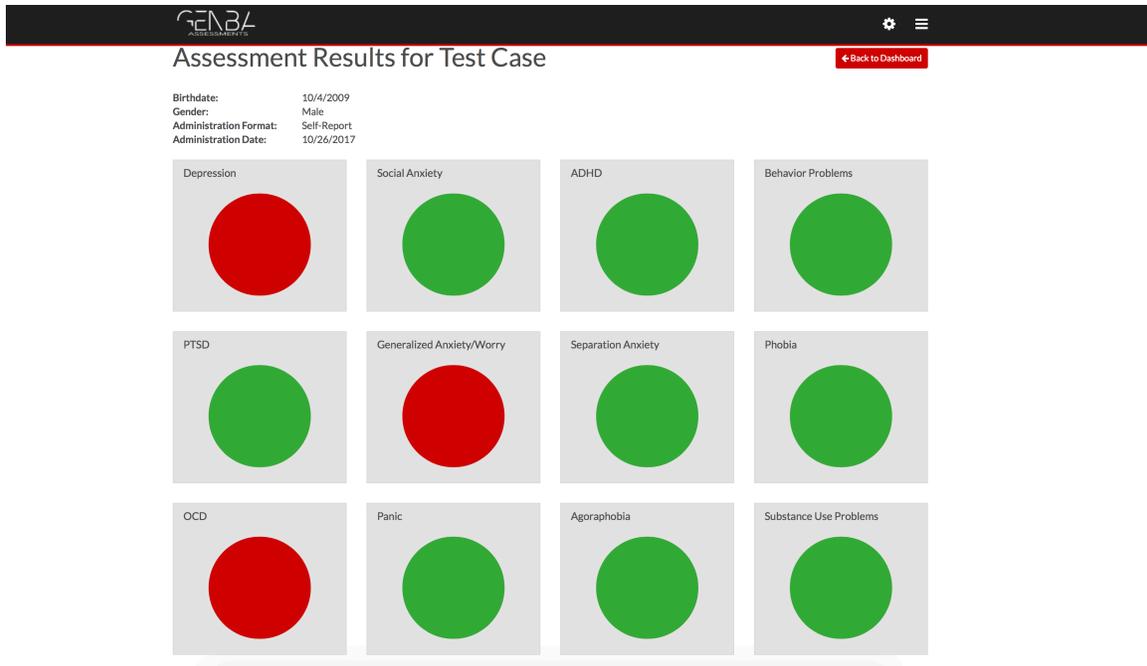
Filter by: Diagnostic Category

+ Add New Patient

Birthdate: 10/4/2009

Case, Test	Assessment Date	Assesment Type	Administration Format	New Assessment
Edit	October 26, 2017	Youth Assessment Self-Report	Self-Report	View Results

This is the main output of the screening process, which can be viewed like a stoplight. **Green** means “go ahead,” indicating that there are no problems, and **red** means “stop,” indicating that a potential difficulty was identified that may warrant further discussion, referral, or treatment. The dashboard view that follows is for a youth self-report assessment (your view may vary depending upon what test you administered).



Moving your mouse pointer over any of the circles in the dashboard displays a short description of the problem area. If you read these and have questions or would like more information about any of these conditions please let us know and we will be happy to provide it. You can call us at 662-259-0868, or email at: jnyoung@genbaassessments.com

From the dashboard you are also able to administer assessments by selecting the relevant version from the drop-down menu that appears after clicking on the patient's name (which displays "New Assessment" by default). Selecting the test you want to give from this menu and then clicking "Go" next to the drop-down menu will begin the screener. Note that you can administer a new assessment as many times as you might like, and the results for each will display in the list under patient name in order of administration date.

