



#create_new_outcome_questionnaire

For your information:

SNS has an integrated questionnaire editor, which allows to add new questionnaires. You can – if copyright allows so – add an earlier published questionnaire. One can also add new, individualized and client-specific questionnaires, making personalized monitoring an easy possibility.

You can choose for an outcome questionnaire, which aims at administration weekly or less and will be displayed as bar charts. Process questionnaires are the other possibility, which are mostly used for daily administration and fine-tuned monitoring (see #create_new_process_questionnaire for more details).

Editing an outcome questionnaire follows easy principles, covered in this presentation. SNS allows herein to create new items with different answering scales, or to simply import items from other questionnaires from within SNS. Also, your instance comes equipped with a number of pre-installed process- and outcome questionnaires, you are free to use.

Please keep in mind that it is your (and your clinics) responsibility to check for copyright whenever you add an existing questionnaire. Please contact us, in case you are uncertain or need help. SNS being a continuous work in process, we, all our customers and clients benefit from any feedback and information about your personal experiences, when using the software.

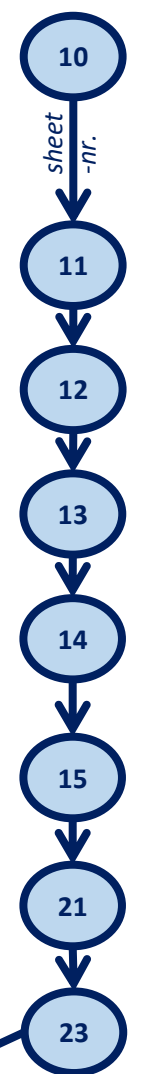
Content: 2

1. Click on "Questionnaires" under the "Administration" bar at the side-menu
2. Press the button "NEW QUESTIONNAIRE"
3. Add a specific questionnaire name
4. Edit welcoming text
5. Edit goodbye text
6. Define questionnaire type: Process- or Outcome-questionnaire
7. Commentary field?
8. Shall items be presented in random order?
9. Click "ADD FFACTOR"
10. Add abbreviation of factor
11. Choose a color for the factor in the bar chart
12. Add description of factor
13. Choose whether this factor is computed as the sum or mean of its assigned items
14. "SAVE" factor
15. "ADD ITEM"
16. Add item text
17. Assign item to one (or more) factors
18. Shall the item enter the assigned factor in "recoded" direction?



19. Change to tab "TYPE" (obligatory)
20. Define the type of answer scale (here Likert-scale)
 - a) If Likert-scale: add number of desired answer-buttons
 - b) Define "Label in the Button" and the applicable value
 - c) Define the text of the scale-extrema
 - d) You can choose to watch a preview of the item
21. "SAVE" item
22. "ADD (next) ITEM"
23. Assign item to factor
24. Define new item text
25. If you want to change to a different answer-scale, click tab "TYPE"
26. Chose type of scale (here visual analog slider VAS)
 - a) Define maximum and minimum value of slider
 - b) Define the text of scale-extrema
 - c) You can choose to watch a preview of the item
27. "SAVE" item
28. For (validated) outcome questionnaires you can define thresholds/categories/cutoff's by clicking on "ADD CATEGORY".
29. "SAVE QUESTIONNAIRE" after having defined all factors, items and categories.
30. suggestions for the creation of outcome questionnaires

↑ sheet-nr.



1. Click on "Questionnaires" under the "Administration" bar at the side-menu

2. Press the button "NEW QUESTIONNAIRE"

1.

- Administration
- Questionnaires**
- Traffic Lights
- Data export
- Data import
- Settings

Questionnaires

Outcome Process Both

NAME	ITEMS	ASSIGNED USERS	ACTIONS
11-point Likert	1	0	
BSL-23	35	4	
BSS-Rating	3	2	
CUT-20-R-Diagnoseindex	20	1	
CUT-20-R-Veränderungsindex	20	1	
Daily	2	0	
DASS - 21	21	9	
Dating	3	16	
Dow_Jones	1	1	
EDI-2 K	64	0	

Type a questionnaire'...

IMPORT

2. **NEW QUESTIONNAIRE**

< 1 2 3 4 5 6 7 8 >

Edit questionnaire

INFORMATION

Name:

Welcome text:

4. Welcome,
in the following we will ask you some questions concerning your fitness!
Have fun!

Goodbye Text:

5. Thanks for your answers!

Type: Outcome Process

Allow comments: Yes No

Present items randomly: Yes No

3. Add a specific questionnaire name
(for outcome questionnaires you might choose a general and easily understood name)

4. Edit welcoming text

5. Edit goodbye text

**6. Define questionnaire type:
Process- or Outcome questionnaire**

7. When 'yes' is checked, the questionnaire will display an open commentary field after the last item

8. When "yes" is checked, the items are presented in random order at each new administration of the questionnaire

Factors combine a number of items (to be edited in the next step). Usually, one clusters items that belong to a similar topic (e.g. items that respectively ask for anger, joy, shame etc. might be combined under the factor 'emotions'). Outcome questionnaires usually combine scores on single items to factors and often a total-score. When validated for a bigger sample, such factors and total-score can give a good comparison between clients or give insight to weekly and pre-post progress of single clients. Health insurance companies show the increased tendency to demand clinics to report on the effectiveness of clinical work and ask for reports based on outcome questionnaires.

FACTORS

Name	Description	Color	Operation	Items	Actions
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9. [ADD FACTOR](#)

ITEMS

No.	Item	Type	Factors	Actions
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[ADD ITEM](#) [IMPORT ITEM](#)

ORDINATES

Name	Actions
------	---------

[ADD CATEGORY](#)

9. Click "ADD FFACTOR"

FACTORS

Name	Description	Color	Operation
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HINZUFÜGEN FAKTOR

Abbreviation: 10. I-SPO

Color: 11.

Operation: 12. Sum Average

Name: 13. Sports Activities

14.

10. Add abbreviation of factor (e.g. with Roman numbers)

11. Choose a color for the factor in the bar chart

12. Choose whether this factor is computed as the sum or mean of its assigned items

13. Add description of factor

14. "SAVE" factor

FACTORS

Name	Description	Color	Operation	Items	Actions
I -SPO	Sports Activities	●	Summe	0	

...

ADD FACTOR

Add next factor, if applicable

FACTORS

Name	Description	Color	Operation	Items	Actions
I -SPO	Sports Activities	●	Summe	0	
II - DIET	Healthy Diet	●	Mittelwert	0	

ADD FACTOR

15. "ADD ITEM"

FACTORS

Name	Description	Color	Operation	Items	Actions
I - SPO	Sports Activities		Summe	0	
II - DIET	Healthy Diet		Mittelwert	0	

ADD FACTOR

ITEMS

No.	Item	Type	Factors	Actions
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15. ADD ITEM

IMPORT ITEM

ORDINATES

Name	Actions
------	---------

ADD CATEGORY

ITEMS

No.	Item	Type
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The first of three tabs "ITEM" is activated

ITEM HINZUFÜNGEN

ITEM TYPE PREVIEW

16. Add item text

Item: 16.

17. Assign item to one (or more) factors

Factor: 17.

I-SPO weight: Invert scale 18. Allow comments

18. When box is checked, this item enters the assigned factor in "recoded" direction. If e.g. an item asking for "anxiety" is added to a general factor "positive emotions", the item score should load inverse on that factor.

If box is checked, that item has a separate commentary field.

In this field, you can define the weight with which an item enters its assigned factor. Some questionnaires use factor-analytic results to fine-tune the weight with which an item influences a total score, e.g. Also some item-response-theoretical considerations can be met through weight adjustments

SAVE CANCEL

ITEM **TYPE** PREVIEW

Type:

20. **LOREM IPSUM?**
 Likert scale Visual analog scale Visual slider Number

No.	Label	Value	Actions
1	not at all	0	
2	less than 1 hour	1	
3	1 -2 hours	2	
4	2-4 hours	3	
5	more than 4 hours	4	

20a. **ADD**

Left text: 20c. not at all

Right text: 20c. very much

19. Change to tab "TYPE" (obligatory)

20. Define the type of answer scale (here Likert-scale)

20a. If Likert-scale: add number of desired answer-buttons (Likert-steps mostly are 3, 5 or 7 steps)

20b. Define "Label in the Button" and the applicable value (labels can be numbers, but often are text such as "moderate" or "1-2 hours per day)

20c. Define the text of the scale-extrema (left---right)

ITEM TYPE

PREVIEW

Item 1 of 1

This week I did sports for ... hours

not at all

less than 1 hour

1-2 hours

2-4 hours

more than 4 hours

not at all

very much

20d. You can choose to watch a preview of the item

21. "SAVE" item

21. SAVE

CANCEL

22. "ADD (next) ITEM"

FACTORS

Name	Description	Color	Operation	Items	Actions
I -SPO	Sports Activities		Summe	1	
II - DIET	Healthy Diet		Mittelwert	0	

ADD FACTOR

ITEMS

No.	Item	Type	Factors	Actions
1	This week I did sports for ... hours	Likert-Skala	I -SPO	

22. **ADD ITEM**

IMPORT ITEM



When adding the next item, SNS automatically uses the settings of the previous item as a default. When sticking to the exact same scales throughout the complete questionnaire, one then only has to change the item text and the factor assignment and keep the settings untouched further on.

ITEM TYPE PREVIEW

Item: 24.

Factor: 23.

II - DIET weight: Invert scale

Allow comments

SAVE **CANCEL**

23. Assign item to factor

24. Define new item text

Note that the item on 'fast food' enters the factor 'healthy diet' in inverted direction

ITEM **TYPE** PREVIEW

Type:

LOREM IPSUM? Likert scale

26. IPSUM? Visual analog scale

Visual slider

50 Number

Minimum value: 0

Maximum value: 26a. 100

Left text: 26b. not at all

Right text: very much

SAVE CANCEL

25. If you want to change to a different answer-scale, click tab "TYPE"

26. Choose type of scale (here visual analog slider VAS)

26a. Define maximum and minimum value of slider

26b. Define the text of scale-extrema

ITEM TYPE

PREVIEW

Item 1 of 2

This week I ate fast-food



26c. You can choose to watch a preview of the item

27. "SAVE" item

27. **SAVE** CANCEL

ITEM **TYPE** PREVIEW

Type:

LOREM IPSUM? Likert scale

IPSUM? Visual analog scale

Visual slider

Number

Minimum value: 0

Maximum value: 100

SAVE CANCEL

ITEM TYPE **PREVIEW**

Item 1 of 3

My mean weight this week was

SAVE CANCEL

Answer-type “NUMBER” allows to add an item that can only be answered with a number (decimals are separated by “.”)

ADD ITEM

ITEM TYP VORSCHAU

Typ:

- LOREM IPSUM? Likert Skala
- IPSUM? VAS
- Movie Slider**
- Zahl



As a special form of answer scales, SNS allows to upload pictures in any number. It is thus possible to add a complete flip-book, smileys or personal pictures and use these to answer.

FACTORS

Name	Description	Color	Operation	Items	Actions
I -SPO	Sports Activities		Summe	1	
II - DIET	Healthy Diet		Mittelwert	1	

ADD FACTOR

ITEMS

No.	Item	Type	Factors	Actions
1	This week I did sports for ... hours	Likert-Skala	I -SPO	
2	This week I ate fast-food	Visuelle Analog-Skala	II - DIET (u)	
3	My mean weight this week was	Nummer		

ADD ITEM

IMPORT ITEM

If you are familiar with other questionnaires from within SNS, you can also simply import an existing item to your new questionnaire with the button "IMPORT ITEM"

ITEMS

No.	Item	Type	Factors	Actions
1	This week I did sports for ... hours	Likert-Skala	I -SPO	
2	This week I ate fast-food	Visuelle Analog-Skala	II - DIET (u)	
3	My mean weight this week was	Nummer		

IMPORT ITEM

Questionnaire:

Item:

Choose the questionnaire from which to draw the existing item

Choose the item

Click "IMPORT"

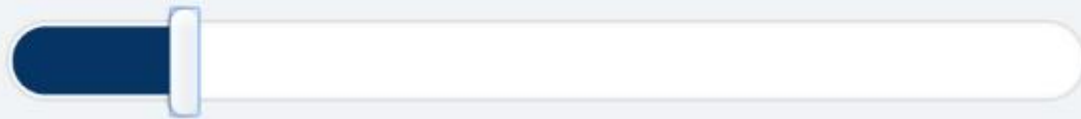
ITEM TYPE PREVIEW

Item 1 of

Mobilität



If applicable, you can now assign the imported item to one of your new factors...



gar nicht mobil

sehr mobil

Comments

FACTORS

Name	Description	Color	Operation	Items	Actions
I -SPO	Sports Activities		Summe	1	
II - DIET	Healthy Diet		Mittelwert	1	

[ADD FACTOR](#)

ITEMS

No.	Item	Type	Factors	Actions
1	This week I did sports for ... hours	Likert-Skala	I -SPO	
2	This week I ate fast-food	Visuelle Analog-Skala	II - DIET (u)	
3	My mean weight this week was	Nummer		
4	Mobilität	Movie-Skala		

[ADD ITEM](#)[IMPORT ITEM](#)

ORDINATES

Name	Actions
------	---------

[ADD CATEGORY](#)

28. For (validated) outcome questionnaires you can define thresholds/categories/cutoff's by clicking on "ADD CATEGORY".

If you choose for that option, factors should all be computed in the same way, either as sum or mean.

ORDINATES

Bezeichnung	Aktion
minimal Depression	
mild Depression	
moderate Depression	

CATEGORY

Name:

Wert:

Define the threshold and name to be displayed on the ordinate of the bar-chart diagram. E.g. the Beck Depression-Inventory-II (BDI-II) has a cutoff-value for minimal depression (0-13), mild depression (14-19), moderate depression (20-28) and severe depression (29-63).

FACTORS

Name	Description	Color	Operation	Items	Actions
I -SPO	Sports Activities		Summe	1	
II - DIET	Healthy Diet		Mittelwert	0	

ADD FACTOR

ITEMS

No.	Item	Type	Factors	Actions
1	This week I did sports for ... hours	Likert-Skala	I -SPO	

ADD ITEM

IMPORT ITEM

ORDINATES

Name	Actions
------	---------

ADD CATEGORY

29. **SAVE QUESTIONNAIRE** CANCEL



29. "SAVE QUESTIONNAIRE"
after having defined all factors,
items and categories.

Questionnaires

Type a questionnaire'... Q

IMPORT NEW QUESTIONNAIRE

● Outcome ● Process ● Both

NAME	ITEMS	ASSIGNED USERS	ACTIONS
Emotion Regulation Questionnaire (ERQ)	33	16	
ERF	40	1	
ERF-KK	10	1	
Essener Ressourcenfragebogen	40	0	
Example of questionnaire types	5	2	
FAKE_BZ	2	0	
Fitness	2	1	
Følelsesregulering TEST - Silje	18	1	
FSP	31	1	
GSB	30	1	

< 1 2 3 4 5 6 7 8 >

After successful save, the questionnaire is visible in the list of questionnaires. It is now available for administration by assigning it in a schedule (see #create_new_client)

Number of items in the questionnaire

Number of currently assigned users/schedules

After a questionnaire has been assigned to a user/schedule, the number of items and factors can not be changed.

EXPORT TO XML **DELETE THIS QUESTIONNAIRE** **EDIT THIS QUESTIONNAIRE**

Fitness

WELCOME TEXT

Willkommen,

im folgenden Outcome-Fragebogen stellen wir Ihnen einige Fragen zu Ihrer allgemeinen Fitness.

Viel Spaß!

GOODBYE TEXT

Ihre Antworten wurden erfolgreich gespeichert. Vielen Dank!

CONFIGURATION

Allow comments: Yes
Random questions: No

ITEMS

No.	Item	Type	Factors
1	Diese Woche habe ich mich ... Stunden bewegt	Likert-Skala	I - SPO
2	Diese Woche habe ich Fast-Food zu mir genommen	Visuelle Analog-Skala	II - ERN

Questionnaires can exported as xml-file. You can archive old questionnaires and re-import them when necessary. If a questionnaire with the exact same name is already implemented in SNS, the import will be assigned with a running number [...(1)]. Thereby you can actually clone a questionnaire and have the clone available for editing.

IMPORT **NEW QUESTIONNAIRE**

Type a questionnaire'... Q

Outcome Process Both

NAME	ITEMS	ASSIGNED USERS	ACTIONS
Emotion Regulation Questionnaire (ERO)	33	16	
ERF	40	1	
ERF-KK	10	1	
Essener Ressourcenfragebogen	40	0	
Example of questionnaire types	5	2	
FAKE_BZ	2	0	
Fitness	2	1	
Foelisesregulering TEST - Stje	18	1	
FSP	31	1	
GSB	30	1	

1 2 3 4 5 6 7 8

30. Some suggestions for the creation of outcome questionnaires

1. **Use general terms and language.** Usually outcome questionnaires are assigned to many different clients and should therefore be easily understood and allow access to people with different backgrounds.
2. **Items are often best kept short and concise.** Try to cover only a single concept with an item.
3. **State items as variables** (e.g. “Today, my level of pain was ... expressed”); **avoid yes-no questions** (e.g. “Today I felt pain”).
4. **Avoid (double) negations.**
5. **To avoid fast and unreliable answering,** it is sometimes advisable to have separate items’ poles in different directions. A ‘positive’ pole can thus be alternating between right and left.
6. **Important aspects might best be covered with a number of separate items.**
7. **Use the commentary function with outcome questionnaires only with good reason.**
8. **It is advisable to use the same procedure of computation for all factors** (sum or mean).
9. **Implement existing outcome questionnaires only if you have the copyright to do so.**
10. **Feel free to contact us if you are uncertain about copyright inflections.**
11. **Make sure to save a finished questionnaire.** For security reasons, SNS has a time-out function. If your session on creating a questionnaire gets interrupted, make sure to save in between. You can easily re-access the unfinished questionnaire and continue later.

Overview

- Diagrams
- Users
- My questionnaires
- Administration
 - Questionnaires
 - Traffic Lights
 - Data export
 - Data import
 - Settings

FRAGEBOGEN	SINCE	COMPLI- ANCE	MISS ED	OUTCOME
Fitness	07.06.2016	100%	0	

In the menu, you find the "overview"-page, which displays the following:

Client-/user-name

Active schedules, starting date, total compliance, missed in the last 7 days.

Outcome-questionnaires display the first and latest entry of the respective factors.

HE14E_OUTCOME AASTEST-FITNESS

Fitness: aatest

Date	I - Sportliche Betätigung	II - Gesunde Ernährung
07.06.2016	4	93

A click on the questionnaire-name opens the default view of all diagrams of that questionnaire (first all factors, then all item-diagrams are shown). See for detailed information #create_time-series_diagrams and #create_bar-chart_diagrams

Feedback

If you come across problems when creating a new (outcome) questionnaire or if the presentation has flaws, misses information or you have suggestions, please do not hesitate to contact us.

SNS is a work in progress and we, you and all clients benefit from all feedback we receive. Feel free to always contact the support under:

benjamin.aas@ccsys.de

Thank you very much!