

Start Screen

Non-password protected screen allowing access to basic interview set-up and the DPS questionnaire.

System Requirements

Operating Systems

Windows 2000, XP

Mac OS 10.3 with **JDK 1.4.1 or higher**
Linux

Minimal System Requirements

256 MB RAM

Installation

DOES NOT require Internet connection.

- Read CD via **[MyComputer]**
- Open **DPS 4.32 v 1.1**
- Open **install** file.

Note: If, execution of the **install** file opens an **Active Consent** and **Internet Security** warning opt to **[Consent]** and **[Run]**. **NO** damage will occur to the computer.

- On webpage, click **[Start Installer]** button to start **Install Anywhere**.
- Follow installation screen instructions.
- Close screen to return to Desktop.

Default installation:

C:\Program Files\DPS

To Start the DPS

[START] > **[Programs]** > **[DPS]** > **[DPS]**

Opens at **Start Screen**.

Registration

The first time the program is run, enter information into the Registration Form.

Minimal information required:

- **Serial #** - see the install CD
- **Site Code** (enter # or letter(s) to distinguish between sites)
- **Machine ID** (to identify between interviewing computers at same site).

Click the **[✓]** button to continue.

Note: Site Code & Machine ID entered are used as an automatic prefix in the 10 digit interview ID.

To Enter Interview Setup

From the **Start Screen**:

- Click **[Start]** button.

From the **Administrator Screen**:

- Click **[Start new interview]**.

Setup & Start Interview

In 'Select & start interview' screen set:

1. Interview Type

Default interview = *DPS English_Youth*
Highlight *DPS Spanish_Youth* if required.

2. Enable / Disable Sections

By default all 20 diagnostic sections will be administered. Switch off sections by clicking on the **✓** to the right of the listed section. If a section has been disabled the **✓** is absent. Selections remain in effect until changed.

3. ID # (Total 10 digits/characters)

Automatic ID prefix is generated (i.e. site code & machine ID from Registration.)
Place cursor at the end of this prefix & enter **unique** subject ID number.

4. Click on **[✓]** to start interview.

Note: Demographic & Impairment sections **MUST BE** administered. They constitute a vital part of the DPS interview, scoring and results.

Answering Questions

1. Use the Keyboard

Response on screen indicates answer key e.g. 2 = YES, A = 6th grade.

In single response Qs the interview will automatically continue once the response has been selected. With multi-response Qs press the **[ENTER]** key or **[Forward]** button at the bottom of the screen to continue.

2. Use the Mouse ...

..to highlight the response on screen, and then press the **[ENTER]** key or the **[Forward]** button at the bottom of the screen to continue.

Self Administration

By default administration includes voice.

Voice Replay

Press the **[REPEAT]** button on the bottom tool bar of the interview screen.

Interviewer Administration

Before interviewing mute system sound: **[START]** > **[Control Panel]** menu.

Suspend an Interview

CTRL-U > **[OK]**

... to return to **Start Screen**.

(See over for resuming interview & turning suspended interview complete.)

Hidden Keys

CTRL - U, **[OK]** to suspend interview

CTRL - T, **[OK]** to exit interview

CTRL - D toggles full screen.

Backing-up Data

Completed interviews are automatically saved as raw data files in the folder **MyInterviews** located:

C:\ProgramFiles\DPS\Interviews

A direct copy of interviews **to date** can be made to **C:** or **Desktop**.

Note: Copying back into the program will over-write subsequent interviews (see over for importing interviews.)

Exiting an Interview

CTRL-T > **[OK]**

.. to return to **Start Screen**

Diagnostic Predictive Scales

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Administrator Screen

Password protected screen allowing access to interviews, reporting and data management.

Accessing the Administrator Screen

From the **Start Screen**:

- Click **[Administrator]** button
- In the password field enter **swordfish**
Note: lower case sensitive.
- Click on [✓] or press **[ENTER]**

Editing an ID Number

- Click **+** next ID# to be edited
- Highlight required interview in list
- Right-click > **Properties**
- Change ID# in **Subject id** field
- Click [✓].

Resume an Interview

- In list of interviews, locate subject ID# for the suspended interview
- Click on **+** next to ID# to list subject interview(s)
- Highlight suspended interview (red icon) and double-click to resume.

Suspended to Complete

- Click **+** next to ID# for suspended interview & highlight interview
- Right-click > **Properties**
- Check **Completed** option
- Click [✓] – red icon → black.

General Screen Criteria

Disorder is **DPS Sx Scale Positive** (i.e., score is \geq cut-off value) **AND Total Impairment Score \geq 6**

Note: No Impairment needed for Alcohol, Marijuana and Other Substance.

Suicide Screen Criteria

Minimum screen for social phobia, panic, OCD, general anxiety, depression, alcohol, marijuana, other substances & impairment.

1. Suicide Qs endorsed (see Q66 Q67)
2. **Disorder DPS Sx Scale Positive AND Total Impairment Score \geq 6**
Note: No Impairment needed for Alcohol, Marijuana and Other Substance.
3. Or ... **Total DPS Sx Score \geq 9.**

On Screen Report

In list of interviews, click **+** next to ID#

- Highlight interview to be scored
- Click **[DPS Report]**
- Click **[Continue]** or customize report headings.

Note: Placing the mouse cursor over an individual interview in the list provides details of the interview.

Saving Report

Generate on-screen report, then save ...

To Default

C:\Program Files\DPS \Reports

- Click **[Save]**
- Enter name in **File Name** field
- **[SAVE]** > **[OK]**

Access saved report:

[START]>[Programs]>[DPS] >[Reports]

To A:\

As above, changing to **A:** in **Save In** field.

Printing Report

Choose between printed report options:

- **[Print All]** – 1st page of report indicating whether screen criteria have been met + reconstruction of Qs & As
- **[Print Summary]** – 1st page only
- **[Print Reconstruction]** – Qs& As only.

To print generate on-screen report::

- Click report option button
- Click **[OK]** in print dialogue box.

ASCII Data Export

- Click **[Export/Tally by date range]**
- Select **start** date and **end** date in calendars
- Click **[Export data]**
- Confirm message indicating date range & # interviews exported will appear. Press **[OK]** to clear.

Access data file:

[START]>[Programs]>[DPS] >[Data]

Specific Q - Response Export

- Highlight folder **Interviews** at top of interview list
 - Right click and **Rearrange by Date**
 - Click on **+** to list all interviews
 - Highlight interviews required
 - Click **[Export values from specific questions]**
 - If more than 1 type of interview has been selected (e.g., English & Spanish) choose 'type' to be exported & click [✓]
 - In middle field highlight **Answer Value**
 - In **Questions** field, double click questionnaire folder - to list DPS sections
 - Click **+** to open individual questions
 - Highlight question to be exported
 - Click **[binocular]** icon
 - Enter filename
 - Click **[Save]** & then [✓]
 - Repeat for other interview 'type'.
- Note:** by default saved as .xcl file.

Access specific question export file:

[START]>[Programs]>[DPS] >[Data]

Importing Interviews

Importing interviews from a **back-up copy** (on C:\) of the database **MyInterviews** (see over for backing up interviews):

- **[File]** > **[Open]** – type in **swordfish**
- This will open to the database for the DPS currently installed
- Locate in tree the back-up database **MyInterviews** (cylindrical icon)
- Click **+** to open database and to list individual interviews
- Highlight interviews
- Right click > **Copy**
- Return to current program /databse (C:\ProgramFiles\DPS)
- Click **+** to open **DPS** database
- Highlight **Interviews**
- Right click > **Paste.**

Return to Start Screen

Click on **[DPS Start Screen]**

Diagnostic Predictive Scales