

MIDSA

Software Manual

For MIDSA V1.1

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Table of Contents

Installation and Setup	4
General Considerations.....	4
Operating Systems	4
User Accounts	4
Screen Resolution	4
Installation Instructions	5
Uninstall MIDSA.....	11
Using MIDSA: Overview	12
Administrator Functions	14
Issues to Consider before Starting	14
Respondent IDs.....	14
Choosing Parts to Administer to Respondent	14
Assigning Respondents to Session Managers	14
Logging In	15
Logging in the First Time and Changing Username and Password.....	15
Logging In	16
Administering Session Managers	16
Manage Session Managers	17
Authorize Session Managers to Give Assessments	19
Administering Respondents.....	21
Setup Respondents.....	21
Authorize Respondents to Begin Assessment.....	23
Administrator Sets up Session Computers	26
Export All Respondents to Session Managers	26
Export Some But Not All Respondents to Session Managers	28
Take .midsagrate File to Session Manager Computer	29
Administrator Gets Report from MIDSA Central.....	30
Extracting Respondent Data from Archives	30
Requesting a Report.....	31
To View the History of Session Managers and Respondents	33
Updating	34
Updating MIDSA.....	34
Requesting an Updated Assessment	37
Buying an Assessment You Have Not Purchased.....	39
Backing Up MIDSA	40
Backing up Reports	40
Backing up Respondent Files	40
Backing Up MIDSA	40
Changing Passwords	42
Logging Out.....	42
Administrator Troubleshooting.....	43
Session Manager Functions	45

Setting Up the Session Manager MIDSA	45
Logging In	46
Start a New Session	47
Session Manager Questions	48
Session Manager's Functions During Assessments	49
The Respondent Fails the Reading Test.....	49
The Respondent Is Caught Speeding	49
Not Enough Time.....	50
The Session Manager Chooses to Suspend or End an Assessment	50
Suspending and Restoring an Assessment	50
Suspending.....	50
Restoring a Previous Assessment	50
End the Assessment	51
Archive Respondent Data Files	51
Log Out	52
Session Manager Troubleshooting.....	53
Respondent Functions.....	54
General Instructions.....	54
Standard Questions	54
Navigation Buttons	54
Saving Responses	55
Glossary Items	55
Timeline Instructions	55
Steps to Enter One Caregiver	56
Correcting Respondent Errors	58
General Considerations.....	58
Finishing the Timeline	59
Create Lists	59
Important Caregivers List	60
Important Caregiver Pairs List.....	60
Physical Punishment Lists	60
Sexual Contact Lists	61

Installation and Setup

General Considerations

Operating Systems

This software runs on Windows XP, Windows Vista, and Windows 7. MIDSA has run successfully on Windows 98 and Windows 2000, but has not been thoroughly tested.

User Accounts

Windows has two basic kinds of user accounts: administrative and limited.

To install and uninstall MIDSA you need an administrator account.

To check whether you are using an administrator account, go to the **Start** menu and choose *Control Panel*. When the **Control Panel** window opens, choose **User Accounts** (there may be two User Accounts links). Underneath your user name will be the words “Administrator” or “Standard user.”

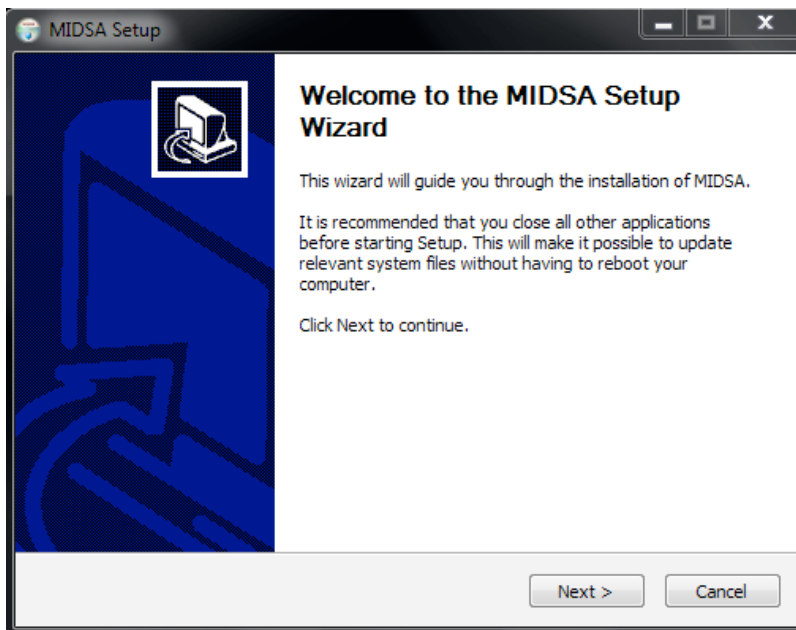
Screen Resolution

MIDSA sometimes does not perform well with screen resolution of 1400 by 1050. The most reliable screen resolutions are 1280 by 1024, 1280 by 800 and 1024 by 768 (800 by 600 works, but is not attractive). To check and change resolutions, go to *Start* menu, then *Control Panel*, then, under the heading Appearance and Personalization, choose *Adjust Screen Resolution* (the names are somewhat different in VISTA and XP). In Windows 7 the resulting window will have a drop-down menu for Screen Resolution. In earlier Windows the **Display Property** window appears with the *Settings* tab active. Move the slider in the *Screen resolution* box. Click **OK**. (If you prefer Classic View, double-click on *Display*. Once in the **Display Properties** window, choose the *Settings* tab (at the top) to see the slider.)

Installation Instructions

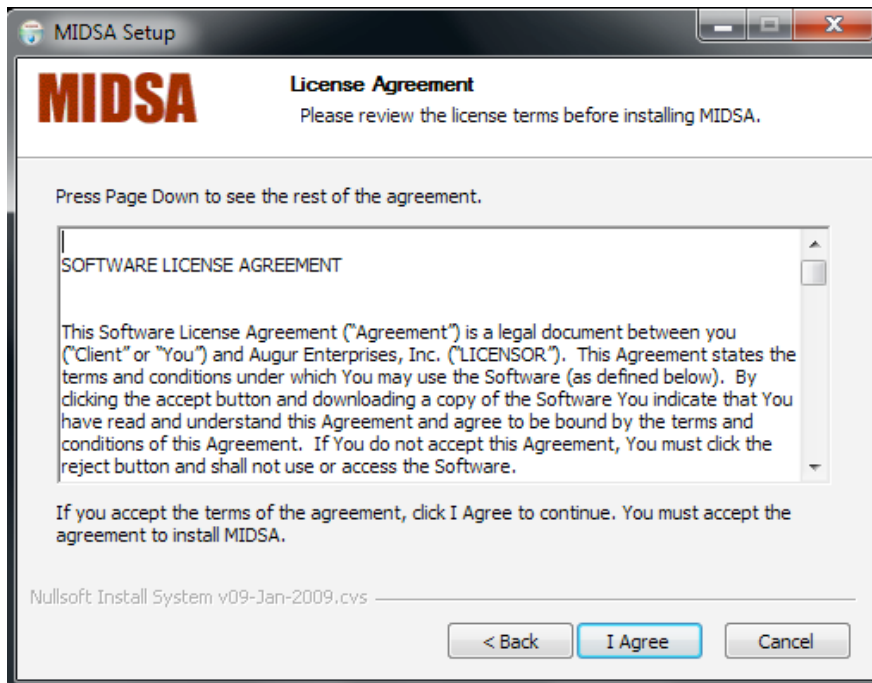
NOTE: If you downloaded the MIDSAs software double-click the installer icon (its name will be Setup_XXXXXXXXXXXX or Setup_XXXXXXXXXXXX.exe, where the x's are a string of numerals) and skip to step 3.

1. Insert the MIDSAs CD and wait for the MIDSAs menu to appear.
2. Select ***Install MIDSAs***.
3. A MIDSAs Setup Wizard appears.



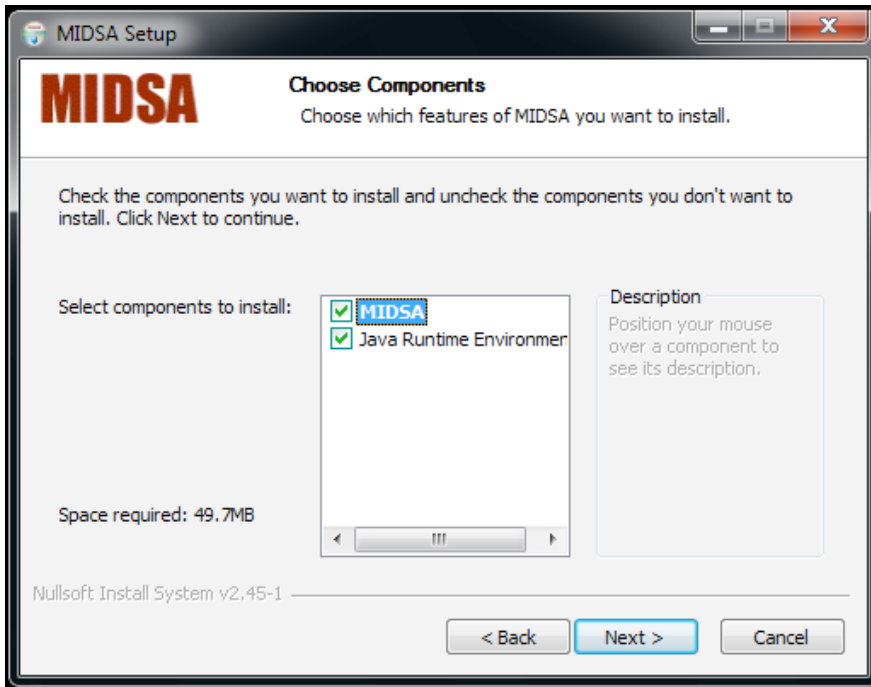
Click the ***Next*** button.

4. It will ask you to agree to a license agreement.



Indicate you accept the terms of the agreement by selecting the *I Agree* button.

5. Next comes a list of pieces to be installed.

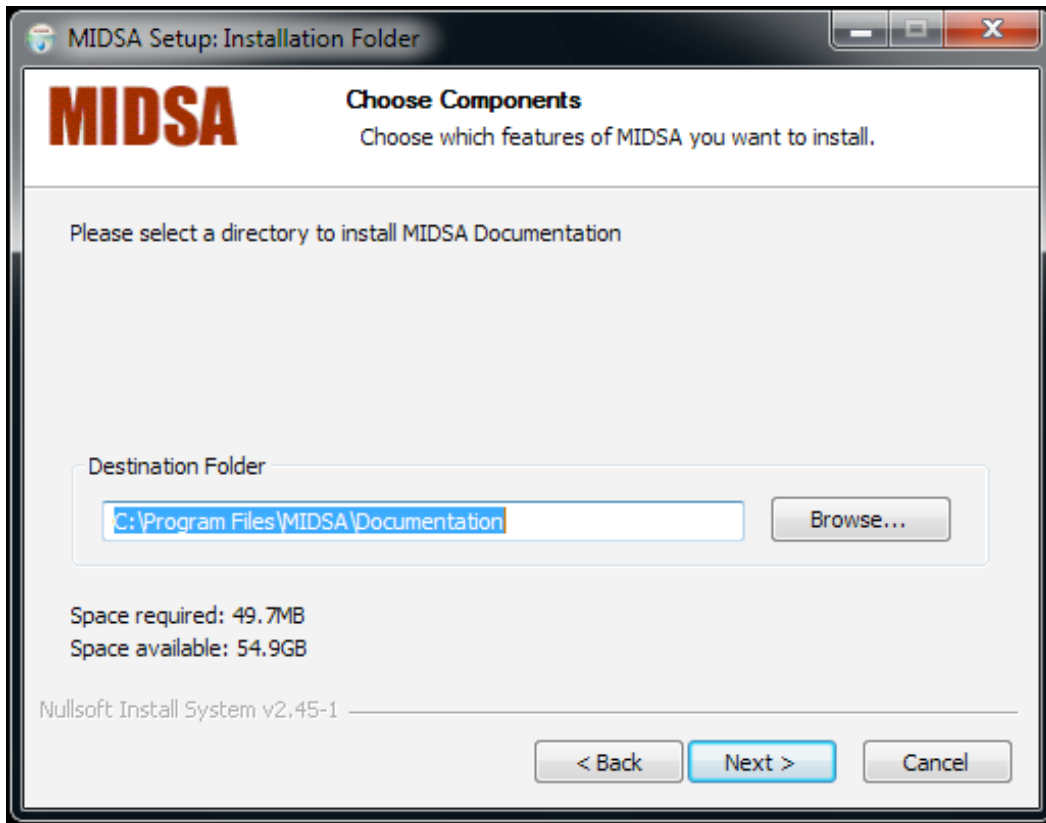


The first item is the MDSA program itself.

The second item is the Java Realtime Environment, which is the programming language MDSA uses. If you **know** you already have this program installed, you can uncheck the box by clicking on it. The installation of this program will be described in step 8.

Click the *Next* button.

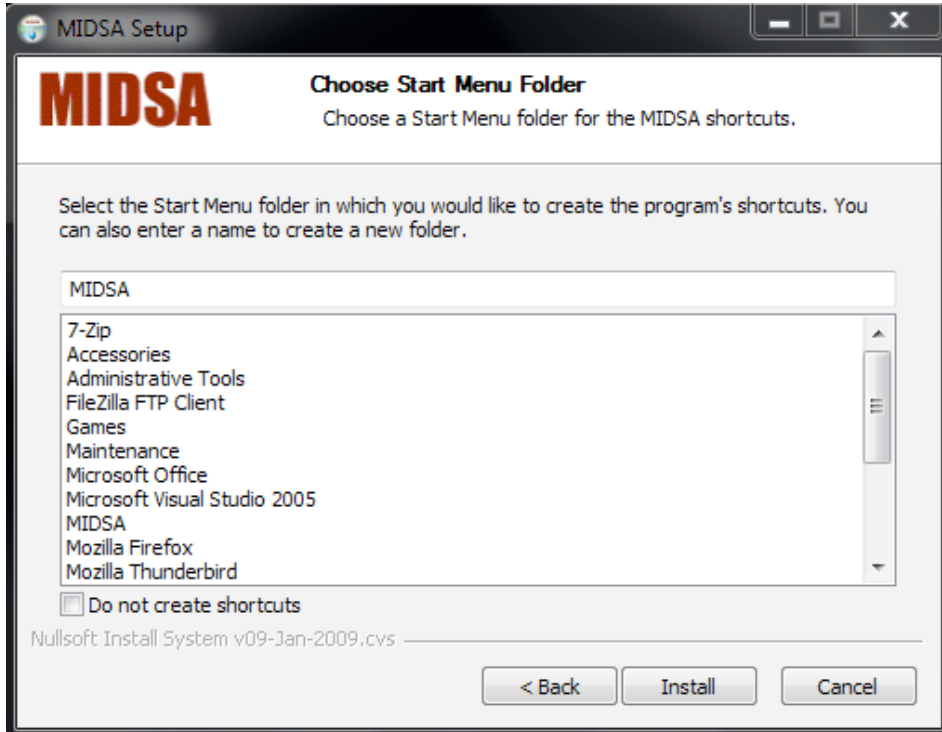
6. The next screen asks you where to place the Documentation.



Click the *Next* button.

NOTE: By default the Documentation will be installed in the MIDSAs folder in **Program Files** where it will be accessible from the **Start** menu. If you would like the Documentation installed elsewhere, click the **Browse** button and locate the desired folder. The Documentation includes the Software Manual, the Clinical Manual, and the Timeline Instructions.

7. The next window of the installation allows you to choose to add shortcuts to the **Start** menu.



If you do nothing, a MIDSAs folder will be created in **All Programs** in the **Start** menu. It will contain the MIDSAs program and the Documentation. If you prefer another location in the **All Programs** menu, choose that folder.

We do not recommend clicking on the checkbox *Do not create shortcuts* at the bottom of the dialog box. This will prevent access to the MIDSAs program from the **All Programs** menu.

Click the *Install* button.

8. Next Java SE will be installed.

NOTE: If Java SE is already installed, the install program will ask you if you would like to reinstall it. There is no reason to do this. Simply click *No* on the dialog box that asks you if you would like reinstall.

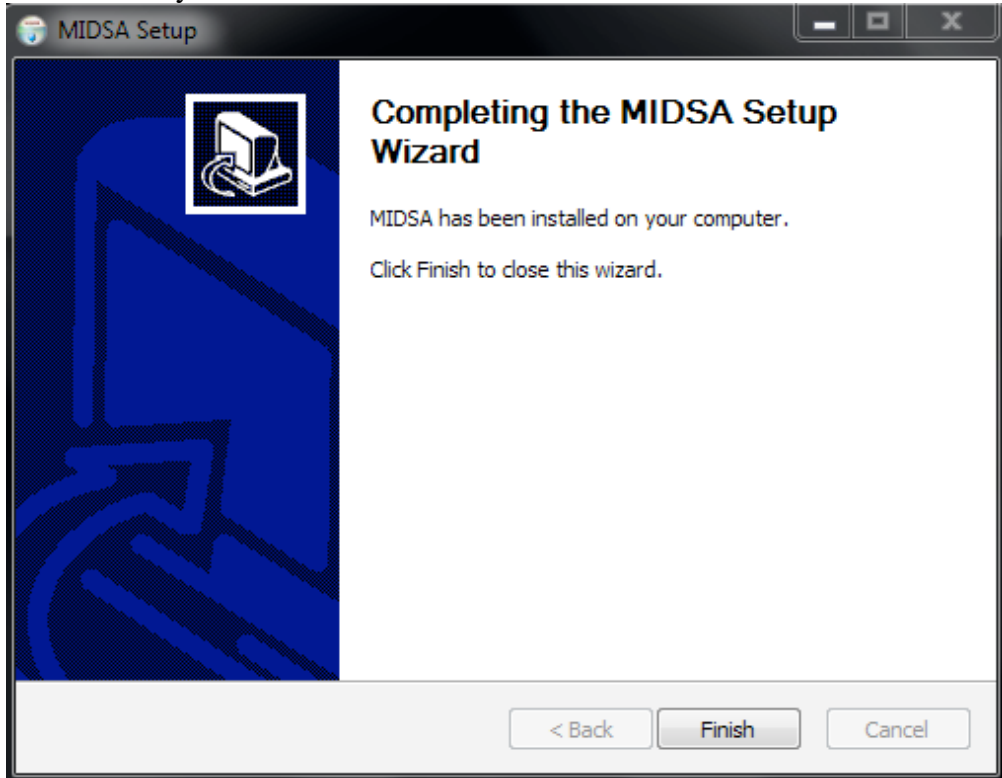
If Java SE is not installed, the following window will appear:



Click the *Accept* button.

When the installation is complete click the *Finish* button.

9. You should get the following screen that tells you the application has installed correctly:



Click the *Finish* button.

To interpret the reports, refer to the MIDSAs Clinical Manual. This and other manuals are available in PDF format on the CD, in the folder where you told the installer to put them, and at www.midsa.us/customersupport.php.

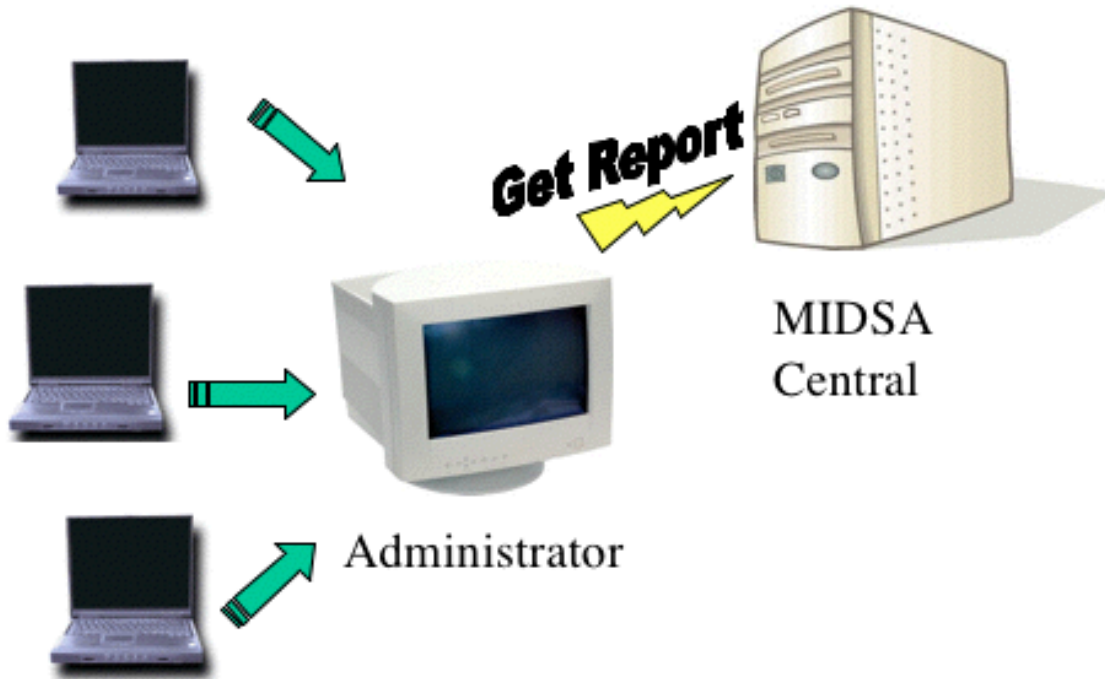
Uninstall MIDSAs

To uninstall, go to START menu and choose MIDSAs, then Uninstall. If MIDSAs is installed in C: Programs (the default), it can only be altered by someone with administrative privileges.

NOTE: If MIDSAs is uninstalled, the responses of all respondents plus the histories of respondents and session managers will be deleted. Be sure to backup (instructions in Backing Up MIDSAs) before you uninstall.

Using MIDSAs: Overview

The functions for the MIDSAs are divided up into two distinct users—an administrator and one or more session managers.



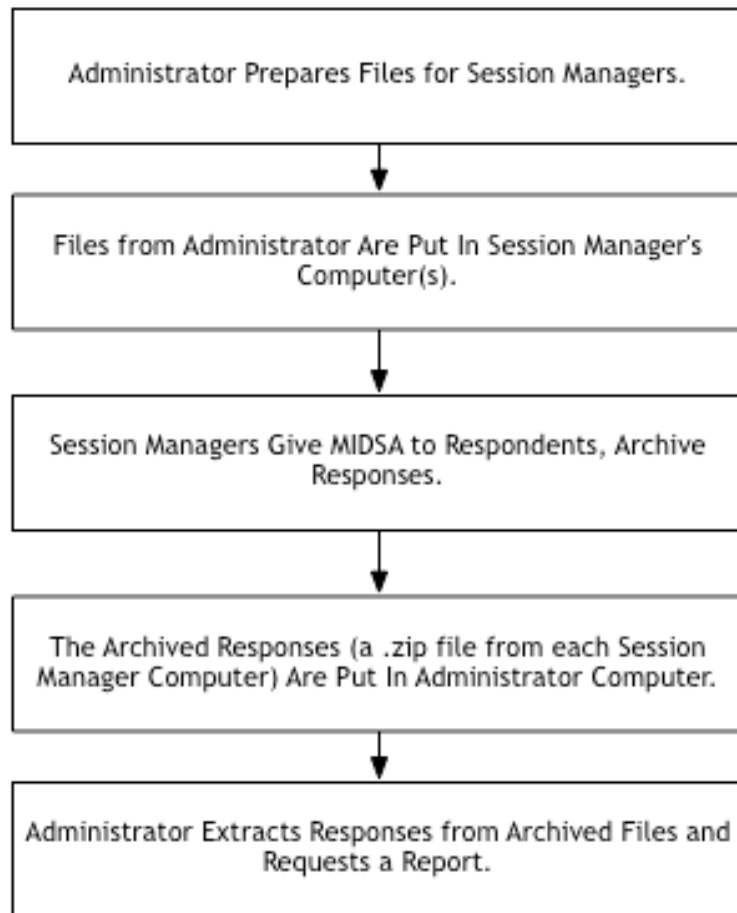
Session Managers

The administrator registers and manages session managers and respondents. S/he also requests reports from MIDSAs Central. A complete history of session managers and respondents is kept in the administrator's MIDSAs.

Session managers run respondents and submit respondents' data to the administrator. In a small institution the administrator and session manager may be the same person; nonetheless, the functions are kept separate with separate login and passwords.

The flow of information between administrator and session computers is shown below. If one machine is being used for both, the files do not have to be physically moved, but the functions are the same. The rest of this manual explains each function, but is organized by administrator and session manager rather than by the flow of the diagram below.

Flow of Information Between Administrator Computer and Session Manager's Computer



Administrator Functions

The administrator's responsibilities are to manage both the respondent (the person taking the questionnaire) and the session managers (the employee who is administering the questionnaire to the respondent). The administrator must enter the appropriate information about respondents and session managers into his or her MIDSAs and provide the session manager with an informational file before the session manager gives the assessment to respondents.

Issues to Consider before Starting

Respondent IDs

The administrator must assign unique IDs to respondents. If there are two respondents with the same ID, their reports will be indistinguishable. We recommend that administrators develop a scheme for assigning ID numbers before they start creating respondent files.

Choosing Parts to Administer to Respondent

The administrator can choose whether to give the whole MIDSAs or just part of it. Here are the parts the administrator can choose to give to the respondent:

1. Basic Inventory, which includes antisocial history, sexual experiences over the respondent's lifetime, attitudes, and, if appropriate, offense planning and child molestation. This results in a report with most of the MIDSAs scales.
2. Developmental History, which includes questions about important caregivers and history of physical and sexual abuse. This results in a report with the caregiver scales as well as a map of their juvenile life course and their abuse history.
3. Social and Antisocial History, which includes history of schooling and problems in school, history of social and intimate relationships, occupational history, and alcohol, drug, delinquent and criminal history. This results in a report that includes Oppositional Behavior, Inhibition Behavior, and Attention Deficit scales, assault scales, and intimacy scales as well as a narrative of their social and antisocial history.
4. Retake to Assess Change, which includes most of the questions that produce the scales. Use this when you want to assess behavior change (these questions are also included in the Basic Inventory).

If the MIDSAs is to be given on more than one occasion to assess change in attitudes, only the Retake to Assess Change Part should be chosen on the second and subsequent occasions.

Assigning Respondents to Session Managers

The MIDSAs system is designed so that session managers and respondents are assigned to all session computers. Thus, any authorized session manager may take any session

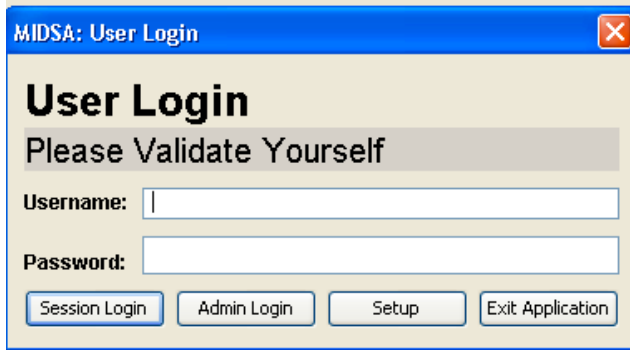
computer to give the assessment to any authorized respondent. This means that the administrator, not the computer software, must assign respondents to session managers. Once a respondent begins an assessment, that respondent must finish on the same computer.

Logging In

Launch MIDSAs by going to the **Start Menu** and selecting *Programs*, then *MIDSAs*. The login window will appear.

Logging in the First Time and Changing Username and Password

Double click on the MIDSAs icon. The following **User Login** appears.

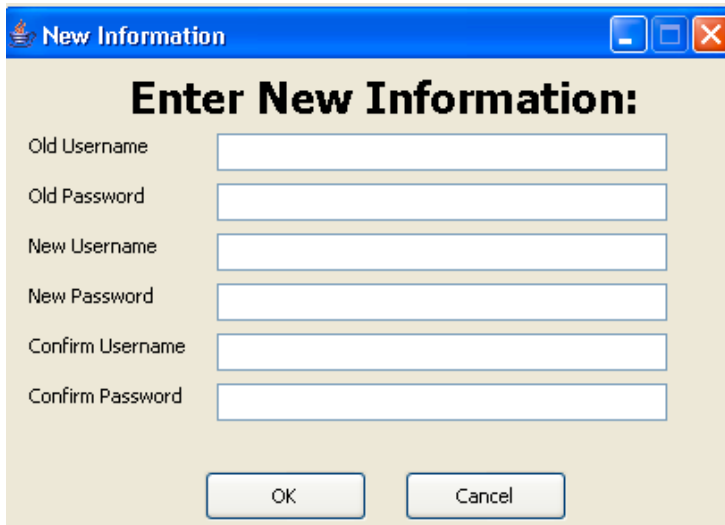


The screenshot shows a window titled "MIDSAs: User Login" with a close button in the top right corner. The main heading is "User Login" followed by the instruction "Please Validate Yourself" in a greyed-out box. Below this are two input fields: "Username:" and "Password:". At the bottom, there are four buttons: "Session Login", "Admin Login", "Setup", and "Exit Application".

The first time you use the system you will enter the temporary username and password that were assigned to you when you purchased the MIDSAs software. Then click the *Admin Login* button.

NOTE: The User Login is used by both administrators and session managers. Administrator functions are always accessed via the *Admin Login* button. If you use the **Return** or **Enter** key, MIDSAs will think you are a session manager.

At first use, the administrator must choose a personal name and password. The following dialog box will appear.



The screenshot shows a window titled "New Information" with standard window controls (minimize, maximize, close) in the top right corner. The main heading is "Enter New Information:". Below this are six input fields arranged in two columns: "Old Username", "Old Password", "New Username", "New Password", "Confirm Username", and "Confirm Password". At the bottom, there are two buttons: "OK" and "Cancel".

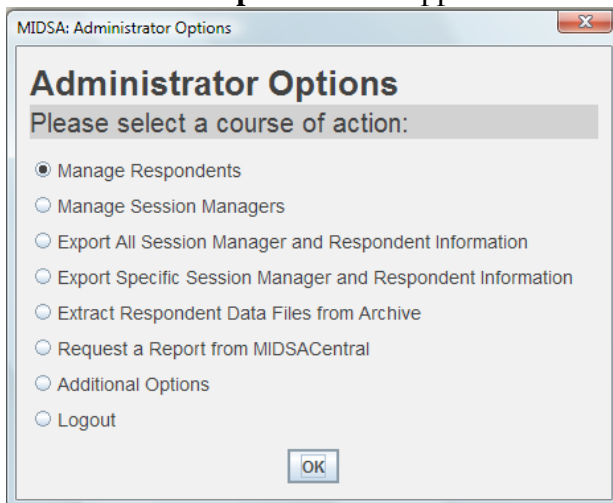
Enter the temporary administrator username and password in the Old Username and Old Password fields. Then enter your chosen username and password in the fields provided (you do it twice to prevent typographical errors). Here are the rules:

- You may not use the temporary username or passwords.
- Username and password are case-sensitive, that is, if you use a certain pattern of capital and lower case letters in this dialog, you will have to use the same combination every time you login.
- Your username must be different from your password.
- Passwords must be at least 8 characters. They must contain at least one letter and one number.

NOTE: You may change your username and password at any time (see page 42).

Logging In

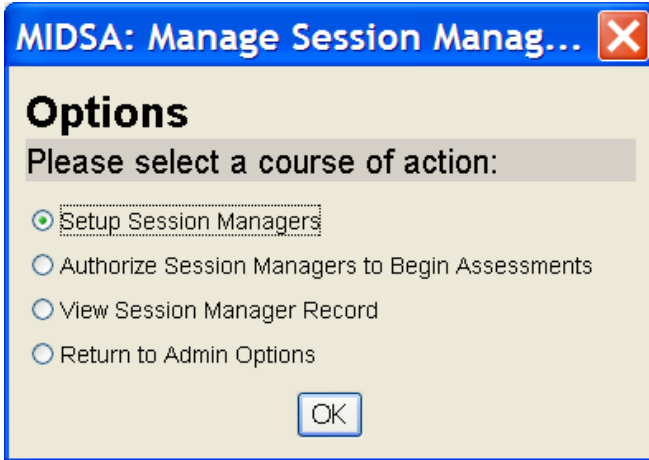
Enter the administrator *Username* and *Password* and click **Admin Login** button. The **Administrator Options** menu appears. It contains all the administrator functions.



Administering Session Managers

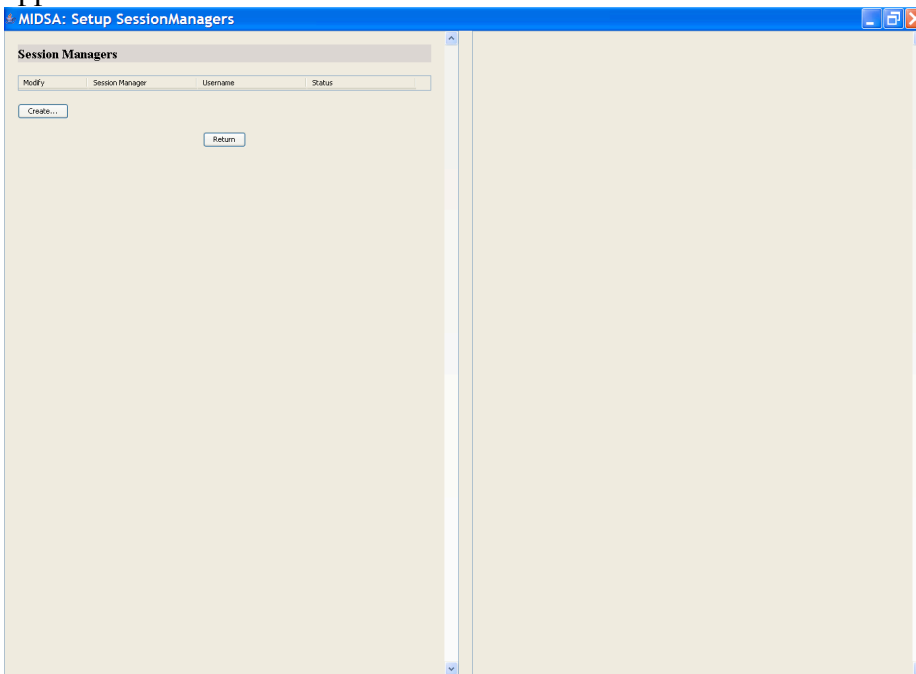
The administrator decides who may give assessments. Once she or he authorizes a session manager and this information is entered into the session computers, the session manager may use any session computer.

To allow a session manager to give assessments the administrator must choose *Manage Session Managers* from **Admin Options menu** and then two options in the **Manage Session Managers** menu—*Setup Session Managers* and *Authorize Session Managers to Begin Assessments*.



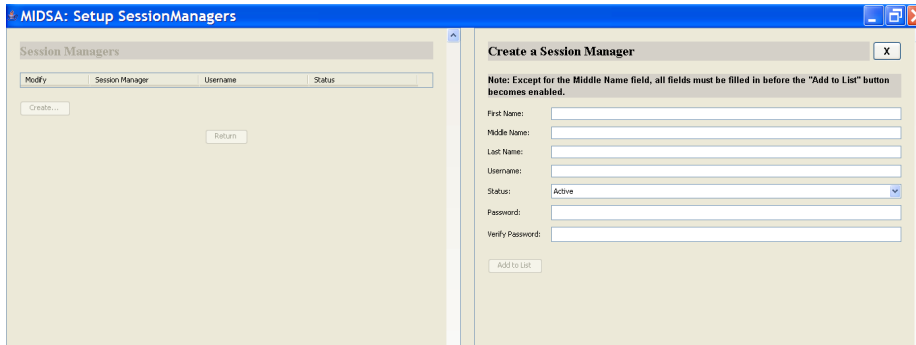
Manage Session Managers

Click on the radio button next to *Setup Session Managers* in the **Manage Session Managers** menu to enter a new session manager into the system. The window below will appear.



Enter New Session Managers

Click on the *Create* button. The **Create Session Manager** screen will appear on the right half of the screen.



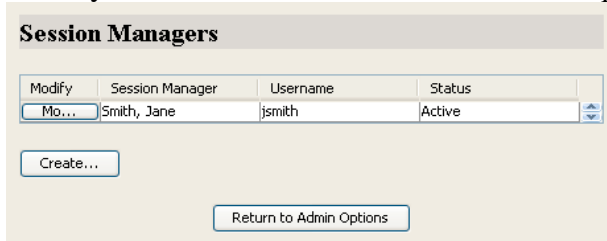
Fill in the appropriate fields. All fields are mandatory, except *Middle Name*.

NOTE: Be very sure that you have the username as you wish. It cannot be changed and the session manager cannot be deleted once added. All other information can be modified at any time.

NOTE: Usernames and passwords are case-sensitive. Make certain that when you communicate usernames and passwords you make it clear what letters are capitalized and which are lower case.

NOTE: Status is automatically set to Active. Active session managers appear in the list of session managers who can be authorized. When a session manager leaves your employ or for some other reason no longer gives assessments, change his or her status to Inactive. Inactive session managers will no longer be displayed in the list of session managers who can be authorized.

When you are done, click *Add to List*. It will appear on the left side.



To exit without saving any changes made, select the black *X* button in the upper right corner (not the red *X* button that is part of all windows in Windows and which has been disabled in MDSA).

Modify Information About a Session Manager (Other than Username, which cannot be changed)

To modify a profile, click the *Modify* button next to the session manager's name (see the *Mo . . .* above).

The **Modify a Session Manager** screen will appear on the right-hand side of the screen (it looks similar to the **Create a Session Manager** window).

All the fields in white can be changed; the *Username*, which is grayed out, cannot be changed.

NOTE: The session manager's status automatically begins as active. Active session managers are defined as those currently giving assessments. If a session manager leaves your institution, you can change his or her status in the drop-down field to Non-Active. A Session manager cannot be deleted since the system serves as a record of all assessments taken and part of that record includes who administered them.

Click *Update*.

To exit without saving any changes made, select the black *X* button in the upper right corner.

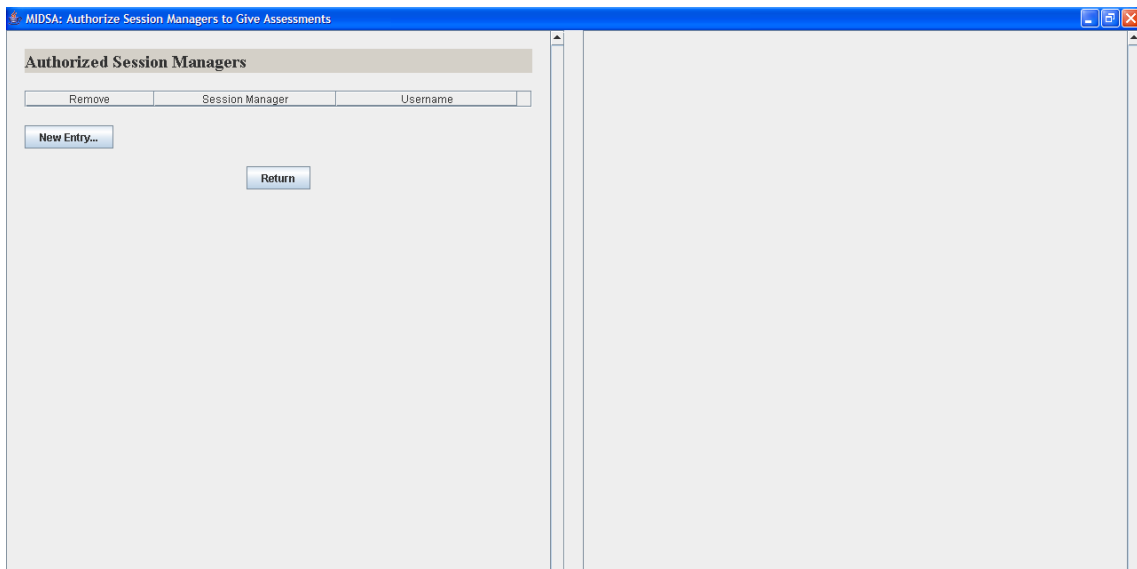
After all necessary session managers have been added to the database, click the *Return* button to return to **Manage Session Managers** menu.

NOTE: You must close the **Create/Modify a Session Manager** window (on the right-hand side of the screen) by clicking either *Update* or the black *X* in the upper right corner to return to the **Manage Session Managers** Menu. The *Return* button will be grayed out until you do so.

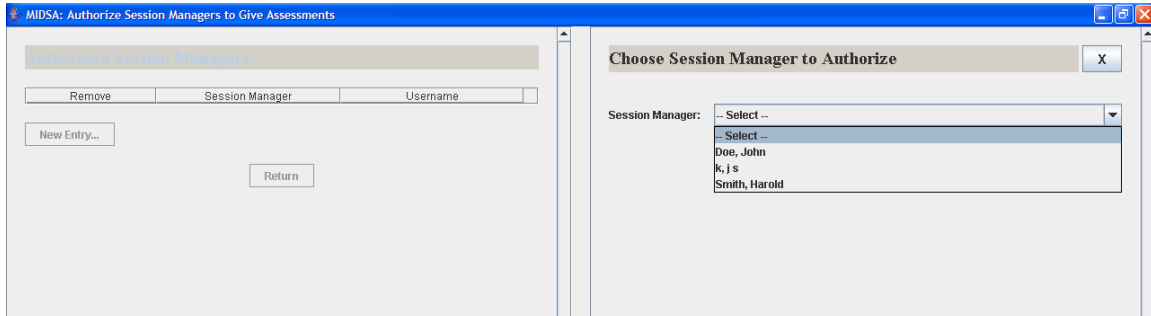
Authorize Session Managers to Give Assessments

This procedure is required to enable session managers to give assessments.

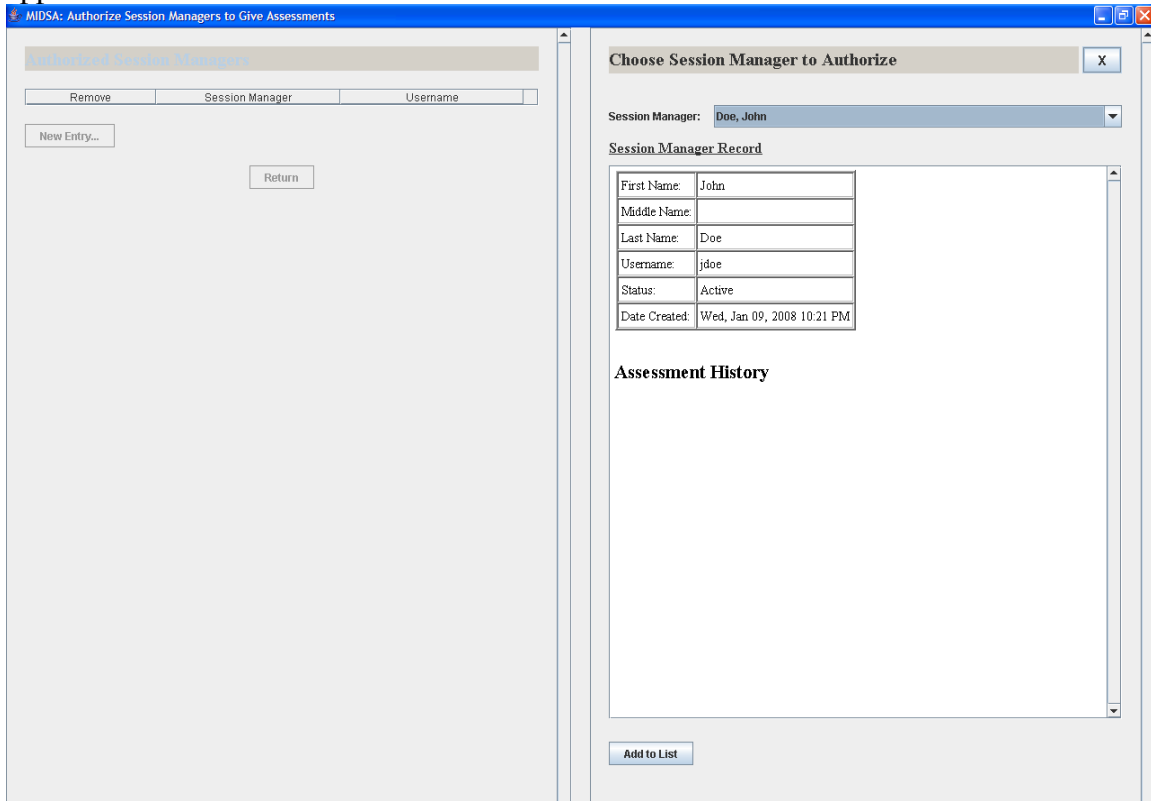
From the **Manage Session Managers** menu, select the *Authorize Session Managers to Give Assessments* radio button and click *OK*. The *Authorized Session Managers to Give Assessments* screen will appear.



Click on the **New Entry** button. The **Choose Session Manager to Authorize** window will appear to the right. Click on the triangle to the right of the **Session Manager** drop-down menu and a list of the unauthorized Session managers will appear:



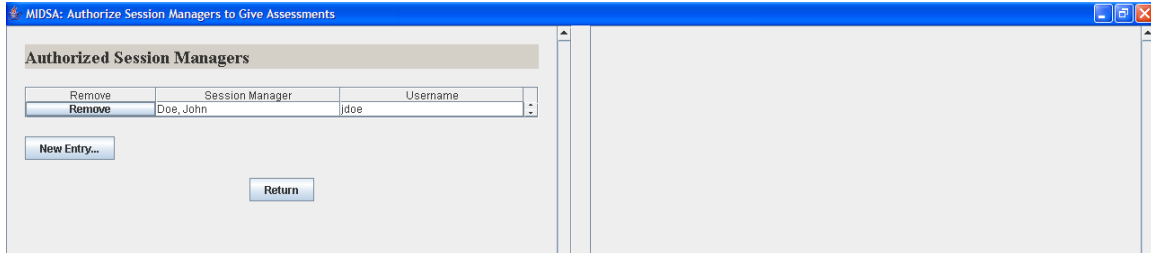
Select the session manager you wish to authorize and the **Session Manager Record** will appear below.



Ascertain that the information displayed is correct and click on the **Add to List** button at the bottom of the screen.

Deauthorize Session Managers

If you want to prevent a session manager from giving assessments, simply click the **Remove** button next to the session manager's name on the left-hand side of the screen.



A prompt will appear asking you to confirm the removal of this session manager: click **Yes**, then click **Return** to return to **Manage Session Managers** menu.

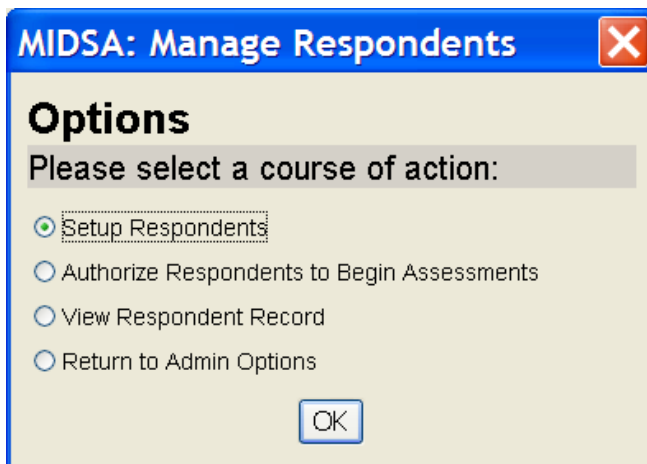
Deactivate Session Managers

When a session manager leaves your employ or for another reason will no longer serve as session manager, you can remove him or her from the list of available session managers. From the **Manage Session Managers** menu select **Setup Session Managers**. In the resulting window choose **Modify** and then click on the Status field. A pull-down menu appears. Choose “inactive.” The result of this action is that this session manager will not appear in the **Authorize Session Managers** window, although he will forever remain in the session managers history.

NOTE: In all session manager windows, the names of session managers are sorted alphabetically by last name.

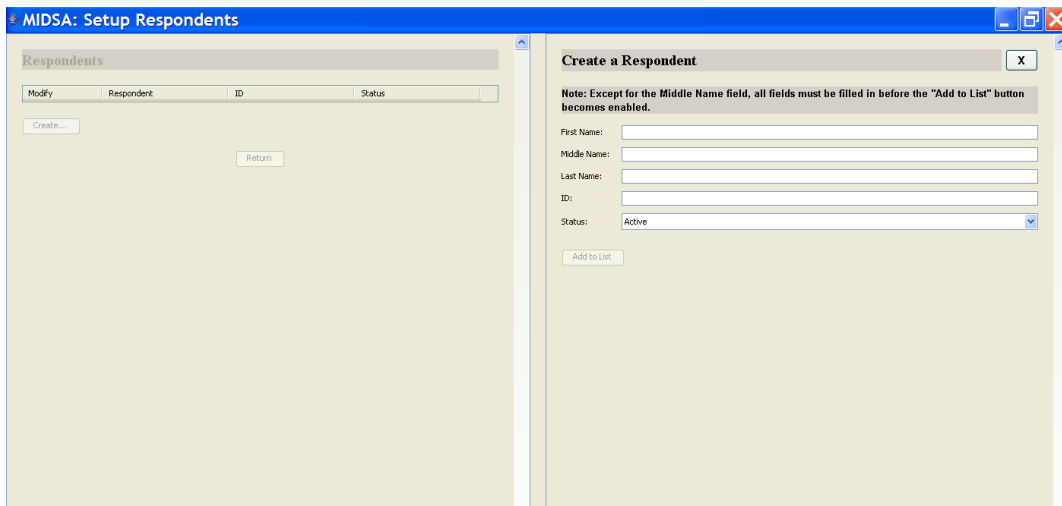
Administering Respondents

To enable respondents to take assessments, the administrator must choose **Manage Respondents** in the **Admin Options** menu and then two options in the **Manage Respondents** menu—**Setup Respondents** and **Authorize Respondents to Begin Assessments**.



Setup Respondents

Click on the radio button next to **Setup Respondents** in the **Manage Respondents** menu to enter a new respondent into the system. To enter a new respondent, click on the **Create** button. The **Create a Respondent** window will appear to the right.



Fill in the appropriate fields. All fields are mandatory except *Middle Name*.

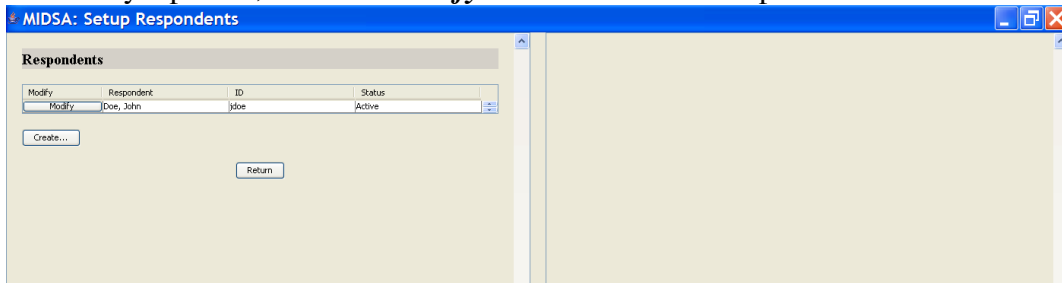
NOTE: Be very sure that you have the respondent's ID as you wish. It must be different from all your other respondent ID's because it alone identifies the report. It cannot be changed and the respondent cannot be deleted once added. All other information can be modified at any time.

Click ***Add to List***.

To exit without saving any changes made, select the black **X** button in the upper right corner.

Modify Information About a Respondent (Other than ID)

To modify a profile, click the ***Modify*** button next to the respondent's name.



The **Modify a Respondent** window will appear on the right-hand side of the screen (it looks similar to the **Create a Respondent** window).

All the fields can be modified except the ID field, which is grayed out and cannot be changed.

Click ***Update***.

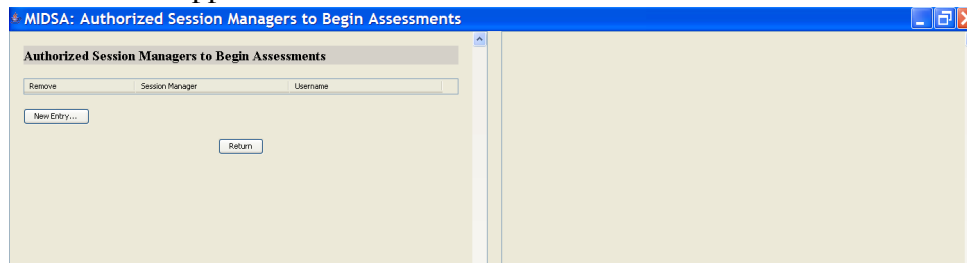
To exit without saving any changes made, select the black **X** button in the upper right corner.

After all necessary respondents have been added to or modified in the database, click **Return** to return to **Manage Respondents** menu.

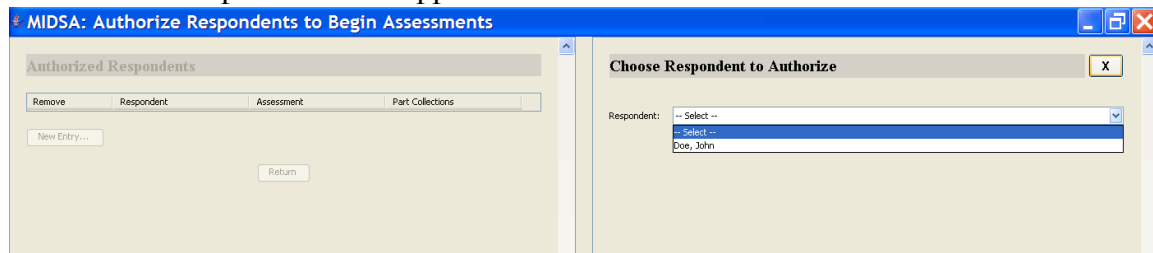
NOTE: If the **Return** is grayed out, it is because you have not exited the window on the right (**Create a Respondent** or **Modify a Respondent**). Close the right-hand window by clicking either the black **X** in the upper right corner or the save button (**Add to List** in **Create a Respondent** or **Update** in **Modify a Respondent**).

Authorize Respondents to Begin Assessment

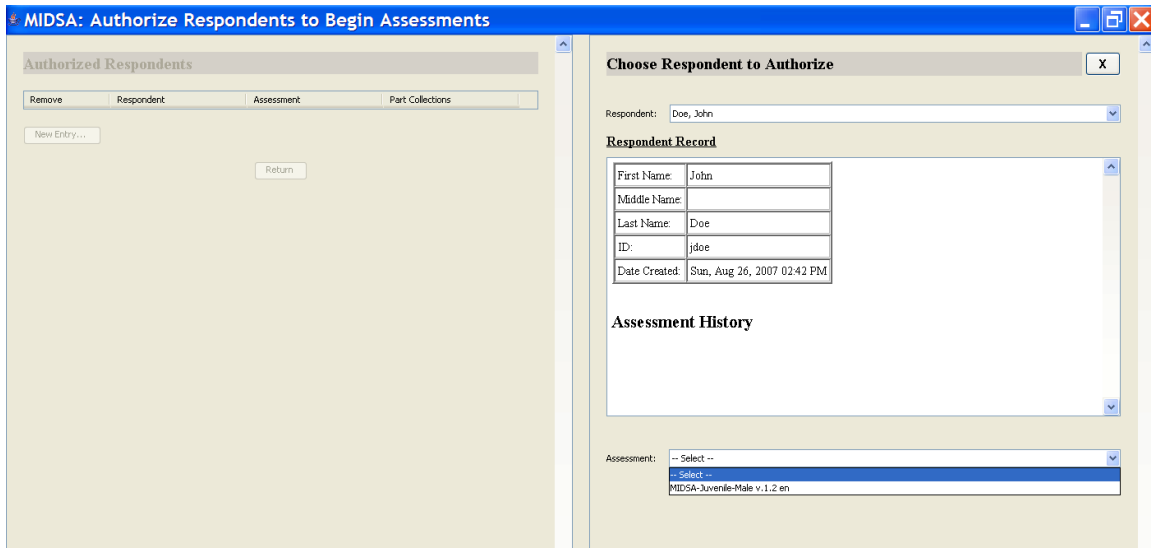
To authorize a respondent, choose the *Authorize Respondents to Begin Assessment* in the **Administrator Options** menu. The **Authorize Respondents to Begin Assessment** window will appear.



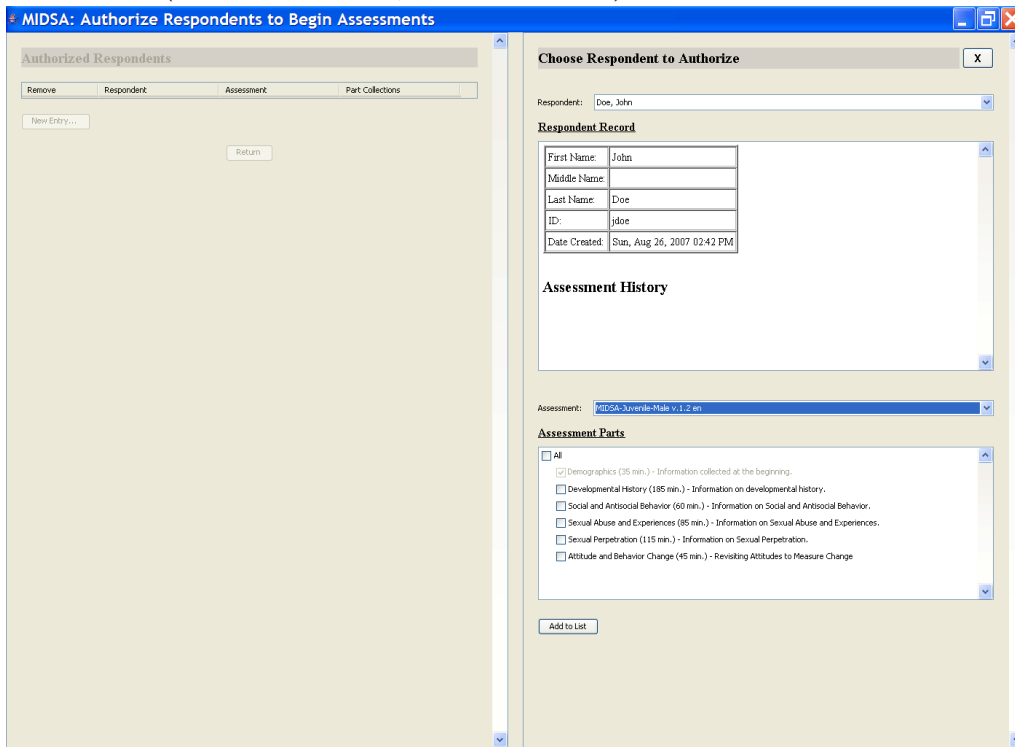
Click on the **New Entry** button. The **Choose Respondent to Authorize** window will appear to the right. Click on the **Respondent** drop-down menu and a list of the unauthorized respondents will appear:



Select the respondent you wish to authorize and the **Respondent Record** will appear below. Check that the information displayed is correct.

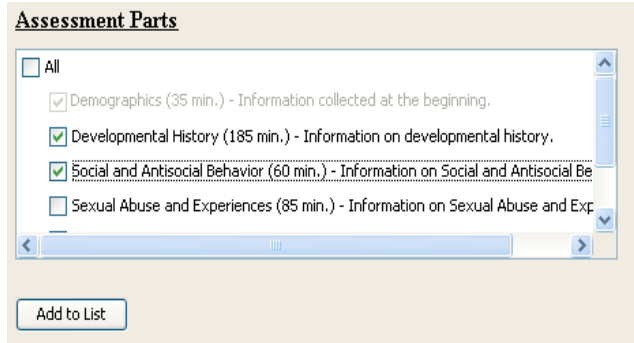


Then click on the drop down menu labeled **Assessment**. Select the appropriate version of the MIDSAs (Adult or Juvenile, Male or Female). The **Assessment Parts** list will appear:



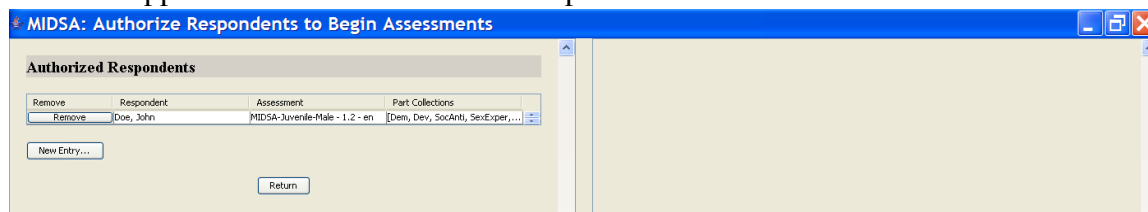
Choose the Parts the respondent will take. The only section of the assessment that is required of all respondents is the **Demographics** section—this section will be automatically selected.

If you wish to administer the entire MIDSAs to the respondent, click on the box next to **All**. If you wish the respondent to answer only part of the inventory, select from the list the specific sections of the assessment you wish to give the respondent:



A more complete description of these Parts is given in the Overview at the beginning of the Administrator section of this documentation.

Click on the **Add to List** button at the bottom of the window. The respondent information will now appear in the list of authorized respondents on the left side of the window.



NOTE: The parts that have been chosen for the authorized respondent(s) are listed in abbreviated form at the end of the line. If you cannot see all parts, you can expand that section by placing the mouse over the left edge of the column in the **heading**. The cursor will change and you can drag that line to the left to expose all the parts.

To exit without authorizing the respondent, select the black **X** button in the upper right corner.

Removing a Respondent Previously Authorized Before He Is Given the Assessment

If you want to remove a respondent from the Authorized list after adding him to the list, simply click the **Remove** button next to the respondent's name on the left side of the screen. A prompt will appear asking you to confirm the removal of this respondent. Click **Yes**.

NOTE: You must close the **Add Respondent Entry** screen that appears in the right-hand side of the screen by clicking the **Add to List** button or the black **X** in the upper right corner to return to the **Manage Respondents** menu.

After all the necessary respondents have been authorized, click **Return** to return to **Manage Respondents** menu and then **Return to Admin Options**.

Deactivate Respondents

When a respondent is no longer an active case, you can remove him from the list of available respondents. From the **Manage Respondents** menu select **Setup Respondents**. In the resulting window choose **Modify** and then click on the Status field. A pull-down

menu appears. Choose “*Inactive*,” then click the **Update** button (on the right side) and the **Return** button (on the left side). The result of this action is that this respondent will not appear in the **Authorize Session Managers** window (although he will forever remain in the respondents history).

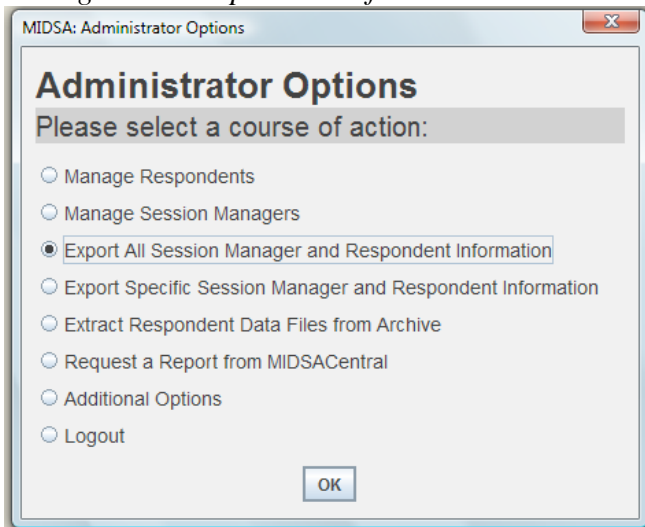
NOTE: In all respondent windows, the names of respondents are sorted alphabetically by last name.

Administrator Sets up Session Computers

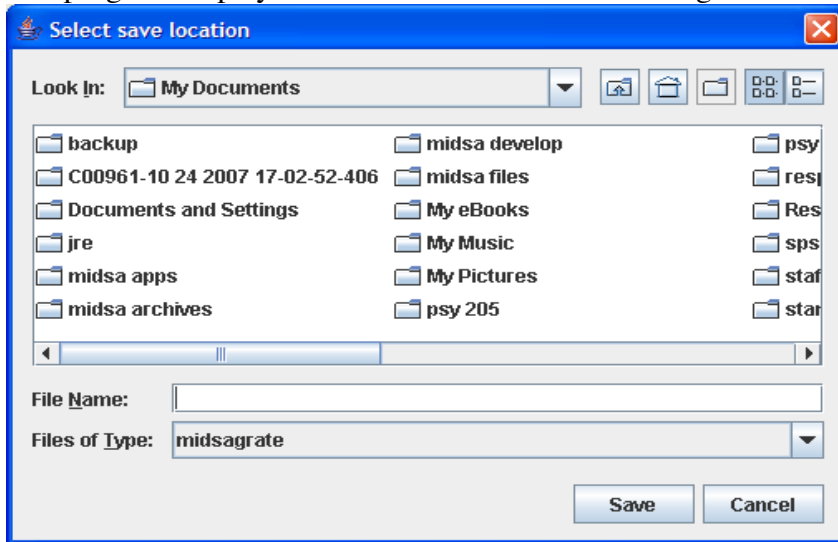
If the session managers are using different computers than the one with the administrator’s system, the administrator must transfer information about the session managers and respondents to the session managers’ MIDSAs (after s/he has authorized session managers and respondents). If the session manager uses the same computer as the administrator, skip this section.

Export All Respondents to Session Managers

This sequence starts at the **Administrator Options** menu. You have two choices, to export all the respondents you have authorized or to select among the respondents. If you want to export ALL the respondents you have authorized, choose *Export All Session Manager and Respondent Information*.



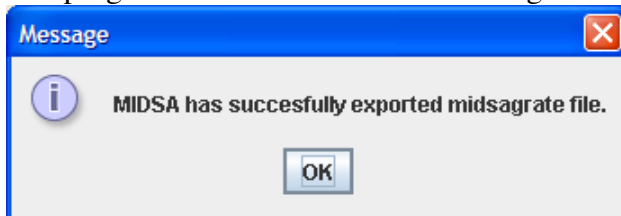
The program displays a standard Windows **Save** dialog box.



You must enter a name for the file in the field at the bottom called **File name:** and the program will give it the unique extension called `.midsagrate`. The program will save the file in the MIDSAs folder specified in the **Look In:** field unless you change it by navigating to another folder.

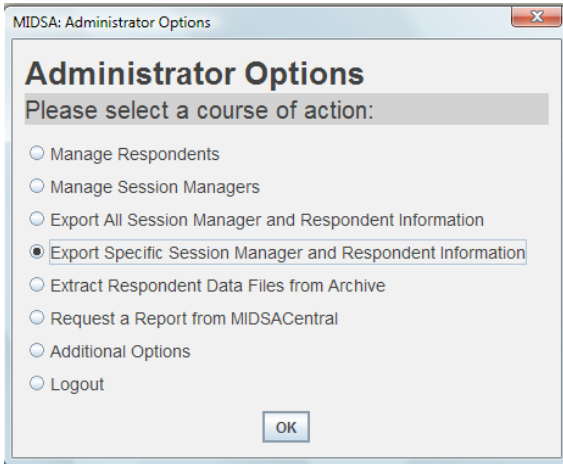
NOTE: If you cannot find the file after you have saved it, you can search for `.midsagrate` to find your files.

The program will return a success message:

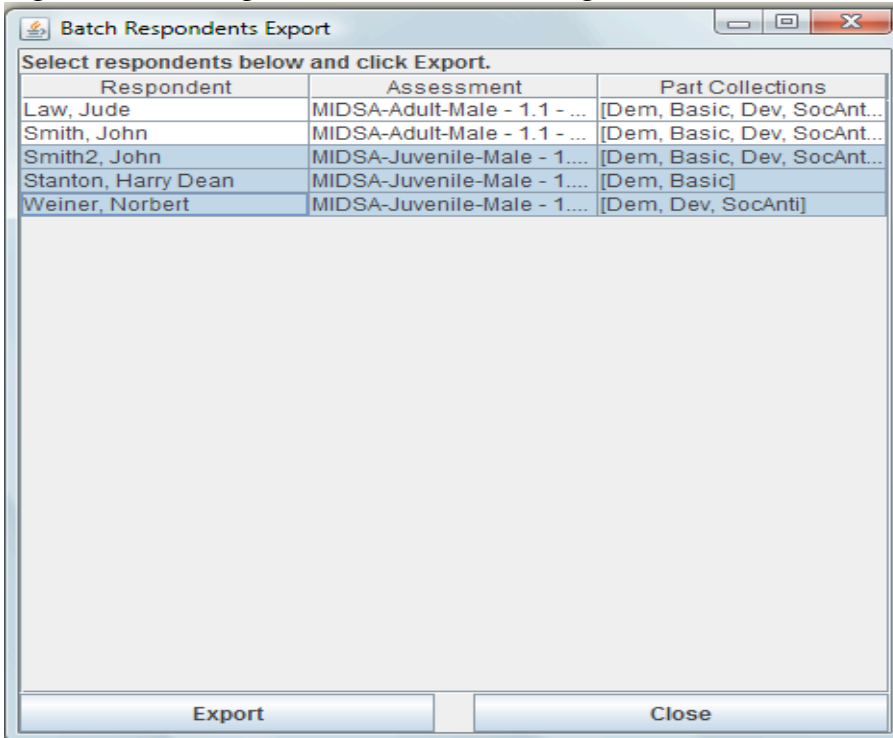


Export Some But Not All Respondents to Session Managers

If you want to export some but not all the respondents you have authorized, choose *Export Specific Session Manager and Respondent Information* from the Administrator Options menu:

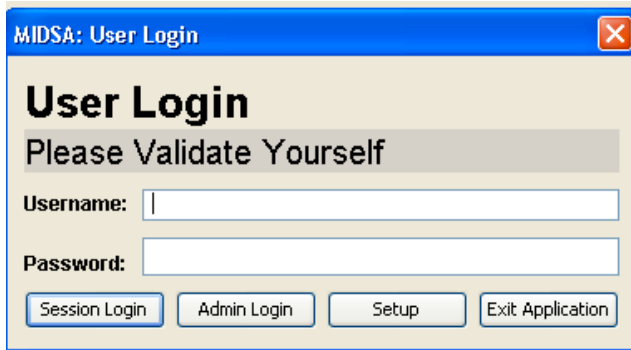


Then select the respondents you wish to include in the export (.midsagrate) file. For example, in the window below the three juvenile assessments are highlighted so that they can go into one export file that will then be imported into the computers that are going to be used for juveniles. (The adult assessments can be selected later to create a comparable export file for computers that will be used to give assessments to adults.)

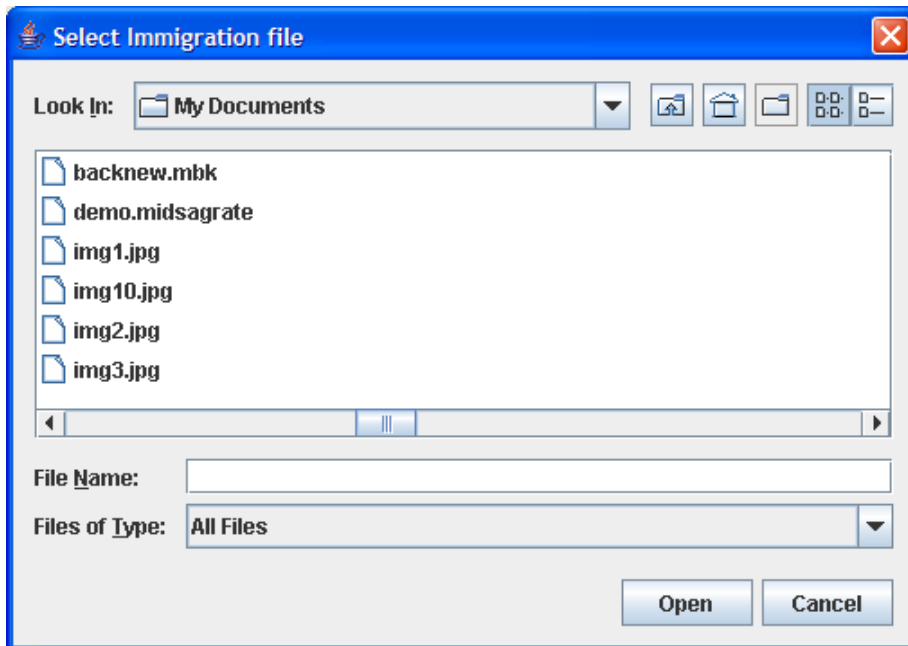


Take .midsagrate File to Session Manager Computer

Then take the name.midsagrate file to the session manager(s)' computer(s). Double click on the MIDSAs icon. The standard **User Login** dialog box appears.



Choose the **Setup** button. The standard Windows open dialog box appears. Navigate to the directory that contains the .midsagrate file and select the file. Its name will appear in the **File name:** field.



Then click on the **Open** button. The information will be incorporated into the session manager's MIDSAs.

NOTE: If you have more than one session computer, use the same .midsagrate file to set up each computer.

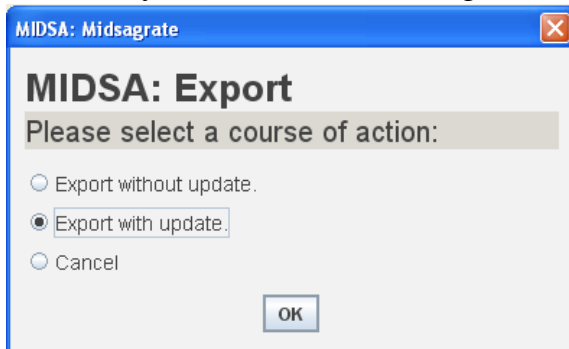
NOTE: Whenever new authorized respondents are entered in the administrator's computer, this procedure must be repeated.

NOTE: Whenever authorization of session managers changes (new session manager authorized or session manager deauthorized), this procedure must be repeated.

NOTE: Whenever you update MIDSAs, this procedure must be repeated.

NOTE: This process always goes from administrator's MIDSAs to session manager's MIDSAs. Session managers make copies of respondent answers to give to administrators, but they never create .midsagrate files and .midsagrate files are never used to transfer information from the session manager computer to the administrator computer.

If you have installed MIDSAs software updates in the administrator MIDSAs, the program will ask if you wish to include the updates with your .midsagrate file.



Choose *Export with update* when the session computer has no suspended assessments in it.

Administrator Gets Report from MIDSAs Central

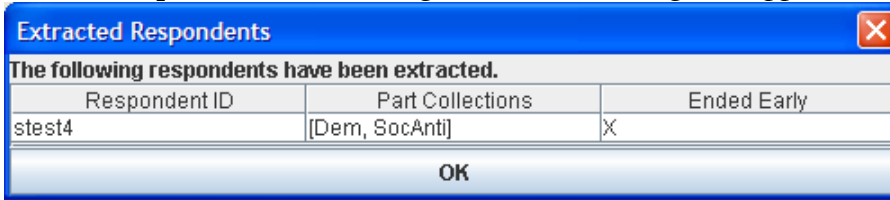
Make certain you are using a Windows account with administrative privileges and that you are connected to the internet before beginning this step. Log in as administrator. Before you can request a report, you must first **Extract Respondent Data** from the zip file (created when the Session manager archives a report, described later) and then **Request a Report**.

Extracting Respondent Data from Archives

You will need the Respondent Data file that was created when the session manager archived the assessment. It has the name RespondentData followed by the date and time (and some additional numbers). The format of the file is a .zip and it was placed in the Documents folder of the session computer unless the session manager put it somewhere else. We recommend that you save a copy of this file on a different medium, just in case.

From the **Administrator Options** menu, choose *Extract Respondent Data from Archives*. Use the resulting window to find the Respondent Data file the session manager has provided and highlight the name of the file.

Click the *Open* button. A message like the following will appear:



It tells you what was included in the extraction: which respondents, what parts they took, and whether the assessment was ended early.

NOTE: The Respondent Data file will be deleted once the contents are imported into MDSA. If you want to save the .zip files, make a copy before you extract.

NOTE: The Respondent Data file may be renamed to respondent ID, if you choose.

NOTE: See **Administrator Troubleshooting** if unable to complete this step successfully.

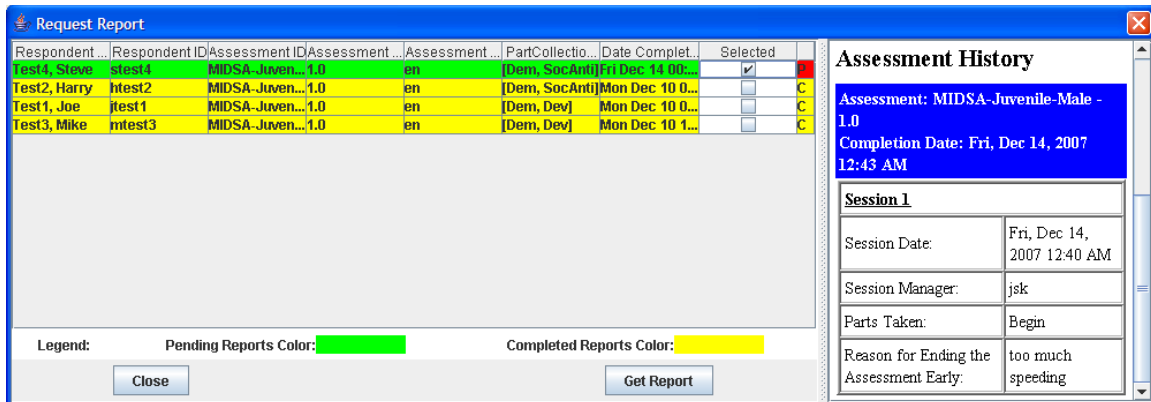
Requesting a Report

Before requesting a report, make sure you have extracted the respondent data (#1 above) and are connected to the internet. Then choose *Request a Report* in the **Administrator Options** menu.

A dialog box appears. Enter the administrator password (the same one used to log into MDSA).

If you are connected to the internet and you successfully contact MDSA Central, a window will appear displaying all the respondents that have ever been given assessments.

- Those for whom a report has not been generated will be on the top on a green background.
- Those who already have a report are at the bottom, on a yellow background.
- If the assessment was ended early, there will be a red box at the right end of the respondent's entry.



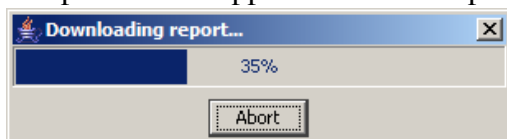
Click the checkbox next to a respondent and the respondent history will appear at the right. This is particularly useful if a respondent's assessment was ended early. You will have to decide whether enough of the assessment was given to warrant requesting a report and the session manager's reasons for terminating early may help you decide. Be aware that the questions used to create many of the scales are at the end of the assessment and their validity would be compromised if the respondent did not answer all questions.

To request a report, click the checkbox at the end of the appropriate row and then click the **Get Report** button.

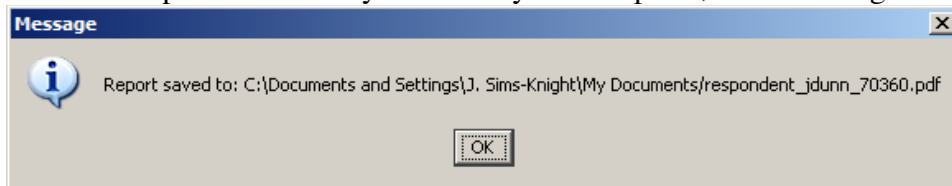
The program next asks you where you would like to save the report. Browse to the folder of your choice by selecting the folder of your choice in the Look In: pull-down menu at the top of the **Select report save location** dialog box.

NOTE: If you do nothing, the report will be saved in the My Documents folder.

Click the **Save** button. Your report is generated at MIDSAs Central and sent to your computer. A bar appears to mark its progress.



When the report successfully arrives at your computer, the following message appears.



If the progress bar stops moving for a minute or two, contact MIDSAs support.

Requesting a report is a complicated process and many things can go wrong. Some of them you can fix, some you'll need MIDSAs support. MIDSAs support can generate a report for you manually, so rest assured that no error is fatal so long as you have the

session manager's archived file. Here is a list of Potential Error Messages in the Request Report Function and what you can (and cannot) do about them:

- *Your password is not accepted.* Make certain you have input the Administrator password (the one you use to log in as administrator), with capitals and small letters as you originally input. If you try this repeatedly without success, you can contact MIDSAs support to get a new temporary username and password. You will have to change both your administrator username and password.
- *You request a report and have no data files prepared.* The program tells you that you cannot request a report until you "extract respondent data from an archived file." Click **OK** and the program returns to the **Administrator Options** menu. To correct this error, you must choose *Extract Respondent Data Files from Archive*. The archive is the zipped respondent file that the Session Manager created by selecting the *Archive Respondent Data Files* after a respondent completed an assessment.
- *The respondent for whom you want a report does not appear in the respondent list.* This occurs if you failed to extract the respondent data from the Session Manager's archived files (the Respondent Data file created by the Session Manager after giving the assessment). Solution: Make sure you have an archived (Respondent Data) file from the Session Manager and choose *Extract Respondent Data* in the **Administrator Options** menu.
- *You did not choose a respondent.* The program reminds you that you need to check the box at the right of the respondent.
- *Your machine is unable to connect to MIDSAs Central.* This may be because you are using a Windows limited account rather than an administrator account, because your computer is not connected to the internet or because there is a problem at MIDSAs Central. Check the first two possibilities and try again (programs may be logical but . . .). If you are sure that you are using a Windows administrator account, are connected to the internet, and a second try also failed, contact MIDSAs support.
- *An error occurs at MIDSAs Central.* Contact MIDSAs support.

To View the History of Session Managers and Respondents

Once you have created profiles for both Session managers and respondents, the Session managers can now give assessments to the respondents. A record of these assessments will be stored in a database for viewing.

To view the history of assessments taken by a particular respondent, go to the **Administrator Options** menu, select *Manage Respondents* to access the **Manage Respondents** menu. From it select the *View Respondent Record* radio button.

To view the history of assessments given by a particular *Session manager*, go to the **Administrator Options** menu, select *Manage Session Managers* to access the **Manage Session Managers** menu. From it select the *View Session Manager Record* radio button.

Updating

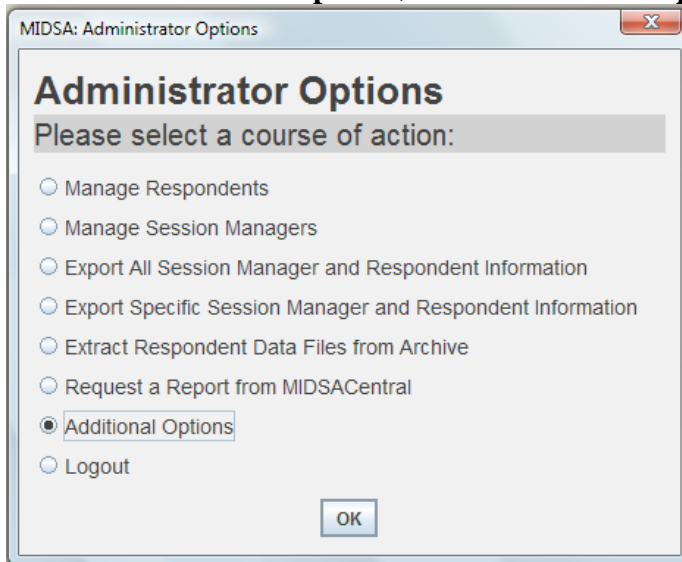
The MIDSAsystem may be updated or upgraded in three ways. First, the MIDSAsoftware will be updated periodically. Second, the assessments themselves (currently Juvenile Male and Adult Male are available) will be updated. Third, you may wish to purchase an assessment you did not originally buy.

Updating is managed from the administrator MIDSAs. When updating the MIDSAsoftware, the administrator first updates his or her MIDSAs and then exports that update in a .midsagrate file for the session MIDSAs. When updating or purchasing assessments, the administrator incorporates the changes into his or her MIDSAs. Respondents are authorized to take the new or updated assessment and are transferred to the session MIDSAs.

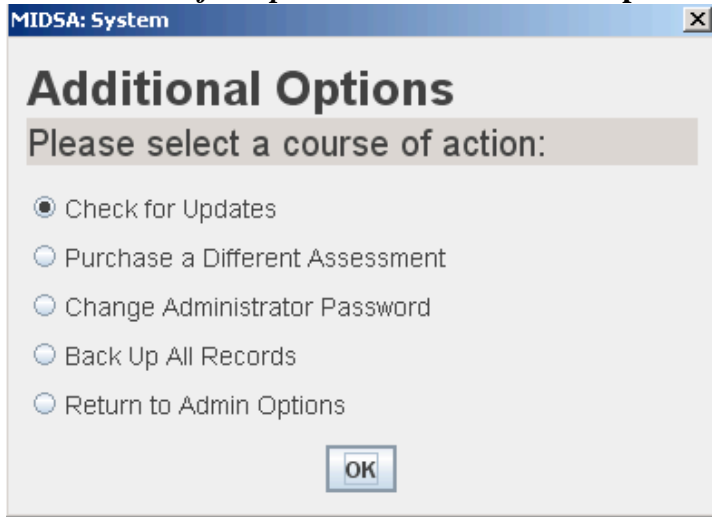
All updates can be downloaded electronically from MIDSACentral.

Updating MIDSAs

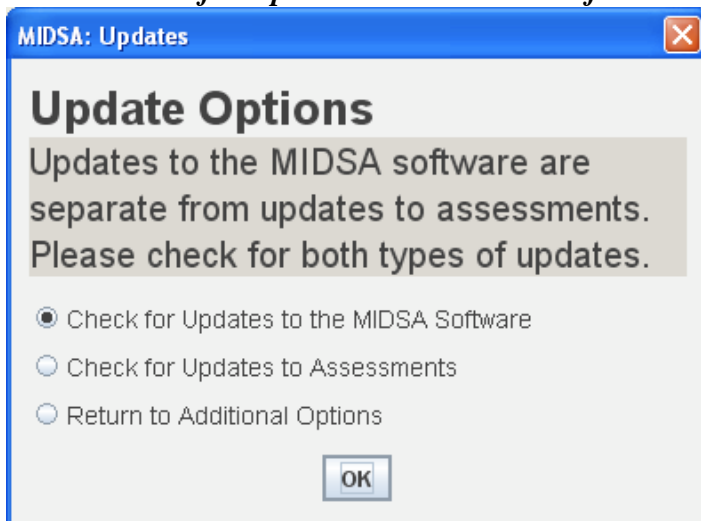
From **Administrator Options**, choose *Additional Options*.



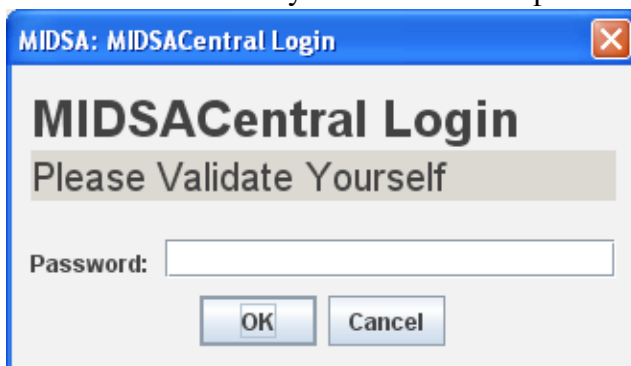
Choose *Check for Updates* in the **Additional Options** menu.



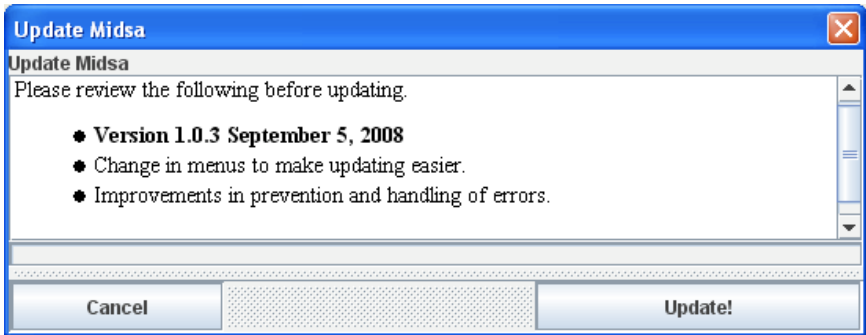
Choose *Check for Updates to the MIDSA Software* in the **Update Options** menu.



You will be asked for your administrator password:

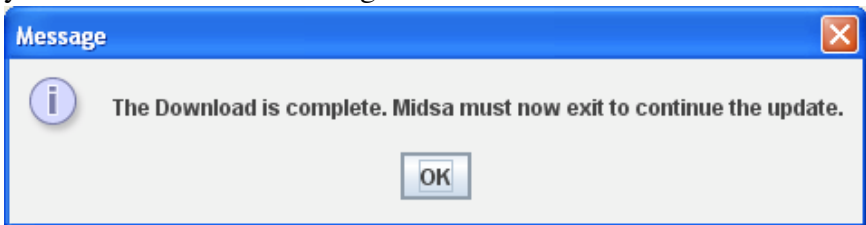


If updates are available, a message appears asking if you want to download.

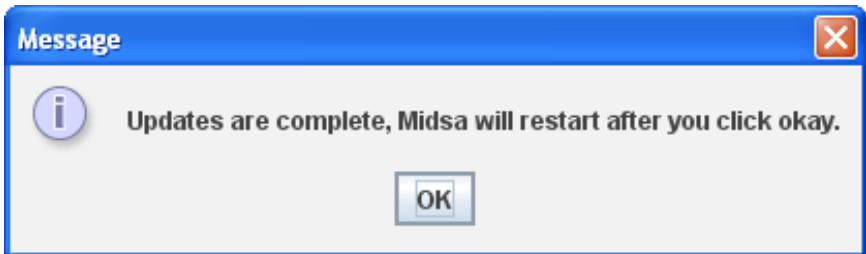


Click on the *Update!* button and yes, all revisions since your last update will be downloaded.

MIDSAs have to close to install the updates. The following messages will appear to inform you of what MIDSAs are doing:

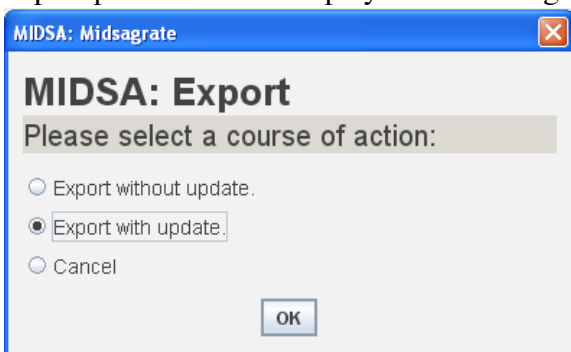


and then . . .



Note that the updates have been installed on the administrator MIDSAs.

If you are using separate session computers, they must be updated as well. This is done in the Export procedure (when making a .midsagrate file). When an update is pending, the export procedure will display the following:



Choose *Export with update*.

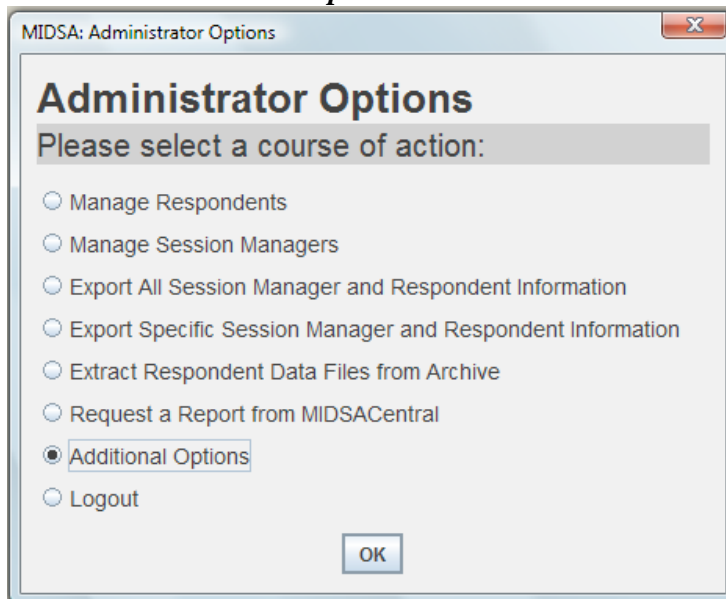
NOTE: When updating session computers, choose a time when there are no suspended assessments.

NOTE: Export with update .midsagrate files will be larger than usual.

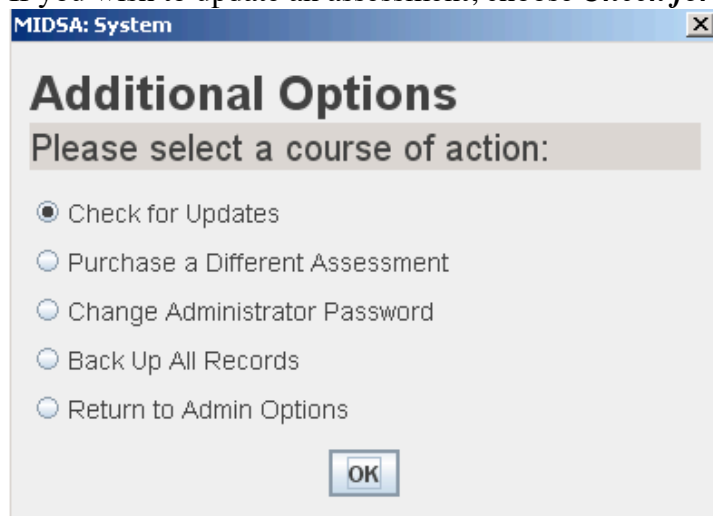
Requesting an Updated Assessment

From time to time new or revised assessments will become available. These may be downloaded into your current MIDSAs. Here is the procedure:

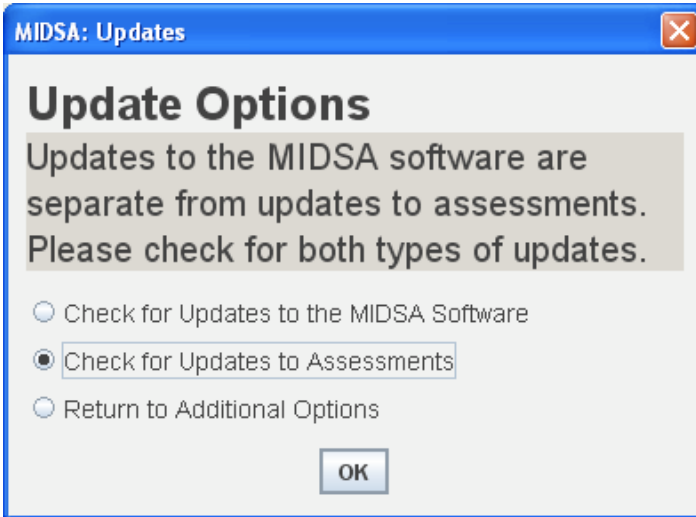
1. Choose *Additional Options* from the **Administrator Options**.



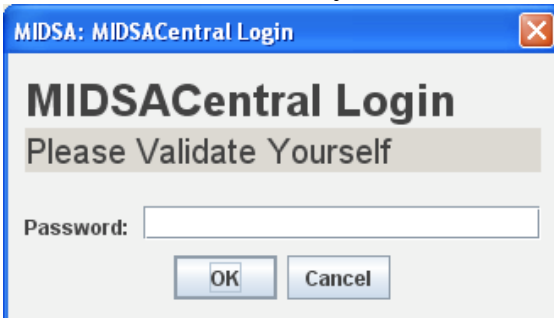
2. If you wish to update an assessment, choose *Check for Updates*.



3. The **Update Options** dialog box appears. Choose *Check for Updates to Assessments*.

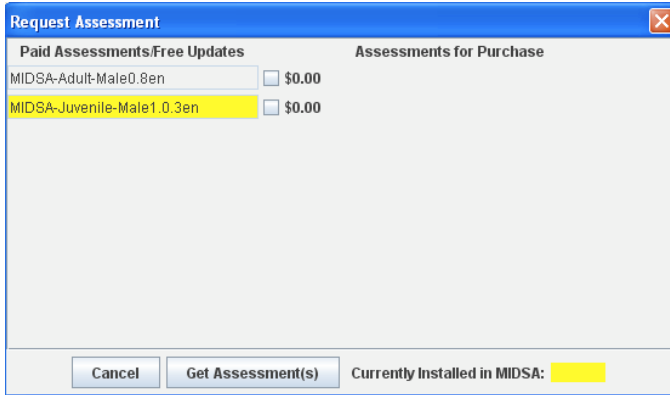


4. You will be asked for your Administrator password.



5. Your program connects to MDSA Central to look for available assessments. After a short time, a list of Assessments appears. Ones that have already been purchased appear on the left side of the screen and any new assessments, with their prices, appear on the right. On the figure below there is only one, which has already been purchased.

Note that it is in yellow. This means that you have purchased it and it is installed in your MDSA. There is nothing to download and you would click the *Cancel* button. If there were an updated assessment to download, it would appear highlighted in grey rather than in yellow. You should download it and it will be free of charge.



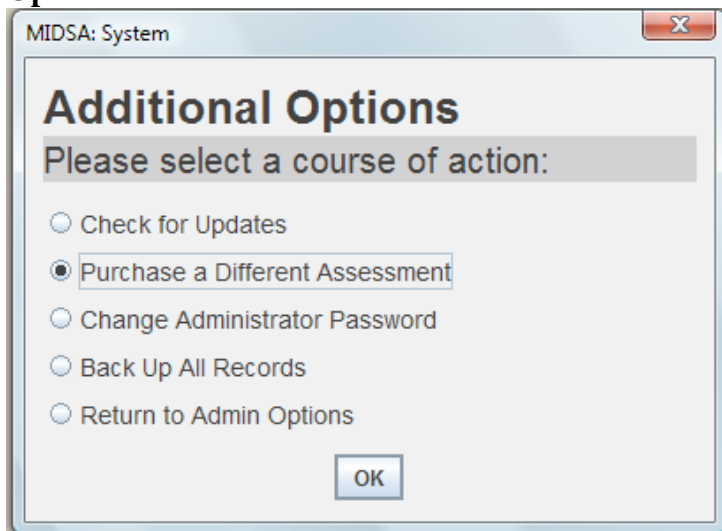
6. To download, click on the checkbox next to the assessment name and then on the *Get Assessment(s)* button.

New/updated assessments are automatically installed into the Administrator's MIDSA and will appear as an option in the Authorize Respondent procedure. Always use the latest version of assessments.

NOTE: there is no need to do anything with session MIDSA's. The appropriate assessment is incorporated during the Authorize Respondent procedure.

Buying an Assessment You Have Not Purchased

You may purchase a different assessment by the Update Assessment procedure just described or you may choose *Purchase a Different Assessment* from the **Additional Options** menu.



The request assessment window displays and the assessments that are available, but which you have not purchased appear on the right side of the window. Click the checkbox to download. Your account will be charged the amount specified.

Backing Up MDSA

Computers will crash and it is important to back up your MDSA data frequently. You need to be concerned about saving respondents' responses, reports and the administrator's historical information (session managers, respondents, and assessment versions).

Backing up Reports

When you receive reports from MDSA Central, you will save them to the folder of your choice (Documents, unless you choose another place). These reports should be saved in at least two different places (and not on the same computer).

Backing up Respondent Files

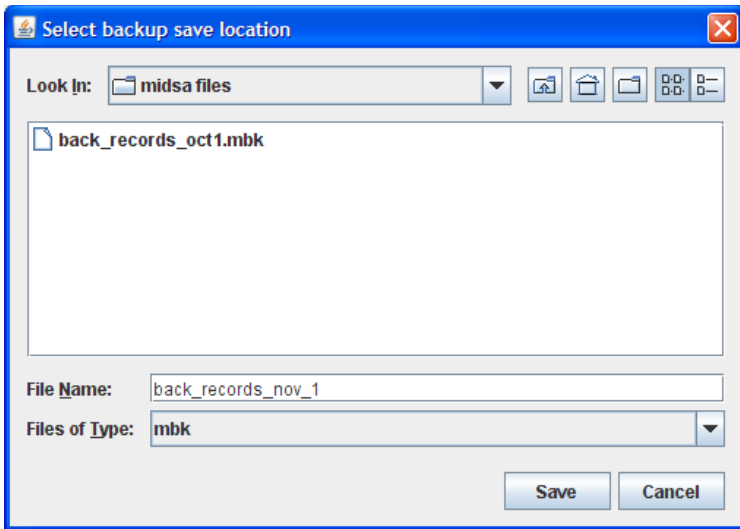
Respondents' responses are saved in session managers' MDSAs until a session manager archives them. Then they are saved in a Respondent Data file, which may be stored wherever you deem it best. Once the administrator extracts them, the Respondent Data file is deleted and the respondent files are stored in the administrator's MDSA. After the administrator receives a report from MDSA Central the respondent's response files are no longer needed. Here are our recommendations for backing up respondents' response files:

- If a respondent's session is suspended until a later session, back up the session manager MDSA (see below) and save it in a second place (another computer, a network drive, a USB flash drive, etc.).
- Archive the completed assessments as soon as possible and save the Respondent Data file on two different devices Back Up the administrative MDSA frequently.

Backing Up MDSA

The historical information about respondents and session managers and the respondents' response fields are saved within MDSA itself. Log into MDSA as administrator. From **Admin Options** choose **Additional Options**. From **Additional Options** choose *Back Up All Records*.

MDSA will respond with a Save dialog box. Type a name for the file in the window that says File Name:



If you want to save it to a folder other than Documents, use the drop-down list at the top to navigate to where you want it.

MIDSA will then create a file with the extension .mbk. Store it in a safe place in case you needs its information. and click the *Save* button.

Changing Passwords

The administrator is responsible for all passwords—both for him- or herself and for all session managers. To change the administrator password choose *Additional Options* from the **Administrator Options** menu. Then choose *Change Administrator Password* from the **Additional Options** menu. The **New Information** dialog appears. Enter old information and new information.

Session manager passwords are changed in the **Setup Session Managers** dialog (**Admin Options/Manage Session Managers/Setup Session Managers**).

Logging Out

To exit the application, choose logout from the **Administrator Options** menu. The login window reappears. Choose *Exit Application* button.

Administrator Troubleshooting

When authorizing a respondent, the appropriate inventory does not display:

The assessment was not correctly installed. Contact us at support@midsa.us.

When attempting to send a response file to MIDSAs Central to request a report, the file is not there.

The administrator has not extracted the response file created from the session manager's archived Respondent Data file. See below.

When extracting a response file, the administrator cannot find the file to be extracted.

The file needed is the Respondent Data file that is created when the session manager archives a file. Check that the following steps have been completed.

- The session manager must archive the respondent file after the respondent is finished (this is a choice in the session manager's menu). This action causes a Respondent Data file (a compressed file) to be created and stored wherever the session manager designated.
- If the session manager is giving the assessment on a different computer than the administrator's computer, the respondent's zip file must be transferred to a particular folder in administrator's machine (My Documents is a common choice).

Once the Respondent Data file has been found, follow the steps described in **Extract Respondent Data from Archives**.

When extracting, you highlight the Respondent Data file and click on Open, another folder (usually logs) appears.

This happens if someone the Respondent Data file gets unzipped. This would happen if you wanted to be sure you had the right file so right-clicked and chose Extract rather than Open. (Extracts unzips the file and Open allows you to review the contents without unzipping). To fix, zip the folder: right-click on the folder, choose Send to: then Compress). Extraction should then work.

When extracting a file, the following error message appears: "the archive cannot be accepted because it contains invalid data."

Email the Respondent Data file as an attachment to support@midsa.us. In your email message, describe the events leading up to the error (what you did, any unusual events such as lights flashing).

The computer stops responding (often presents a blank blue screen). Wait at least a minute. If it is still nonresponsive press Ctrl-Alt-Delete (press the control key, the alt key and the delete key at the same time). This will bring up the **Windows Task Manager** dialog box.

1. In the white window in the center you will see one or more MIDSAs. Click on the top one to highlight it and click the **End Task** button at the bottom. Repeat until there are no MIDSAs in the white window.

2. Double click on MIDSAs to relaunch it.

NOTE: You may have to restart the computer if you cannot relaunch MIDSAs.

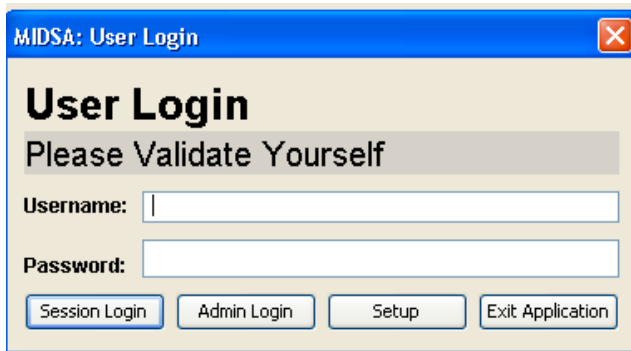
Session Manager Functions

Session managers are the people who give the MIDSAs to respondents. The MIDSA is designed so that session managers may use different computers than the administrator's. If this is the case, the session manager(s)'s computer(s) must first be installed and then the setup procedure followed. The installation of MIDSA is the same for administrators and session managers. The setup instructions appear next.

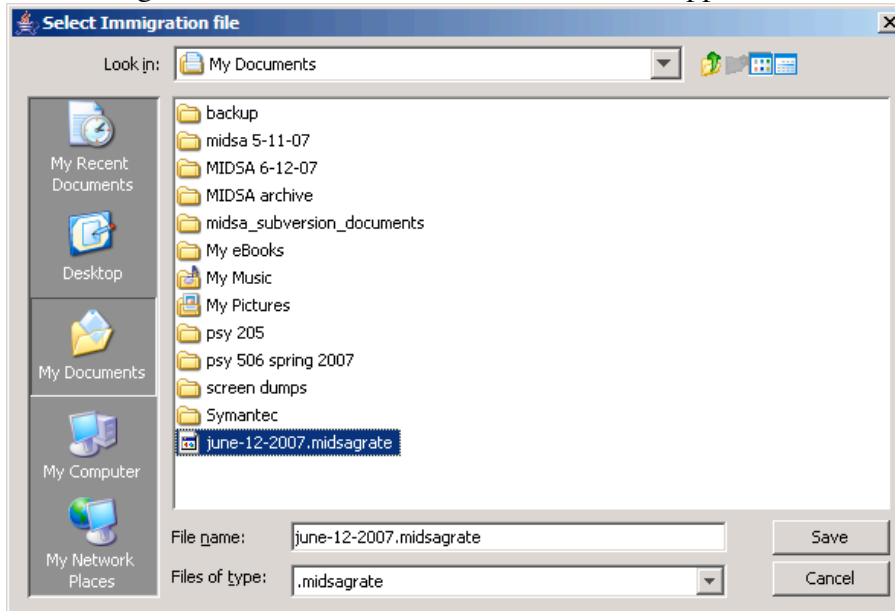
Setting Up the Session Manager MIDSA

The administrator must first set up session managers and respondents on his or her computer and then create a file to be imported into the session manager's computer. This file has the extension .midsagrate.

To set up the session manager and respondent information, click on the *setup* button on the user login.



A standard Windows dialog box appears. Navigate to the directory that contains the .midsagrate file and select the file. Its name will appear in the **File name:** field.



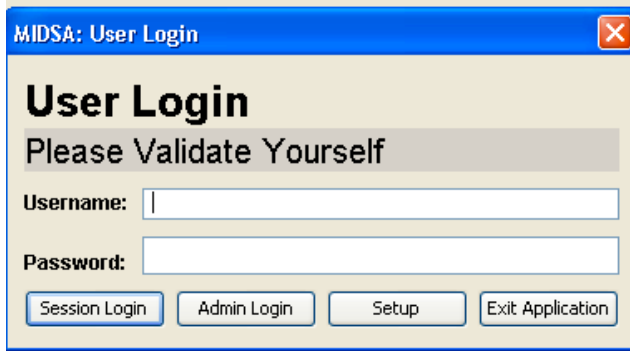
Then click on the **Open** button. The information will be incorporated into the session manager's MDSA.

NOTE: Whenever new authorized respondents are entered in the administrator's computer, this process must be repeated.

NOTE: Whenever authorization of session managers changes (new session manager authorized or session manager deauthorized), this process must be repeated.

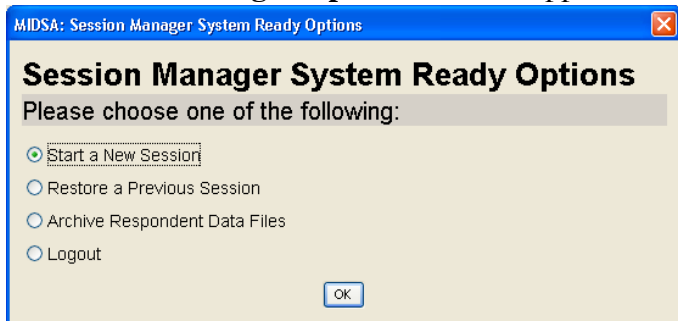
Logging In

Start MDSA if the **User Login** dialog box is not visible by selecting the MDSA icon and pressing the Return key. When the **User Login** appears:



enter the session manager *username* and *password* (which must be the same as the one in the administrator's MDSA) and click on the **Session Login** button (or press the Enter key).

The **Session Manager Options** window appears.

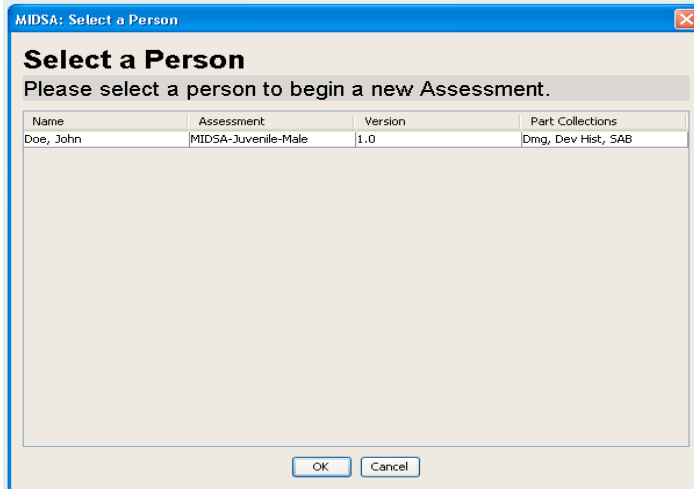


This menu has four choices, which will be described next.

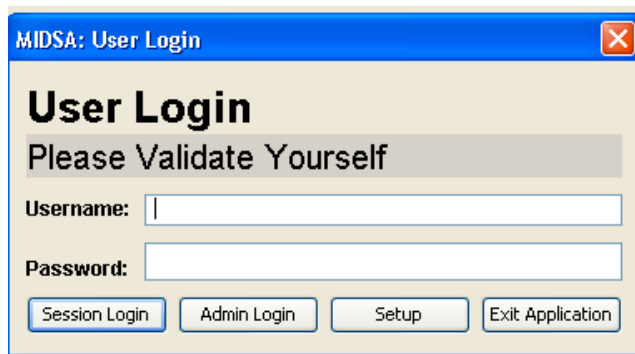
Start a New Session

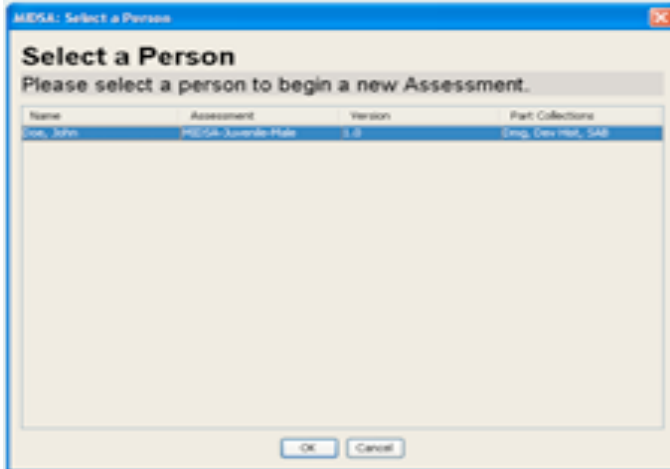
Any session manager may begin an assessment with any respondent authorized by the administrator on any session computer, but if the assessment is done over two or more sessions, the same computer must be used in all sessions.

To start an assessment, choose the *Start a New Session* choice in the **Session Manager Options** dialog box. This choice results in a list of all new respondents authorized by the administrator to take the assessment. In the example below there is only one authorized respondent.



The session manager must select the appropriate respondent by clicking on the row with the respondent's name and clicks the **OK** button.





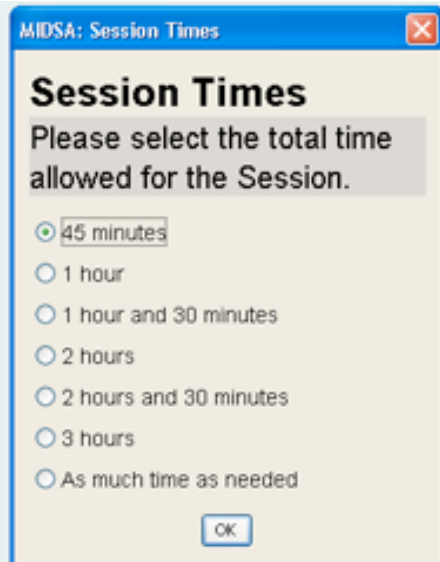
NOTE: If a respondent is listed, but the entry is greyed out, this means the person has been authorized twice and the first assessment has not been ended (most likely it has been suspended). End the respondent's first assessment and archive it; the second entry will be made active (not greyed out) and can be selected.

Session Manager Questions

Before a respondent begins, the session manager is asked a series of questions. You might want to complete these questions and suspend the assessment before the respondent arrives; it then serves as a check that everything is functioning.

Estimating Time Available

First, estimate the amount of time the respondent has to take the assessment.



The amount of time necessary to complete the assessment varies widely, depending on the Parts the respondent is given, his specific answers (which may lead to additional questions), and the individual's personal characteristics. At each Part (see Choosing Parts

to Administer to Respondent for a list of Parts, p. 12), the MIDSAs program estimates whether there is enough time to complete that Part based on the session manager's estimate and the session manager can choose whether to continue or not.

Questions about the Respondent

The session manager is then asked a series of questions about the respondent. When these questions are answered, the assessment begins.

Session Manager's Functions During Assessments

The session manager may have to intervene in a number of situations while a respondent is taking the assessment: (a) the respondent may fail the reading test, (b) the respondent may be caught answering questions so quickly that he cannot be reading the questions, (c) the application calculates that there is not enough time to take the next segment of the assessment, (d) the session manager may wish to suspend or end an assessment before the respondent has finished for reasons other than those MIDSAs is programmed to monitor, and (e) when the respondent has finished the assessment. In all these cases the session manager enters Ctrl-Alt-L (the control key, the alt key and the letter L all at the same time) and then logs in. An appropriate dialog will then be displayed.

The Respondent Fails the Reading Test

MIDSAs presents the following message: "You seem to be having difficulty answering these questions. Please call the Session Manager." The session manager logs in and is told how many questions (of 6) the respondent got correct. S/he is reminded that this may be due to reading problems, inattention, or reluctance to engage the task. The session manager chooses among four choices (a) to continue the session (perhaps reading the assessment to the respondent), (b) allow the respondent to retake the reading test, (c) suspend the session until a future time, or (d) end the assessment permanently (this means no report will be generated because the respondent has not answered any questions).

The Respondent Is Caught Speeding

Respondents may answer questions without reading and/or considering the answer. To minimize this behavior, the assessment keeps track of how quickly the respondent answers questions. If s/he answers three questions very quickly the program stops the assessment:

- The first time the respondent is caught speeding, MIDSAs presents the following message: "You have been caught speeding. Please read the questions carefully. We will redo the last three questions."
- The second time the respondent is caught speeding, MIDSAs says "You have been caught speeding again. Please read the questions carefully. We will redo the entire section."
- The third and any subsequent times the respondent is caught speeding, MIDSAs says "You have been caught speeding three or more times. Please call your Session Manager." The session manager is given three options: (a) to continue the

session from the beginning of the section, (b) suspend the session until a future time, or (c) end the assessment permanently.

Not Enough Time

MIDSA presents the following message: “There is not enough time to continue with the following part. Please call the Session Manager.” The session manager logs in and is told the estimated time for the next Part and is asked whether s/he wants to (a) continue with the next part, (b) suspend the session until a future time, or (c) end the assessment before the respondent is done.

NOTE: If, for example, MIDSA tells you the next Part will take on average 45 minutes and you have 20, you can choose continue and suspend the assessment in the middle of a Part, as described next.

The Session Manager Chooses to Suspend or End an Assessment

The MIDSA application monitors times for Parts (see Choosing Parts to Administer to Respondent, p. 12), but session managers can suspend or end assessments at any time by using Ctrl-Alt-L. To do this without losing any of the respondent’s answers, watch for the screen that asks the respondent to review his previous questions and press the Next button if he is satisfied with his answers. MIDSA saves all unsaved responses when the respondent presses the NEXT button (this is called a Section).

If a session manager suspends an assessment (so that the respondent can return at a future time) at times other than at the end of a section, respondents will have to re-answer all questions in the current Section. Sections are approximately twenty questions long, but some are very short and some can get considerably longer if the respondent’s answers trigger additional questions.

Suspending and Restoring an Assessment

Either in response to one of MIDSA-controlled problems (reading test, speeding, etc.) or at any time the session manager chooses, an assessment can be suspended so that the respondent can finish at a later time.

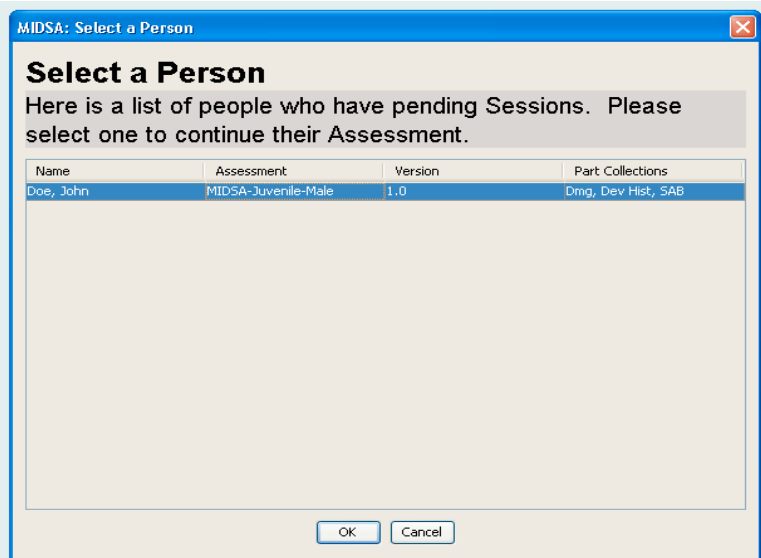
Suspending

To suspend in response to a MIDSA-identified problem, simply choose the suspend assessment option. If you are not at a dialog that presents that choice enter the login key sequence (Ctrl-Alt-L). The login dialog will appear followed by a dialog that asks whether the session manager wants to continue, suspend, or end the session.

Restoring a Previous Assessment

If the assessment has been suspended (the respondent has not finished the assessment) and the respondent is now returning to finish the assessment, he must use the same computer as he did when starting the assessment. The session manager must log into the computer with a Windows account that has administrative privileges.

The session manager chooses the *Restore a Previous Session* from the **Session Manager Options** dialog box. A window appears with a list of all respondents who have suspended assessments. In the example below there is only one respondent whose session has been suspended.



The session manager highlights the desired respondent's name and clicks the OK button. MDSA presents the first question that has not been answered and saved.

NOTE: the respondent may have to answer a few questions a second time if the assessment was suspending in the middle of a Section.

End the Assessment

When the respondent has answered the last question, he will call the session manager. Enter the login key sequence (Ctrl-Alt-L) and the login dialog will be displayed. You can choose whether to start a new respondent, archive completed assessments (all completed assessments since the last archive), or log out.

Archive Respondent Data Files

At a convenient time (after one or several respondents) the session manager can create an archive (a Respondent Data file) of the respondent's answers to transport to the administrator computer to request a report. To do so, choose *Archive Respondent Data Files* from the **Session Manager Options** menu. You will be asked to choose a location (e. g., desktop, My Documents) to store it. (Unlike most instances of saving a file you will not enter a file name in the **File Name** box; the path will appear in that place.) Just click on the **Save** button. A message will appear to tell you that the files have been archived.

NOTE: If you have trouble finding the file, use Windows search function (*Start-Search* and then choose *All Files and Folders* from the choices on the left). The file is named “Respondent Data-01 01 2007 01-01-01-001.” The numbers are the date and time the file was generated. If you search for “Respondent Data” you will get all of the archives you have created.

Log Out

To exit the application, choose *Logout* from the **Session Manager Options** menu. The login window reappears. Choose *Exit Application* button.

Session Manager Troubleshooting

The computer locks up in the middle of assessment. If the computer stops responding and Ctrl-Alt-L does not bring up the **Login** window, press Ctrl-Alt-Delete (press the control key, the alt key and the delete key at the same time). This will bring up the **Windows Task Manager** window.

1. In the white window in the center you will see one or more MIDSAs. Click on the top one to highlight it and click the **End Task** button at the bottom. Repeat until there are no MIDSAs in the white window.
2. Double click on MIDSAs to relaunch it.

NOTE: You may have to restart the computer if you cannot relaunch MIDSAs.

3. Login as session manager and choose **Restore a Previous Session**. The program will start at the beginning of the section the respondent was working on when the computer froze. This means the respondent may have to redo some questions (usually no more than 20).

The respondents' answers are not saved. This may happen whether the respondent completes the assessment in one session or returns for a second session. This happens if the session manager is using a Windows limited account. To check, go to the **Start** menu, choose *Control Panel* (or *Settings*, then *Control Panels* in Classic View). When the **Control Panel** window opens, choose **User Accounts**. At the bottom of that window all user accounts are listed. Make sure the one you are using says "Administrator Account" under its title.

The respondent selects a glossary item and it does not appear. The glossary item may be behind the MIDSAs window (for unknown reasons). Press Alt-Tab (at the same time). If you have other open windows something other than the glossary may appear. If so, press Alt-Tab repeatedly until the glossary appears in front. If you find yourself recycling windows you already brought to the front, then this potential solution fails.

A screen with multiple questions is cut off at the bottom. This should not longer occur, but if it does, we recommend that you ask the respondent the questions on the screen and jot down the questions and answers. Then press Ctrl-Alt-S and choose *Skip* in the resulting screen. Then email user support with the questions and answers. Copy your administrator on this email. We will add these responses to the response file and create a corrected report.

Respondent Functions

MIDSA includes two types of instructions to the respondent:

1. Instructions on how to go through the survey at the very beginning of the survey. All respondents get this every time they take the assessment.
2. Video demonstration of the timeline. The session manager chooses whether this will be displayed.

This section of the manual includes the information contained in these two instructions plus some additional information.

General Instructions

Standard Questions

From the respondents' point of view there are five kinds of questions:

1. Forced choice. The respondent must choose one and only alternative. He clicks the mouse on the appropriate radio buttons (circles).
2. Multiple choice. The respondent must choose at least one alternative, but may choose as many as he likes. He clicks the mouse on as many check boxes (squares) as he wishes.
3. Fill in the number. The respondent writes a number in the small blank provided. It must be in digits (e. g., 1, 21, 145). Letters are **not** accepted.
4. Fill in the blank. The respondent enters whatever he wants in the blank. He must make an answer, but there are no restrictions on what he puts in the field.

In addition there are screens with information to be read.

Navigation Buttons

The three buttons at the bottom of the screen are the primary means of moving from screen to screen.

- **Next Question** button is clicked to move to the next screen. It is greyed out until the respondent enters a response.
- **Previous Question** button takes the respondent to the question he has just answered. His initial answer to this question is still there, but he may change it if he wishes.
- **Beginning of Section** button takes respondent to the beginning of the section. Sections are approximately 20 questions in length. Respondents' answers are saved at the end of every section.

NOTE: Respondents may push the **Enter** key on the keyboard rather than clicking on the **Next Question** button for forced choice, multiple choice, and fill-number questions, but not for fill-in-the-blank questions.

Saving Responses

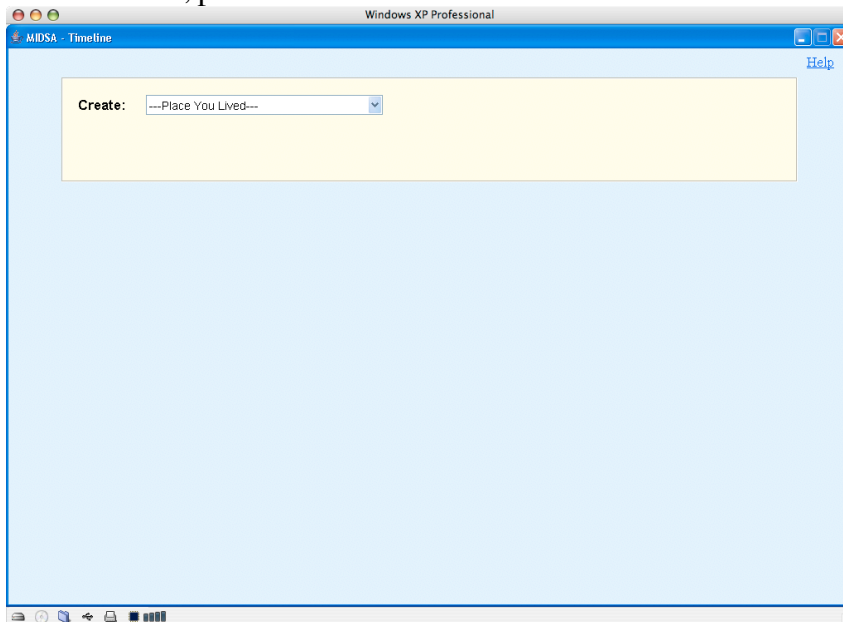
Respondents' answers are saved at the end of every section. The last screen of the section tells the respondents that they may change any or all of their responses in that section, but once they click **Next Question** at the warning screen, their answers are saved and they cannot be changed.

Glossary Items

Difficult or ambiguous words are bolded and underlined in the MDSA. Respondents may click on them and an explanation appears.

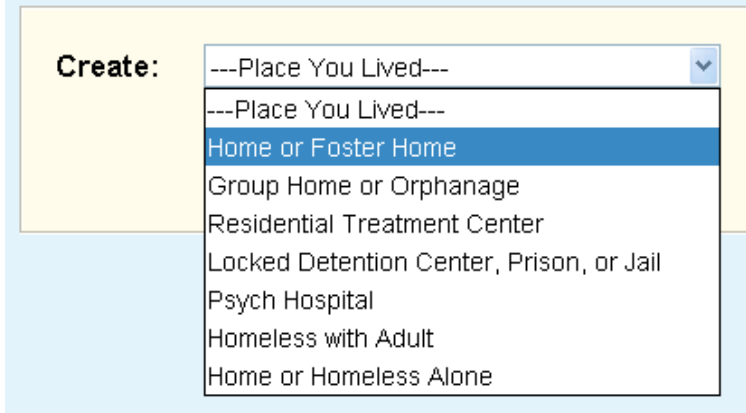
Timeline Instructions

To find out who the respondents' caregivers were during his first 18 years of life, he fills out a timeline, pictured below:



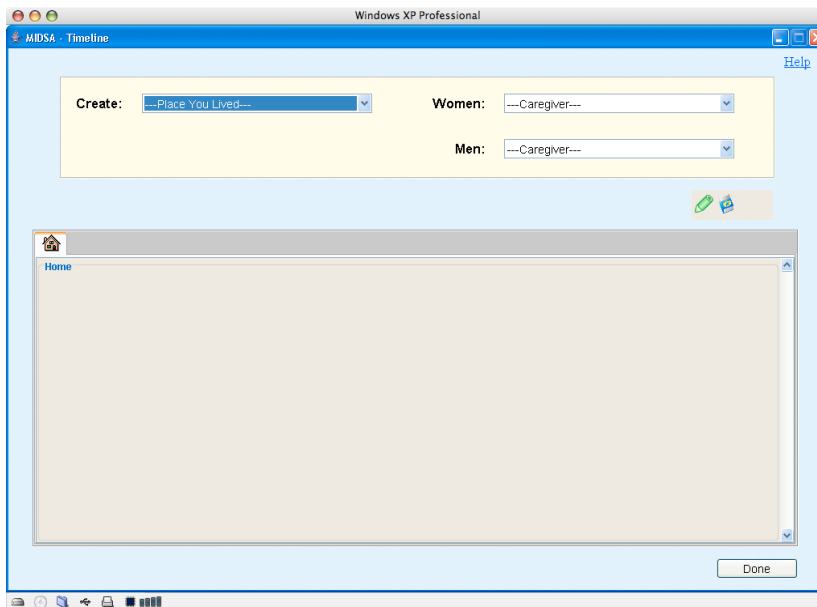
Steps to Enter One Caregiver

1. Respondents first choose a home from a list of possible home types:



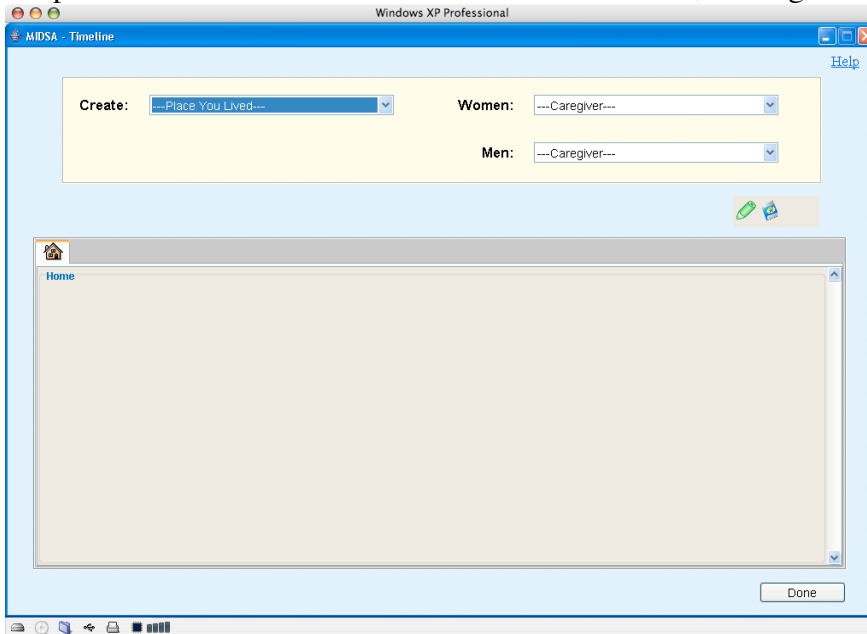
The screenshot shows a form with a label "Create:" followed by a dropdown menu. The dropdown menu is open, displaying a list of home types. The first two items are "Place You Lived---". The third item, "Home or Foster Home", is highlighted in blue. The other items in the list are "Group Home or Orphanage", "Residential Treatment Center", "Locked Detention Center, Prison, or Jail", "Psych Hospital", "Homeless with Adult", and "Home or Homeless Alone".

The **H**ome tab is created.

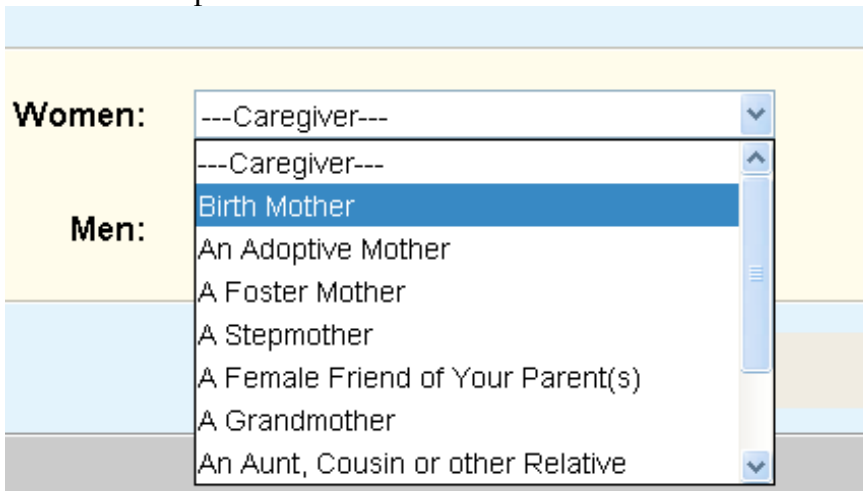


The screenshot shows the MDSA Timeline software interface. The window title is "MDSA - Timeline" and the operating system is "Windows XP Professional". The interface has a blue header bar with a "Help" button. Below the header, there is a form with three dropdown menus: "Create:" (set to "Place You Lived---"), "Women:" (set to "Caregiver---"), and "Men:" (set to "Caregiver---"). Below the form, there is a large, empty window titled "Home" with a home icon in the top-left corner. At the bottom right of the window, there is a "Done" button. The Windows taskbar is visible at the bottom of the screen.

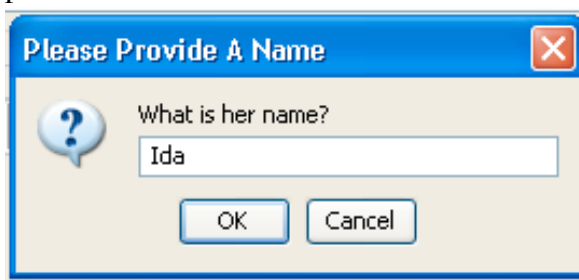
2. Respondents choose the adults who took care of them, starting with infancy.



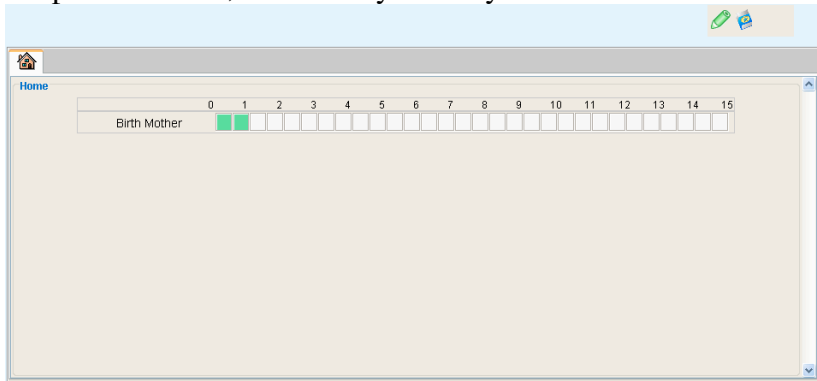
Here is the drop-down menu with a choice made:



For all choices except birth mother and birth father, respondents are asked to give the person a name.



- They then fill in how long they lived with each caregiver. To do this, respondents must first click on the crayon icon (in the middle of the screen; see above). The cursor changes to the crayon icon. They move the mouse over the rectangles in the time that represent the time they lived with the caregiver. Each rectangle represents a six-month period. These are estimates, so it is perfectly all right to choose one year, as in the picture below, even if they actually lived with their mother 9 or 14 months.



Correcting Respondent Errors

- It is very easy to skip blocks. It is necessary to go back and fill in the blocks by touching the crayon to the empty boxes.
- If a respondent fills in a time block by mistake, he can fix it by choosing the eraser (middle right of screen). The cursor will change to the eraser. The respondent can touch the offending timebox and it will turn white again. (If this does not work, try a second time.)
- To correct mistakes on earlier homes, the respondent double clicks on the home tab. That brings the earlier home to the front and he can use the eraser.
- If the respondent creates a home incorrectly (e. g., he meant to choose *Psych Hospital*, but he chooses *Homeless with Adult* instead), he chooses the eraser and clicks on the *Psych Hospital* icon.
- If the respondent selects the wrong caregiver, the eraser can be used in the same way.

General Considerations

- What is a home? Respondents may consider each physical place they lived as a home or they may consider a home as the entire time they lived with a particular caregiver, even if they moved repeatedly in that period.
- Each timeline block represents 6 months. Some respondents may have had several homes (e. g., several foster placements) within one 6-month period. Simply create the multiple homes and fill in the same block in each home.
- Respondents may choose all the caregivers in that home at once and fill in the timelines for all at the same time or they may choose one caregiver, fill in the timeline for that person, choose a second caregiver, fill in the timeline for the second person, etc. Likewise they may choose male or female in whatever order they choose.
- Sometimes respondents do not remember the name of a caregiver, but knows she or he existed. In such cases have the respondents enter a phrase that will help them

remember the caregiver when it comes time to identify whether the caregiver physically or sexually abused them (e. g., “the one who hit me”).

5. The timeline displays only the name of the caregiver chosen, but the person’s type is displayed if the mouse is dragged over that name.
6. Once a particular caregiver (e. g., Grandma Ida) is chosen, the name is added to the list of caregivers of that gender. If the respondent lived with that same person in a later home, he must select her from the list.

NOTE: This is the only way Grandma Ida can be put in a second time. If the respondent chooses *Grandmother* from the list and attempts to write in the name *Ida*, he will be told the name is already chosen.

7. Respondents may go back to previously entered homes at any time by clicking on the tab. They may add or delete caregivers and can add or erase timeblocks.

Finishing the Timeline

When respondents are finished, respondents click the **Done** button. MIDSAs checks that respondents do not have gaps in their timelines (i. e., each 6-month period must have been green in at least one home). If they fail that test, they are told where the gaps are and are asked to go back and fix them.

When there are no gaps in the timeline and the respondent clicks the **Done** button, MIDSAs presents lists of the caregivers they have chosen—male, then female—appear and respondents are asked to confirm that they have all their caregivers. If they do not, they click the **No** button and make the desired changes.

If the respondents agree that the lists (male and female) are correct, they click the **Yes** button. This saves the caregiver lists.

NOTE: Once respondents have verified the correctness of the caregiver lists, they cannot make further changes. The only recourse the Session Manager has is to end the assessment and have the Administrator authorize a new testing session so that the respondent can start over.

Create Lists

At several points in the inventory respondents are asked to choose types of people from a list (e. g., to choose the people who physically punished or abused them). Potential choices (e. g., stepfather, neighbor) are given on the left side of the MIDSAs window. The respondent highlights a choice by clicking on it with the mouse and then clicking the **Add** button. The choice moves to the box on the right hand side. In some instances a dialog box appears asking them to give a name to that person (e. g., name of girlfriend). A name is needed to differentiate among people in the same category (e. g., different babysitters), but the respondent is free to use an alias if he chooses. MIDSAs does not suggest this to respondents, but session managers may.

Respondents may choose as many from a list as they wish. In some create lists, they may also choose the response *None* if no one applies.

If respondents decide a choice they made is incorrect, they may highlight the incorrect entry and click the **Remove** button.

When respondents are done, they click the **Next Question** button. **Create list** items are saved immediately and cannot be changed except by deleting the whole assessment and having the administrator authorize a new respondent session. Thus, when respondents click the **Next Question** button, a dialog box pops up and asks respondents to verify their answers.

NOTE: Respondents sometimes have a difficult time deciding what category to put a particular person. For example, a respondent may have had contact with a 17-year old female neighbor. The session manager knows that there is a neighbor choice in both the “women and older girls” list and the “girls not related to” list. It does NOT matter. The respondent’s choices in all sex abuse lists are combined and the combined list serves as a basis for further questions.

Below is a list of all the lists presented to the respondent in the order presented.

Important Caregivers List

Two lists of caregivers, one male and one female, are generated from the timeline and presented separately. Respondent is asked to choose the one or two who had the biggest impact on him, positive or negative.

Important Caregiver Pairs List

MIDSA generates all possible pairs of adult caregivers and asks the respondent to choose the one or two pairs they knew who had the biggest effect on them. There is an alternative on this list that allows them to say that none of the pairs lived with them long enough to affect them.

NOTE: The program’s criterion for inclusion is whether the two caregivers were in the home at the same time. It does not matter whether the respondent creates a new home when, for example, the birth father moves out and a stepfather moves into the same home. For either case (respondent adds stepfather to home that has birth father listed or respondent starts a new home for birth mother and stepfather) two pairs—mother-father and mother-stepfather—are generated.

Physical Punishment Lists

1. Women caregivers generated from timeline
2. Men caregivers generated from timeline
3. Women and older girls with whom respondent has not lived
Grandmother

An aunt, adult cousin or other relative
Stepmother you never lived with
Female friend of parents (romantic or not)
Professional person, such as a teacher or coach
Female caregiver in an institution
Female babysitter
Sister or half sister
Stepsister or foster sister
Other woman, such as neighbor or adult friend
Mother you never lived with
None

4. Men and older boy with whom respondent has not lived
Grandfather
An uncle, adult cousin or other relative
Stepfather you never lived with
Male friend of parents (romantic or not)
Professional person, such as a teacher or coach
Male caregiver in an institution
Male babysitter
Brother or half brother
Stepbrother or foster brother
Other man, such as a neighbor or adult friend
Father you never lived with
None

Sexual Contact Lists

1. Women caregivers generated from timeline
2. Men caregivers generated from timeline
3. Women with whom respondent has not lived
Grandmother
An aunt, adult cousin or other relative
Stepmother you never lived with
Female friend of parents (romantic or not)
Professional person, such as a teacher or coach
Female caregiver in an institution
Female babysitter
Stranger (adult woman)
Other woman, such as neighbor or adult friend
Mother you never lived with
None
4. Men with whom respondent has not lived
Grandfather
An uncle, cousin or other relative

Stepfather you never lived with
Male friend of parents (romantic or someone friendly with either parent)
Professional person, such as a teacher or coach
Male caregiver in an institution
Male babysitter
Stranger (adult man)
Other man, such as a neighbor or adult friend
Father you never lived with
None

5. Girl relatives

Sister or half sister
Stepsister or foster sister
Female cousin or other relative
None

6. Boy relatives

Brother or half brother
Stepbrother or foster brother
Male cousin or other relative
None

7. Type of girls (presented only if respondent said he had sexual contact with girls he was not related to)

Girlfriend
A girl I was not close to
A girl I had just met
None

8. Type of boys (presented only if respondent said he had sexual contact with boys he was not related to)

Boyfriend
A boy I was not close to
A boy I had just met
None