

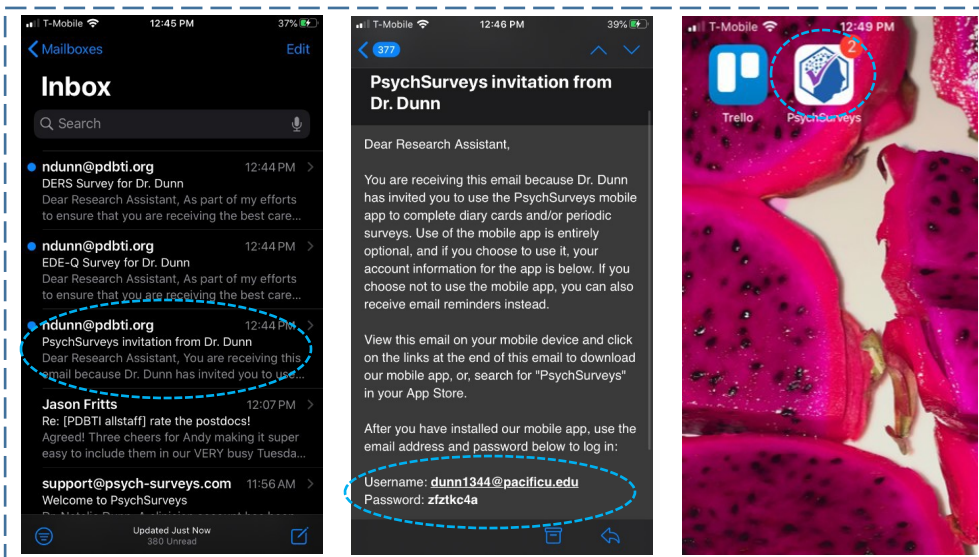


PsychSurveys Manual

For Clients

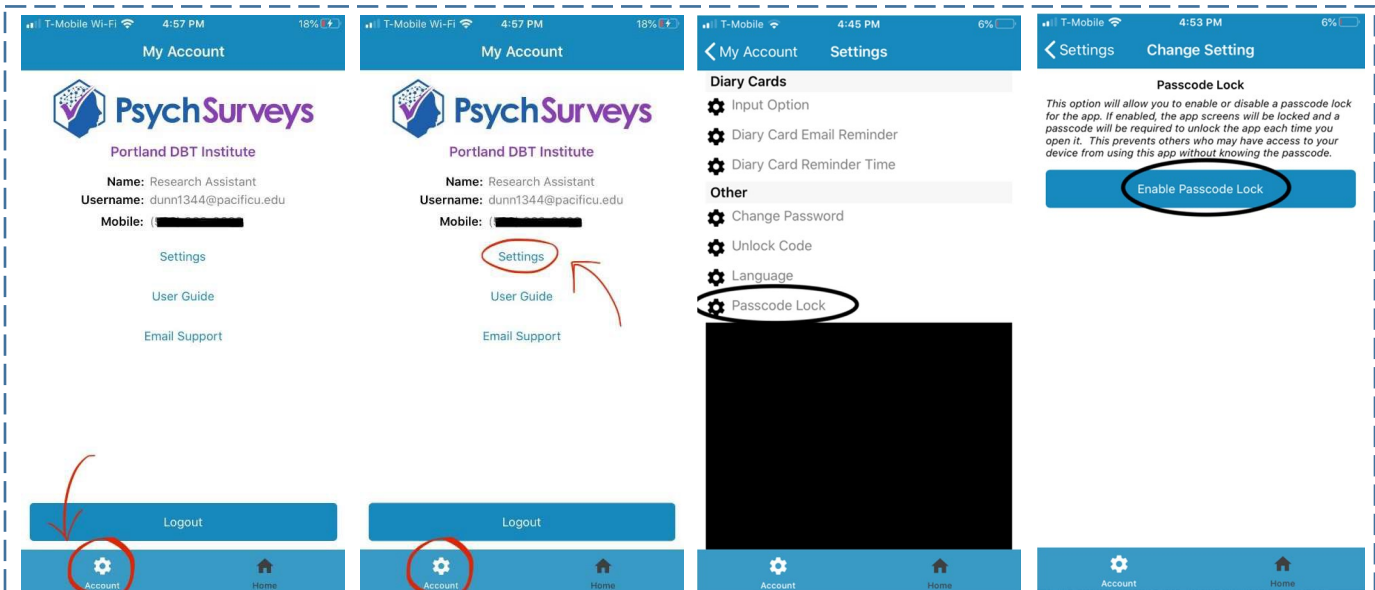
Account Setup (Mobile Devices):

- You will receive an email from either your clinician or PDBTI administrative staff inviting you to join **PsychSurveys** – if you can't find the email, check to see if it is in your spam inbox.



- Once you have downloaded, opened, and logged into the app, you will be able to access your assessments and diary cards. The PsychSurveys app will send **email notifications** whenever a new questionnaire is available to complete.

- **Privacy Settings:** To maintain privacy, ensure that the “Passcode Lock” feature is activated.
 - Go to “Settings” to find this feature; it is located underneath the header “Other.”
 - Tap on “Passcode Lock” and select “Enable Passcode Lock.”
- Go back to “Settings” and locate “Unlock Code” to set a password.
- Return to “Settings,” select “Change Password” to change your account password.



Account Setup (Web Browser):

- You will receive an email from either our clinician or PDBTI administrative staff inviting you to join **Psych Surveys** – if you can't find the email, check to see if it is in your spam inbox.
 - Its subject will be: **PsychSurveys invitation from [PDBTI Clinician/Staff Name]**.
 - Click on the link at the bottom of the email to begin your first-time account set-up.
 - <https://www.psychsurveys.com/>
 - You will be presented with the Terms of Service; scroll through and click “I Agree.”
- PsychSurveys will send **email notifications whenever a new questionnaire is available**.
- You may also receive optional diary card reminders – these settings may be adjusted in the “**Preferences**” section of the site, located by clicking on “**My Account**” (see *Privacy Settings*).
- **Privacy Settings**: Secure your account by changing your password from the default option.
 - Click on “**My Account**” in the top-right corner of your screen.
 - From the drop-down menu, select “**Change Password.**”
 - To update other settings (i.e., Diary Card options, Language), go to “**My Preferences**” under the “**My Account**” drop down menu.

The image illustrates the account setup process on the PsychSurveys website. It consists of three screenshots showing the user's journey from the main dashboard to the 'Change Password' page.

Screenshot 1: Main Dashboard
The top right corner shows the 'My Account' dropdown menu circled. A blue arrow points from this menu to the 'My Preferences' page in the second screenshot.

Screenshot 2: My Preferences
The 'My Preferences' page is shown. A blue arrow points from the 'My Account' dropdown menu to the 'Change Password' option. A third blue arrow points from 'Change Password' to the 'Change Password' page in the third screenshot.

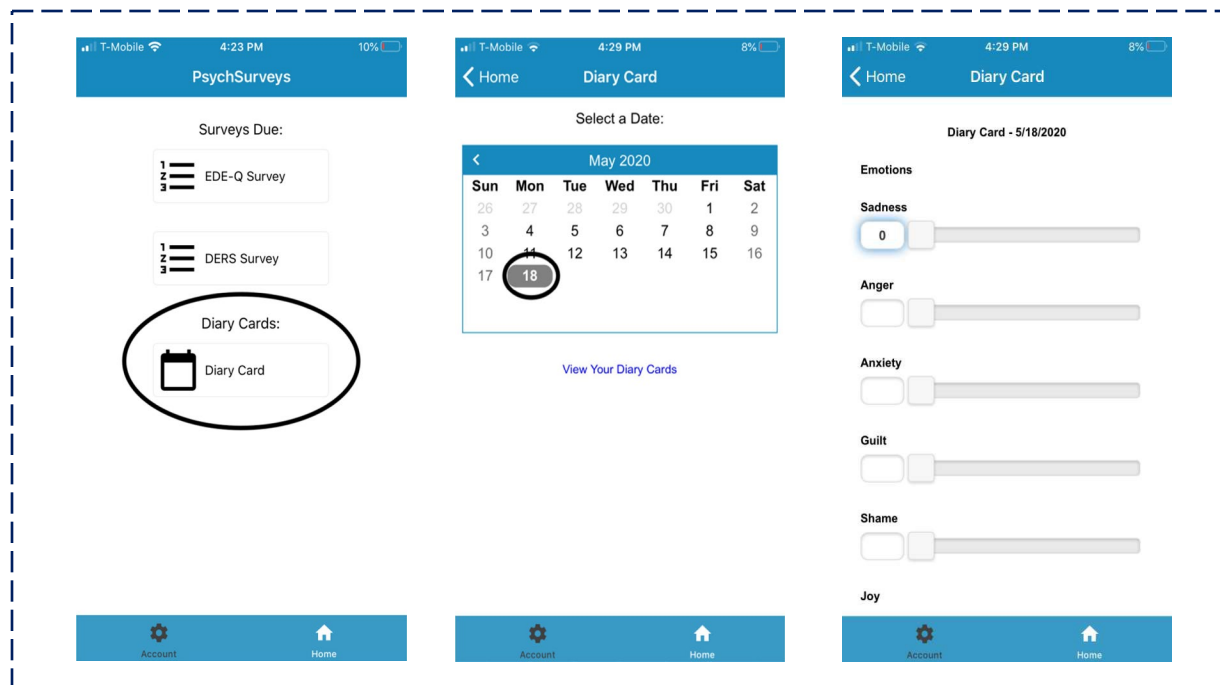
Screenshot 3: Change Password
The 'Change Password' page is shown. It includes fields for 'Current Password', 'New Password', and 'Verify New Password', and a 'Change Password' button. The user's email 'dunn1344@pacificu.edu' is visible in the top right corner.

Digital Diary Cards (Mobile Devices):

The following guide provides instructions for *accessing*, *filling out*, and *managing* diary cards and diary card “settings” in the *PsychSurveys* mobile app. **Note:** Your individual therapist will customize the digital diary card to meet your needs. This may include tracking: specific behaviors, emotions, and DBT skills usage.

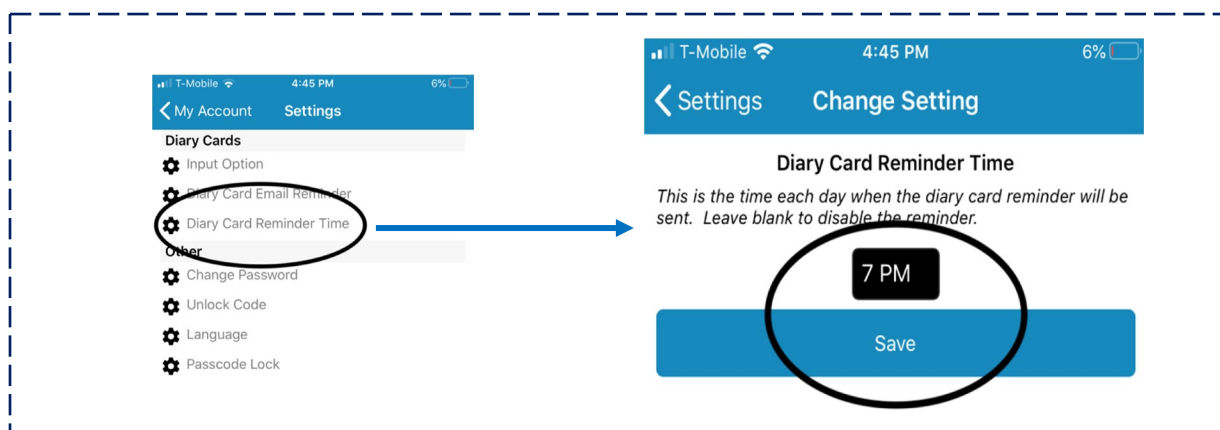
Accessing and Filling Out the Diary Card:

- Once you have successfully downloaded and logged in to the PsychSurveys mobile app, you will be able to access your digital diary card.
- Simply tap on “**Diary Card**,” located at the bottom of the app’s “**Home**” screen.
- A calendar will appear on your screen.
 - To fill out the calendar, select the desired date for the new entry.
 - Fill out the digital diary card: **press, hold, and slide** the marker to indicate your rating on each scale and **check boxes** next to the DBT skills that you used that day.



Setting up Diary Card Notifications:

- To enable diary card notifications, select the “**Account**” tab (⚙️) at the bottom of the screen, then select “**Settings.**” Navigate to “**Diary Card Reminder Time**” under the “**Diary Cards**” header – then select which time of day that you would like to receive a diary card reminder.
 - Remember to hit “**Save**” after setting the time!



Digital Diary Cards (Web Browser):

The following guide provides instructions for *accessing*, *filling out*, and *managing* diary cards and diary card “settings” on the *PsychSurveys* website. **Note:** Your individual therapist will customize the digital diary card to meet your needs. This may include tracking: specific behaviors, emotions, and DBT skills usage.

Accessing and Filling Out the Diary Card:

- Once you have successfully logged on to the PsychSurveys website, you will be able to access your digital diary card.
- Simply click on “**Diary Card**,” located at the bottom of your screen.
- A calendar will appear on your screen.
 - To fill out the calendar, select the desired date for the new entry.
 - Fill out the digital diary card: **click, hold, and drag** the marker to indicate your rating on each scale and **check boxes** next to the DBT skills that you used that day.

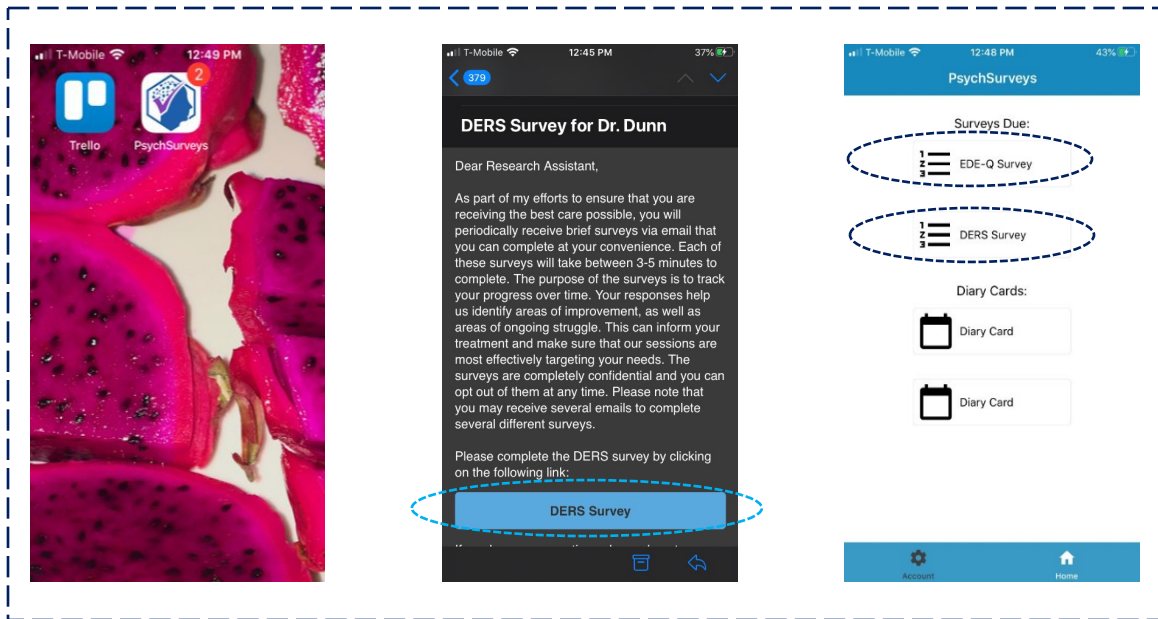
The screenshot illustrates the process of accessing the digital diary card. It shows the PsychSurveys website interface with the 'Diary Card' link highlighted in the 'Diary Cards' section. An arrow points from this link to a 'Diary Card' section on the left, which includes a 'Select a Date:' calendar for September 2020. The date 17 is circled in blue. Another arrow points from the calendar to a larger screenshot of the 'Diary Card' form on the right, which shows scales for Emotions (Sadness, Anger, Anxiety, Guilt, Disgust, Fear) and a section for DBT skills.

Setting up Diary Card Notifications:

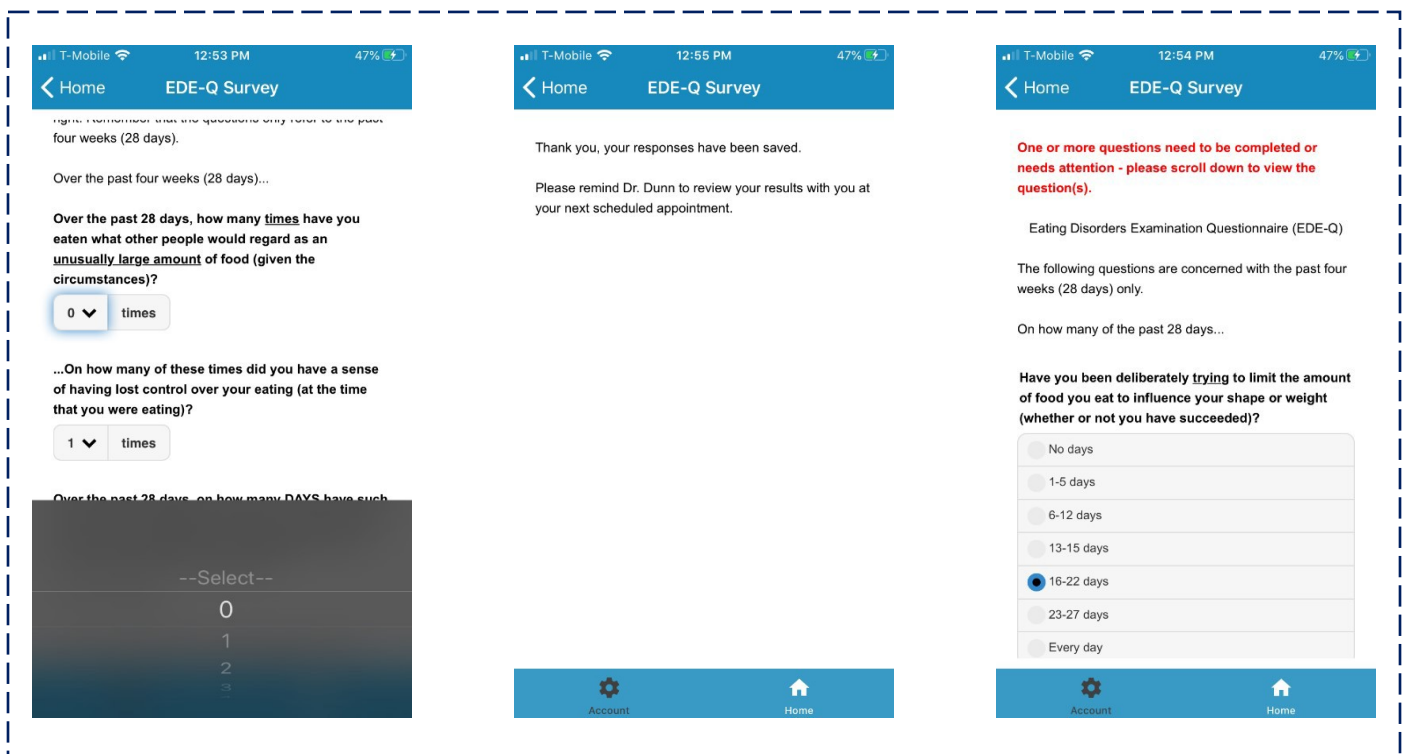
- To enable diary card notifications, go to “**My Preferences**” under the “**My Account**” drop-down menu (see *Account Setup – Web Browser*). Click on “**Diary Card Reminder Time**,” then select which time of day that you would like to receive a diary card reminder.
 - Click on the drop-down time menu and scroll to find your desired time.
 - Click on the desired time and then click on “**Save**” to confirm the change.

PDBTI Client Assessments (Mobile Devices):

- ❑ The PsychSurveys mobile app will send a push-notification to your phone and send you an email when a new questionnaire is available to complete.
- ❑ You can use either the email or the mobile app to complete and submit the assessment.



- ❑ Please complete all of the questions on each assessment.
 - If you do skip a question, the mobile app will notify you of the missed question.



PDBTI Client Assessments (Web Browser):

- ☐ PsychSurveys will send you an email when a new questionnaire is available to complete.
- ☐ You can use the email or the PsychSurveys website to complete and submit the assessment.
- ☐ The surveys currently due can be found immediately on the “Home” screen of the website.
- ☐ Please complete all of the questions on each assessment.

The screenshot shows the PsychSurveys Home page for the Portland DBT Institute. The header includes the PsychSurveys logo, the user's name 'Portland DBT Institute', and navigation links for 'My Account', 'Help', 'Support', and 'Logout'. A 'Home' button is visible in the left sidebar. The main content area is titled 'Surveys Due:' and lists several assessments: EDE-Q, DERS, GAD-7, ASQ-2, BSL-23, BEST, DERS-18, PHQ-9, Brief COPE, and BRS. Below this, there is a 'Diary Cards:' section with a 'Diary Card' link. At the bottom, there is a banner for mobile apps with 'Download on the App Store' and 'GET IT ON Google Play' buttons. The footer contains the copyright notice 'Copyright © 2001-2020 PsychSurveys LLC' and a 'Privacy Policy' link.

The screenshot shows the Eating Disorders Examination Questionnaire (EDE-Q) form. The header includes the PsychSurveys logo, the user's name 'Portland DBT Institute', and navigation links for 'My Account', 'Help', 'Support', and 'Logout'. The form title is 'Eating Disorders Examination Questionnaire (EDE-Q)'. The instructions state: 'The following questions are concerned with the past four weeks (28 days) only. On how many of the past 28 days...'. The first question is 'Have you been deliberately trying to limit the amount of food you eat to influence your shape or weight (whether or not you have succeeded)?'. The response options are: No days, 1-5 days, 6-12 days, 13-15 days, 16-22 days, 23-27 days, and Every day. The second question is 'Have you gone for long periods of time (8 waking hours or more) without eating anything at all in order to influence your shape or weight?'. The response options are: No days, 1-5 days, 6-12 days, and 13-15 days. The footer contains the copyright notice 'Copyright © 2001-2020 PsychSurveys LLC' and a 'Privacy Policy' link.