# Quick Start Setup Guide

## Introduction:

CNS Vital Signs is a fully-customizable cognitive testing platform built for professional use.

Assessments will produce auto-scored results that compare scores against aged-matched healthy individuals, and are meant to be interpreted by a clinician capable of a reasonable amount of medical decision-making.

Users have 10-normed subtests and more than 60 rating scales at their disposal.

Users can select from our pre-configured test panels, or personalize assessments address more specific needs of their patients.

This guide is intended to highlight the basic functionality for new users. If you want more information on these steps, and other features (please visit https://www.cnsvs.com/HowToWeb.html and view our short tutorial videos and easy-to-follow PDF resources.

**Looking for more detailed assistance or guidance on billing/reimbursement?**
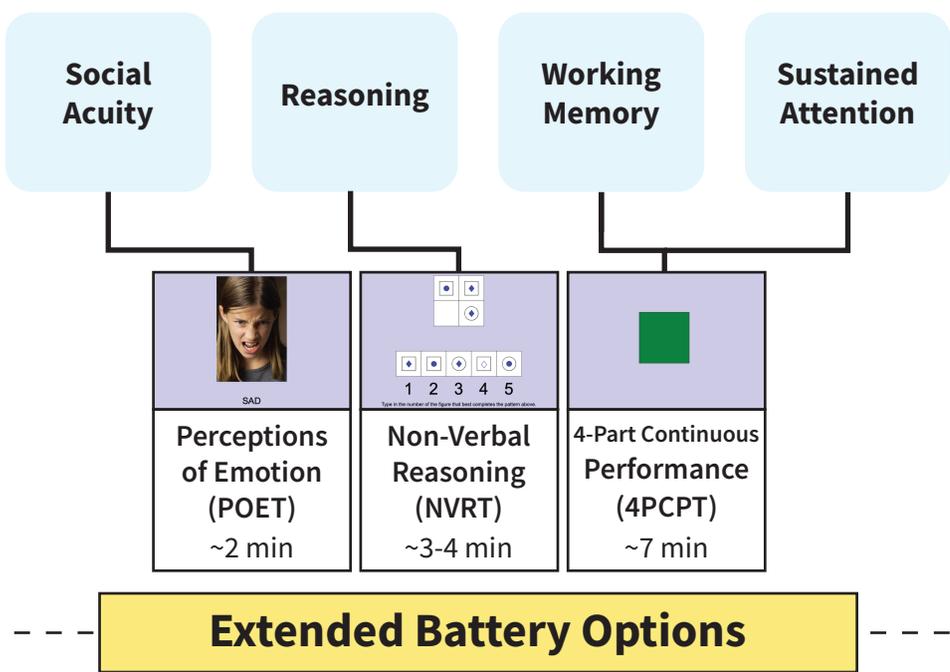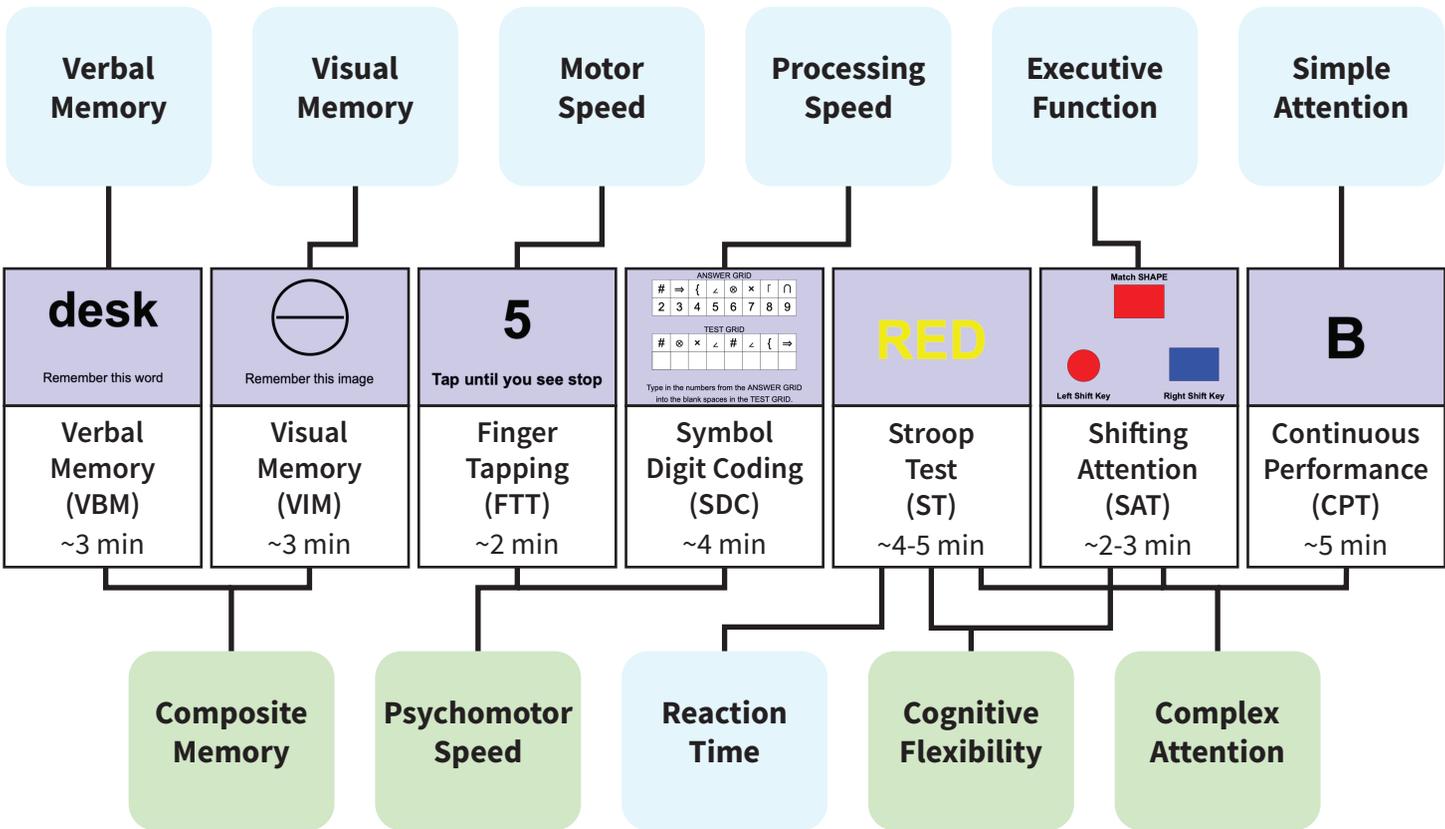Schedule a one-on-one training session with one of our implementation experts at
https://www.cnsvs.com/Webinar.html

CNS
Vital Signs

# Quick Start Setup Guide

## Table of Contents:

# Normed Cognitive Subtests & Corresponding Domains

## 'Brief-Core' Neurocognitive Battery

| Verbal Memory | Visual Memory | Motor Speed | Processing Speed | Executive Function | Simple Attention |
|---|---|---|---|---|---|

| **desk**<br>Remember this word | ⊖<br>Remember this image | **5**<br>Tap until you see stop | ANSWER GRID / TEST GRID<br>Type in the numbers from the ANSWER GRID into the blank spaces in the TEST GRID. | **RED** | Match SHAPE<br>Left Shift Key / Right Shift Key | **B** |
|---|---|---|---|---|---|

| Verbal Memory (VBM)<br>~3 min | Visual Memory (VIM)<br>~3 min | Finger Tapping (FTT)<br>~2 min | Symbol Digit Coding (SDC)<br>~4 min | Stroop Test (ST)<br>~4-5 min | Shifting Attention (SAT)<br>~2-3 min | Continuous Performance (CPT)<br>~5 min |

| Composite Memory | Psychomotor Speed | Reaction Time | Cognitive Flexibility | Complex Attention |
|---|---|---|---|---|

## Extended Battery Options

| Social Acuity | Reasoning | Working Memory | Sustained Attention |
|---|---|---|---|

| SAD<br>Perceptions of Emotion (POET)<br>~2 min | 1 2 3 4 5<br>Type in the number of the figure that best completes the pattern above.<br>Non-Verbal Reasoning (NVRT)<br>~3-4 min | 4-Part Continuous Performance (4PCPT)<br>~7 min |
|---|---|---|

### Legend

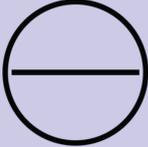- **Single Subtest Domain** (blue)
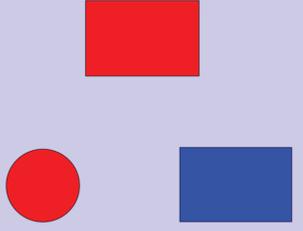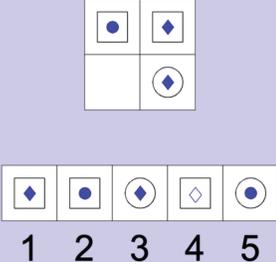- **Multiple Subtest Domain** (green)

## Neurocognitive Index (NCI)

This global domain score is calculated based off of performance on **ALL** of the seven subtests in the 'Brief-Core' Neurocognitive Battery.

# CNS Vital Signs

# Normed Cognitive Subtests & Clinical Domain Descriptions

Brief-Core Battery

Extended Battery

| Subtest | | Domains | Description |
|---|---|---|---|
| **Finger Tapping (FTT)** <br> *~ 2 min* | **5** <br> **Tap until you see stop** | **Motor Speed** <br><br> **Psychomotor Speed** | The participant presses the Space Bar with their right index finger as many times as they can in 10 seconds. They do this once for practice, and then there are three test trials. The test is repeated with the left hand. |
| **Verbal Memory (VBM** <br> *~3 min* | **desk** <br> Remember this word | **Composite Memory** <br><br> **Verbal Memory** | 15 randomized words are presented individually on the screen at two second intervals. For immediate recognition, the participant has to identify those words nested among 15 new randomized words. The trial is repeated at the end of the assessment to score delayed recognition with 15 new randomized words. |
| **Visual Memory (VIM)** <br> *~3 min* | Remember this image | **Composite Memory** <br><br> **Visual Memory** | 15 randomized geometric figures are presented individually on the screen at two second intervals. For immediate recognition, the participant has to identify those figures nested among 15 new randomized figures. The trial is repeated at the end of the assessment to score delayed recognition with 15 new randomized figures. |
| **Symbol Digit Coding (SDC)** <br> *~4 min* | ANSWER GRID <br> # ⇒ { ∠ ⊗ × ⌐ ∩ <br> 2 3 4 5 6 7 8 9 <br> TEST GRID <br> # ⊗ × ∠ # ∠ { ⇒ <br> Type in the numbers from the ANSWER GRID into the blank spaces in the TEST GRID. | **Processing Speed** <br><br> **Psychomotor Speed** | An 'Answer Grid' is provided containing numbers and symbols. The participant will type the corresponding number in the 'Test Grid' to match the symbol provided in the 'Answer Grid'. After each 'Test Grid' is complete, a newly randomized one appears. The 'Answer Grid' remains fixed for the duration of the trial. Use of a number pad is NOT allowed. |
| **Stroop Test (TT)** <br> *~4-5 min* | **RED** | **Cognitive Flexibility** <br><br> **Complex Attention** <br><br> **Reaction Time** | **Stroop test has 3 parts.** <br> **Part 1:** Respond any time a word appears on the screen (printed in black). <br> **Part 2:** Respond when a word MATCHES the color that it represents. (printed in color) <br> **Part 3:** Respond when a word DOES NOT MATCH the color that it represents. (printed in color) |

# CNS Vital Signs

# Normed Cognitive Tests & Clinical Domain Descriptions

| Subtest | | Domains | Description |
|---|---|---|---|
| **Shifting Attention (SAT)** <br><br> *~2-3 min* | Match SHAPE <br><br> Left Shift Key   Right Shift Key | **Complex Attention** <br><br> **Cognitive Flexibility** <br><br> **Executive Function** | The participant must correctly respond to the prompt at the top of the screen, either matching the color or the shape of the figure using the right and left shift keys. Figures at the top are presented in a randomized order. |
| **Continuous Performance (CPT)** <br><br> *~3 min* | **B** | **Complex Attention** <br><br> **Simple Attention** | The participant is asked to respond to the target stimulus "B" but not to any other letter. The stimuli are presented at random. Letters are presented once per second for a total of five minutes. |
| **Perceptions of Emotion (POET)** <br><br> *~3 min* | SAD | **Social Acuity** | Participants are measured on how well they can perceive and identify specific emotions. Images of expressive faces are presented along with emotional words that either represent the image, or do not. If the emotion of the image matches the word, the participant is instructed to press the Space Bar. |
| **Non-Verbal Reasoning (NVRT)** <br><br> *~4 min* | 1   2   3   4   5 <br> Type in the number of the figure that best completes the pattern above. | **Reasoning** | The number keys (1-5) correspond to images, and the participant is measured on how quickly and accurately the correct key is chosen for the prompt. This subtest is timed, but has a maximum of 15 prompts of increasing difficulty. |
| **4-Part Continuous Performance (4PCPT)** <br><br> *~4-5 min* | | **Sustained Attention** <br><br> **Working Memory** | **Part 1:** Meaures simple reaction time. <br> **Part 2:** Similar to the original CPT. <br> **Part 3:** Requires a response when there are repeating figures. <br> **Part 4:** Requires a response when the figure is the same as the one two-back. <br><br> Parts 2-4 feed into the scoring for the Sustained Attention domain, while only part 4 is used to calculate Working Memory. |

# CNS Vital Signs

# Normed Cognitive Tests & Clinical Domain Descriptions

- Single Test Domain
- Multiple Test Domain

| Domain | Description |
|---|---|
| **Neurocognitive Index** | **Measure:** An average score derived from the domain scores or a general assessment of the overall neurocognitive status of the patient.<br>**Relevance:** Summary views tend to be most informative when evaluating a population, a condition category, and outcomes. |
| **Composite Memory** | **Measure:** How well subject can recognize, remember, and retrieve words and geometric figures.<br>**Relevance:** Remembering a scheduled test, recalling an appointment, taking medications, and attending class. |
| **Verbal Memory** | **Measure:** How well subject can recognize, remember, and retrieve words.<br>**Relevance:** Remembering a scheduled test, recalling an appointment, taking medications, and attending class. |
| **Visual Memory** | **Measure:** How well subject can recognize, remember and retrieve geometric figures.<br>**Relevance:** Remembering graphic instructions, navigating, operating machines, recalling images, and/or remember a calendar of events. |
| **Psychomotor Speed** | **Measure:** How well a subject perceives, attends, responds to visual-perceptual information, and performs motor speed and fine motor coordination. **Relevance:** Ability preform simple motor skills and dexterity through cognitive functions i.e., use of precision instruments or tools, performing mental and physical coordination i.e., driving a car, playing a musical instrument. |
| **Reaction Time** | **Measure:** How quickly the subject can react, in milliseconds, to a simple and increasingly complex direction set.<br>**Relevance:** Driving a car, attending to conversation, tracking and responding to a set of simple instructions, taking longer to decide what response to make. |
| **Complex Attention** | **Measure:** Ability to track and respond to a variety of stimuli over lengthy periods of time and/or perform mental tasks requiring vigilance quickly and accurately.<br>**Relevance:** Self-regulation and behavioral control. |
| **Cognitive Flexibility** | **Measure:** How well subject is able to adapt to rapidly changing and increasingly complex set of directions and/or to manipulate the information. **Relevance:** Reasoning, switching tasks, decision-making, impulse control, strategy formation, attending to conversation. |
| **Processing Speed** | **Measure:** How well a subject recognizes and processes information i.e., perceiving, attending/responding to incoming information, motor speed, fine motor coordination, and visual-perceptual ability. **Relevance:** Ability to recognize and respond/react i.e., fitness-to-drive, occupation issues, possible danger/risk signs or issues with accuracy and detail. |
| **Executive Function** | **Measure:** How well a subject recognizes rules, categories, and manages or navigates rapid decision making.<br>**Relevance:** Ability to sequence tasks and manage multiple tasks simultaneously as well as tracking and responding to a set of instructions. |
| **Simple Attention** | **Measure:** Ability to track and respond to a single defined stimulus over lengthy periods of time while performing vigilance and response inhibition quickly and accurately.<br>**Relevance:** Self-regulation and simple attention control. |
| **Motor Speed** | **Measure:** Ability to perform movements to produce and satisfy an intention towards a manual action and goal.<br>**Relevance:** Preparation and production of simple manual dexterity actions e.g. manipulate and maneuver objects. |
| **Social Acuity** | **Measure:** How well a subject can perceive, process, and respond to emotional cues.<br>**Relevance:** Spectrum screen, ability to recognize social cues or read facial expressions. Provides insight into inappropriate behavior, decreased inhibition, insensitivity to social standards, and social behavioral regulation. |
| **Reasoning** | **Measure:** How well is subject able to recognize, reason and respond to non-verbal visual-abstract stimuli.<br>**Relevance:** Problem solving skills, ability to forge insights, discern meaning, and ability to perceive relationships. |
| **Sustained Attention** | **Measure:** How well a subject can direct and focus cognitive activity on specific stimuli.<br>**Relevance:** How well a subject can focus and complete task or activity, sequence action, and focus during complex thought. |
| **Working Memory** | **Measure:** How well a subject can perceive and attend to symbols using short-term memory processes (4PCPT).<br>**Relevance:** Ability to carry out short-term memory tasks that support decision making, problem solving, planning, and execution. Enables "right-now" responses. |

CNS Vital Signs assessment platform technologies includes 50+ medical and health rating instruments enabling:

■ PQRS Clinical and Quality Measures
■ In-Office and Telemedicine Assessments
■ Mental Health Screening and Surveillance

helping identify and systematically document patient and informant ratings of symptoms, behaviors and comorbidities.

Clinicians and researchers can custom configure multidimensional standardized testing strategies (neurocognitive testing and rating instruments) by implementing group measure based test panels or toolboxes.

Clinicians and researchers can custom configure multimodal and standardized testing strategies (neurocognitive testing and rating instruments) by implementing group measure based test panels or toolboxes.

The 50+ instruments made available in the CNS Vital Signs assessment platform supplements clinical evaluation and management activities by helping make sure important questions have been asked and by rating the severity of the illness or impairment. The use of instruments can help formalize the assessment approach, helps ensure thoroughness, may clarify the presence or absence of disorders, generally provides an index of severity, and helps facilitate the determination of response to treatment, disease course over time and helps track clinical outcomes.

The platform advantages are: automatic scoring, HIPPA compliant, easy to administer, helps track your patient's progress, and helps with treatment planning. Many billing codes may be applicable when using these instruments as part of an evaluation and management procedure e.g., 96103, 96110, 96120, 96127, 96150, 96151, 99408 99409, 99420, G0396, G0397, G0444, G8433, H0049, H0050, etc.

CNS Vital Signs complimentary instruments are available via the online app (remote e.g., Vanderbilt AD/HD Teacher and in-clinic), local software app (in-clinic) and tablet (online app and iPad app) devices. The online / tablet apps can be accessed via your online testing account at www.cnsvsonline.com. Just choose the device(s) that best fits your clinic processes. You must have a CNS Vital Signs Account to take advantage of these tools. Sign-Up and establish an account at www.cnsvs.com then contact the CNS Vital Signs support team to activate your online testing account.

## Pediatric - Adolescent Instruments: Local Software App, Online/Tablet App, iPad App

Developmental - Mental Health Screening *(Billing Codes 96127)*
• Pediatric Symptom Checklist (PSC) LF-35
• Pediatric Symptom Checklist-Youth Report (Y-PSC
• Pediatric Symptom Checklist (PSC-17) SF-17

AD/HD Instruments *(Billing Codes 96127 or 96150, 51 & PQRS)*
• Vanderbilt ADHD Diagnostic Parent Rating Scale (VADPRS) LF-53
• Vanderbilt ADHD Diagnostic Teacher Rating Scale (VADTRS) LF-4
• Vanderbilt Assessment Follow-up Parent Rating Scale (VAFPRS) SF-38
• Vanderbilt Assessment Follow-up Teacher Rating Scale

Targeted Instruments *(Codes 96127 or 96150, 51 & PQRS)*
• Screen for Child Anxiety Related Disorders (SCARED) Child Version LF-41
• Screen for Child Anxiety Related Disorders (SCARED) Parent Version LF-41
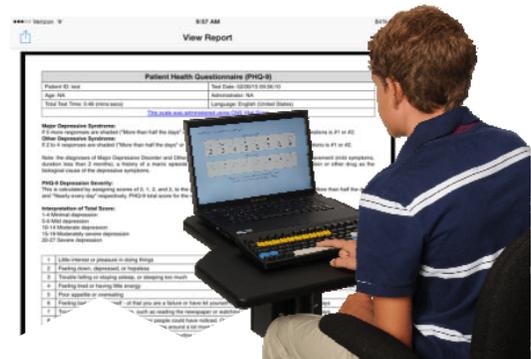
*CNS Vital Signs now has two iPad Apps available at the iTunes iPad store.*

*The iPad Apps are for rating instruments only.*

*They are ideal for collecting clinical and quality measures in the waiting or exam room(s).*

# VS4 Computerized Rating Instruments

Targeted Instruments *(Codes 96127 or 96150, 51 & PQRS)*
- Child Obsessive-Compulsive Disorder Inventory (OCD-C) SF-20
- Social Anxiety Scale for Children and Adolescents (SASCA) SF-20
- Childhood Cancer Survivor Study Neurocognitive Questionnaire (CCSS) SF-25
- Neurobehavioral Symptom Inventory (NSI) SF-22 (mTBI, TBI)
- PTSD Checklist - Stressor Specific Version (PCL-S) SF-17
- PHQ-9 Depression

Substance Abuse - SBIRT *(Billing Codes 99408, 99409, H0049, H0050)*
- Drug Use Questionnaire (DAST) SF-20
- Alcohol Use Disorders Identification Test (AUDIT) SF-10

Neuropsychological Instruments Screen  *(Billing Codes 96120, 96150, 51 & PQRS)*
- **Neuropsych Questionnaire (NPQ) LF-207** NeuroPsych Questionnaire (NPQ) LF-207 Adolescent neuropsychiatric questionnaire long version is generally used as part of an initial in-take exam and is scored into 20 symptom and behavior categories and 8 possible comorbidities.
- **Neuropsych Questionnaire (NPQ) LF-45** NeuroPsych Questionnaire (NPQ) SF-45 Adolescent neuropsychiatric questionnaire short version is generally used to check status and track progress during follow-up exam or used when a brief in-take is needed. The NPQ-45 is scored into 12 symptom and behavior categories.

## Adult Instruments:  Local Software App, Online/Tablet App, iPad App

Health Risk - Mental Health Screen  *(Billing Codes 99420, G0444, G8433, PQRS)*
- Patient Health Questionnaire (PHQ) SF-9
- Zung Self-Rating Depression Scale (ZSDS) SF-20
- Zung Self-Rating Anxiety Scale (ZSAS) SF-20

Quality of Life *(PQRS) (Codes 96127 or 96150, 51 & PQRS)*
- **Medical Outcomes Survey (MOS) SF-36** The SF-36 is a set of generic, coherent, and easily administered quality-of-life measures. These measures rely upon patient self-reporting and are now widely utilized by managed care organizations and by Medicare for routine monitoring and assessment of care outcomes in adult patients.

AD/HD *(Codes 96127 or 96150, 51 & PQRS)*
- Adult ADHD Self-Report Scale (ASRS-v1.1) Symptom Checklist LF-18

Neuropsychological Instruments *(Billing Codes 96120, 96150, 51 & PQRS)*
- **Neuropsych Questionnaire (NPQ) LF-207** NeuroPsych Questionnaire (NPQ) LF-207 Adult neuropsychiatric questionnaire long version is generally used as part of an initial in-take exam and is scored into 20 symptom and behavior categories and 8 possible comorbidities.
- **Neuropsych Questionnaire (NPQ) SF-45** NeuroPsych Questionnaire (NPQ) SF-45 Adult neuropsychiatric questionnaire short version is generally used to check status and track progress during follow-up exam or used when a brief in-take is needed. The NPQ-45 is scored into 12 symptom and behavior categories.

Sleep *(Codes 96127 or 96150, 51 & PQRS)*
- Epworth Sleepiness Scale (ESS) SF-8
- Pittsburgh Sleep Quality Index (PSQI) SF-10
- Sedation Scale (SS) SF-1
- Alertness Rating Scale (ARS) SF-1

Substance Abuse - SBIRT *(Billing Codes 99408, 99409, G0396, G0397, H0049, H0050, PQRS)*
- Drug Use Questionnaire (DAST) SF-20
- Alcohol Use Disorders Identification Test (AUDIT) SF-10

# Performing In-Office CNS VS Assessments

**1** On the computer you want to use for testing, go to our homepage (www.cnsvs.com) and click on the 'CNSVS Online' button in the bottom right corner.

**2** Select the 'Computer' icon.

**3** Enter your username and password and press 'Login'.

**4** Enter a 'Patient ID' to be used as a unique identifier for that test-taker and press 'Test'.

**5** Enter the test-taker's birth date using the dropdown menus and press 'OK' when done.

**6** Choose the 'Test Language' using the dropdown menu provided.

**7** Decide on the battery of normed cognitive subtests for the test-taker and add any applicable rating scales.

**8** Press 'Begin Assessment' to start.

**When ready to begin, make sure to go over the attached administration checklist.**

**1**

View a Sample Report | FAQs
Forgot My Password | CNSVS Online
NEW Telemedicine Solution Video

**2**

CNS Vital Signs
**Click Here**
Laptops and Desktops
**COMPUTER**
Neurocognitive Tests and Rating Scales
Access Account and View Reports

CNS Vital Signs
**Click Here**
**TABLET**
Rating Scales Only
Access Account and View Reports

**3**

User Name: ericstestaccount
Password: ●●●●●●●●●●●●
Login

**4**

Test Administrator: **erictestaccount**
Patient ID: 0002CNSEE3662 | Test
Remaining Assessments: 38

**5**

Required Identification
Patient ID: 0002CNSEE3662
Birth Date: Year: 1955 ▼ Month: Jan ▼ Day: 06 ▼
Cancel | OK

**6**

Patient ID: 0002CNSEE3662
Birth Date: 1955 Jan 06
Test Language: English (United States)

**7**

Patient ID: 0002CNSEE3662
Birth Date: 1955 Jan 06
Test Language: English (United States)

Tests to perform:
Custom Settings | ☑ Verbal Memory Test
Functional Medicine | ☑ Visual Memory Test
Sleep | ☑ Finger Tapping Test
Assessment and Care Planning | ☑ Symbol Digit Coding
ADHD – Pediatric and Adult | ☑ Stroop Test
TBI – Concussion | ☑ Shifting Attention Test
Depression – Anxiety | ☑ Continuous Performance Test
Memory – MCI | ☐ Perception of Emotions Test
Pain – Substance Use | ☑ Reasoning Test
Show All – Clear All | ☐ Four Part Continuous Performance Test
| ☐ Adult ADHD Self-Report Scale (ASRS-v1.1) Symptom Checklist LF-18

**8**

Cancel | Begin Assessment

# CNS VS Assessment Administration Checklist

## READ ALL INSTRUCTIONS

Make sure you understand the instructions before continuing.

## MINIMIZE POTENTIAL DISTRACTIONS

Turn off or silence all electronics, and make sure there are no surprises during the assessment.

## COMPLETE TEST IN ENTIRETY

Once you begin, you cannot pause, go back, or restart, so get comfortable before starting the assessment.

## DO PRACTICE WHEN AVAILABLE

Some sections will have practice prior the scored section. Completing them will help solidify instructions.

## DO YOUR BEST

Correctly respond to the best of your ability, while pushing yourself to perform quickly.

# Generating A Remote Testing Assessment

**1** Log into your account using the 'Sign In - Manage Account' button in the upper right corner of the CNS Vital Signs homepage. (www.cnsvs.com)

**2** Click on the 'CNS VS Remote Testing' option on the left side of the screen. If this option is not available, please contact support@cnsvs.com to enable your account for Web-based testing.

**3** Enter a 'Patient ID' to be used as a unique identifier for that test-taker and press 'Test'.

**4** Enter the test-taker's birth date using the dropdown menus and press 'OK' when done.

**5** Select the 'Test Language' using the dropdown menu provided.
Please note: While you can set up the CNS Vital Signs assessment in any of our 60+ languages, the email directions and Remote Testing page (http://testing.cnsvs.com) that are required to complete the Remote Testing assessment are **currently only available in English.**

**6** Decide on the battery of normed cognitive subtests for the test-taker and add any applicable rating scales.

**7** Select 'Generate Remote Test Code' and continue to instructions to deliver the access code to the test-taker.

**If the steps above were completed correcly, information should appear in the 'Active Remote Testing Codes' at the top of the screen.**

**1**

(888) 750-6941
support@cnsvs.com
Sign In - Manage Account

**2**

**3**

View Reports
View Graph Reports
CNS VS Remote Testing

**4**

Required Identification
Patient ID: e55928ggs ☐ Re-Test
Birth Date: Year: ▼ Month: ▼ Day: ▼

**5**

Required Identification
Patient ID: e55928ggs ☐ Re-Test
Birth Date: Year: 1982 ▼ Month: Jan ▼ Day: 10 ▼

**6**

Select Test Settings
Test Language: English (United States)
Tests to perform:
Neurocognitive Status
Functional Medicine
Sleep
Assessment and Care Planning
ADHD – Pediatric and Adult
TBI - Concussion
Depression - Anxiety
Memory - MCI
Pain - Substance Use
Show All - Clear All
☑ Verbal Memory Test
☑ Visual Memory Test
☑ Finger Tapping Test
☑ Symbol Digit Coding
☑ Stroop Test
☑ Shifting Attention Test
☑ Continuous Performance Test
☐ Perception of Emotions Test
☐ Reasoning Test
☐ Four Part Continuous Performance Test
☐ Adult ADHD Self-Report Scale (ASRS-v1.1) Symptom Checklist LF-18
☐ Adult Obsessive-Compulsive Disorder Inventory (OCD-A) SF-20
☐ Alcohol Use Disorders Identification Test (AUDIT) SF-10
☐ Child Obsessive-Compulsive Disorder Inventory (OCD-C)
Done    Generate Remote Test Code

**7**

Select Test Settings
Test Language: English (United States)
Tests to perform:
Neurocognitive Status
Functional Medicine
Sleep
Assessment and Care Planning
ADHD – Pediatric and Adult
TBI - Concussion
Depression - Anxiety
Memory - MCI
Pain - Substance Use
Show All - Clear All
☑ Verbal Memory Test
☑ Visual Memory Test
☑ Finger Tapping Test
☑ Symbol Digit Coding
☑ Stroop Test
☑ Shifting Attention Test
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☐ Alcohol Use Disorders Identification Test (AUDIT) SF-10
☐ Child Obsessive-Compulsive Disorder Inventory (OCD-C)
Done    Generate Remote Test Code

Done    Generate Remote Test Code

# Delivering A Remote Testing Assessment

CNS VS Remote Testing was designed to maximize versatility in your practice. Assessment codes are short (8-character), not case sensitive, and do not require a complex link for access.

Once a Remote Testing access code has been generated, you have the option to deliver the access code to the patient in the following ways:

- **Email the code via CNS Vital Sign's mail server**
- **Email the code via your computer's email client (Microsoft Outlook, Apple Mail, Mozilla Thunderbird, etc.)**
- **Call your patient and tell them to write down their code or enter it as you read it to them**

We highly recommend employing multiple strategies to ensure that patient compliance is maximized.

## Deliver Assessment Code via the CNS Vital Signs Mail Server

*Emails from the CNSVS Server are standardized and contain all necessary information for a patient to plan for and complete their prescribed assessment.*
*Note: You will not be able to edit the message before sending it.*

**1** Select '**Email Code from CNSVS Server**'.

**2** Enter the best email address for your patient who will be completing the assessment. If the assessment is going to be proctored by a parent/guardian/caregiver, enter their email address here.

**3** Ensure that the email address is entered accurately, then press 'OK' to send the Remote Testing code email.

**4** If done correctly, a confirmation message will appear. Press 'Close' to return to the CNS VS Remote Testing dashboard

# Delivering A Remote Testing Assessment

## Deliver Assessment Code via Your Computer's Email Client

*For this option, make sure that you are using a computer with an installed email client. Email clients are downloadable applications that do not require an internet broswer to operate.*
*Note: If you use Google Chrome, Safari, Firefox, Internet Explorer/Edge, etc. to access your email, this option WILL NOT work as designed.*

**1** Select '**Email Code from my Email Client**'. If your email client is properly installed, it should open a new email draft.

**2** Once you have an open email draft, type in the email address of the patient you would like to complete the assessment.

**3** You have the option to edit the text in the email if you want to add a personal note or additional instruction to your patient.

**4** Send the message to your patient.
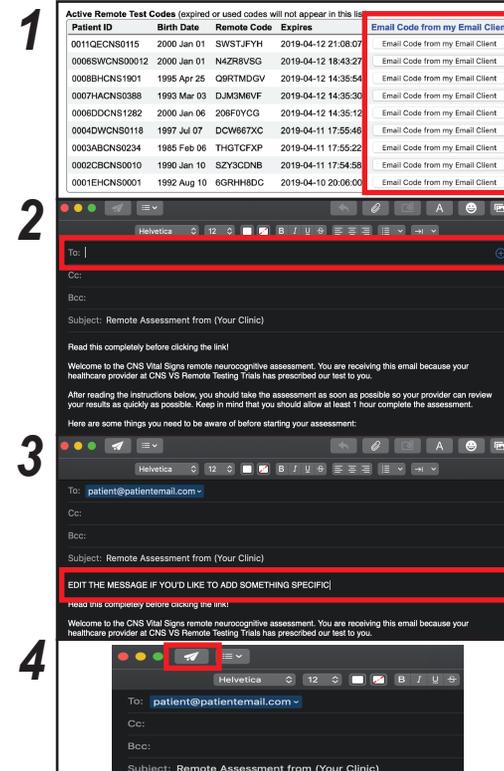
## Deliver Assessessment Code via Phone Call

*If your patient does not have a working email address or they are experiencing deliverability issues, calling your patient is an effective way to get the assessment completed as scheduled.*

**1** Log into the Remote Testing platform in your account and locate the 'Remote Code' that corresponds with your patient's 'Patient ID'. Note: The remote access code is not case sensitive.

**2** Call your patient and direct them to our Remote Testing page, http://testing.cnsvs.com. Note: Adding the Remote Testing page URL to your clinic's website is a great way to direct patients who are less technologically savy.

**3** After you give them their access code, they can either begin their assessment immediately or access their assessment later. Make sure to stress the expiration date and time for their access code.
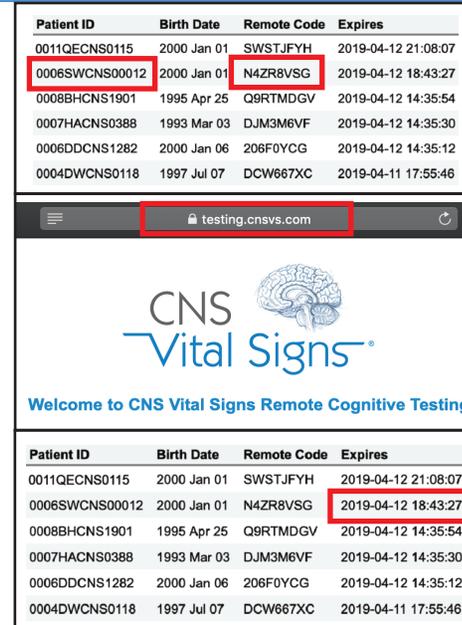
# Viewing Reports

## Steps to View A Standard Report

**1** Click on the 'Sign In - Manage Account' button in the top right corner of the CNS Vital Signs homepage. (www.cnsvs.com). Sign in on the following screen.

**2** Once in your account dashboard, select 'View Reports' from the list of buttons on the right side of the screen.

**3** To find the report of interest, make sure that the date filter includes the date that your patient took their test. Press 'Set Filters' when complete.

**4** Click on the Patient ID of the report you would like to view. The report will open as a PDF file on your computer's default PDF-viewer.

**1**
(888) 750-6941
support@cnsvs.com
Sign In - Manage Account

**2**
View Audit Log
View Reports
View Graph Reports

**3**
Apr ⬍ 21 ⬍ 2019 🗓 To May ⬍ 21 ⬍ 2019 🗓
Set Filters

**4**
Patient ID
0003CNSFF3472
0233CNSWW031001
1201CNSDP3243
CNSEH0892

## Steps to View A Longitudinal Graphic Report

**1** Click on the 'Sign In - Manage Account' button in the top right corner of the CNS Vital Signs homepage. (www.cnsvs.com). Sign in on the following screen.

**2** Once in your account dashboard, select 'View Graph Reports' from the list of buttons on the right side of the screen.

**3a** If you used the same Patient ID for more than one testing session, you will see it reflected in the 'Count' row. Select the Patient ID, press 'Graph' and it will create a graphic report of the patient's performance over time

**3b** If you didn't use the same Patient ID for a patient that took multiple assessments, you can select two different Patient IDs, press 'Graph' and it will also generate a graphic report.

**1**
(888) 750-6941
support@cnsvs.com
Sign In - Manage Account

**2**
View Audit Log
View Reports
View Graph Reports

**3a**
| Patient ID | Count | |
|---|---|---|
| ☐ 0003CNSFF3472 | 1 | |
| ☐ 0233CNSWW031001 | 1 | Graph |
| ☑ 1201CNSDP3243 | 2 | |
| ☐ CNSEH0892 | 1 | |

**3b**
| Patient ID | Count | |
|---|---|---|
| ☑ 0003CNSFF3472 | 1 | |
| ☑ 0233CNSWW031001 | 1 | Graph |
| ☐ 1201CNSDP3243 | 2 | |
| ☐ CNSEH0892 | 1 | |