

MCCB CD

Installation and Operation Instructions

(for use within and outside the United States)

IMPORTANT: Please read these instructions before attempting to install or use any of the programs on the MCCB CD. Each program requires a separate installation. Follow the procedures below for each program. **Note:** These instructions are available as a PDF file on this cd and in the Frequently Asked Questions (FAQ) section of the MATRICS Assessment, Inc. website at www.matricsinc.org

System Requirements

- Windows XP or Vista
- Internet Explorer is necessary (free version available at: <http://www.microsoft.com/windows/products/winfamily/ie/default.mspx>)
- Adobe Reader (free version available at: <http://get.adobe.com/reader>)

Computer Settings

- Regional and Language settings: Make sure that the “Regional and Language Settings” on your computer are set to “English (United States).” This is the default setting within the U.S. This setting is necessary to allow the computer programs to correctly interpret the numbers entered into and produced by the current version of the MCCB programs. The settings can be changed by going to the Control Panel on your computer and clicking on “Regional and Language Options.” A new screen will appear. Click on the tab labeled, “Regional Options.” There will be a window to select the desired regional setting. Click on “English (United States),” then click “OK” at bottom of screen.
- DPI (dots per inch) settings: If the bottom portion of the screens for the MCCB Computer Scoring Program is not visible, there may be a problem with the dpi settings on your computer. The dpi setting affects the size of images on the screen. The standard setting in the U.S. is 96 dpi, which should be used for running the program. If your dpi setting is anything else (e.g., 120), it should be changed to 96.

To change the dpi setting on a Vista computer, follow the steps below:

1. Open Windows Explorer to view the file directory on your computer
2. Right click on “Desktop”
3. Click on “properties”
4. In the left margin, there should appear a listing of tasks. Click on “Adjust font size”

5. There should be an option to click on 96 dpi (default setting), or by clicking on custom dpi settings you will be shown a ruler with a sliding scale of dpi options. You will need to change the setting to 96 dpi.

Installing the Programs: MCCB Scoring Program, MSCEIT Scoring Program, and CPT-IP

1. MCCB Scoring Program

- Once you insert the CD you should automatically be taken to a "Welcome to MATRICS Assessment Inc." screen in Internet Explorer.
- Click "Install MCCB Scoring Program."
- Click "Run" (do **NOT** click "Save.")
- You may see a screen that says, "The publisher could not be verified." Ignore this screen and click "Run."
- The install wizard on your computer will indicate that your program files are loading.
- A window saying, "Welcome to Install Wizard" will appear.
- Click, "Next."
- A license agreement window will appear.
- Click "I accept the terms of this agreement" after reading the agreement.
- Click "Next."
- Enter Customer Information (user name and organization).
- Click "Next."
- The destination folder window will appear. Click "Next" again.
- The "ready to install" window will appear. Click "Install."
- Wait while the program installs.
- A window saying, "Install wizard completed" will appear.
- Click "Finish."
- There will be an icon on your desktop titled, "MCCB." Click on this icon to open the program.

2. MSCEIT Scoring Program

- Go back to the "Welcome to MATRICS Assessment Inc." screen in Internet Explorer.
- Click on "Install MSCEIT Scoring Program."
- A window saying, "Do you want to run or save this file" will appear.
- Click "Run." (do **NOT** click "Save").
- A window saying, "The publisher could not be verified" may appear. Disregard.
- Click "Run."
- An Install Wizard window will appear.
- Click "Next."
- Click "Install" to begin the installation.
- Choose either "Yes, I want to restart now," or "No, I will restart my computer later." (You will need to restart your computer for the installation to complete and the icon to appear on your desktop.)
- Click "Finish."
- Once you restart, you will be able to access the MSCEIT Scoring Program by clicking on the green leaf icon on your desktop.

Saving MSCEIT Scored Assessments

With Vista operating systems, MSCEIT scored assessments will not be visible in the default file location provided by the MSCEIT scoring program. (Note: The file can be made visible by clicking on

the tab labeled, "Compatibility files," located above the window showing the listing of files within the default file location.) To avoid problems in recovering saved MSCEIT scored assessments, we recommend changing the default file location at the time of the first data entry by following the instructions below.

- After entering the 29 MSCEIT raw scores, click on the tab labeled, "Score" on the MSCEIT data entry screen.
- A new screen will open, titled "Score."
- Click on the tab labeled "Set file location," located in the bottom left hand corner of this screen. Another new screen will open, labeled "Save Scored Assessments."
- Change the default file location for saved files by clicking on the arrow beside the window that provides the folder name at the top of the screen. A listing of the computer's directory will appear in a drop down window.
- Click on "Local disk (C:)," and create a new folder by clicking on the "Create New Folder" icon located to the right of the arrow.
- Name the new folder, "MSCEIT Scored Assessments," and then click "Open."
- The newly created file folder will appear in the window at the top of the screen. The default file name for scored MSCEIT assessments (appearing in the window at the bottom of the screen) is, "ScoredAssessments." The user can keep this file name or change it to a new one.
- Click, "Save." This will save the file location for scored MSCEIT assessments and re-open the screen labeled, "Score."
- Click the tab labeled, "Ok."

The entered raw scores and transformed standard scores will be saved in the designated file. Once the file location has been changed, this new file folder will become the default for future scored MSCEIT assessments. There is no need to make any further changes for file location for future entries. To view the saved MSCEIT scored assessments file, close the MSCEIT scoring program and open the "ScoredAssessments" file from Windows Explorer that provides a listing of files and directories on the computer.

Viewing MSCEIT Scoring Instructions

- This is a PDF file on the main menu. You will need Adobe Reader to view it. (A free version is available at: <http://get.adobe.com/reader>.)
- Click on "View MSCEIT Scoring Instructions."
- A window may appear that says, "Do you want to open or save this file."
- Click on "Open" or "Save."
- View file for instructions.

3. CPT-IP

- Go back to the "Welcome to MATRICS Assessment Inc." screen in Internet Explorer
- Click on "Install CPT-IP."
- A window that says, "Do you want to run or save this file" will appear.
- Click on "Run" (do **NOT** click on "Save.")
- A window that says, "The publisher could not be verified" may appear. Ignore it.
- Click on "Run."
- A welcome window will appear for the "Install Wizard."

- Click on "Next."
- A license agreement window will appear.
- Click on "I accept the terms of this license agreement" after reading the agreement.
- Click on "Next."
- Enter Customer Information (user name and organization)
- Click "Next."
- A window will appear called "Destination Folder."
- Click "Next."
- Click "Install" to begin the installation.
- A window saying, "Install Wizard Completed" will appear.
- Click "Finish."
- A MATRICS CPT icon will now be available on your desktop. Click on it to begin the program.

TRANSLATION NOTE:

When administering the CPT-IP for Spanish-Spain, Spanish-The Americas, Italian, and German, the directions to respondents will appear in the target language on the computer screen. Click "Browse" on the screen titled, "Experiment Information" and select the relevant Test Save File (*.sav) from those listed in the IPFiles directory (e.g., MATRICS-German) to have the on-screen instructions appear in that language. Files of the type, "Test Save Files (*.sav)" should be the default. If your computer calls up files of a different type, click on the arrow beside the window to select Test Save Files.

When running the CPT-IP program for the Chinese, Hindi, Croatian, Japanese, Hebrew, and Russian versions (e.g., MATRICS-Chinese), the first screen explains that the on-screen directions for that language are not available and directs the Administrator to the paper translation of the English directions to the respondent (e.g, "On-screen directions in Chinese are not available at this time. Please see the "CPT-IP Chinese Directions to Respondents.>"). Your test kit should include a paper copy of the CPT-IP directions for your language that includes screen shots as they appear in English with a translation in the target language under each screen shot. These instructions are also available as a pdf that can be downloaded from the MATRICS Assessment, Inc. website under the section for frequently asked questions (FAQ; www.matricsinc.org). The on-screen instructions for these languages are currently under development and not available at this time. The Administrator should read the translated directions to the Respondent for each screen shot.

CLINICAL TRIALS USE:

For clinical trials, it is often desirable to require individual administrators/testers to have unique log-on IDs and passwords for security purposes. For versions of Windows Vista and beyond, users cannot change or update program files. Trying to do so will initiate a warning message. To add or change testers who will be administering the CPT-IP, the central administrator at a given site should follow the instructions below:

From the CPT-IP directory, right click the MCPTAdm.exe file and select "Run as Administrator". To log on, enter the default User ID and password for administrator privileges (User ID=Admin 1000; password=password). This will allow the central administrator to add new testers or remove existing ones and create specific log-on IDs and passwords for each user.

MCCB Scoring Program (Vista version) - New Applications

The Vista version of the MCCB Computer Scoring Program contains three new user applications:

- 1) A data import function

- 2) Drop down calendars for entering dates
- 3) Allowance for missing data

Each function is explained below.

1. IMPORT FUNCTION

IMPORT: To import data from another file for the purpose of transforming MCCB raw scores to T-scores and percentiles.

Click “Import” on the Main Menu of the MCCB Computer Scoring Program to import data from another file. **Note:** Two separate files, a “patient registry” file and a “raw data” file, need to be created prior to using this function. The “patient registry” file contains demographic information on the respondent; the “raw data” file contains the MCCB raw scores. These created files must include the correct number of variables and must be saved in comma separated variable (CSV) format. If using this program outside the U.S., be sure to have your computer’s “Regional and Language Options” set to “English (United States)” to ensure that commas are not interpreted as decimal points. See section above on “Computer Settings” for detailed procedures on adjusting regional and language settings on your computer. The MCCB Computer Scoring Program does not convert existing files into the necessary format. In Microsoft Excel 2003 and 2007, the save option is listed as “CSV (comma delimited)” in the dropdown menu. Once these files are set up, raw data can be entered, saved, and imported into the MCCB scoring program for computation of T-scores and percentiles..

Patient Registry File

The “patient registry” file includes all of the variables that appear on the Respondent Registry screen in the MCCB Computer Scoring Program when the data are entered manually. These variables are listed below. A pre-formatted Patient Registry Excel template can be accessed from our website (www.matricsinc.org). To import your created “patient registry” file, click the “Import” button to the right of the box labeled, “Import Patients” and import the file from the appropriate directory on your computer or flash drive. The program will generate an error message if the file was not saved in CSV format or if one or more variable names are missing. The filename must use alphanumeric characters with no spaces or other special characters (e.g., %, *, -, &). If using the default scoring option (i.e. age- and gender-correction) or the “no demographic correction” option, then only respondent ID, age, and gender need to be entered for the scoring program to execute the transformation of raw scores to T-scores and percentiles. For the scoring option that corrects for age, gender, and education, the respondent’s years of education (EDUyear) would also need to be entered. Entry of other information is optional.

Patient Registry variable names

1. Respondent ID
2. Start Date
3. Name
4. Birth Date
5. Age
6. Gender
7. Handedness
8. Race
9. EDUYear

10. Father EDU
11. Mother EDU

Raw Data File

The “raw data” file includes all variables that appear on the Data Entry screen within the MCCB Computer Scoring Program and are listed below. Like the “patient registry” template, a pre-formatted Raw Data Excel template can be accessed via the MATRICS Assessment, Inc. website (www.matricsinc.org). To import your created raw data file, click the Import button to the right of the box labeled, “Import Raw Data” and import the file from the appropriate directory on your computer or flash drive. To obtain T-scores and percentiles for the seven neurocognitive domains and the overall composite score, raw scores need to be entered for each of the ten MCCB tests. The variable names are listed below.

Raw Data variable names

1. Respondent ID
2. Test Date
3. Assessment#
4. Rater
5. TMT
6. BACS SC
7. HVLT-R.1
8. HVLT-R.2
9. HVLT-R.3
10. WMS-III SS
11. LNS
12. NAB Mazes
13. BVMT-R.1
14. BVMT-R.2
15. BVMT-R.3
16. Fluency
17. MSCEIT ME
18. CPT-IP.1
19. CPT-IP.2
20. CPT-IP.3

After successfully importing these files, the raw scores, transformed scores, and the cognitive profiles for individual subjects can be viewed within the MCCB Computer Scoring Program by accessing them through the Data Tracking screen. The entire data set with demographics, raw scores, and transformed scores and percentiles can be saved as an export file in Excel format with the same options as described in the preceding section describing the Export function.

2. DROP DOWN CALENDARS

DROP DOWN CALENDARS: For use when the MCCB Computer Scoring Program requires the entry of a date (e.g., start date, birth date, test date).

To enter the “start date,” click on the window beside “start date”, which will open a drop down

calendar. The default shows the present month and year with today's date circled in red. The values for year, month, and date can be changed. To change the year, click on the year at the top of the calendar (e.g., 2009) to cause up and down arrows to appear beside the year. Click on either the up or down arrow to make desired changes to the year. To skip rapidly through the year selections, such as when entering birth date (e.g., 1950), click on the arrow and hold down the mouse button. To change the month, click on the month shown at the top of the calendar (e.g., April) to open a drop down menu for the 12 calendar months. Click on the desired month. For the date within the selected month, click on the desired date (e.g., 20). The drop down calendar will stay open until a date is selected. The date can be changed later by clicking on the window again, which will reopen the drop down calendar. For birth date, the drop down calendar can be opened by clicking on the window beside "Birth Date" or the bubble to the left of it. The format of the date in the window will default to the format specified in the user's computer operating system. These procedures for entering the date also apply to the section titled, "Add New Data," in the MCCB Manual that requires the test date to be entered.

3. ALLOWANCE FOR MISSING DATA

The MCCB scoring program allows for some missing data. To yield T-scores and percentiles on the seven cognitive domains and the overall composite, data are required on tests representing each cognitive domain. Five domains are represented by a single test (attention/vigilance, verbal learning, visual learning, reasoning and problem solving, social cognition); two are represented by more than one test (speed of processing and working memory). For domains represented by a single test, each test's data must be entered into the scoring program. For domains represented by more than a single test, the scoring program will still provide T-scores and percentiles at the domain level and the overall composite if data are missing from one of the tests comprising that domain. Thus, for speed of processing, data are required for two of the three tests (TMT, BACS SC, Fluency); for working memory, data are required for one of the two tests (WMS-III SS, LNS).

NOTE: Although these programs have been tested outside of the United States, it is possible that unforeseen problems in their installation or operation may occur. Please contact us via e-mail at matrics.assessment@yahoo.com with questions.