

# Neurobehavioral Database Supplemental Manual

## Basic Information:

- The “Global ID” field is the subject’s global ID (i.e., site code plus individual #, for example SMS53 for the 53<sup>rd</sup> subject from Sarah Mattson’s San Diego site) ***must*** remain consistent for ALL data! So, the subject’s ID must be the same for the Neurobehavioral data, the Dysmorphology data, and the 3-D picture (as appropriate).
- On PC’s, you can press “Control” + “C” and copy information. For example, if you have a lot of notes in the “Comments” field, you can copy and paste (“Control” + “V”) those comments when you verify the data. ***Please*** use this only when you have written a lot of comments in the “Comments” box!
- You can use “Tab” to move between fields. They are pretty much in the same order as the data. If you need to go back to a previous field, you can hit “Shift” + “Tab” to return to the previous field.
- Verification – You **MUST** verify **ALL** data, including the Subject Information page, as well as all the subtests, before you can upload the data into the Central Repository. If it is not verified, it cannot be uploaded. **Note:** If you have to “modify” the subject’s data on any page (Subject Information page or any subtest page) that was previously verified and uploaded, you must re-verify the information. Otherwise, the data will be deleted from the Central Repository.
- For all fields, if you are unsure what the field is, click on the field and a description of the field will appear at the bottom of the page (in the gray bar). =)

## Subject Information Page:

- In the “Global ID” field, make sure you start at the left most edge of the field to enter the ID, otherwise, you will get an error. Just delete the data you entered and move the cursor to the left most edge and re-type the data.
- “Handedness” refers to subject’s dominant hand when asked, not the result of the Edinburgh Handedness test.
- If you click “Check all subtests,” it is still possible to unclick a single/multiple test(s).
- Click “Cache Admin Data” after entering the administrator data so that you can just click on “Paste Admin Data” on each subtest’s page (as appropriate).
- In order to have the F (“Filled Out”) and V (“Verified”) boxes check automatically, close the subject information page and reopen it (after entering/verifying data).

## Import Functions:

- For the CBCL/TRF/YSR import functions, the computer asks if you are sure that is the file you want to enter. Make sure it is before you click on “OK.” The fields are the same for all 3 questionnaires, and there is no way to detect if you enter the wrong data into the wrong layout.
- For the CANTAB and NES3 CPT data, you must click on more than one file to import the data. Use either “Shift” (if the files are next to each other) or “Control” (if the files are not next to each other) + the mouse button to highlight all appropriate files.
- For all imported subtests, wait until you import the data before entering in appropriate information (i.e., administrator, administration date, etc.).  
**Note:** If you accidentally enter some data (i.e., administrator, administration date, etc.) before you import the test, and you get an error about data already being in the file, go to the individual subtest page and click on the “Delete Record” button at the bottom. Then, you can try importing the data again.

## Individual Subtest Pages:

- You can ignore the “ID” number on each individual subtest page. They are an Access feature that is of no concern for entering data. =)
- The “Comments” box cannot be blank. If there are no comments for that subtest, just enter “N/A.”
- “Valid” means that the test is valid and data is usable. If the test is invalid, **PLEASE** put the reason why it is invalid in the “Comments” box on the subtest’s individual page.
- If there is no data available for a variable, or it’s invalid, please leave/enter “9999” into that field. **Note:** If the field is used in a calculation, wait to enter the data until after you have pressed the calculation button. Otherwise, the calculations will be incorrect (i.e., the calculation will use the number “9999”). =O
- The green colored boxes are automatically calculated fields. Click on the “Calculate” button and data will be automatically entered into them. You **CANNOT** modify these fields, except by changing the data in the fields used in the calculation and hitting “Calculate” again. NOTE: On DKEFS Trail Making, enter in data for “Combined Number/Letter Scaled” **before** hitting “Calculate.” Otherwise, you will have the wrong calculation for “Switching vs. Number/Letter Combo Raw.” If you do accidentally hit “Calculate” before entering this data, you can hit “Calculate” after you enter the data and it should recalculate appropriately.
- For PDS and DBD, the check box(es) for diagnoses will automatically be checked. They are based on the number you enter into the appropriate fields. If a box does not check and it should be, the data may have been entered incorrectly.

- For DBD, if you only have the parent questionnaire, DO NOT fill out any Teacher fields. If you fill out one Teacher field, you will need to fill them all in.
- For CANTAB, some of the data is imported (raw and Z-scores) and some of the data must be hand entered from the Detailed Report. If Spatial Span was administered, Trials Admin is the total number of trials in the “Test Trials” box and Total Reponses is the total number of responses the subject could have made. You can obtain this variable by summing the numbers in the “List Length” column within the “Test Trials” box. Otherwise, all necessary data is listed on the Detailed Report.