

Qglobal Procedures

CEHS Utah State University Qglobal Account



EMMA ECCLES JONES
COLLEGE of EDUCATION
and HUMAN SERVICES
UtahStateUniversity®



**Sorenson Center for
Clinical Excellence**

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The purpose of this brief document is to describe the procedures relating to the use of the CEHS Qglobal system.

Comprehensive “How-To” Qglobal training resources are linked below:

Qglobal [Quick Start Guide](#) (online)

Qglobal [User Guide](#) (113-page guide in the Qglobal Resource Library)

Checklist: Getting Started

For effective and secure use of Qglobal, ensure the following technology-related items are present before using the system:

- Unique Qglobal Username and Password
- USU Box Account
- Box Drive installed on computer
- Browser downloads directed to a HIPAA-designed folder

New User Procedure

When requesting credentials for Qglobal, follow standard procedures for CEHS ePHI systems:

- Complete all required HIPAA Training courses
- Complete and sign the [CEHS System Access Request Form](#) with a supervisor
- Submit the form, and the system administrator will create the new account
 - If your supervisor creates the account, please place a note on the form

Qglobal Username/Password Protocol

Qglobal Username: USU A Number

Password: Passwords are user-specified.

Users will receive an email message with password-setting instructions.

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New User Procedure (cont.)

- Within 24-48 hours of submitting the request form, check for emailed instructions from Qglobal
 - If you do not receive a message in your inbox, check Junk/Spam folders

Password Requirement

USU Password Policy requires a 12-character password for sensitive data systems.

You are accountable for all actions completed under your login; therefore...

- Do not share your password! If individuals need access, direct them to a supervisor
- Compose password with random characters
- Ensure your Qglobal password is unique (not currently used in another application)
- Avoid saving your username and password in your Internet browser. A password manager is a better alternative

New Examinee Procedure

Proper procedure for adding a new examinee (client) to the Qglobal system:

- Read the [Qglobal User Guide](#) for Adding a New Examinee
- Use the Designated Naming Convention
 - Examinee ID: Examinee's Point and Click (PnC) number
 - First Name: <Leave field blank>
 - Last Name: <Leave field blank>

Reporting Procedure

Procedure for reporting after administering an assessment:

- Log into your Qglobal account
- Click the **Manage Accounts** link (top bar under blue Pearson header)
 - Click the main heading showing on your account, e.g., Utah State University, Clinical Users.
- Click the Inventory tab

Inventory is divided into three sections—Asset, Subscription, and Usage Inventory

Subscription Inventory: Subscriptions are allocated on a per user basis. Therefore, before you are able to generate a report using a subscription, you must have an allocation.

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Reporting Procedure (cont.)

- Allocate the subscription. From the Subscription Inventory Table, locate the subscription you would like to assign, and click the **Manage** link in the right column. The *Manage My Subscriptions* page will appear with details about the orders as well as the system users.

SCCE subscription inventory includes the following:

- ❖ BASC-3 Report
- ❖ KTEA-3 Brief Report
- ❖ KTEA-3 Standard Report
- ❖ Vineland-3 Comprehensive Report
- ❖ Vineland-3 Domain-Level Report
- ❖ WIAT-III – Score Report
- ❖ WPPSI-IV – Score Report
- ❖ WISC -V Score Report

Currently, SCCE has ONE subscription for each of the reports. The quantity is displayed under the *Subscriptions Inventory For* section.

(continued)

Reporting Procedure (cont.)

- Ensure the proper report is selected from the *Subscription Inventory For* drop-down inventory list.

If the *Ready to Allocate* column displays a “1”, you are ready to allocate the inventory. If the *Ready to Allocate* column displays a “0”, you must deallocate the report from the existing user before you are able to allocate the inventory. Follow the deallocation process:

- To deallocate subscription inventory, click the checkbox next to the user name you wish to deallocate. If you do not see the user with the allocation, click the *Include Sub-Accounts* checkbox to display all users under the Utah State University account. SCCE has divided the Utah State University account into subaccounts for data protection purposes.
- After the checkbox is selected, click the green **Deallocate Selected** button. This will remove the subscription from the user and return it back to inventory.
- You are now ready to allocate the report to another account, allowing the subscription to be allocated to another user.

(continued)

Reporting Procedure

- Follow the inventory allocation process:
 - To allocate subscription inventory, ensure there is available inventory and click the checkbox next to the user name. If you do not see the user name, click the **Include Sub-Accounts** checkbox (top of table) to display all users under the Utah State University Qglobal account.
 - After the checkbox is selected next to the user name, click the green **Allocate Selected** button.
 - The subscription is allocated to the user. The user is now ready to generate a report for that specific subscription inventory.
- Generate a report. Due to the confidentiality of the document, instruct IT Support Services to direct your browser downloads to a HIPAA-designated folder. This process keeps ePHI protected.
- Once you are finished generating reports, deallocate yourself as a courtesy to the next user.

ePHI Best Practices

- Establish a naming convention for non-clinical or academic Qglobal users and examinees. The user and examinee names should identify that the user or examinee are non-clinical, e.g., include the word *class*, *test*, or *example* in the naming convention.
- Define and document all procedures specific to your Qglobal use.
- Plan early for student intake, completing the [CEHS System Access Request Form](#) prior to (or early in) the semester.
- Read the [Qglobal User Guide](#) in the Qglobal Resource Library.

Qglobal Resources

Qglobal [Quick Start Guide](#)

Qglobal [User Guide](#)

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Please direct questions to
Susan Jones, susan.jones@usu.edu



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