Qglobal Procedures

CEHS Utah State University Qglobal Account
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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.

(continued)
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.
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:

  o 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.

  o 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.

  o You are now ready to allocate the report to another account, allowing the subscription to be allocated to another user.
Reporting Procedure

• Follow the inventory allocation process:
  
  o 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.

  o After the checkbox is selected next to the user name, click the green Allocate Selected button.

  o 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
Qglobal Procedures

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