

## Frequently Asked Questions



### WebCab Login Questions

**Q. Who can I contact if I have problems with WebCAB?**

A. [ENDCC@westat.com](mailto:ENDCC@westat.com)

**Q. Can I add new users to my clinic's WebCAB?**

A. Yes. Just have your clinic's WebCAB lead contact [ENDCC@westat.com](mailto:ENDCC@westat.com) to make the request. We will need an email address for the new user.

**Q. What is my username?**

A. The username is always your email address.

**Q. What is my password?**

A. WebCAB passwords are a minimum of 12 characters; at least one upper case letter, one lower case letter, one number, and one special character. You will generate your password when you log in for the first time. If you forget your password, press the "Reset Password" button on your log in screen. You will get an email message that will help you reset your password.

### Common Questions and Answers

**Q. Can clients complete their assessments on the WebCAB?**

A. No. WebCAB is a data entry system, meaning that only your program staff should have access to the WebCAB. Ask clients to complete print versions of the measures and items. In some cases you may decide to read the measures or items to the client and staff should record the client responses.

**Q. Can we have multiple clinic staff input data on the same individual?**

A. Yes! All staff at your clinic share the data entry page and regardless of who enters the client's data, everyone who has access to the system will be able to see the entry. All clients and data entry are accessible to all staff that have access to WebCAB.

**Q. Can we designate one research assistant to input all the client data?**

A. Yes! Many clinics have one or two people who do all the data entry for their clinic. These people do not need to be clinical staff, and are often research or administrative staff.



## Common Questions and Answers

**Q. How often should assessments be completed?**

A. You should follow your clinic's protocols regarding frequency of assessments. Most first episode psychosis clinics assess their clients every 6 months. Some clinics assess their clients every 3 months. We recommend assessing clients at least every 6 months.

**Q. If we have collected some of the assessment information in our previous routine interactions with the client, do we need to ask these questions again?**

A. For some measures, you can use medical records and information from your previous assessments, such as intake assessments, to complete the items. For the 2<sup>nd</sup> assessments and moving forward, we ask that you reassess the information in order to measure change over time. These questions can be verbally asked of the client during their scheduled appointments.

**Q. What if my client's appointments do not correspond to the 6-month or 3-month assessment intervals?**

A. To accommodate the varying client appointment dates, we recommend a 30-day window before and after the re-assessment dates. In this way, you should be able to have most clients complete the print copy of the assessments before, during, or after your scheduled appointments with clients.

**Q. Should we limit use of the WebCAB to new clients only?**

A. Both new and existing clients can be included in the WebCAB. If you include all your clients, it will help you use the WebCAB to track all your client outcomes (e.g., employment, symptoms, substance use) over time. Regardless of whether your client is new or existing, you should be sure that the baseline assessments are completed so that you can measure change over time.

**Q. Should I create a new client ID for a client who started our program, left the program and then returned?**

A. No. You can use their original client ID.

**Q. What will happen to the data that are collected in WebCAB?**

A. You will always have access to your own clinic data using the various WebCAB "download" buttons. Additionally, the data from your clinic will be consolidated with the EPINET database of over 100 clinics to create a national research database to help advance our understanding of first episode psychosis and treatment. Your State Mental Health Authority will have access to WebCAB summary items for their federal reporting purposes.

**Q. Can we add new additional measures to our clinic's WebCAB?**

A. Yes. We can add CAB measures <https://nationalepinet.org/core-assessment-battery-cab/> to your WebCAB portal. It may take up to 30 days to add the new measure, but you can start collecting the information using hard/print copies of the measure. (Please note that not all measures are currently available.)

For More Information:



**For more information about EPINET and to access information and resources on early psychosis, visit our website at**

**<https://nationalepinet.org/>**