

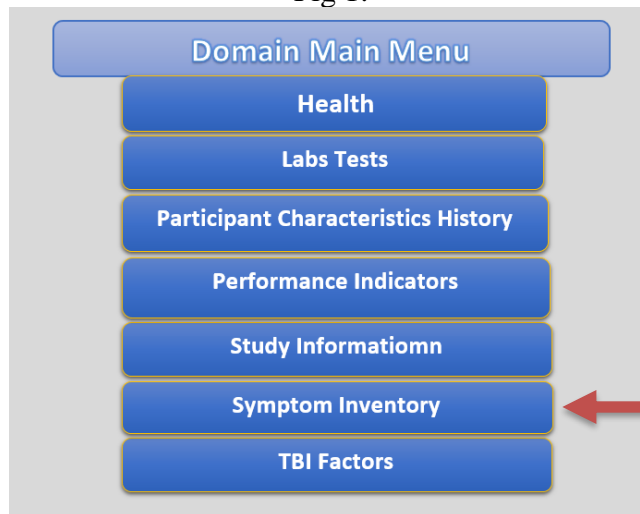
CENC Study 01 Data Dictionary Instruction Guide

Step 1:

After clicking the “START” button on the Welcome page, you will be directed to the Domain Main Menu (Fig 1). Use this menu to navigate through the available domains.

In the example below, the “Symptom Inventory” domain is selected.

Fig 1:

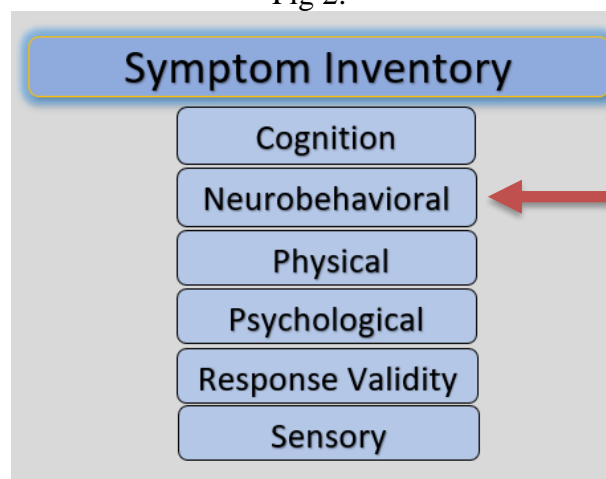


Step 2:

After your selection you will be presented with the measures for that domain (Fig 2). Select the measure tabs for the available variables within each category and their respective data values and values labels.

In the example below, the “Neurobehavioral” measure is selected.

Fig 2:



You can return to the main Domain Menu by the “Domain Menu” button in the top left corner of the sheet.

Step 3:

After selecting a measure, you will be navigated to a page with a list of available data variables for that measure (Fig 3).

Fig 3:

Symptom Inventory: Neurobehavioral includes the Neurobehavioral Symptom Inventory (NSI)				
Domain Menu		Symtom Inventory Menu	Save Selection	Final Review
<input type="checkbox"/>	Select/ Deselect All			
The Neurobehavioral Symptom Inventory (NSI)				
Variable Name		Variable Labels	Values and Value Labels	
<input type="checkbox"/>	NSI_mBIAS_valid	NSI-10 and mBIAS Valid	1	0
			Yes, Valid (<= 7)	No, Invalid (> 7)
<input type="checkbox"/>	MBIAS_VALID	mBIAS: Criterion (cut-point > 7)	1	0
			Yes, Valid (<= 22)	No, Invalid (> 22)
<input type="checkbox"/>	NSI10	NSI: Criterion of NSI-10 (cut-point > 22)	1	0
<input type="checkbox"/>	NSI10_TOT	NSI: Validity-10 Total Score (ranges from 0-40)	Value	
<input type="checkbox"/>	NSI22	NSI: Criterion of NSI-22 (cut-point > 58)	Value	
<input type="checkbox"/>	NSI22_TOT	NSI: Total Score across 22 Questions(ranges from 0-88)	Value	
<input type="checkbox"/>	NSI20_TOT	NSI: Total Score across 20 Questions (ranges from 0-80, excludes Qs 8 & 9)	Value	
<input type="checkbox"/>	NSI_VEST_MEAN	NSI: Vestibular Subscale Average	Value	
<input type="checkbox"/>	NSI_COG_MEAN	NSI: Cognitive Subscale Average	Value	
<input type="checkbox"/>	NSI_AFF_MEAN	NSI: Affective Subscale Average	Value	
<input type="checkbox"/>	NSI_SOMA_MEAN	NSI: Somatosensory Subscale Average	Value	
<input type="checkbox"/>	NSI_VEST_SUM	NSI: Vestibular Subscale Total Score (ranges from 0-12)	Value	
<input type="checkbox"/>	NSI_COG_SUM	NSI: Cognitive Subscale Total Score (ranges from 0-16)	Value	
<input type="checkbox"/>	NSI_AFF_SUM	NSI: Affective Subscale Total Score (ranges from 0-24)	Value	
<input type="checkbox"/>	MBIAS_TOT	mBIAS: Total Score across 5 Questions (ranges from 0-20)	Value	
<input type="checkbox"/>	NSI_SOMA_SUM	NSI: Somatosensory Subscale Total Score (ranges from 0-28)	Value	
<input type="checkbox"/>	NSI_Aff	NSI: Affective Subscale Total Score (ranges from 0-24)	Value	

Select the variables of interest for your data request using the checkboxes on the left side of the page. To **select/unselect** all variables, click the checkbox at the top (Fig 4).

Fig 4:

	Domain Menu	Symtom Inventory
<input checked="" type="checkbox"/>	Select/ Deselect All	
	The Neurobehavioral Symptom Inventory (NSI)	
	Variable Name	
	During the past month, how often have you had trouble sleep-ing because you...	
<input checked="" type="checkbox"/>	NSIANXTYIMPRMNTSCORE	
<input checked="" type="checkbox"/>	NSIAPPTITIMPRMNTSCORE	
<input checked="" type="checkbox"/>	NSIBALNCIMPRMNTSCORE	
<input checked="" type="checkbox"/>	NSICONCTRTNIMPRMNTSCORE	
<input checked="" type="checkbox"/>	NSICoordNTNIMPRMNTSCORE	
<input checked="" type="checkbox"/>	NSIDECsNIMPRMNTSCORE	
<input checked="" type="checkbox"/>	NSIDEPRSNIMPRMNTSCORE	
<input checked="" type="checkbox"/>	NSIDIZSCORE	

Fig 5:

The screenshot shows the 'Symptom Inventory Menu' with a list of variables. Annotations include: a red box 'Select/ Deselect All' pointing to the top menu bar; a red box 'The Neurobehavioral Symptom Inventory (NSI)' pointing to the title bar; a red box 'Variable Name' pointing to the first column header; a red box 'Variable Labels' pointing to the second column header; a red box 'Save after selecting variables' pointing to the 'Save Selection' button; a red box 'Go to final review to review your selections' pointing to the 'Final Review' button; and a red box 'Select desired Variables' pointing to the list of variables.

Domain Menu		Symptom Inventory Menu		Save Selection		Final Review	
Select/ Deselect All							
The Neurobehavioral Symptom Inventory (NSI)							
Variable Name		Variable Labels					
<input checked="" type="checkbox"/>	NSIANXTYIMPRMNTSCORE	Feeling anxious or tense					
<input checked="" type="checkbox"/>	NSIAPPTITIMPRMNTSCORE	Loss of appetite or increase appetite					
<input checked="" type="checkbox"/>	NSIBALCNIMPRMNTSCORE	Loss of balance					
<input checked="" type="checkbox"/>	NSICONCTRNIIMPRMNTSCORE	Poor concentration can not pay attention, easily distracted					
<input checked="" type="checkbox"/>	NSICOORDNTNIMPRMNTSCORE	Poor coordination, clumsy					
<input checked="" type="checkbox"/>	NSIDECNSNIMPRMNTSCORE	Difficulty making decisions					
<input type="checkbox"/>	NSIDEPRSNIMPRMNTSCORE	Feeling depressed or sad					
<input type="checkbox"/>	NSIDIZSCORE	Feeling dizzy					
<input type="checkbox"/>	NSIFATIGIMPRMNTSCORE	Fatigue, loss of energy, getting tired easily					
<input type="checkbox"/>	NSIFRUSTRTNIMPRMNTSCORE	Poor frustration tolerance, feeling easily overwhelmed by things					

To select additional variables, return to the Domain Menu or the measure menu using the buttons at the top of the page and repeat the steps outlined above.

Once you have selected all your desired variables, press the “**Final Review**” button.

The final review sheet contains all the variables selected from different domains and measures (Fig 6). This is where you may review your selected variables before submitting your list.

Domain Menu		Clear All	Ready to Submit
Variable Name	Variable Label	Domain	Measures
NSIANXTYIMPRMNTSCORE	Feeling anxious or tense	Symptom Inventory	Symptom Inventory: Neurobehavioral
NSIAPPTITIMPRMNTSCORE	Loss of appetite or increase appetite	Symptom Inventory	Symptom Inventory: Neurobehavioral
NSIBALNCIMPRMNTSCORE	Loss of balance	Symptom Inventory	Symptom Inventory: Neurobehavioral
NSICONCRTNIMPRMNTSCORE	Poor concentration can not pay attention, easily distracted	Symptom Inventory	Symptom Inventory: Neurobehavioral
NSICOORDNTNIMPRMNTSCORE	Poor coordination, clumsy	Symptom Inventory	Symptom Inventory: Neurobehavioral
NSIDECNSIMPRMNTSCORE	Difficulty making decisions	Symptom Inventory	Symptom Inventory: Neurobehavioral
NSIDEPRSNIMPRMNTSCORE	Feeling depressed or sad	Symptom Inventory	Symptom Inventory: Neurobehavioral

If you would like to start from the very beginning with the variable selection process, select the “**Clear All**” button (Fig 6). You can then return to the Doman Menu and start over.

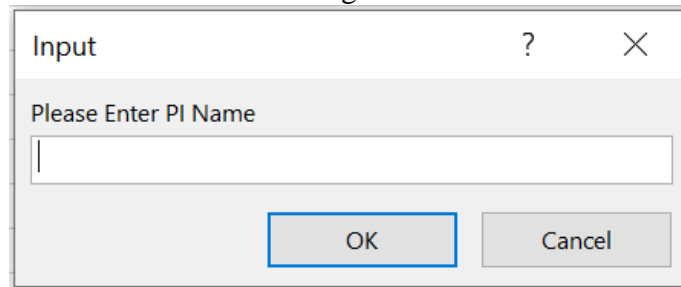
Step 6:

When you are done reviewing your selected variables, press the “**Ready to Submit**” button (Fig 6).

Step 7:

A new excel workbook with all your selected variables will open. (Fig 7). This may take a minute or two to load. A message will pop up asking you to enter the PI name. Enter the name and select “OK.”

Fig 7:



After the PI’s name is submitted, the file will be renamed, and you can save this file to your computer.

Step 8:

Attached the saved excel file to your data request submission and email it to:
cencdbc@vcuhealth.org