

Dear Parents/Guardians,

To provide your child with the most up-to-date clinical examination methods for ADHD we are asking you to help us collect important information regarding his/her behavior and health.

# Step 1

**Parent Online Assessment**

Please go to the CNS Vital Sign website [http://www.cnsvonline.com](http://www.cnsvonline.com/) (past in your browser if link doesn’t work) and follow the directions below.

This is a secure database and the information you give is completely protected and will take approximately 15 to 20 minutes to complete.

Please do not walk away from the computer while completing the rating scales. The system will shut down after 15 min of inactivity and the evaluations will not be saved.

* Click the Online Assessment button
* A window will open in the middle of that page please enter:
	+ Username: **tcfapparent**
	+ Password: **parent**
	+ A window will open and ask for the Patient ID
	+ Type in your Child’s First and Last Name
	+ Click Test
* In the new window please input your Child’s Date of Birth
* Click OK
* A new window will open asking you to confirm these settings, if the name and date of birth are correct
* Click Begin Assessment
* The Survey Begins. Follow the onscreen instructions
* Assessment ends and a small screen will appear:
	+ Click Done
	+ Click Logout and close the browser window

# Step 2

**Teacher Online Assessment**

* In this packet you will find a letter to give to your child’s teacher providing instruction on how to complete the online assessment tool.
* Please enter your child’s name in the upper left hand corner of the form and either email, mail or drop off the letter to your child’s teacher at school.

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* For elementary school children, one completed form is enough, for middle or high school students 2-3 teachers would be best.

The results are automatically stored in our clinic account. Thank you for your time and help.

ADHD Center of Connecticut