INSTRUCTIONS FOR THE USE OF THE PID-5 COMPUTERIZED REPORT WEBSITE

THE PID-5 ADMINISTRATION AND SCORING WEBSITE ALLOWS THE USER TO ADMINISTER DIFFERENT VERSIONS OF THE PID-5, NAMELY:

- THE 220-ITEM VERSION OF THE PID-5 (PID-5);
- THE 100-ITEM VERSION OF THE PID-5 (PID-5-SF);
- THE 25-ITEM VERSION OF THE PID-5 (PID-5-BF);
- THE INFORMANT REPORT VERSION OF THE PID-5 (PID-5-IRF).

THE PID-5 ADMINISTRATION AND SCORING WEBSITE ALLOWS THE USER TO OBTAIN:

- PID-5 TRAIT AND DOMAIN SCALE RAW SCORES;
- PID-5 TRAIT AND DOMAIN SCALE T-SCORES AND PERCENTILES BASED ON US NORMATIVE DATA;
- PID-5 VALIDITY SCALE SCORES (220-ITEM VERSION ONLY);
- LINE GRAPHS FOR PID-5 TRAIT AND DOMAIN T-SCORES.

SPECIFICALLY, THE PID-5 ADMINISTRATION AND SCORING PLATFORM ALLOWS USERS TO RELY ON THREE DIFFERENT MODES FOR PID-5 DATA COLLECTION:

- ONLINE ADMINISTRATION: BY USING THE CLINICIANS' COMPUTER (ON SITE DATA COLLECTION);
- ONLINE ADMINISTRATION: BY SENDING THE CLIENT/PATIENT-A LINK (THE LINK MUST BE SENT BY THE CLINICIAN/RESEARCHER);
- OFFLINE ADMINISTRATION: THIS COMPLETION OF THE PID-5 CAN BE DONE:
 - o <u>BY THE CLINICIAN/RESEARCHER</u> TO OBTAIN PID-5 RAW AND T-SCORES (AND LINE GRAPHS) ENTERING MANUALLY DATA COLLECTED FROM DIFFERENT SOURCES (E.G., PAPER-AND-PENSIL ADMINISTRATION)
 - O BY THE CLIENT, WHO RECEIVES AN EXCEL FILE FROM THE CLINICIAN/RESEARCHER TO COMPLETE THE TEST OFFLINE, ALLOWING THE CLINICIAN TO OBTAIN PID-5 RAW AND T-SCORES (AND LINE GRAPHS) FROM THE PID-5 COMPUTERIZED REPORT PLATFORM.

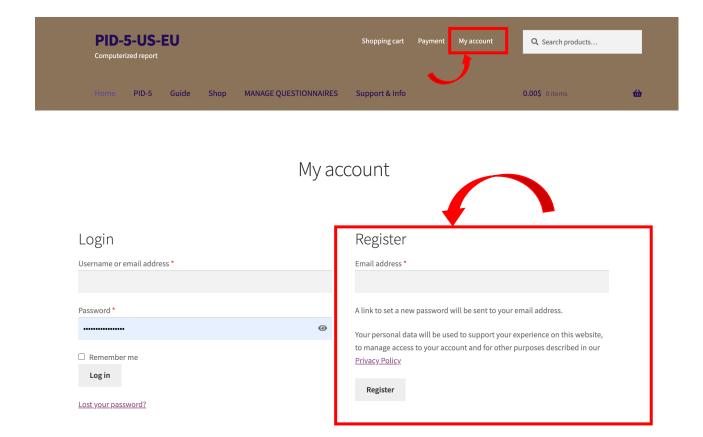
USER PRIVACY AND QUESTIONNAIRE ADMINISTRATION.
THE "PID-5 - COMPUTERIZED REPORT" PLATFORM IS DESIGNED TO ENSURE THE ANONYMITY OF USERS AND LEAVE THE
CLINICIANS/RESEARCHERS FULL MANAGEMENT AND CONTROL OF
SENSITIVE INFORMATION. FOR THIS REASON, THE PLATFORM DOES NOT REQUIRE TO ENTER INFORMATION RELATED TO THE IDENTITY OF THE USERS/PATIENTS. INFORMATION ENTERED ON THE PLATFORM REMAINS COMPLETELY ANONYMOUS. THE PLATFORM ASSOCIATES EACH COMPILATION WITH A CODE (SESSION CODE), WHICH UNIQUELY IDENTIFIES THE COMPILATION. THE CLINICIAN WILL BE THE ONLY ONE WHO KNOWS THE PERSONAL INFORMATION OF HIS/HER CLIENTS/PATIENTS.

NOTE. COMPLETED QUESTIONNAIRES (AND SCORES) REMAIN STORED ON THE PLATFORM AND ARE ACCESSIBLE TO THE CLINICIAN VIA THE "PID-5 COMPLETED TOKENS" BUTTON <u>FOR 3 MONTHS</u>. THREE MONTHS AFTER THE QUESTIONNAIRE IS FINALIZED, THE DATA WILL BE DESTROYED.

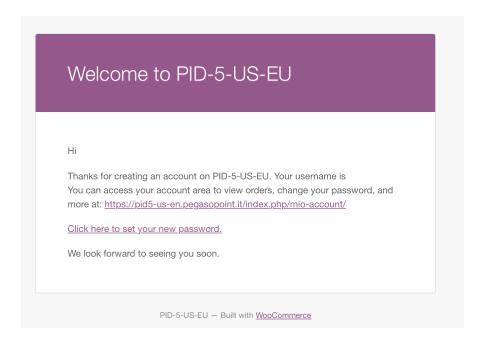
DETAILED INSTRUCTIONS FOR USING THE PLATFORM

BELOW ARE THE INSTRUCTIONS FOR ACCESSING AND ADMINISTERING THE PID-5 TESTS.

1a. ACCESS THE PID-5 – COMPUTERIZED REPORT WEBSITE https://pid5-us-en.pegasopoint.it/ AND REGISTER

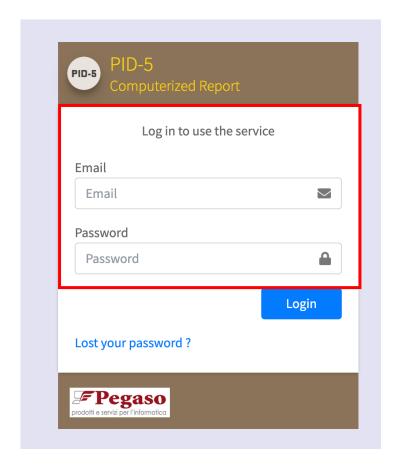


1b. AS SOON AS YOU COMPLETE THE REGISTRATION PROCESS, YOU WILL RECEIVE PERSONAL ID AND PASSWORD BY E-MAIL.

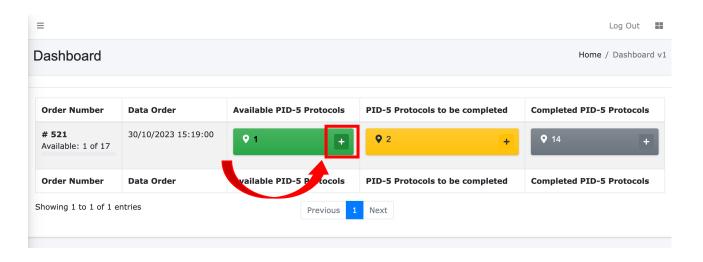


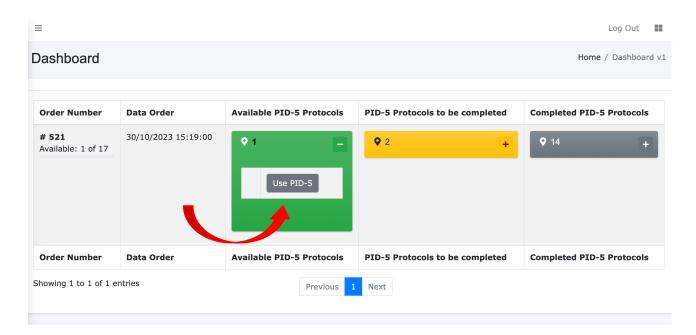
1c. ACCESS THE PID-5 SERVICES WITH YOUR PERSONAL ID AND PASSWORD



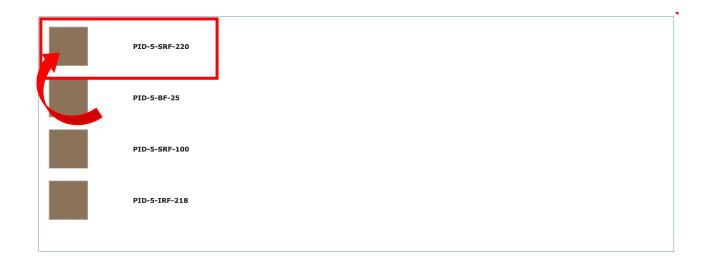


2. SELECT THE "AVAILABLE PID-5 PROTOCOLS" BY CLICKING ON THE "+" BUTTON.

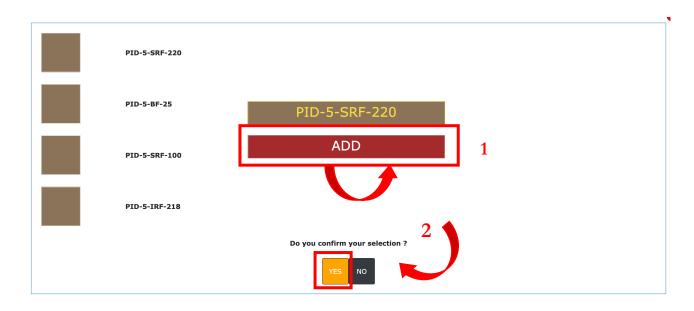




3. SELECT WHICH VERSION OF THE PID-5 YOU WOULD LIKE TO USE <u>FOR A SPECIFIC CLIENT</u> (in this case, the 220-item version of the PID-5). THE SELECTION OF THE PID-5 VERSION IS VALID FOR ONE PID-5 PROTOCOL (i.e., you can select different versions based on your clinical needs).



4. CLICK ON THE "ADD" BUTTON AND THEN ANSWER TO THE QUESTION, "DO YOU CONFIRM YOUR SELECTION?" BY CLICKING ON THE "YES" BUTTON.



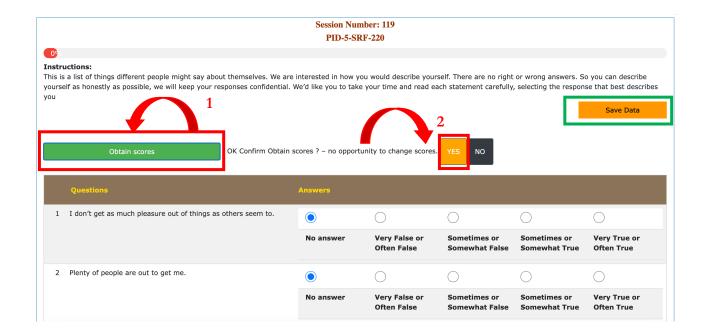
5. CHOOSE WHICH ADMINISTRATION MODE YOU WANT TO USE (AMONG THREE POSSIBLE ALTERNATIVES; see points 5a, 5b and 5c for a description of the possible alternatives).

5a. FILL OUT THE QUESTIONNAIRE IMMEDIATELY THROUGH THE PLATFORM

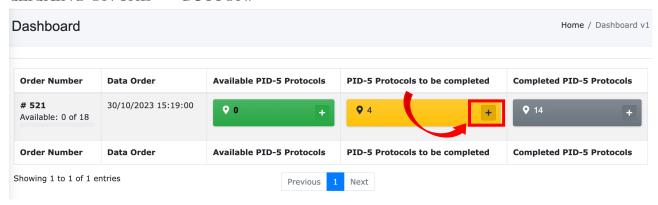
Session Number: 119					
PID-5-SRF-220					
0 %					
Instructions: This is a list of things different people might say about themselves. We are interested in how you would describe yourself. There are no right or wrong answers. So you can describe yourself as honestly as possible, we will keep your responses confidential. We'd like you to take your time and read each statement carefully, selecting the response that best describes you Save Data Obtain scores					
Questions	Answers				
1 I don't get as much pleasure out of things as others seem to.		\bigcirc	\bigcirc	\bigcirc	\circ
	No answer	Very False or Often False	Sometimes or Somewhat False	Sometimes or Somewhat True	Very True or Often True
2 Plenty of people are out to get me.		0	0	0	\circ
	No answer	Very False or Often False	Sometimes or Somewhat False	Sometimes or Somewhat True	Very True or Often True

IT IS ALWAYS POSSIBLE TO SAVE THE DATA; ONCE YOU HAVE FINISHED FILLING IN CLICK ON "FINALIZE THE QUESTIONNAIRE" AND THEN ON "YES".

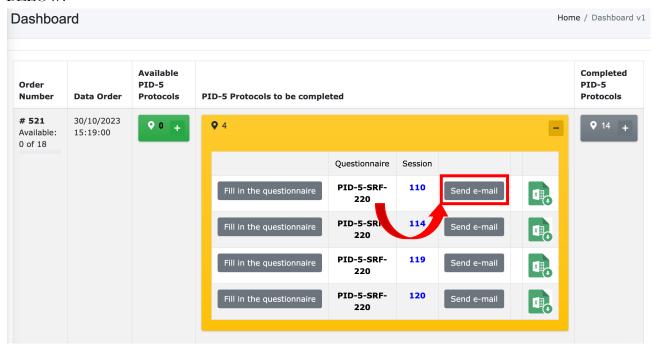
PLEASE NOTE: ONCE THE FINALIZATION IS CONFIRMED, IT IS NO LONGER POSSIBLE TO EDIT THE QUESTIONNAIRE RESPONSES.



5b. SEND A LINK TO THE CLIENT/PATIENT (E.G., BY E-MAIL OR TEXT MESSAGE). IN THIS CASE, ONCE YOU HAVE SELECTED THE VERSION OF THE PID-5 TO BE USED (SEE POINT 3 AND 4), SELECT THE "PID-5 PROTOCOLS TO BE COMPLETED" MENU BY CLICKING ON THE "+" BUTTON.



THEN, CLICK ON THE "SEND E-MAIL" BUTTON FROM THE MENU PRESENTED BELOW.



YOU WILL RECEIVE AN E-MAIL, AND YOU WILL BE ABLE TO COPY THE LINK AND FORWARD IT TO YOUR CLIENT/PATIENT.

Dear PID-5 Computerized Report User, in this e-mail you will find:

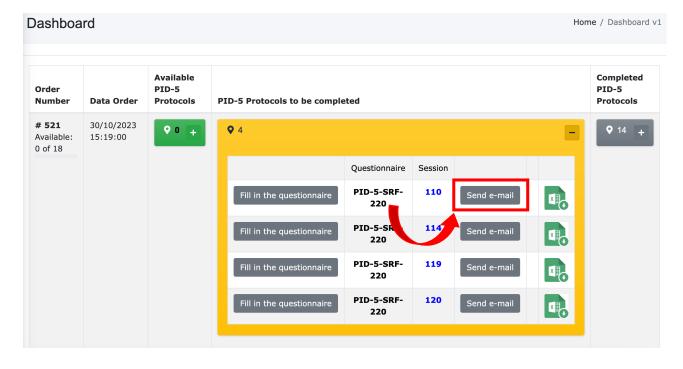
- the link to be sent (see below) to the person who will complete the selected PID-5 questionnaire. The person who will receive the link from you, will be able to save the data and, as soon as the PID-5 is finalized, you will be able to immediately see the results from the PID-5 Computerized Report.
- an Excel spreadsheet (in attachment) that you can send to the person who has to fill in the selected PID-5 questionnaire. Otherwise, you can use the Excel spreadsheet to enter the data obtained from a paper-and-pencil administration. Please, remember that you cannot change the name of the Excel file to correctly upload the data.

Use this link to complete the questionnaire: PID-5-SRF-220
Session Number: 122

IN THIS CASE, YOUR CLIENT WILL USE THE LINK TO FILL OUT THE QUESTIONNAIRE ONLINE.

N.B. PLEASE, CONSIDER THAT THE CLIENT/PATIENT WILL BE ABLE TO SAVE THE DATA; AS SOON AS THE CLIENT/PATIENT COMPLETES THE QUESTIONNAIRE AND FINALIZES IT, YOU WILL BE ABLE TO SEE THE DATA FROM THE PID-5 COMPUTERIZED REPORT WEBSITE.

5c. IF YOU PREFER, YOU CAN ACCESS THE PLATFORM TO SCORE PID-5 RAW DATA COLLECTED USING OTHER MODALITIES (E.G., THROUGH PAPER-AND-PENCIL ADMINISTRATION OF THE QUESTIONNAIRE). TO THIS AIM, YOU CAN ENTER YOUR DATA INTO AN EXCEL WORKSHEET (RECEIVED BY E-MAIL). ALTERNATIVELY, YOU CAN SEND THE EASY-TO-USE EXCEL WORKSHEET (RECEIVED BY E-MAIL) TO YOUR CLIENT. IN THIS CASE, ONCE YOU HAVE MADE YOUR CHOICE OF THE PID-5 VERSION TO BE USED, SELECT THE "PID-5 TO BE COMPILED TOKEN" MENU BY CLICKING ON THE "+" BUTTON, AND THEN, CLICK THE "SEND E-MAIL" BUTTON FROM THE DROP-DOWN MENU PRESENTED BELOW.



AS SOON YOU RECEIVE THE E-MAIL, YOU WILL BE ABLE TO DOWNLOAD THE ATTACHED EXCEL WORKSHEET AND CHOOSE HOW TO PROCEED (TRANSMIT IT TO THE USER FOR OFFLINE ADMINISTRATION OR PROCEED WITH MANUAL INPUT OF PREVIOUSLY COLLECTED DATA).

PLEASE NOTE. DO NOT CHANGE THE NAME OF THE EXCEL FILE, THIS IS AN IDENTIFIER FOR PROPER DATA RECOGNITION!

Dear PID-5 Computerized Report User, in this e-mail you will find:

- the link to be sent (see below) to the person who will complete the selected PID-5 questionnaire. The person who will receive the link from you, will be able to save the data and, as soon as the PID-5 is finalized, you will be able to immediately see the results from the PID-5 Computerized Report.
- an Excel spreadsheet (in attachment) that you can send to the person who has to fill in the selected PID-5 questionnaire. Otherwise, you can use the Excel spreadsheet to enter the data obtained from a paper-and-pencil administration. Please, remember that you cannot change the name of the Excel file to correctly upload the data.

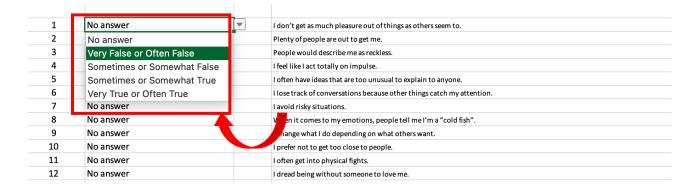
Use this link to complete the questionnaire:

PID-5-SRF-220

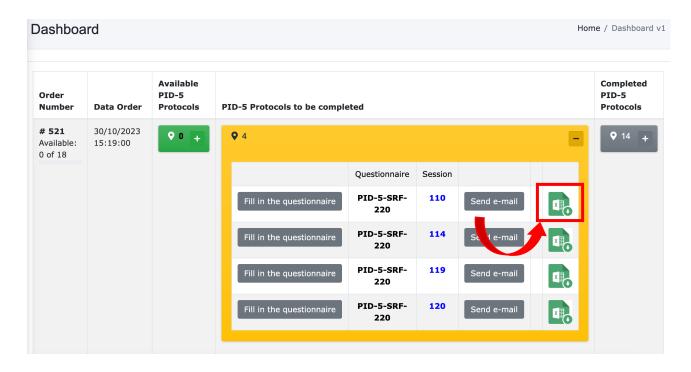
Session Number:

122

EXCEL WORKSHEET EXAMPLE:



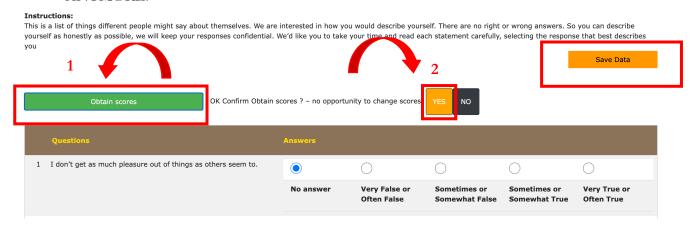
THEN, UPLOAD THE COMPLETED EXCEL WORKSHEET \rightarrow SELECT THE "PID-5 PROTOCOLS TO BE COMPLETED" MENU BY CLICKING THE "+" BUTTON \rightarrow CLICK THE "UPLOAD EXCEL" BUTTON (AS INDICATED BY THE RED ARROW IN THE FIGURE BELOW).



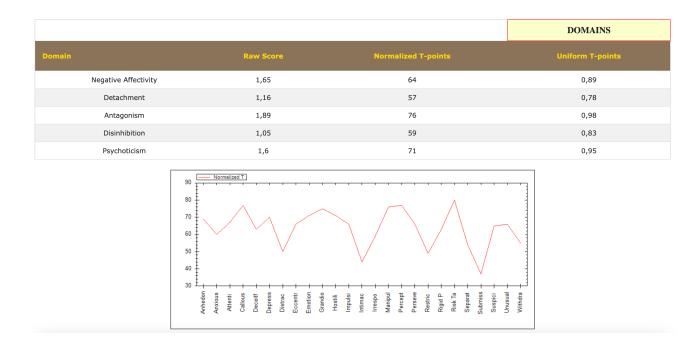
SELECT THE EXCEL WORKSHEET TO BE IMPORTED (SAVED ON YOUR COMPUTER). PLEASE NOTE. DO NOT CHANGE THE NAME OF THE EXCEL FILE, THIS IS AN IDENTIFIER FOR PROPER DATA RECOGNITION!



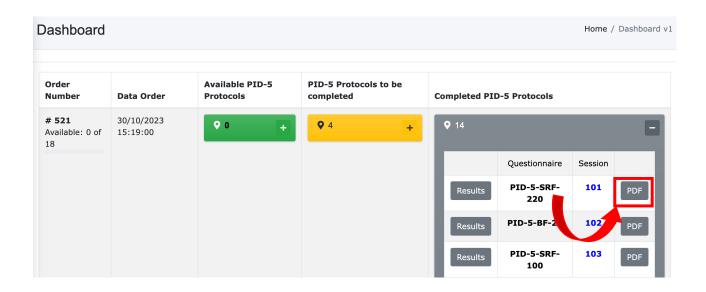
CLICK THE "OBTAIN SCORES" AND THEN THE "YES" BUTTON. PLEASE NOTE. ONCE FINALIZED, THE PID-5 CANNOT BE MODIFIED ANYMORE.



6. AS SOON AS THE QUESTIONNAIRE IS FINALIZED, THE FINAL SCORES WILL BE DISPLAYED.



YOU CAN DOWNLOAD THE FULL EXCEL REPORT CLICKING THE "COMPLETED PID-5 PROTOCOLS" MENU, AND THE "PDF" BUTTON.

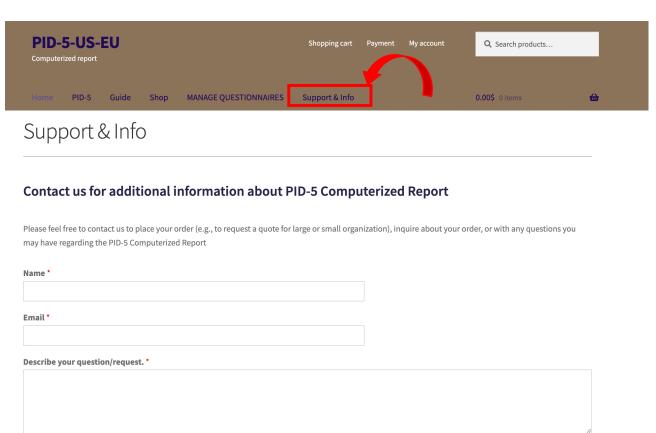


PLEASE NOTE. COMPLETED QUESTIONNAIRES REMAIN SAVED ON THE PLATFORM AND ARE ACCESSIBLE TO THE CLINICIANS VIA THE "COMPLETED PID-5 PROTOCOLS" BUTTON FOR 3 MONTHS. DATA WILL BE DESTROYED 3 MONTHS AFTER THE PID-5 QUESTIONNAIRE IS FINALIZED.

REMEMBER! THE PID-5 COMPUTERIZED REPORT REQUIRES CLINICIANS TO ENTER NO CLIENT'S PERSONAL DATA. CLINICIANS NEED TO MATCH THE CLIENT'S PERSONAL DATA WITH THE UNIQUE SESSION NUMBER GENERATED BY THE PLATFORM WITH THE USER'S PERSONAL DATA.

FOR ANY OTHER INFORMATION:

supportpid5@pegasopoint.it



Send