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INITIAL SETUP

Before using the MVQOLI scoring tools, please follow the instructions below.

1. Copy scoring tools to your hard drive or network directory. These copied documents will be the files used when recording patient data.

2. It is important to note that the MVQOLI 15-item version and MVQOLI 25-item version scoring tools are **NOT INTERCHANGEABLE**. Do not use the MVQOLI-25 scoring tool for the MVQOLI 15-item version.

3. The scoring tools should be used with Microsoft Excel 97 or later Excel releases. Previous Excel versions may not be able to perform some scoring tool functions.

4. The scoring tools contain automated functions know as macros and you may be asked to Enable these macros when opening the files. Therefore, the Macro Security level on your computer must be set to "Medium" or "High" in order to "ENABLE" or activate the automated functions. For assistance, please contact your local computer support staff.

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GETTING STARTED / FIRST COMPLETED MVQOLI
(If this is the 2nd MVQOLI, follow the instructions "Subsequent MVQOLI")

In Microsoft Excel…
▸ Open the MVQOLI scoring tool document,
>   **15SCORING** for version 15 or **25SCORING** for version 25
>> **To Open a document**…
>> - At the top menu bar, select **FILE**
>> - Select **OPEN**
>> - Select the appropriate directory in the "**LOOK IN**" prompt
>> - Select the desired document (*15SCORING* or *25SCORING)*
>> - Select the **OPEN** button
>>> The following message <u>may</u> appear…
>>>> "The workbook you are opening contains macros..."
>>> Select ENABLE MACROS.

Before entering data, the document should be saved using the patient's name or ID number. This will be the document/filename retrieved for additional MVQOLIs on this patient.

▸ Using the SAVE AS function, save scoring tool to patient name or ID number.
>   **To "Save As" Another Filename**…
>> - At the top menu, select **FILE**
>> - Then select **SAVE AS**
>> - Select the appropriate directory in the "**SAVE IN**:" prompt
>> - In "**FILE NAME**:" prompt, type the **patient's name** or **ID number**.
>>   *(for example: John Smith or Pt005678)*
>> - Select **SAVE** button.

The scoring tool has 4 worksheets (see description below). Each worksheet is displayed when the corresponding tab (located at the bottom of the screen) are selected.

DEMOGRAPHICS	Patient Demographic Information Patient name, Age, Gender, Race, and Diagnosis
MVQOLI DATA ENTRY FORM	Record MVQOLI information
SCORES	Patient demographic information, question scores, dimension scores, Total & Overall scores
GRAPH	Bar chart of dimensions scores.

Data is entered in the yellow shaded areas of the DEMOGRAPHICS and MVQOLI DATA ENTRY FORM worksheets only. The SCORES and GRAPH worksheets retrieve information from the DEMOGRAPHICS and MVQOLI DATA ENTRY FORM worksheets.

To Move between Worksheets,
>   Using the mouse, select the tab for the desired worksheet at the bottom of the screen.

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DEMOGRAPHIC INFORMATION
Demographic information should only be entered on the Demographics worksheet. This information will automatically transfer to the other worksheets.

‣ Select the **DEMOGRAPHICS** tab.

‣ Move to the yellow shaded areas and type the patient's demographic information.
   The Race and Diagnosis fields contain drop-down lists providing a set of possible options. If the preferred answer is not listed, information can be directly typed into these fields.
   To display the drop-down list…
      Using the mouse, select the arrow box ▾ to the right of the yellow shaded area, move to the desired answer and press the left mouse button.
   OR
      In the yellow shaded area, press Alt↓ (down arrow key), use the up (↑) and down (↓) arrow keys to move to the desired answer and press ENTER.

SUBSEQUENT MVQOLI
If this is the 2ND, 3RD, 4TH, or 5TH completed MVQOLI for the patient, a MVQOLI scoring document should already exist for this patient. The document name or filename will be the patient's name (John Smith) or ID number (Pt005678).

In Microsoft Excel…
   ‣ Open the patient's existing scoring document/filename.
      To Open An Existing Document/Filename…
         ▪ At the top menu bar, select **FILE**
         ▪ Select **OPEN**
         ▪ Select the appropriate directory in the "**LOOK IN**" prompt
         ▪ Select the desired document using the patient's name or ID number.
         ▪ Select the **OPEN** button
            The following message may appear…
               "The workbook you are opening contains macros..."
            Select ENABLE MACROS.

‣ Return to instructions for MVQOLI Data Entry Form.

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<u>MVQOLI DATA ENTRY FORM</u>

The MVQOLI DATA ENTRY FORM worksheet is used to record completed MVQOLI answers. The Overall question and Q1 through Q15/Q25 contain drop-down lists providing a choice of answers for each question. Answers must be select from the drop-down lists. All other answers are invalid and will not be accepted. The answers recorded in the MVQOLI DATA ENTRY FORM will automatically generate scores and a graph in the SCORES and GRAPH worksheets.

‣ Select the **MVQOLI DATA ENTRY FORM** tab.

‣ Under the appropriate MVQOLI sequence column (First, Second, etc.)
  ▪ Select the yellow shaded area next to the MVQOLI Date field
  ▪ Type the **MVQOLI date** and press **ENTER**
       (All date formats are accepted, but will change to "mm/dd/yyyy".)

‣ At the Overall question, select the desired answer from the drop-down list.
       To display the drop-down list…
              Using the mouse, select the arrow box ⏷ to the right of the yellow shaded area,
                 move to the desired answer and press left mouse button to select answer
          OR
              In the yellow shaded area, press Alt↓ (down arrow key),
                 use the up (↑) and down (↓) arrow keys to move to the desired answer
                 press ENTER to select answer

‣ Continue entering the remaining answers for Q1 through Q15/Q25, selecting the desired answers from the drop-down lists.

‣ Once all answers have been recorded, it's a good idea to save the document.
  ▪ Select **FILE** at the top menu bar.
  ▪ Select **SAVE**.

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SCORES

The information in the SCORES worksheet is transferred from the previous worksheets. NO information should be entered or typed on this worksheet. Changes should be made in the DEMOGRAPHICS or MVQOLI DATA ENTRY FORM worksheets.

The SCORES worksheet displays…
– Patient's demographic information
– MVQOLI Date
– Dimension scores
– Total score
– Individual question scores
– Overall score

MISSING SCORES

MVQOLI questions are grouped into 3 categories and 5 dimensions:

Categories: Assessment, Satisfaction, and Importance.

Dimensions: Symptom, Function, Interpersonal, Well-Being, and Transcendent.

The charts below shows the question numbers for each category.

MVQOLI-15					
	Symptom	**Function**	**Interpersonal**	**Well-Being**	**Transcendent**
Assessment	1	4	7	10	13
Evaluation	2	5	8	11	14
Importance	3	6	9	12	15

MVQOLI-25					
	Symptom	**Function**	**Interpersonal**	**Well-Being**	**Transcendent**
Assessment	1 2	6 7	11 12	16 17	21 22
Evaluation	3 4	8 9	13 14	18 19	23 24
Importance	5	10	15	20	25

The Weighted Dimensional Score are calculated using the following formula:

MVQOLI-15: (ASSESSMENT + SATISFACTION) multiplied by IMPORTANCE

MVQOLI-25: [(Average ASSESSMENT) + (Average EVALUATION)] multiplied by IMPORTANCE

If an IMPORTANCE score is missing or blank, the Dimensional Subscore is not calculated.

MVQOLI-15: If an ASSESSMENT and/or SATISFACTION score is missing or blank, the Dimensional Subscore is not calculated.

MVQOLI-25: If both ASSESSMENT scores or both SATISFACTION scores are missing or blank, the Dimensional Subscore is not calculated.

TOTAL SCORE: The total score formula is the Sum of Weighted Dimension Scores / 10) + 15. If any Weighted Dimensional Scores are not calculated, the TOTAL score is not calculated.

GRAPH

The GRAPH worksheet retrieves the dimension scores and creates the Quality of Life profile as a bar chart. Information should NOT be entered or typed on this worksheet. Changes should be made in the MVQOLI DATA ENTRY FORM worksheet.

To Print the graph…
- Select the **GRAPH** tab.
- At the top menu bar, select **FILE**
- Select **PRINT**
- Select the **OK** button

To View the graph on screen…
- Select the **GRAPH** tab.
- At the top menu bar, select **FILE**
- Select **PRINT PREVIEW**
  To close the Print Preview, press the ESC key.

TO PRINT A SPECIFIC WORKSHEET

- Move to the desired worksheet *(by selecting the corresponding tab)*
- At the top menu bar, select **FILE**
- Select **PRINT**
- Select the **OK** button

TO SAVE AND CLOSE SCORING DOCUMENT

- At the top menu bar, select **FILE**
- Select **SAVE**
- At the top menu bar, select **FILE** again.
- Select **CLOSE**

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DEMOGRAPHICS WORKSHEET

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PATIENT DEMOGRAPHIC INFORMATION

PATIENT'S NAME:	Robert Harris
PATIENT'S ID:	008977
AGE:	75
GENDER:	Male
RACE:	Caucasian
DIAGNOSIS:	Neurological

MVQOLI DATA ENTRY FORM WORKSHEET

Patient's Name	Robert Harris	
	First	Second
MVQOLI Date:	1/5/2002	2/6/2002
Overall:	Fair	Good
Q1:	Agree	Agree Strongly
Q2:	Agree	Agree
Q3:	Disagree	
Q4:	Agree	Agree
Q5:	Neutral	Agree
Q6:	Agree	Neutral
Q7:	Disagree	Neutral
Q8:	Disagree	Disagree
Q9:	Agree	Agree
Q10:	Disagree	Disagree
Q11:	Disagree Strongly	Disagree Strongly
Q12:	Disagree	Neutral
Q13:	Agree	Agree
Q14:	Agree	Agree
Q15:	Neutral	

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SCORES WORKSHEET

	First 1/5/2002	Second 2/6/2002	Third	Fourth	Fifth
Patient's Name: **Robert Harris** Diagnosis: **Neurological** Age: **75**				ID: **008977**	
MVQOLI Date	First 1/5/2002	Second 2/6/2002	Third	Fourth	Fifth
SYMPTOM	4				
FUNCTION	-4	6			
INTERPERSONAL	-16	-12			
WELL-BEING	-6	-9			
TRANSCENDENT	-6				
TOTAL	12.2	MISSING SUBSCORE			
Q1:	-1	-2			
Q2:	3	3			
Q3:	2				
Q4:	-1	-1			
Q5:	0	3			
Q6:	4	3			
Q7:	-1	0			
Q8:	-3	-3			
Q9:	4	4			
Q10:	1	1			
Q11:	-4	-4			
Q12:	2	3			
Q13:	1	1			
Q14:	-3	-3			
Q15:	3				
Overall:	3	4			

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GRAPH WORKSHEET

Robert Harris
ID: 008977