Instructions for Use of the Electronic PCANS-2 (ePCANS-2)

Background

The Paediatric Care and Needs Scale (PCANS-2) is designed to measure the types, extent and intensity of support needs of young people aged 5 to 15 years who have an acquired brain injury. It is intended to be administered by health professionals with experience working in a rehabilitation setting with young people with acquired brain injury. After development and trial in the clinical setting the PCANS-2 was released for use in 2013. It was then recognised that having an electronic version would be beneficial for clinicians and other relevant groups. Lifetime Care and Support supported this next step and funded development of an electronic PCANS-2 (ePCANS-2). Clinicians using the PCANS-2 and/or ePCANS-2 are strongly urged to attend training in the PCANS-2 before using this measure so that they are familiar with the administration, scoring and interpretation of the measure. The PCANS-2 Manual must be referred to when using the PCANS-2 and ePCANS-2.

The ePCANS-2 has been developed using MS Excel and will work on Windows PCs or Macs. The ePCANS-2 has been developed to:
- Increase the accuracy of score calculations
- Decrease the time taken to score the PCANS-2
- Enhance interpretation of the results

Instructions for using the ePCANS-2

It is suggested that the original blank ePCANS-2 be downloaded and saved to your computer. Then each time the ePCANS-2 is used the user should open it from that original saved document rather than editing over a previously completed ePCANS-2. This will help maintain the integrity of the document.

The clinician should conduct the interview as explained in the PCANS-2 training and manual. During the interview the clinician can choose (based on personal preference) whether to use a paper version of the PCANS-2 and after the interview enter the data into the ePCANS-2, or to use the ePCANS-2 during the interview. In either case the following instructions apply.

1. **Entering data in the ePCANS-2**
   - The ePCANS-2 has 3 tabs at the bottom: Record Form, Scoring Sheet and Summary Score Form. The document will open on the first tab, the Record Form. The user can switch between forms by clicking on the tabs at the bottom of the worksheet.
   - Open the ePCANS-2 "Record Form" tab and enter data in the fields regarding the young person's information and the assessment. Once the young person's age is entered the applicable forms (Score Record Form, Scoring Work Sheet, and Summary Score Form) will be automatically populated. This means that classification of items as independent (IND), emerging (EM), and not expected (NE) will be appropriate for the child's age as will the

fields in the Scoring Work Sheet and Summary Score Form. The box on page 1 for "Influence of other Factors on Item Score" should be completed as required.

- Scores can then be entered for each item based on the clinician-guided interview.
  For items 1, 2 and 3 only: once the appropriate score of 0 or 2 is entered for Physical Assistance (PA), the score for Supervision (S) will default to the same score as PA.
  All other items classified as IND and EM should be scored for PA and S, with the possible scores being 0, 1 or 2.

- The total score for PA and S for each Domain will be automatically calculated, as will the number of items scored.

- <u>IMPORTANT</u>: Enter relevant information or "Nil" in the fields for chores in Domain VI, medications in Domain VII, and school support in Domain XIII. It is essential that these fields have an entry, even if it is N/A, because if these fields do not have something entered in them the Domain totals will not be calculated.

- In item 96 (Giving correct name, address and telephone number) the score for PA and S should be entered. Then the appropriate response (yes/no) must be entered for name, address and telephone number.

- The applicable code of "Other influences" should be entered in the appropriate column. When such an influence is identified a comment should be recorded either beside the item or on the box on page 1.

- Comments should be entered as needed beside the applicable item. The "comments" field is not limited in number of characters that can be entered. Instances where "Comments" should be entered include when:
  - notes are useful to explain the score given
  - a code for "Other influences" is used for an item
  - the young person has high care needs and the score was deemed by the interviewer
  - the interviewer has recorded a score different to the respondent

- There is space after Domain XIII to document any other areas of support/s needed by the young person that have not been covered in the PCANS-2 items.

2. Calculation of ePCANS-2 Domain and Summary scores

- Once the scores for all items have been entered, clicking on the other tabs at the bottom of the worksheet will show that the results have been automatically calculated on the Scoring Work Sheet and the Summary Score Form.

- Please note that the Summary Score Form contains z scores for the results. This field is an additional calculation in the ePCANS-2 that is not performed in the manual version.
  NOTE that there are some Domains in some age groups where a z score cannot be calculated for PA because the normative sample all scored 0. This applies to ages 11 and 12 PA in Domain IX (Everyday Devices); to age 14 PA in Domain III (Bathing/dressing); and to age 15 PA in Domains II (Personal Hygiene), III (Bathing/dressing) and IX (Everyday Devices).

- The ePCANS-2 will not adjust if there is any missing data. In this case the manual version of the PCANS-2 should be used. This is particularly pertinent to item 15 where some children

may have different physical developmental levels and hence the applicability of that item will vary.

3. **Printing and Saving the ePCANS**

- The completed ePCANS-2 Excel document can be saved and then can be emailed or printed as needed.
- Each tab needs to be printed separately. So the Record Form, Scoring Sheet and Summary Score Form are printed as separate documents.