



Quickstart Guide for the *EAS-SABE 5*

Emotional Assessment System (EAS-5)

Sistema Autodiagnóstico de Balance Emocional (SABE-5)

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<https://www.choca-assessments.com>

version 0.9.9.8 (08-02-2020)

The *EAS-SABE 5* is an application designed to administer and score Dr. James Choca's *Emotional Assessment System (EAS-5)* self-report questionnaire and its Spanish language equivalent (*SABE-5*). The clinical scales are based on the current DSM-5 criteria and are compatible with the ICD. The program is fully bilingual (English/Spanish) and cross-platform (Windows/Mac).

The present version of *EAS-SABE 5* (v. 0.9.9.8) abandons the presentation of test item response alternatives in Likert-scale format in favor of the True-False format employed previously in the Windows-only *EAS-3* application.

Evidence suggests that test respondents find the latter format both less frustrating and less time-consuming. Moreover, when comparing a sample of test respondents who completed both the *EAS-3* and a previous (Likert scale) version of *EAS-5* rescored in binary format—scoring only items common to both tests—correlation coefficients were consistently very high (typically in the low 0.80s to mid 0.90s). Consequently, it is believed that normative data derived from the very large *EAS-3* samples already available—employing only those items in common with *EAS-5*—contribute greater accuracy to the calculation of T-scores for the test scales.

Inasmuch as the two new *EAS-5* scales designed to assess neuropsychological problems—B21 Attention and B22 Cognition—were absent from the *EAS-3*, the norms for those scales are based only upon *EAS-5* data. The B23 Severity scale now omits B21 and B2 from its calculation.

(1) Downloading EAS-SABE 5 and Resources

(1a) *EAS-SABE 5* is available as a free download from Dr. Choca's website. The Windows and Mac versions are available separately in compressed (.zip) packages. Download the version specific to your operating system.

Each .zip package contains a single folder (named *EAS-SABE 5*) that includes the following items:

- the *EAS-SABE* application itself (.exe or .app)
- a copy of this *QuickStart* document in PDF format
- a draft version of the *EAS-SABE Interpretive Guide* in PDF format—currently available only in English—designed to assist users in interpreting the *EAS-SABE* scale scores

(1b) Because *EAS-SABE 5* is designed to “speak” each test item as well as display the text of the item on the computer screen, it is necessary to download also a compressed (.zip) package containing a folder (named *_EAS-SABE Audiofiles*) that includes audioclips (.wav files) for each test item, recorded in both English and Spanish. (As explained in the next section, this must be placed in the *EAS-SABE Reports* folder created in your Documents folder the first time the application is run.) These audiofiles are not expected to change even when the application itself is updated, so this large .zip package needs to be downloaded only when installing *EAS-SABE 5* for the first time.

(1c) Finally, in order to generate *EAS-SABE 5* test reports, it is necessary to download a compressed (.zip) package containing a folder (named *_EAS-SABE Norms*) that includes the three text files needed to convert raw scale scores to T-scores. (As explained below, this also must be placed in the *EAS-SABE Reports* folder created in your Documents folder.) Inasmuch *EAS-SABE 5* is currently still under development, updated norms may be posted occasionally to Dr. Choca's website. In this case, a new *_EAS-SABE Norms* folder can be downloaded and substituted for the previous version in your *EAS-SABE Reports* folder without requiring that you update the application itself.

Note to Mac users: The *EAS-SABE* is currently an "unsigned" application, so the first time one attempts to open the compressed (.zip) packages or run the program, Apple's GateKeeper feature may warn that it is from "an unknown developer". The workaround is to Control-click on the application and choose from the popup menu the option *Open*. Thereafter *EAS-SABE 5* should open without any warning message.

(2) Instructions for Installing or Updating EAS-SABE 5

If you are a first-time user...

- (a) Open the downloaded .zip package in order to extract the *EAS-SABE 5* folder that includes the version of the application (Windows or Mac) specific to your operating system.
- (b) Copy this *EAS-SABE 5* folder to your Applications folder.
- (c) The first time you launch *EAS-SABE*, it will create a new *EAS-SABE Reports* folder in your Documents folder. All datafiles and reports will be written to that *Reports* folder. In order to ensure that this folder can be found when you run *EAS-SABE* in the future, do not rename this folder or change its location.
- (d) You will be prompted to quit the program and copy manually to that new *EAS-SABE Reports* folder the two resource folders (*_EAS-SABE Audiofiles* and *_EAS-SABE Norms*) downloaded and extracted from separate .zip packages. This step is necessary in order to ensure that these can be found by the application when administering and scoring the test.
- (e) Thereafter, each time you restart *EAS-SABE 5*, the program will check to confirm that these resources are available. As long as you do not alter the names or location of these folders, the application will open and run without problem.
- (f) If you intend to administer a paper-and-pencil version of *EAS-SABE*, be sure to download the *_EAS-SABE Forms* folder from the website, which includes a printable version of the *EAS* questionnaire, Male and Female versions of the *SABE* questionnaire, and an answer sheet onto which clients can mark their test responses.

If you are updating from a version of EAS-SABE 5 prior to v. 0.9.9.8...

- (a) Download and open the .zip package that includes the updated version of the application in order to extract the new *EAS-SABE 5* folder.
- (b) Delete the previous version of the *EAS-SABE 5* folder from your Applications folder.
- (c) Copy the new version of the *EAS-SABE 5* folder to your Applications folder.
- (d) Upon launching the updated application, the *EAS-SABE Reports* folder created previously in your Documents folder will be recognized automatically. All datafiles and reports

contained in that folder will remain untouched and readable by this new version. Be sure to update the test norms.

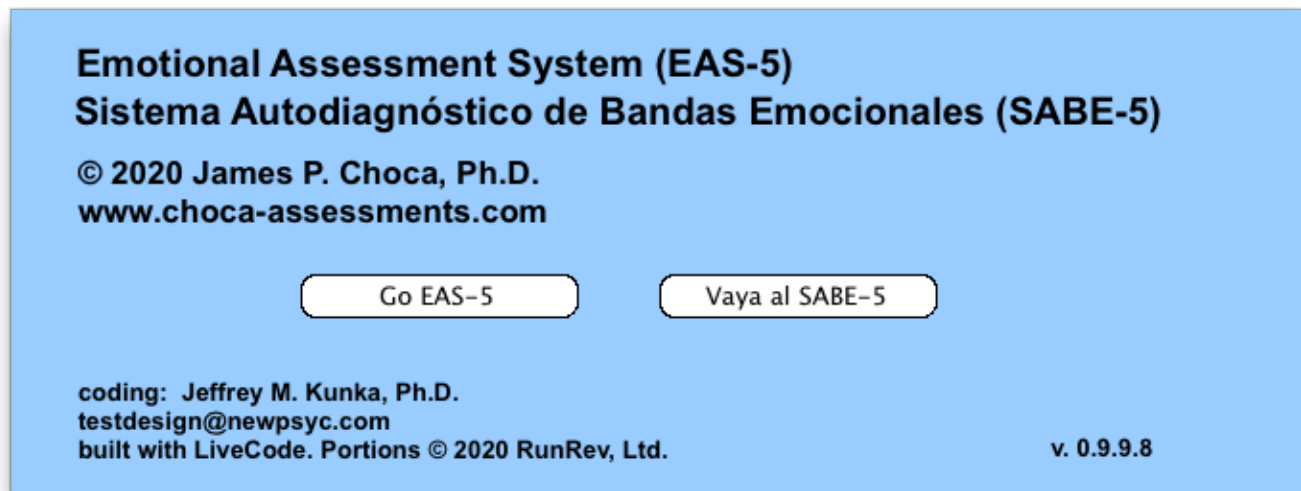
- (e) If you intend to administer a paper-and-pencil version of *EAS-SABE*, be sure to download the *_EAS-SABE Forms* folder from the website, which includes a printable version of the *EAS* questionnaire, Male and Female versions of the *SABE* questionnaire, and an answer sheet onto which clients can mark their test responses.

If you are updating only the test norms...

- (a) Download and open the .zip package containing the folder (*_EAS-SABE Norms*) that includes the updated test norms.
- (b) Delete the previous version of the *Norms* folder from the *EAS-SABE Reports* folder in your Documents folder and substitute this updated version. It will be recognized automatically by the *EAS-SABE 5* application the next time that it is launched.

(3) Splash Screen

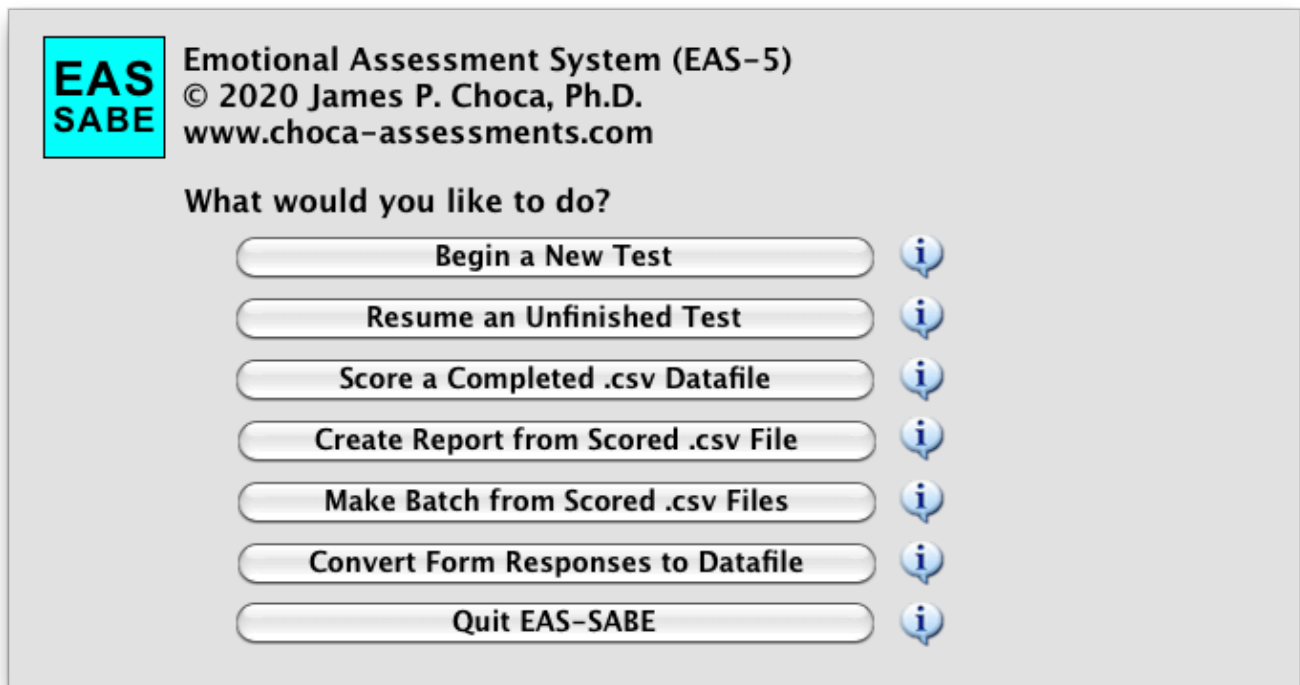
Each time *EAS-SABE* is launched, it displays the splash screen illustrated here:



Because *EAS-SABE* is a bilingual (English/Spanish) program, one has the choice to display all text presented to the examiner in either language. The two branches of the test are otherwise identical. (As explained below it is still possible for the *EAS-5* to display the test items to the respondent in Spanish, and for the *SABE-5* to display the test items in English.)

(4) Landing Page

Upon choosing either the *EAS-5* or *SABE-5* branch, the corresponding landing page will be displayed. These are identical except for the language (English vs. Spanish). This is the control center for choosing among the available administration and scoring options. Here's the most recent version of the *EAS-5* landing page:



Although the seven options are essentially self-explanatory, clicking the informational icon to the right of each button will display a brief description of its function.

(5) Begin a New Test

Click this button on the Landing page to initiate a new test.

The examiner first must input the information needed to identify the test respondent (name and/or ID, gender, age, ethnicity, education, and preferred language). This information will be saved in .csv (comma-separated values) format to a new datafile in the *EAS-SABE Reports* subfolder of the Documents folder. You will have the option to name that datafile using either the test respondent's name or (presumably unique) assigned ID. That file will be named using (at the examiner's discretion) either the respondent's name or (presumably unique) assigned ID, with the version of the test employed (*_eas_data* or *_sabe_data*) appended to that name or ID.

Each time the respondent enters a response to the test item, this datafile will be updated to include that response, along with the approximate number of seconds that she/he spent before initiating that response. (This datafile is rewritten to the *EAS-SABE Reports* folder after each response, just in case it is necessary to suspend the test temporarily.)

Do not open or modify any raw (*_data.csv*) or scored (*_scored.csv*) datafile except from within the program. Doing so might possibly corrupt these files and render them unreadable by the *EAS-SABE* program. (The same is true also for the three text files that include the test norms.)

(6) Information Input Screen

Here is a screenshot of the *EAS-5* Information Input screen:

EMOTIONAL ASSESSMENT SYSTEM (EAS-5)

Enter the information for this respondent:

Name:

Client ID:

TestDate:


Age (yrs): Education (yrs): Adolescent

Gender: Ethnicity:

Language:

Note that when opened from the *EAS* Landing page, all of the labels are in English; for the *SABE*, all are in Spanish. Apart from the test date (inserted automatically using the date format specified in one's computer settings), all information must be entered manually.

One must enter either a first/last name or ID number (or both) for the respondent. (If you've entered both a name and ID for the respondent, you will be prompted which one should be used when naming the resulting datafile.)

 Choose either Name or ID to name this datafile.

Note that all test items, audioclips, and messages presented to the respondent will employ the preferred Language (English or Spanish) chosen here. (This enables an *EAS* user to administer the test in Spanish, or for a *SABE* user to administer the test in English.)

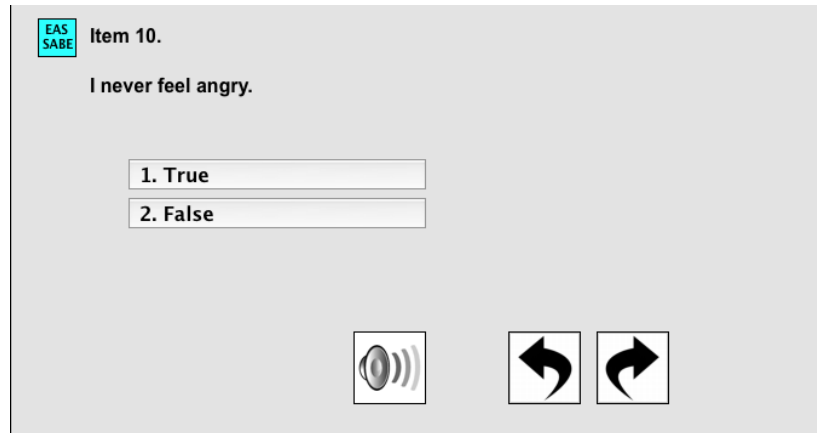
Because a number of Spanish-language items are phrased differently according to gender, it is essential that you identify gender when administering the test in Spanish. However, it is recommended that all demographic characteristics always be identified when datafiles are collected for the purpose of updating the test norms. (The checkbox labeled "Adolescent" is included as an option because a few test items are phrased differently from those presented to adults.)

As regards the three buttons at the bottom of this Input screen: The *Cancel* button returns to the Landing screen without saving any information. The *Reset* button merely clears the entries without exiting the screen. The *Begin* button is what actually initiates the new test.

Clicking the *Begin* button displays a “Waiting...” screen. This is so the timer for the first item does not begin until the respondent is actually presented that item, thereby giving the examiner the opportunity to seat the respondent in front of the computer.

(7) Test Item Screens

The 359 items that comprise the test are displayed in full-screen mode, meaning that each displayed test item screens is resized to fit one’s entire computer screen. Here is a typical test item, displayed here in English:



When a test item is displayed, the audioclip that “speaks” this test item in the appropriate language is played automatically. (In order to facilitate efficient progress through the test, the audio will be interrupted as soon as the respondent enters a response.)

The respondent can enter a response in one of two ways: The preferred manner is to use the keyboard—number keys 1 or 2. (Other keys will be ignored.) Alternatively, the respondent can use the mouse/cursor to click on the button corresponding to her/his choice. In either case, the chosen response button will be highlighted.

As soon as a response is given, the raw test datafile in one’s *EAS-SABE Reports* folder is updated and the test displays the next test item.

There are three buttons at the bottom of each test item screen:

- (1) The “Speaker” button is available in case a respondent wishes to replay an audiofile before entering a response.
- (2) The “Back” button enables the respondent to review—and optionally change—a previous response. Upon returning to a previous response, the original response is highlighted.

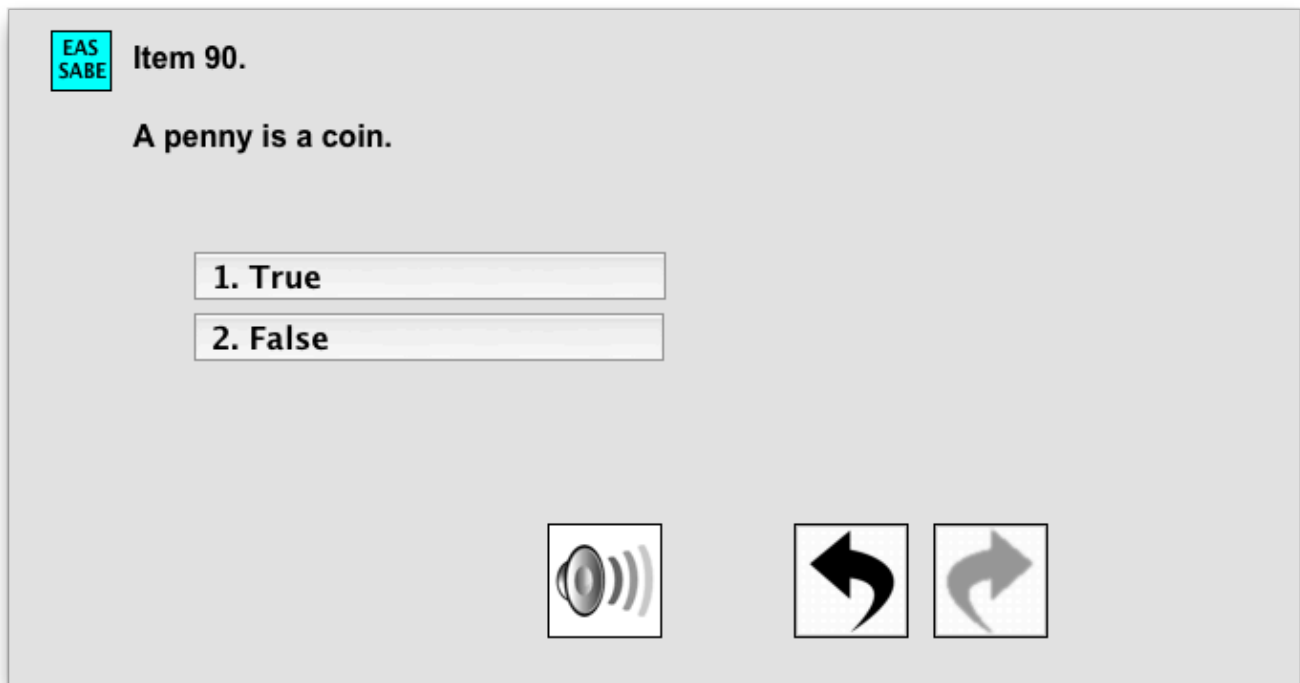
At this point, the respondent has two alternatives:

- (a) If she/he wishes to change the response, either input method (keypress or button-click) will substitute the new response in the datafile and advance to the next item, or
 - (b) If she/he wishes to leave the original response unchanged, clicking the “Next” button will advance to the next item without altering the datafile.
- (3) Note: The “Next” button is available only when the respondent is reviewing a previously entered item. This is so in order to prevent skipping over an item without first having recorded a response.

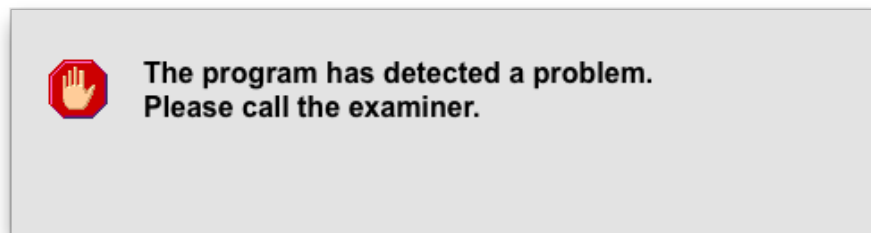
On rare occasions, it may be necessary for the examiner to suspend a test in progress. In this case, a Control-click (Windows) or Command-click (Mac) on the blue *EAS-SABE* icon in the upper-left corner will return you to the *EAS* or *SABE* Landing page. All responses recorded to the datafile prior to that point will have been saved to disk. (See below for instructions as to how to resume a suspended test.)

(8) Special Case: Aa Scale Items

EAS-SABE includes eight test items designed to detect whether a respondent is inattentive, confused, or responding randomly. An incorrect response to any such factual item triggers the need for the examiner to intervene in order to decide whether to discontinue the test for one of those reasons. Consider the following item:



If the respondent answers “False” to this item, the following alert is triggered:



This alert suspends the test and can only be dismissed by the examiner. Control-click (Windows) or Command-click (Mac) on this alert message in order to close this modal dialog.

Closing this warning message displays a second modal dialog, which provides the examiner the opportunity to either terminate or continue the test.

At this point, the examiner should inquire as to why the respondent answered the item incorrectly (in this example, responding *False* to the item “A penny is a coin.”). It is necessary for the examiner to rule out whether the client was responding either randomly, inattentively, or without adequate comprehension of the test item.



If the examiner decides to continue the test, the next test item will be presented. Otherwise, the test will be terminated and the program will redisplay the Landing page.

(9) Special Case: Revisiting Aa Scale Items

As noted above, it is possible to revisit (and optionally change) previous test responses. However, it is not possible to revisit Aa scale items — in order either to change an incorrect response to a correct response, or to change a correct response to an incorrect response.

Consequently, whenever the respondent revisits a previous response using the “Back” button, the program will skip over any previously answered Aa scale item. Similarly, the “Next” button will skip over any previously answered Aa scale item. This ensures that the count of any Aa scale errors is not altered.

(10) Completing the Test

Once the respondent enters a response to the last test item (#359), the program displays a final screen that instructs her/him to call the examiner.

A Control-click (Windows) or Command-click (Mac) on the EAS icon in the upper-left corner will return the program to the former Landing page. All of the demographic information, test responses, and response times will have been saved to the corresponding raw score datafile (*_data.csv*) in the *EAS-SABE Reports* subfolder of one’s Documents folder.

(11) Resuming an Unfinished Test

The **second** button on the Landing screen enables one to reopen and continue an unfinished test. Clicking this button will display a standard dialog window — which, by default, displays the contents of the *EAS-SABE Reports* folder of the Documents folder — for one to choose the datafile for which test to complete.

Note that only a *raw* datafile — i.e., one that ends with the suffix *_data.csv* — is a valid choice. Moreover, the program will check whether the chosen datafile is incomplete, and will warn if the last test item (#359) already has been answered.

If the test is indeed incomplete, the existing datafile will be reloaded into memory and the test will resume as before, starting with the first unanswered test item.

(12) Score a Completed .csv Datafile

The raw datafile (*_data.csv*) generated by *EAS-SABE* includes the respondent's demographic information, response to each test item, and response time for that item.

The **third** Landing page button enables one to score a completed datafile. You are prompted to choose a raw datafile stored in the *EAS-SABE Reports* subfolder of the Documents folder. Only datafiles that end with the suffix *_data.csv* are recognized as valid, and only datafiles that include responses to all 359 test items are considered valid for scoring.

The procedure triggered by this button calculates a total raw score (adjusted for the reverse scoring of some items) for each A and B scale — along with an average response time for each scale — and saves the results to a new *.csv* formatted datafile with the suffix *_scored.csv*. These scored datafiles are the basis for calculating test norms.

(13) Create Report from Scored .csv Datafile

The **fourth** Landing page button is used to choose a scored datafile (*_scored.csv*) in order to generate a report (in plain-text format) of the test results for a single respondent—in either English or Spanish, depending upon whether the *EAS* or *SABE* version had been administered.

With *EAS-SABE* v.0.9.9.8, English-language (*EAS*) test reports now display T-scores both for the *EAS* Community norms and for the *EAS* Psychiatric norms. (Because the Psychiatric norms were collected prior to the introduction of the two Neurological scales—B21 and B22—no Psychiatric T-scores are available for these scales.) *SABE* test reports currently display T-scores based only upon the most recent normative sample of Spanish-language cases collected in the U.S., Latin America, and Spain.

In either case, the program will display a platform-specific (Win/Mac) file dialog for saving this text report to disk. If a text report file with the suggested filename already exists in the *EAS-SABE Reports* folder, the operating system will display an alert, with the choice either to overwrite the existing file or to click “Cancel” and rename the new report file before saving it to disk.

By default, the test report is saved to the *EAS-SABE Reports* subfolder in plain-text format, with the suffix *_report.txt* appended to the identity of the client employed in the *_scored.csv* datafile.

Although these report files can be opened and printed from any application that reads plain-text files, note that some applications may not limit the printed report to the intended single page.

(14) Make Batch from Scored .csv Files

In order to continue improving our *EAS-SABE* norms, it is necessary to incorporate new datafiles in spreadsheet format that can be imported into an existing Excel or SPSS spreadsheet. Follow the instructions for this **fifth** Landing page option included in the corresponding informational button. Collecting additional batches of scored datafiles and submitting these to the author for review may enable us to expand and refine the normative dataset.

(15) Convert Form Responses to Datafile

New to v. 0.9.9.8 of *EAS-SABE* is a feature that enables users to create a raw datafile in the standard .csv format—suitable for scoring—by inputting responses from one of the paper-and-pencil versions of the *EAS-SABE* questionnaire available for download. (There is one English-language form and gendered—male vs. female—Spanish-language forms.)

Administration of the test via computer is the preferred option—inasmuch as it includes checks on the Aa validity scale, prevents the respondent from skipping an item, and records the response time for each item. However, administration of personality questionnaires via paper-and-pencil form is common practice and presumably has limited impact upon the validity of the *EAS-SABE* test results.

When choosing this **sixth** Landing page option, you are presented a dialog similar to the one displayed when administering the test online. This is followed by three response-entry pages to input a client's responses from the answer sheet. Upon completion, the program will generate a .csv-formatted raw datafile that can be used to create a scored datafile.

(16) Quit EAS-SABE

This **seventh** button is simply a shortcut to terminating the *EAS-SABE* program.

(17) For Questions, Comments, and Bug Reports

Please contact Dr. James Choca directly via email:

jchoca@roosevelt.edu

Final Reminder on EAS-SABE 5 Norms

As noted previously, the norms for the *EAS-5* and *SABE-5* versions of the test are likely to be updated periodically as Dr. Choca and his collaborators collect additional data. When new norms are available, these will be posted for download from his website. It is recommended that you check periodically for updates when using the *EAS-SABE 5* in clinical settings.