Quickstart Guide for the *EAS-SABE 5*

Emotional Assessment System (EAS-5)
Sistema Autodiagnóstico de Balance Emocional (SABE-5)
© 2021 James P. Choca
https:/www.choca-assessments.com
version 1.2.0 (August 2021)

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

The current version of *EAS-SABE 5* (v. 1.2.0) employs the same *True-False* item format that had been used previously in the Windows-only *EAS-3* application. A sample of test respondents who completed both the *EAS-3* and an earlier development version of *EAS-5* that employed instead a Likert scale format reported having found the *True-False* format both less frustrating and less time-consuming. When those *EAS-5* responses were rescored as binary (i.e., *True-False*), all correlations between the *EAS-5* and corresponding *EAS-3* scale scores were consistently very high (typically in the low 0.80s to mid 0.90s). Test norms are available for English-speaking (*EAS*), Spanish-speaking (*SABE*) and Psychiatric (*EAS*) respondents.

Apart from two new scales — B21 *Attention* and B22 *Cognition* — *EAS-5* includes only those items common to the *EAS-3* and development version of *EAS-5*. For clinicians who collected data using either of those earlier versions, a *EAS Legacy Reader* is available upon request to convert older client datafiles to the current data format.

Also new to this version is the option to administer the *EAS-SABE 5* in a traditional paper-and-pencil format. The questionnaires and answer sheets are available (in both English and Spanish) for download in PDF format on the author's website. The client's responses then can be entered manually from the answer sheet and scored as if administered via computer.

(1) Installation Instructions

EAS-SABE 5 is available as a free download from the author's website for both Windows and macOS systems. In each case, it is provided as a signed and secure installer file that will copy the application and all needed resources to the *Applications* folder of your computer.

Please be aware that because the *EAS-SABE 5* program includes hundreds of audiofiles that automatically "speak" each test item in the specified language, this is a much larger download (at least 250 MB) than most other applications. Please be patient when downloading the installer .

(1a) Installing for Windows

EAS-SABE 5 has been tested on Windows 10, but should run on Window 7 and later. It is provided for download using a conventional Windows installer (.msi) file. It has been code-signed by a Microsoft Certificate Authority to ensure that it meets the security requirements of the Windows Defender system. The procedure is as follows:

1. **Download and save** the installer file to your computer.
2. **Run the installer** and follow the instructions. This will install the **EAS-SABE 5** (.exe) program and all required supporting files in your *Applications* folder and will add a shortcut icon to your *Desktop*.
3. Once installed, **EAS-SABE 5** can be run either via the *Desktop* shortcut or the .exe icon in the *Applications* folder.

In addition to the application itself, the *EAS-SABE 5* folder includes several folders with the resources (audiofiles, norms, etc.) needed to run the program. These must not be altered. The first time you run the program, it creates an *EAS-SABE Reports* folder in your *Documents* folder.

If you wish to uninstall **EAS-SABE 5**, run the installer again and choose the option to uninstall the program and its related files. Then delete the *EAS-SABE Reports* folder.

(1b) Installing for macOS

EAS-SABE 5 has been tested on macOS 10.12 (Sierra) through 10.15 (Catalina), but should be compatible also with later systems. It is provided for download using a conventional macOS disk image (.dmg) file. It has been code-signed and notarized by Apple to ensure that it meets the security requirements of the macOS Gatekeeper system. The procedure is as follows:
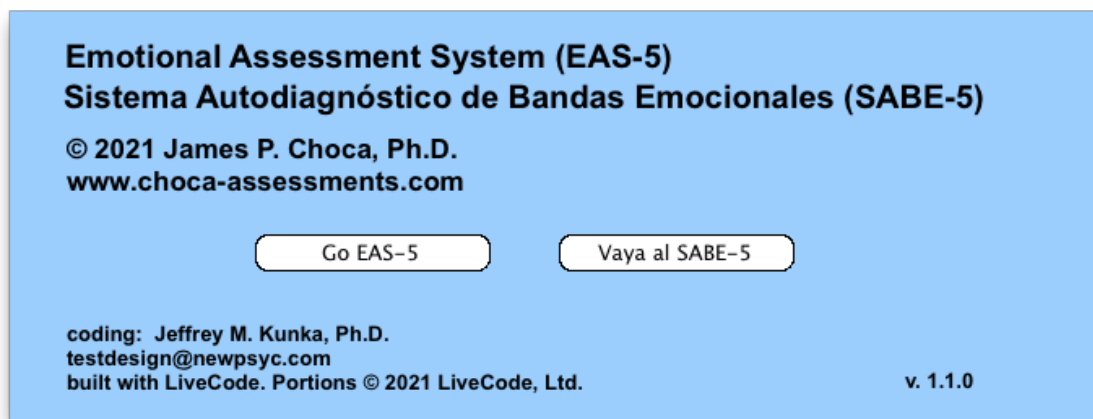
1. **Download and save** the disk image to your computer.
2. **Mount the disk image** by double-clicking on the .dmg file.
3. **Drag** the **EAS-SABE 5** icon in the disk image window onto the *Applications* folder icon. This will install the program in your *Applications* folder.
4. **Close and unmount** the disk image. **EAS-SABE 5** can be run by double-clicking its icon in the *Applications* folder.

Unlike the Windows version, all of the required supporting files are embedded in the **EAS-SABE 5** application (.app) package. It does create an *EAS-SABE Reports* folder in your *Documents* folder the first time that it is run.

If you wish to uninstall **EAS-SABE 5**, simply drag the program icon from the *Applications* folder to the *Trash*. Then drag the *EAS-SABE Reports* folder to the trash.
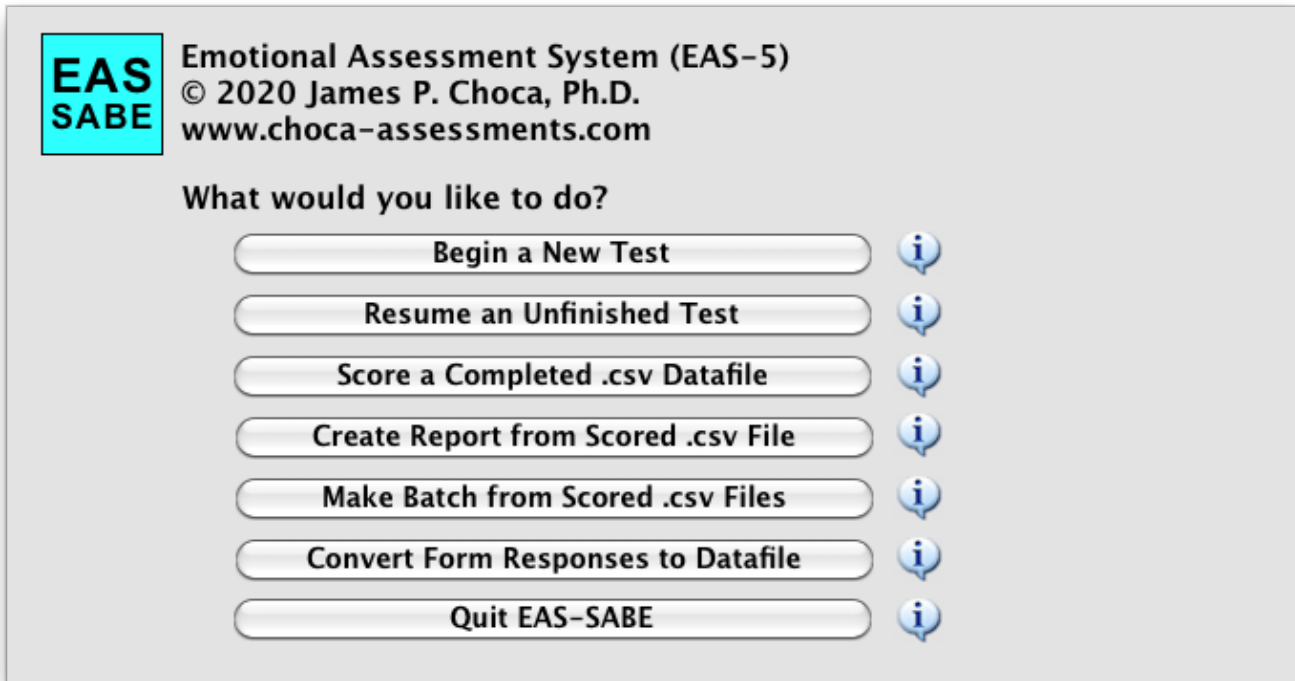
(2) Splash Screen

Whenever *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.)

(3) 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.

(4) 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.)

(5) Information Input Screen

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

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.)

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
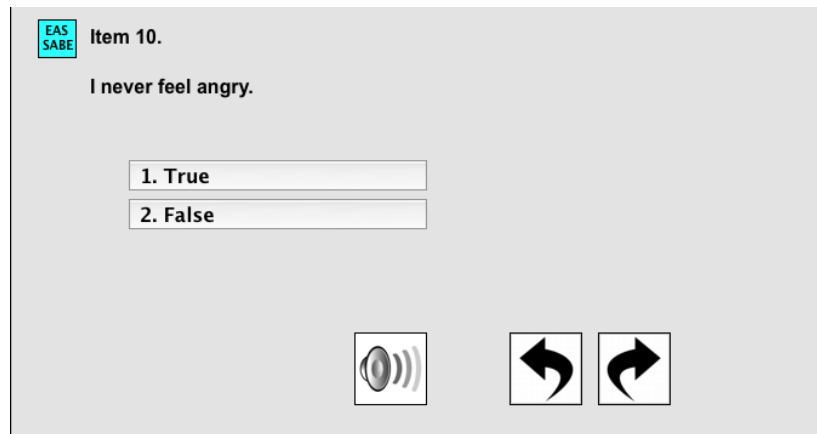
collected for the purpose of updating the test norms. (The checkbox labeled "Adolescent" is included as an option because a few test items are phrased differently from those presented to adults.)

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.

(6) 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
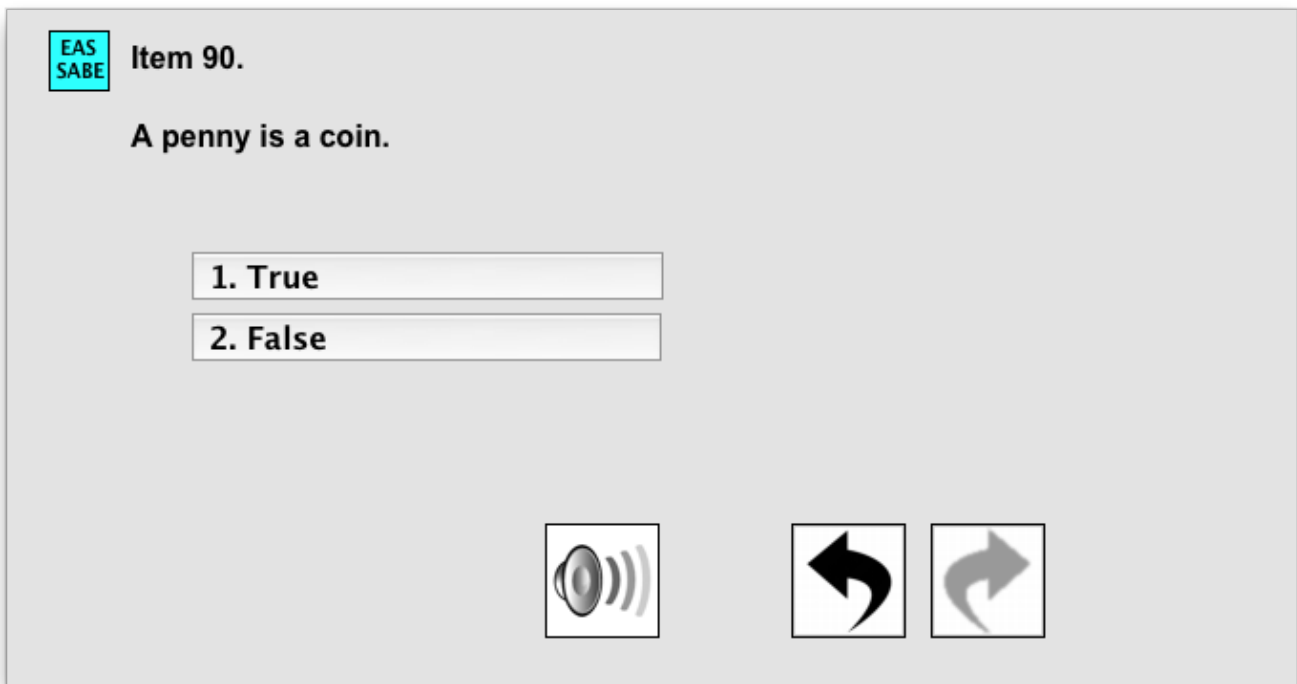
(b) If she/he wishes to leave the original response unchanged, clicking the "Next" button will advance to the next item without altering the datafile.

(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.)

(7) 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:
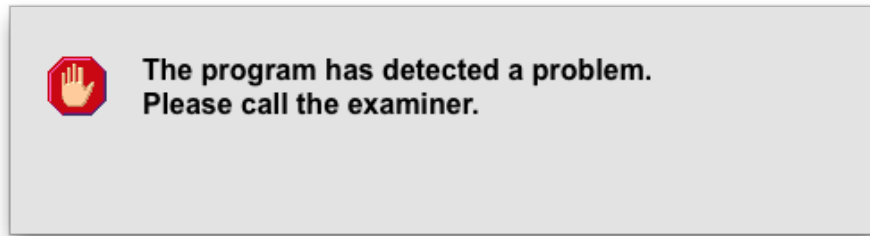

If the respondent answers "False" to this item, the following alert is triggered:

> 🛑 The program has detected a problem.
> Please call the examiner.

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.

> ❓ Do what?
>
> [Stop]   [Continue]

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.

(8) 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.

(9) 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.

(10) 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.

(11) 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.

(12) 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 version 1.1.0 of **EAS-SABE 5**, English-language (EAS) test reports now display T-scores both for the EAS English Community norms and 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.

(13) 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.

(14) Convert Form Responses to Datafiles

New to this version of **EAS-SABE 5** 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.

(15) Quit EAS-SABE

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

(16) For Questions, Comments, and Problem Reports

Please contact Dr. James Choca directly via email:

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