

GUIDE TO IMPLEMENTING THE IMPACT PROGRAM

for the Desktop & Online Versions



ImPACT Concussion Management Software

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Guide to Implementing the ImPACT Program

1) Educate Yourself and Your Team about ImPACT

- a. Visit our websites to learn about the latest concussion research and news articles regarding ImPACT testing and concussion management. You may also want to attend an ImPACT Training Workshop for advanced training.

<http://www.impacttest.com> and <http://www.impacttestoffice.com>
- b. Go over the information with your athletic training staff, team physician, coaches, parents, and technical staff. You will need the support of your entire team for smooth implementation.
- c. If you are not familiar with the program, take a demo test and watch video clips (both available on the ImPACT website).
- d. Secure payment for your software. Many schools seek funding through booster clubs, local sport medicine clinics or hospitals, IT department budgets, etc. Remember that the software is purchased on an annual basis and you will need to budget for the years to come also.

2) Decide Which ImPACT System Works Best for Your Organization

ImPACT can be purchased in one of two formats, ImPACT Desktop and ImPACT Online. Use the guide below to help you with your decision.

	ONLINE	DESKTOP
Internet connection needed to take test / view results	Yes	No*
Data Storage	ImPACT Secure Server	School Server or Local PC
Data back up performed by:	ImPACT	School/User
Meets HIPAA guidelines for security	Yes	Yes
Multiple workstation testing	Yes	Yes
Support by email	Yes	Yes
Support by phone	No	Yes
Ability to utilize Sideline ImPACT for PDA	No	Yes
Ability to print athlete data	Yes	Yes
Macintosh capacity	Yes	Yes

*Internet connection needed to download software.



3) Make Arrangements to Purchase the Program

- 1) Download and complete the **Program Order Form**: <http://www.impacttestoffice.com>.
- 2) Email the completed form with your school's Purchase Order or credit card information to the email provided on the Program Order Form.
- 3) Once we receive your order, you will receive a confirmation within 24 hours.
 - a) **Online users** will receive an email with 3 forms that must be completed before testing can begin. Once the forms have been submitted and approved, you will receive an email with the online Access Codes and Passwords.
 - b) **Desktop users** will receive an email including the ImPACT software download site, networking instructions, passwords and registration information. If you would like a program disc sent to you, please email our Technical Support Team at support@flantech.net. Once the package has been sent, you will receive an email from UPS. This will allow you to track the shipment of your package.

4) Desktop Set-up and Usage

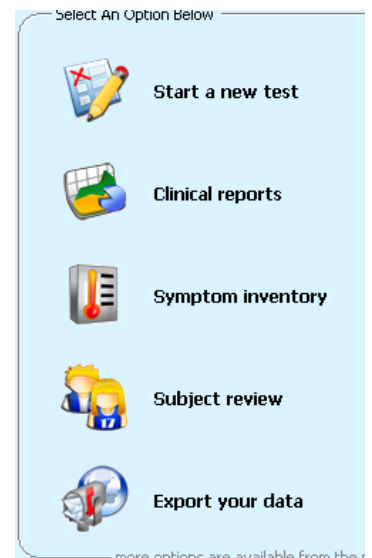
DESKTOP: INSTALLATION

1. Contact your Information Technology Department for help.
2. Installation and Networking Instruction can be downloaded at: <http://www.impacttest.com/pdf/DownloadInstructions.pdf>.
3. Computer Lab installation will make baseline testing more efficient.
4. You will also receive an email with the download site, password, and registration number. Use the provided online registration to register your ImPACT software. If you have any problems, please call our technical support team to activate the software: FlanTech – (800) 942 – 8632.
5. Once you have successfully installed the program, be sure to take a sample test to ensure that the system is working properly.

DESKTOP: TESTING

1. To begin testing, select **START A NEW TEST** from the graphical interface or from the **FILE** drop down menu.
2. You will need a unique ID number and date of birth to start the testing process.






SSN/Identification #:	<input type="text" value="-"/>	
Date of Birth:	<input type="text" value="/"/>	(MM/DD/YYYY)



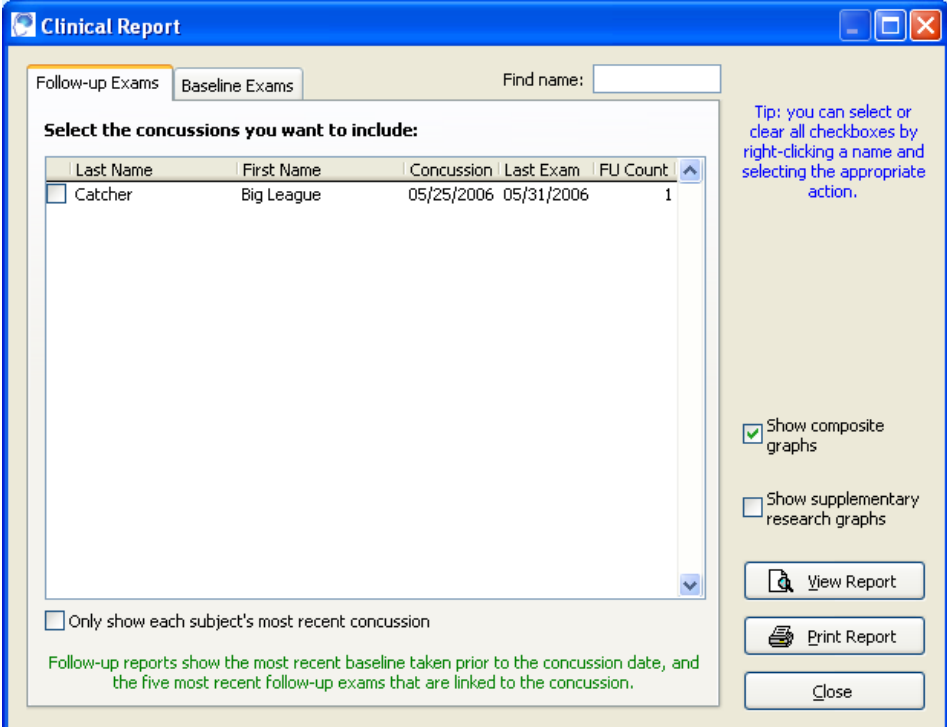
DESKTOP: VIEWING TEST RESULTS

1. To view Test Results, go to the **CLINICAL REPORTS** button on the main graphical interface.
2. Put a check in the box next to the name of the athlete. Select **Baseline** or **Follow Up Exam**.
3. Choose the **VIEW REPORT** to see the report on the computer screen. If you would like a hard copy, select **PRINT REPORT**.

Select An Option Below

-  **Start a new test**
-  **Clinical reports**
-  **Symptom inventory**
-  **Subject review**
-  **Export your data**

more options are available from the menu




The screenshot shows the 'Clinical Report' window with the 'Follow-up Exams' tab selected. A table lists a subject named 'Catcher' with a concussion on 05/25/2006 and a follow-up exam on 05/31/2006. The interface includes options to 'View Report' and 'Print Report', and checkboxes for 'Show composite graphs' and 'Show supplementary research graphs'.

Last Name	First Name	Concussion	Last Exam	FU Count	
<input type="checkbox"/>	Catcher	Big League	05/25/2006	05/31/2006	1

DESKTOP: POST INJURY CONSULTATION

***NOTE:** ImPACT requires a Sports Medicine Clinician or Psychologist to interpret the ImPACT Test Results. A qualified clinician should always make the final return to play decision. ImPACT is to be used as one of many tools to diagnose concussions.*

1. Print or view the test result with the clinician overseeing your organization's concussion management program.
2. If you do not have a clinician that you are currently working with, visit the ImPACT website to find one in your area: <http://www.impacttest.com/doctormap.php>.
3. You may be required to send your data to your doctor. You can email an ImPACT report by using the ImPACT report feature and your email system or you can simply fax them a copy. If you would like to email the report, choose the export feature from the VIEW REPORT screen. This is located in the top VIEW REPORT toolbar, .



5.) Online Set-up and Usage

ONLINE: INSTALLATION

1. Contact your Information Technology Department for help.
2. Make sure your Internet connection is active. If using dial-up, please connect before starting ImPACT Online.
3. You will not need to install any software to your computer. ImPACT Online only requires Macromedia Flash Player 7.0 or later. If you need to download the latest Flash Player visit: <http://www.adobe.com/products/flashplayer>.
4. We recommend that you take a sample test to insure that the firewall does not interfere with the testing process. Please take the sample and save the results.
5. If you have any questions email: support@impacttestcenter.com.

ONLINE: TESTING

BASELINE TESTING

1. You will be provided a web link to take the baseline test. This web link may be specific to your organization or a generic link on our ImPACT Test Center website.
2. Once the test process has begun, answer the demographic questions.
3. You will need to select your school from the drop down list in the SPORT AND HEALTH HISTORY section, and enter the date of birth. Please be careful to select the correct school.
4. When testing is complete you will need to log onto the RESULTS page to view the results.

Sport and Health History

Please enter the information below.

Clinic Name:

School / Organization:

Date of Birth: / / (MM/DD/YYYY)



FOLLOW UP TESTING

1. To do follow up testing, you must go to the results webpage:
<http://www.impacttestcenter.com/results>. This page requires a login and password.
 NOTE: Logins and passwords are provided to the organization by email. If you don't know your login or the password doesn't work, please email support@impacttestcenter.com.
2. The testing procedure is the same as baseline testing.
3. Please enter the same school name, athlete name and date of birth to correctly link the test with baseline information for that athlete.

ONLINE: VIEWING TEST RESULTS

1. To view online test results, you must go to the results webpage:
<http://www.impacttestcenter.com/results>. This is page requires a login and password.
 NOTE: Logins and passwords are provided to the organization by email. If you don't know your login or the password doesn't work, please email support@impacttestcenter.com.
2. You can search for tests on an individual or date range basis.

Test Results

Option 1:

Option 2:

3. Searching by individual requires the name or date of birth.

Please Start Typing Your Patient's Last Name

Patient Name: Date of Birth: / / (MM/DD/YYYY)

4. Define the date range required to search by date. You may also select addition fields to be displayed on the report. Simply check the boxes of the information you would like displayed. To sort the data by one of the addition report fields, simply click on the column header.

Please Pick the Organization You Want to Manage:

Starting Date: Ending Date:

Choose Report Fields: HIDE

<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Sport
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Test Date
<input type="checkbox"/> Test Type	<input type="checkbox"/> Organization

5. Click on any subject name then use the PRINT button to make a hard copy and the view results button to display on the screen.



ONLINE: POST INJURY CONSULTATION

NOTE: ImPACT requires a Sports Medicine Clinician or Psychologist to interpret the ImPACT Test Results. A qualified clinician should always make the final return to play decision. ImPACT is to be used as one of many tools to diagnose concussions.

1. Print or view the test result with the clinician overseeing your organization's concussion management program.
2. If you do not have a clinician that you are currently working with, visit the ImPACT website to find one in your area: <http://www.impacttest.com/doctormap.php>.
3. You will need to provide the physicians name to ImPACT so we can provide a login and password to for access to the ImPACT data.

General: Administering the Baseline Testing

1. Be sure you are familiar with the program before testing your athletes.
2. Educate the parents and staff about ImPACT and the importance of neuropsychological testing. PowerPoint presentations are available on the Clients Only website.
3. Use the High School Permission Slip and ImPACT Small Brochure to obtain your parents' permission to test their children. These are also on the Clients Only website.
4. Test all athletes before the sports season starts.
5. Group testing protocol:
 - a. Educate your athletes on ImPACT and its purpose. Make sure they do their best.
 - b. For your first few sessions, schedule your athletes in the computer lab for one hour. Once you are more familiar with testing, you can reduce the time to 45 or 30 minutes.
 - c. Try to provide a quiet and distraction-free environment for testing in order to ensure the athletes' optimal performance. If possible, athletes should be separated by at least one seat during group administration in order to further reduce distractions.
6. Begin the sports season.

General: If an Athlete is Suspected of Having a Concussion:

- 1) Use the protocol for removal from competition using Sideline ImPACT or our Sideline Assessment Card & On-field Cognitive Testing.
- 2) If the athlete has sustained a concussion and is experiencing symptoms, arrange for follow-up ImPACT testing of the injured athlete 24-48 hours post injury.
- 3) If desired, a consult can be arranged with the University of Pittsburgh Medical Center's Sports Concussion Program. Fax or email the test results to Dr. Mark Lovell or Dr. Micky Collins and they will assist you in reading the clinical report and interpreting the data.
 - a. Consultation for the first case is provided free of charge.
 - b. Consultation should be used as a training session for the duration of the concussion.
- 4) You can also send the test results to your team or family doctor for consultation. The ImPACT Team can also train your doctors on interpretation.

General: For Additional Assistance on Interpreting the Clinical Data

- 1) You may wish to consult with a Credentialed ImPACT Consultant in your local area. Refer to the Doctor Location section of our website: <http://www.impacttest.com/doctormap.php>. Our CIC's can assist with implementation and consultation.
- 2) If you do not have a doctor in your area, you may wish to consult with Dr. Mark Lovell or Dr. Micky Collins at the University of Pittsburgh Medical Center (UPMC). Consultations are contracted directly thru UPMC.
- 3) Optional, but highly recommended: Submit your data via email or fax. See our Submitting Your Data instructions.

Contact Information for the ImPACT Team:

Email: info@impacttest.com

Call: (877) 646-7991

