

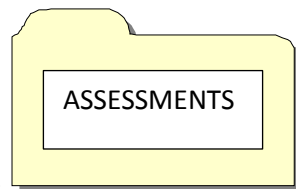
## ASUDS-RI Frequently Asked Questions

### 1. How can I obtain a copy of the ASUDS-RI software?

The ASUDS-RI is copyrighted software. Only licensed facilities are eligible for a copy of the ASUDS-RI software. Each DASA licensed agency may receive one copy of the software. If you have more than one location, you must share the disk with the other locations. Contact Jeri Frederick at 217.206.7985 or email: [jfred1@uis.edu](mailto:jfred1@uis.edu) to request a license agreement. The agency director must sign a license agreement and send a request on agency letterhead in order to receive the software.

### 2. How do I install the ASUDS-RI software?

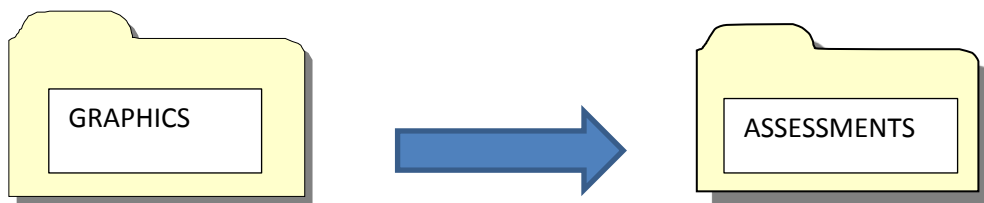
Instructions for installing the ASUDS-RI software are printed on the disk cover and on the disk itself. **You must create a folder for your saved tests.** This folder must have a copy of the GRAPHICS folder (also on the disk) in the assessment folder. Example: Create the



Assessments folder on your desktop or in your documents folder, or your C: drive. It doesn't matter where you put the assessments folder as long as you can find it when you're ready to save your tests.

Open the ASUDS-RI disk on your computer.

You will see a folder on the disk called ASUDS-RI. Open that folder and you will see several folders. You want to copy the folder named GRAPHICS and place a copy in the Assessments folder.



If you skip this step your saved tests won't format properly.

### **3. How do I save the client's completed test?**

When the client has completed the test you will go to the top left corner of your screen and click on the FILE tab. One of the selections under this tab is "Save As". Click "Save As" - the computer will then take you to a screen that allows you to choose which file folder you want. Choose the ASSESSMENTS folder and "Save". You may now print the saved test.

### **4. How come the test answers disappeared after I printed the test?**

You must save a copy of the test *before* you print it if you want a copy. Once you print the test, the information on the test disappears.

### **5. How do I know which number to enter into the eDSRS software?**

On the bottom of the first page of the printed test there is a section titled: Suggested Service Level Benefits or Guidelines. The number in the box titled: Level is the number that you enter on the eDSRS.

FOR FURTHER INFORMATION ABOUT USING THE ASSESSMENT TOOL, PLEASE CONTACT:

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