



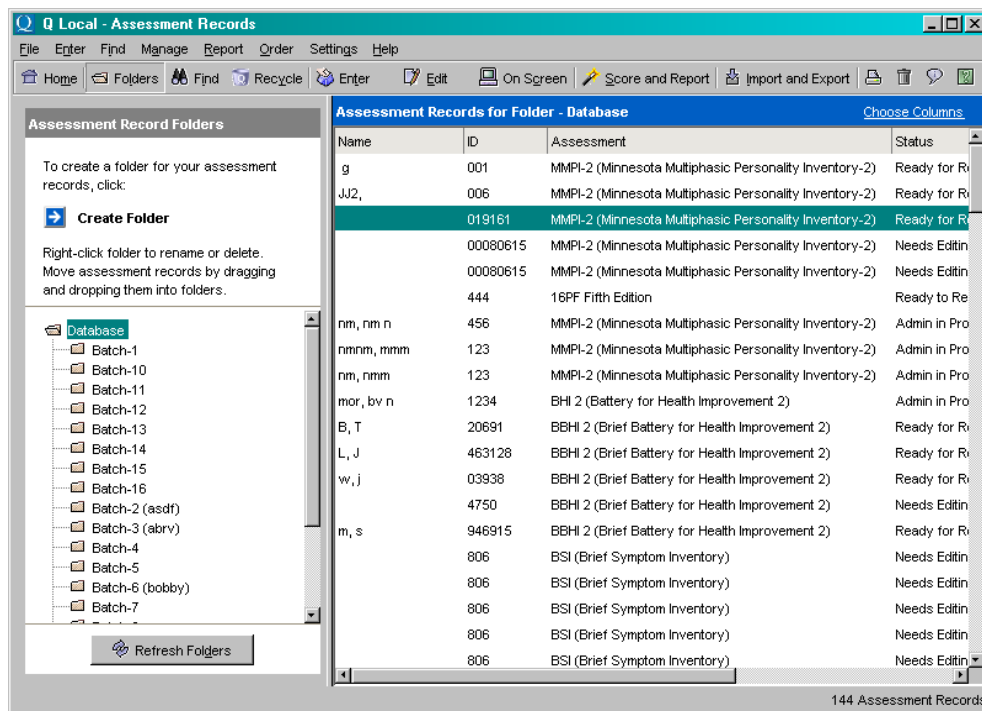
## How to Convert a Scored MMPI®-2 Report to an MMPI-2-RF™ Report Using Q Local 2.2.22

This document will walk you through exporting a scored MMPI-2 using Q Local 2.2.22. Conversion is essentially a three-step process:

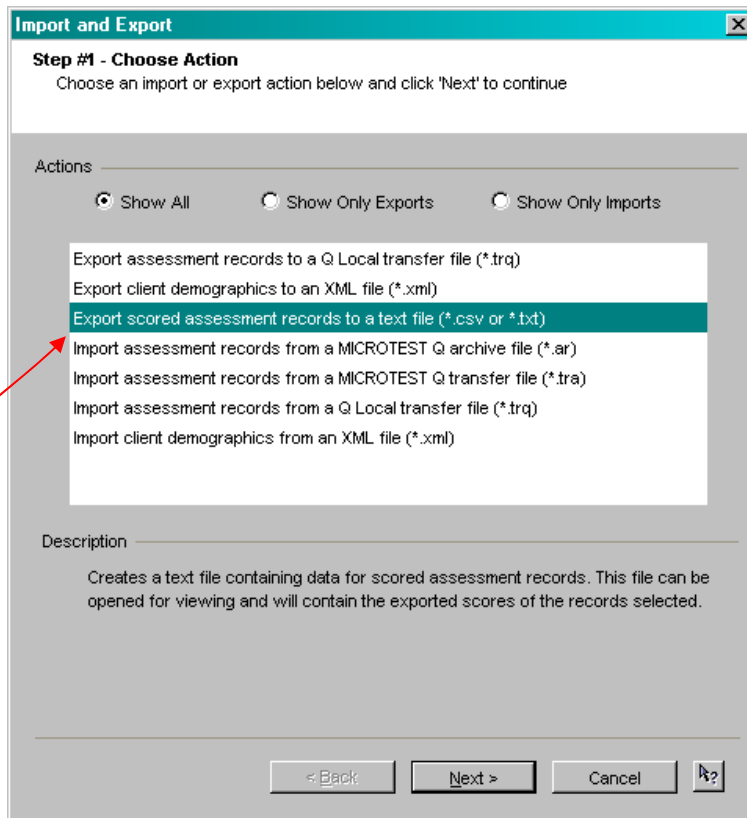
1. Using Q Local, you will export one or more of your scored reports.
2. Using the *MMPI-2 to MMPI-2-RF Data Converter* (which was installed when you updated/installed your Q Local 2.2 software) you will then convert the exported text file into a file that can be imported back into Q Local.
3. Finally, you will use Q Local to import the converted file back into Q Local. The result will be the MMPI-2-RF record that you can then score to get the intended report. (NOTE: *Scoring the MMPI-2-RF will require a usage.*)

### STEP 1 - USING Q LOCAL TO EXPORT SCORED MMPI-2 REPORTS

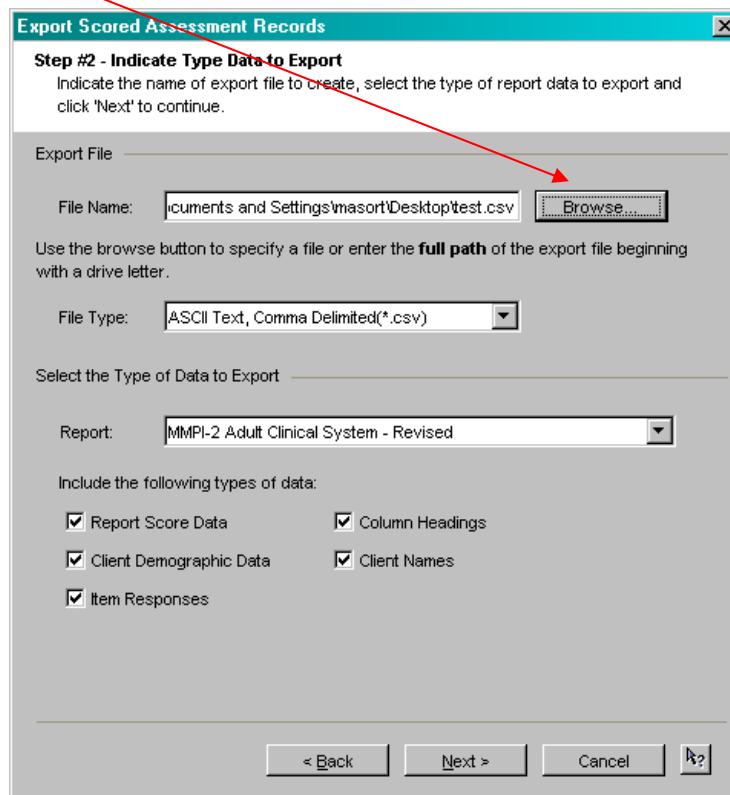
1. Open Q local version 2.2.22 and click on **Assessment Records**.
2. Locate the record you wish to export.



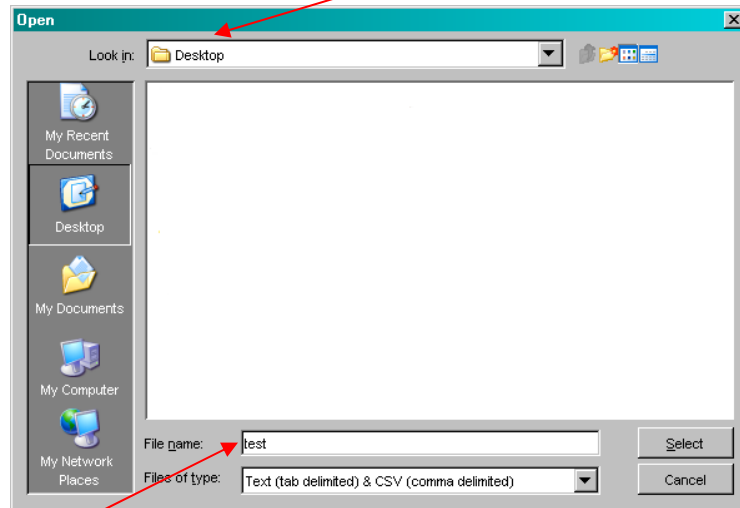
3. To make the exporting easier, note the following information:
  - The **ID number** for the record to be exported. If the ID number has been used for records other than just this one record, you might also make note of the **tester's last name**.
  - What **type** of report the record was scored for (i.e. Adult Clinical System – Revised, etc.).
4. Click on **Import and Export** located on the upper right corner of *Assessment Records*. This will open the *Import and Export* window.



5. Choose the third option: **Export scored assessment records to a text file (\*.csv or \*.txt)**.
6. Click **Next**.
7. Click on the **Browse** button in the upper right corner.



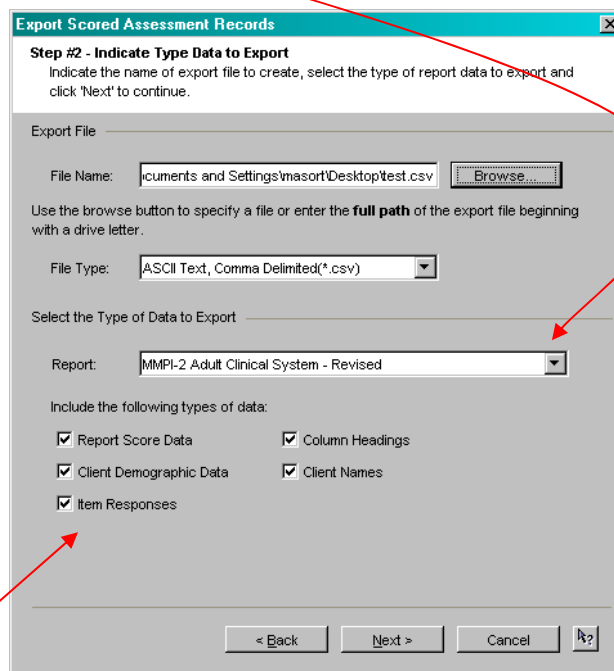
8. In the *Open* window, choose to export your file to **Desktop**.



9. Type in a file name for your exported file. The naming is arbitrary and can be whatever you wish.

10. Click **Select** when you are done.

11. Using the drop-down box for *Report*, choose the type of report you scored and printed your assessment as.



12. Check all of the data boxes.

13. Click **Next**.

14. Enter the **ID number** (and the tester's last name, if needed) that you noted earlier. This will help you pinpoint the record you wish to export.

Export Scored Assessment Records

**Step #3 - Create Scored Assessment Record Export File**  
Use the fields below to specify the criteria for the data to include and click 'Export' to export the scored assessment records. Select all records for this report by leaving all fields blank.

Specify Export Criteria

ID: 019161

Batch ID:

First Name Starts With: MI Last Name Starts With:

Administered Between Dates:

Created in System Between Dates:

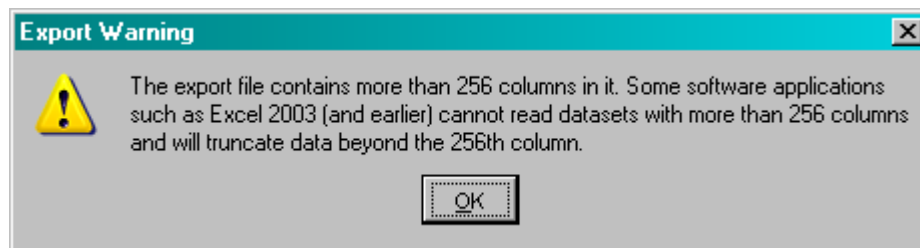
Created by User ID:

Custom 1 (Optional) ... Custom 3 (Optional) ...

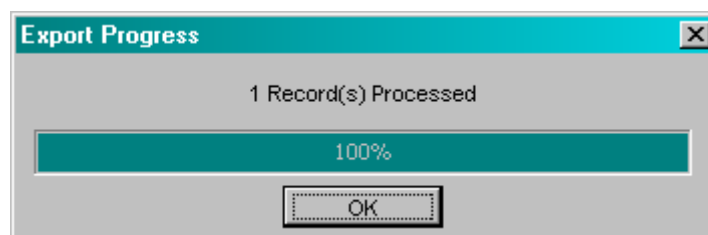
Custom 2 (Optional) ... Custom 4 (Optional) ...

< Back Export Cancel ?

15. Click **Export**.
16. Click **OK** to the message about 256 columns. This is relevant *only* when you are exporting assessment records into a spreadsheet program that is expecting only 256 columns of data. It has no relevance with regards to converting to MMPI-2-RF.



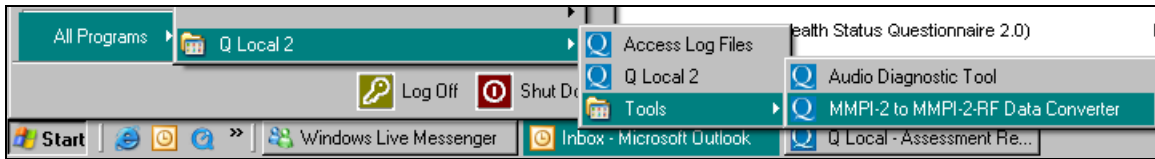
17. When processing is complete, click **OK**.



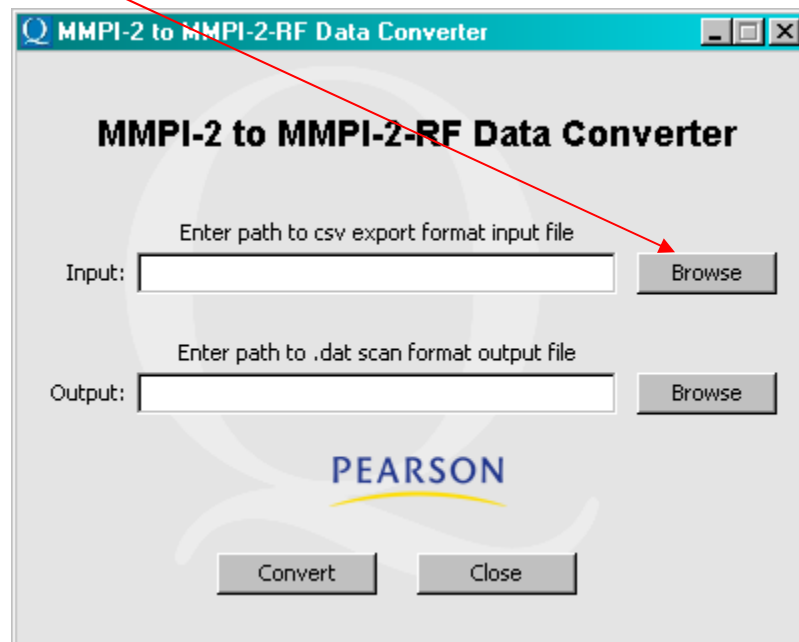
You have now exported your scored assessment record.

## STEP 2 - CONVERTING THE EXPORTED FILE

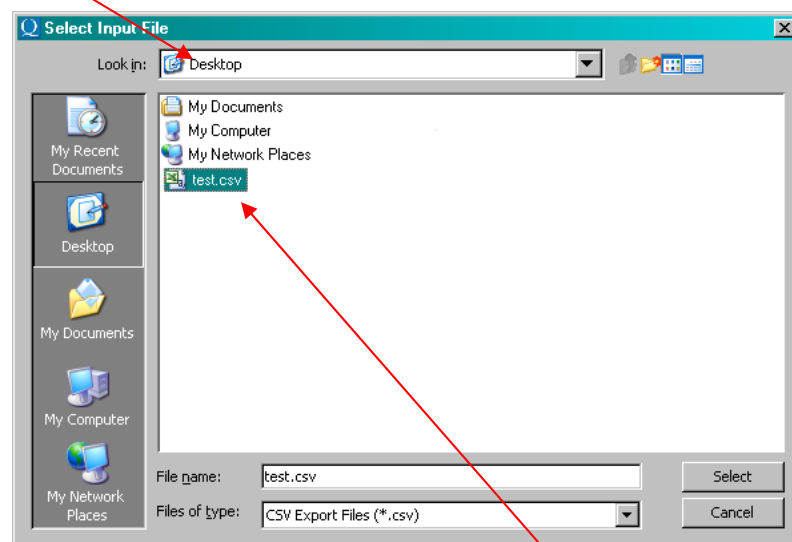
1. Click on Start and go to All Programs → Q Local 2 → Tools.
2. Click on MMPI-2 to MMPI-2-RF Data Converter.



3. Click on the **Browse** button to the right of *Input*.

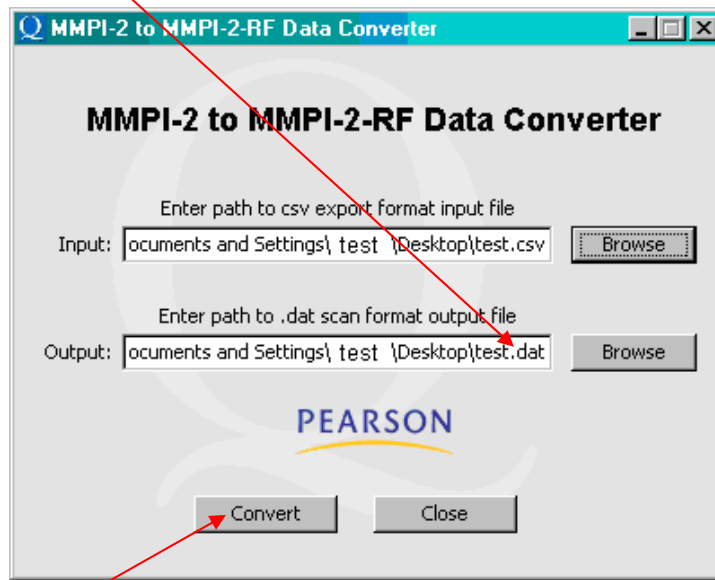


4. Browse out to *Desktop*, and locate your exported file.

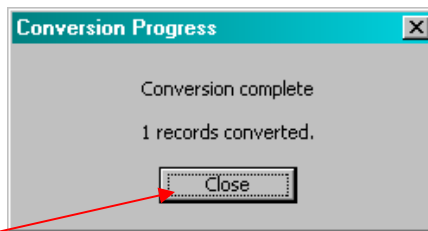


5. Click on the file you exported. Notice that it has an extension of *.csv*.

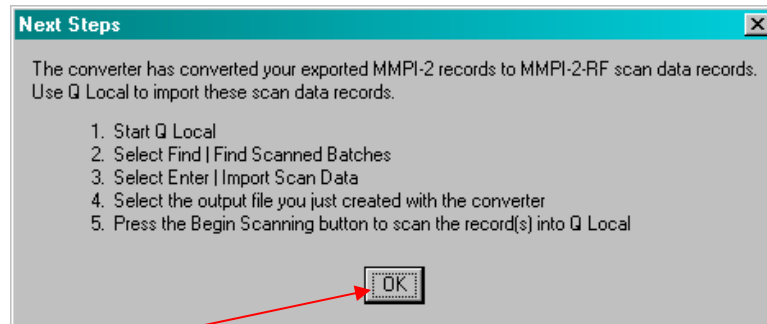
6. Click on the **Select** button. Notice that the *Output* field is now filled in and that the type of file now has an extension of *.dat*.



7. Click the **Convert** button.



8. Click **Close** when you receive notice that the record(s) are converted.

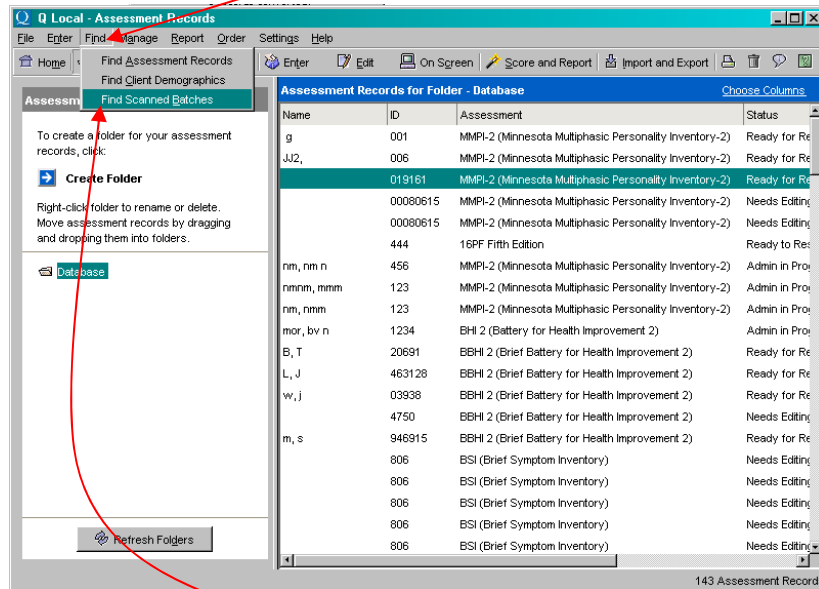


9. Click **OK** in the *Next Steps* window. This will take you back to the desktop.

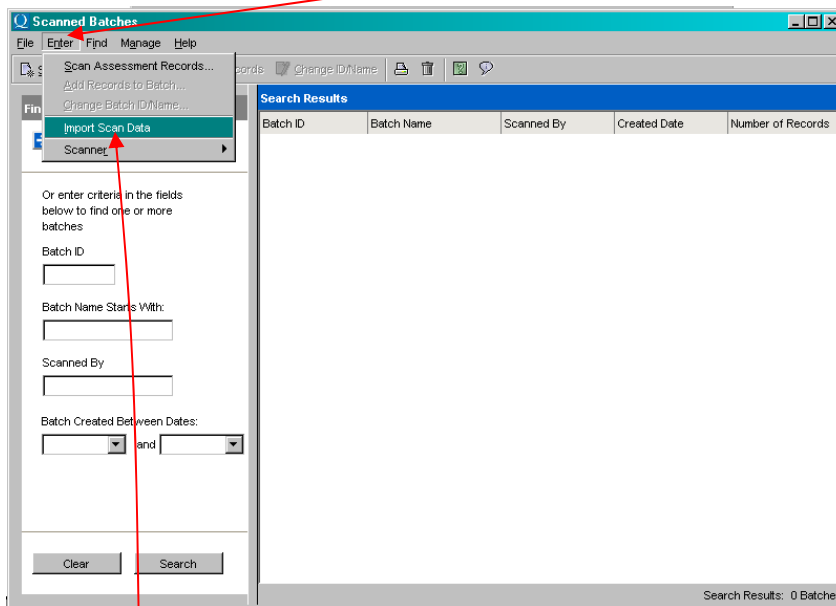
You have now converted the record you exported in the beginning of this process from a *.csv* type file to a *.dat* type file. In the next steps you will finish the process by importing the converted file back into Q Local. This will result in the intended MMPI-2-RF report.

### STEP 3 - IMPORTING THE CONVERTED FILE INTO Q LOCAL

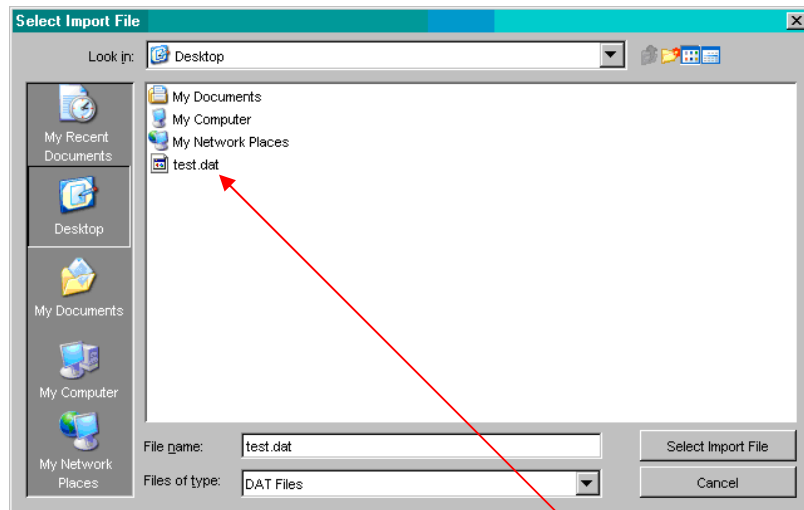
1. Bring up Q Local 2.2.22.
2. On the menu bar at the top of Q Local, click **Find** (in between *Enter* and *Manage*).



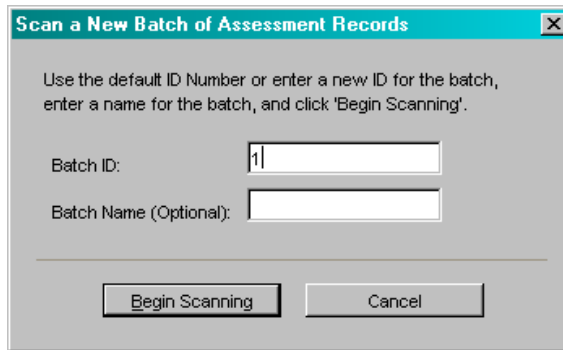
3. In the drop-down menu, select **Find Scanned Batches**.
4. On the menu bar at the top of the *Scanned Batches* window, click **Enter**.



5. Select **Import Scan Data**.
6. Browse out to *Desktop*, and locate your converted file.

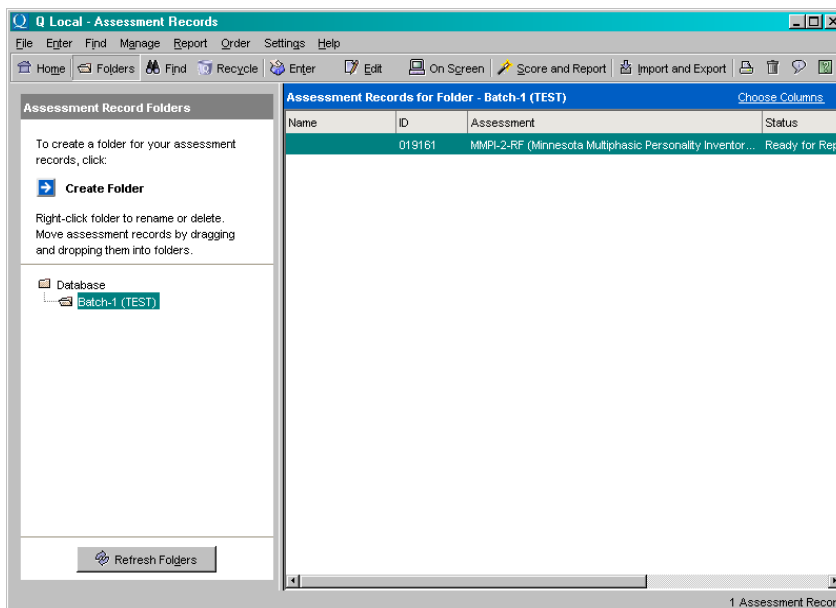


7. Click on the file you converted. Notice that it has an extension of **.dat**.
8. Click on **Select Import File**; Notice the *Batch ID*.



9. Click **Begin Scanning**; This will bring you back to the *Scanned Batches* window.
10. Close the *Scanned Batches* window; You should now be back in *Assessment Records*.

Your converted MMPI-2-RF is now in the folder with the same Batch ID on the left, under *Database*.





## More Questions?

We hope you find this information helpful. If you have other questions regarding Q Local software, please contact Q Local Technical Support at 800-627-7271.

For technical information any time, visit us on the Internet at <http://www.pearsonassessments.com/qsupport>.

For other Q Local tip sheets, go to <http://pearsonassessments.com/qsupport/faqs.htm>.

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