

Report Writing Tool User Guide

General Rules for All Report Writing Tools

- Please ensure you complete your report in one sitting. Data entered intermittently or over an extended period will not be retained, and the report will not generate. ReporaPro is intentionally designed for single-session use to ensure clinical data protection.
- This report-writing tool significantly reduces the time taken to write neurodevelopmental reports. It may take a short period of familiarisation to learn how to get the best out of the tool; however, as familiarity increases, further time savings are typically achieved.
- Leave sections blank where no information is available. Any boxes left blank will not appear in or be included in the final report.
- Notes should be clear. Comprehensive notes lead to more detailed and clinically useful reports. Please reference our instruction videos to see clinical note examples.
- Maintain consistency throughout your notes. Ensure names are spelt consistently and capitalised correctly to avoid misinterpretation.
- Consistently use your client's first name in your notes.
- This is a report-writing support tool. Clinicians must review the final report carefully and check for any discrepancies against the original assessment data.
- The tools are dyslexia-friendly, and spelling errors will not affect the quality of the report. However, inconsistencies in the output are most commonly due to unclear notes or significant spelling differences (for example, typing “**can't**” instead of “**can**”), which may alter the meaning and impact the generated content.
- The DSM-5 section provides a summary overview based on the information entered. Please review this section carefully and add or amend information where clinically appropriate.
- The tool may make errors. All reports must be fully checked, and responsibility for accuracy remains with the clinician.
- All neurodevelopmental assessments must be administered using the official assessment booklets. This tool is intended for converting clinical notes and qualitative information following assessment administration.
- When using the ADI-R “Drag and Drop” tool, please enter text directly into the Excel data cells. Copying and pasting entire cells from other documents or spreadsheets can interfere with file processing, even if no visible formatting differences appear.

ADI-R Report Writing Tools

There are **three** ADI-R report writer options available, each designed to suit different clinician preferences and workflows.

- The most popular option, **ADI-R Excel Drag and Drop**, allows you to complete ReporaPro's structured Excel template by entering your notes directly into each section. Once completed, you upload the document using the drag-and-drop function, and the system automatically generates a formatted report. The excel template has scoring sections which indicate the client's scoring based on both the original and new ADI-R algorithm.
- The second option, **ADI-R Free Text**, is the most straightforward. All text boxes are blank, allowing you to enter your own clinical notes without any pre-generated wording. You can score each item as you progress through the tool, and at the end a report is automatically generated in the original ADI-R algorithm report format.
- The third option, **ADI-R Pre-Determined Sentences**, generates standardised text based on the score selected for each item. You choose the appropriate score first, which then populates relevant pre-written wording aligned with that score. This text can be edited, refined, or expanded to reflect the individual presentation more accurately. If preferred, you can also create a basic skeleton report by selecting scores and making only minimal adjustments, making this option efficient for report completion while maintaining consistency.

ADI-R Excel Drag and Drop

- Our template is available to download on our website. We recommend saving a master copy to use each time. An example of a completed template is also provided to provide an example of note-taking style and layout, but alternative note-taking styles can be equally effective.
- When using this function, please enter text directly into the Excel data cells. Copying and pasting entire cells from other documents or spreadsheets can interfere with file processing, even if no visible formatting differences appear. You may copy and paste text into the cells, but please ensure you paste text only and do not overwrite the template by pasting full cells.
- The more comprehensive your notes, the stronger and more efficient your report writing will be.
- Consistently use the client's full name in your notes, for example: “**Rebecca grew up living with her parents. Rebecca now lives with her husband and two children.**” Using the client's name throughout helps ensure clarity and accurate report generation.
- When referencing the 4–5-year period, you can write “**4-5:**” before adding your information. “**During childhood:**” / “**Early childhood:**” can be used when talking about younger years, and you can add quantifiers such as “**same now**”. Again, these are examples of note-taking styles, but alternative note-taking styles can be equally effective.
- For “informant information,” please include only the person's relationship to the child (e.g. **Rebecca's parents** or **Rebecca's mother**).
- On the template, individual item scores can be entered in the column to the right of the document. The total scores for both the original and new algorithm are displayed.
- Please note that Excel does not automatically run a spell check as you type. However, you can complete a spell check once all text has been entered. The tool is dyslexia-friendly, but reviewing spelling at the end can help ensure optimal output quality.

ADI-R Free Text

- Please ensure you complete your report in one sitting. Data entered intermittently or over an extended period will not be retained, and the report will not generate.
- You can score each item as you progress through the assessment, and at the end a report is automatically generated in the correct ADI-R report format. This option is particularly useful for clinicians who prefer full control over wording and narrative style.
- The more comprehensive your notes, the stronger and more efficient your report writing will be.
- Similar to the Drag and Drop function, there are examples of note-taking styles in the demonstration video, but alternative note-taking styles can be equally effective.

ADI-R Predetermined Sentences

- Please ensure you complete your report in one sitting. Data entered intermittently or over an extended period will not be retained, and the report will not generate.
- When using the pre-determined ADI-R report tool, please select the relevant score before completing the text box. Once the score is selected, standardised wording will populate, which you can then amend and expand as required.
- This text can be edited, refined, or expanded to reflect the individual presentation more accurately. If preferred, you can also create a basic skeleton report by selecting scores and making only minimal adjustments, making this option efficient for report completion while maintaining consistency.
- When using the pre-determined ADI-R report tool, please look to edit **and/or** remove “**OR**” and “/” noted within the text boxes.

ADOS-2 Report Writing Tools

- Please ensure you complete your report in one sitting. Data entered intermittently or over an extended period will not be retained, and the report will not generate.
- When using the ADOS-2 report tools, please select the relevant score before completing the text box. Once the score is selected, standardised wording will populate, which you can then amend and expand as required.
- When using the ADOS-2 report tools, please look to edit and /or remove “**OR**” and “/” noted within the text boxes.
- Any text **ORs** left blank will not generate content within the final report. You do not need to complete every section if it is not relevant to your assessment (for example, “Past Relationships”).
- Adding client-specific information to the pre-populated text boxes will enhance the quality of your report and ensure it reflects the individual presentation accurately.
- When administering assessments online, please select score “**9**” for **B1 (Eye Contact)**. You may add any additional relevant observations within the accompanying text box as appropriate.
- On ADOS-2 Module 3, Section C, there is an option to indicate whether the assessment was administered online or face-to-face. Selecting the appropriate format allows you to include relevant information about the Make Believe Play task where applicable, particularly if the assessment was conducted face to face.
- Throughout the report tool, there are options to quantify specific observations using “**yes**” or “**no**” responses, such as the presence of completing these fields adds valuable detail and strengthens the overall quality and clarity of the observational report.

ACIA Report Writing Tool

- Please ensure you complete your report in one sitting. Data entered intermittently or over an extended period will not be retained, and the report will not generate.
- The more comprehensive your notes, the stronger and more efficient your report will be. Investing time in detailed note-taking before and during the assessment reduces the need for extensive rewriting later.
- If early years information is unavailable, please include a brief statement such as “**Information unavailable, but no concerns reported**” within each relevant section. This will ensure the information is included in the “Early Development” section of the report.

DIVA-5 and Young DIVA-5 Report Writing Tools

- Please ensure you complete your report in one sitting. Data entered intermittently or over an extended period will not be retained, and the report will not generate.
- Please select “**Yes**” or “**No**” to indicate whether the client meets each criterion. This will allow the system to generate a completed DSM-5 summary aligned with your findings.
- The clearer, more detailed, and consistent your notes are, the stronger and more efficient your final report will be.