How to use CCC-2

Step 1: Complete identifying information

- On the Raw Data tab, enter the child's first and last name. (This information must be entered to identify the child's case.)
- Enter the child's sex. (This information is optional.)
- Enter the name of the person completing the rating scale. (This information is optional.)
- Enter the child's date of birth. (This information must be entered for the scoring program to calculate the child's age.)
- Enter the date that Caregiver Response Form was completed. (This information must be entered for the scoring program to calculate the child's age.)

Step 2: Record the Item Scores

- Enter the raw scores from each of the test items. Raw scores should have a value of 0, 1, 2, or 3. (This information must be entered for the scoring program to summarize the data.)
- If a response is missing, enter the lowest possible score (i.e., items 1-50 will be scored 3, items 51-70 will be scored 0). If three or more items are unrated, and no response can be obtained from the caregiver, do not score the Caregiver Response Form.
- At this point, only the information you have entered is presented on the screen. If you would like to see the raw score data used to convert the scores, you can click on the ""View/Hide Age, Raw, and Scaled Scores"" button. This data cannot be altered.

Step 3: Convert Raw Scores to Scaled Scores, Composite Scores, and Percentile Ranks

- Select on a child's name to convert his or her raw scores. If you do not select a name, the CCC-2 Scoring Program will prompt you to do so. Click on the ""Update Scaled Scores"" button to view the child's scaled scores for each scale A through J, the GCC and SIDI scores, and the percentile ranks associated with each of the scaled scores for Scales A through J and the GCC.

Step 4: Print and Save the Scoring Summary

- Select the child's name and click the ""Create Summary Chart"" button. A child's name must be selected before the program will create the chart.
- Click on the Summary tab to view the child's Scoring Summary. At this point you can print the Scoring Summary for this individual student.
- You can save the raw data you have entered for a child at any point in the process by clicking ""Save,"" but the summary chart is updated every time you click on the ""Create Summary Chart"" button for a particular child. In order to save an electronic version of one chart, click the ""Save As"" button to save specific results in a new workbook.

If you copy the CCC-2 scoring spreadsheet, be aware that the workbook includes macros as well as a hidden worksheet that is used in the summary macro for computation of percentile ranks. Therefore, always copy the whole workbook, rather than just making copies of individual sheets.