BrainHQ Cognitive Check-In:

Quickstart Guide for Administrators

What Is a Cognitive Check-In?



The BrainHQ Cognitive Check-In is a set of computerized cognitive assessments designed to measure core brain functions. These assessments provide an efficient way to evaluate brain health and monitor change over time.

Assign a Check-In

Assign a Cognitive Check-In through the BrainHQ Group Portal.

1. Log in to BrainHQ (**www.brainhq.com**) with your administrator account, then click the GROUPS tab at the top.
2. Click Users on the left, then select Assessments.
3. Select the desired Cognitive Check-In from the drop-down menu.
4. Check the box next to your client's name.
5. Click the Schedule Assessment icon.
6. Your client will see their Cognitive Check-In the next time they log in.

Tip: Experience the Cognitive Check-In.

Complete a Check-In yourself by applying the assessment to a test account you create. This will help you understand the experience, troubleshoot common questions, and interpret performance reports.

Prepare Your Client

Before starting, make sure your client understands the process and feels comfortable.



Introduce the Concept

Explain that the Check-In includes one or more tasks evaluating aspects of brain health such as speed, attention, and memory. Some parts may feel easy and others challenging.



Review Tutorial and Practice

Review the tutorial and practice trials. Confirm the client understands the goals and how to enter responses.



Review Interface Controls

Point out the controls in the lower right corner. Clients can relaunch the tutorial and practice trials anytime using the "i" icon. Pause, full screen, and exit options are also available.

Explain Adaptive Difficulty

Tasks adapt to maintain 80% accuracy. As performance improves, the difficulty increases to find the highest level the client can perform accurately. Increasing challenge is expected and indicates the Check-In is working correctly.

Set Expectations

Most tasks take 3 minutes to complete, though time may vary. Clients are automatically exited when the Check-In collects enough data. Clients may take breaks between individual Check-Ins.

Download the Clinician Report

After the client completes the Check-In, you can download a Clinician Report for up to 8 weeks.

1. Log in to BrainHQ (**www.brainhq.com**) with your administrator account, then click the GROUPS tab at the top.
2. Click Users on the left, then select Assessments.
3. Select the desired Cognitive Check-In from the drop-down menu.
4. Check the box next to your client's name.
5. Click the Download Report icon.
6. Select PDF Summary Report and click Download Now.

Review Results With Your Client

Start With Strengths

Highlight areas of relative strength first to build confidence and engagement. A strengths-first approach frames the Cognitive Check-In as a tool for understanding abilities.

Explain Results

The Clinician Report presents percentiles. Scores between the 16-84th percentile reflect average performance. 50th percentile = better than 50% of clients who completed the task.

Focus on Growth

Cognitive profiles naturally include strengths and areas for growth. Reinforce that cognitive performance can improve with training and ongoing brain health activities.

Learn More

You can view a complete set of documentation, advice, how-to's, and best practices at the BrainHQ support web site by visiting **https://support.brainhq.com.** Once there, navigate to the *Groups* section and select *Cognitive Check-In*.

Any questions? Just email us at **support@brainhq.com** and our customer delight team is happy to help!

