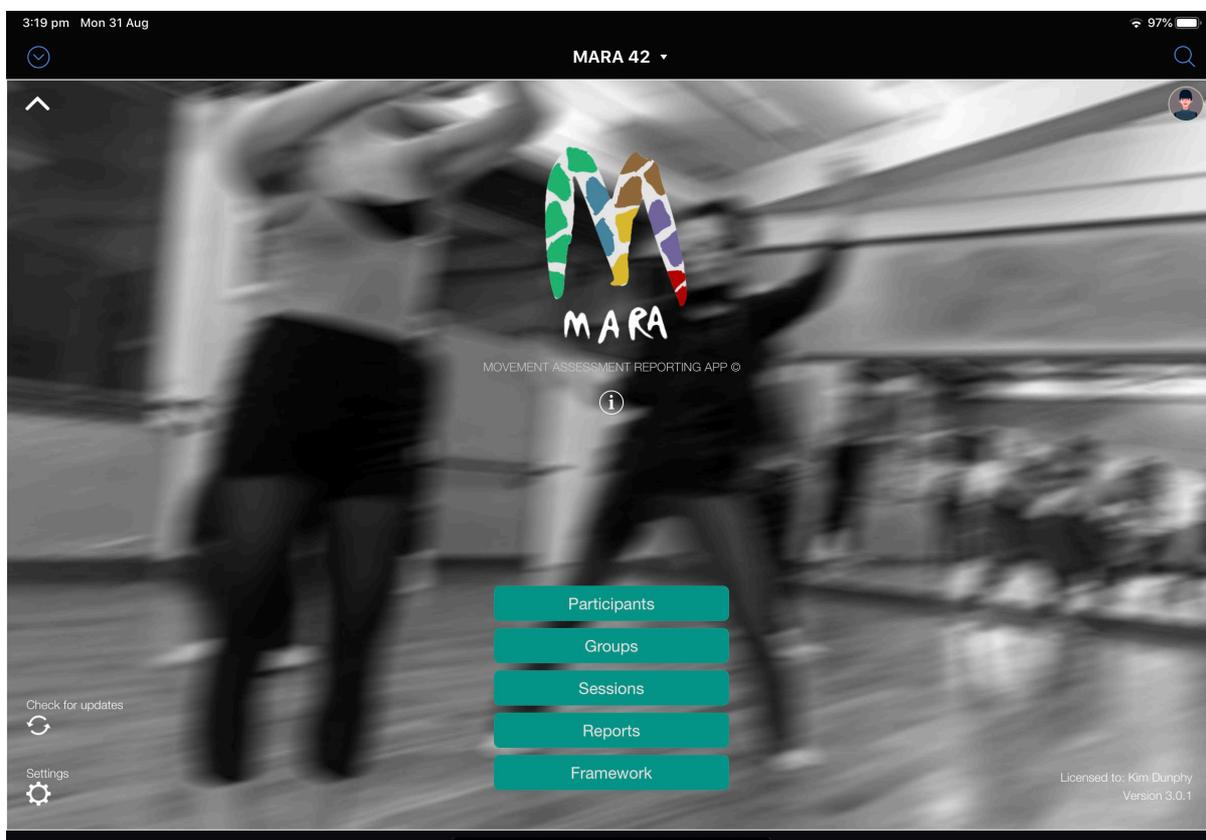


MARA

(Movement Assessment and Reporting App)

Users' Manual



MARA (*Movement Assessment and Reporting App*)

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September 2020

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1. INTRODUCTION

1.1 About MARA

MARA is an iPad app developed to support planning, assessment and evaluation in dance movement therapy. It has been developed by DMT researcher Kim Dunphy and colleagues internationally to facilitate evidence-based planning and regular and efficient assessment of DM therapists' work with therapy participants. The use of technology for planning and assessment is expected to support therapists better than is possible with paper-based processes that need additional work to process into reports.



V. 3 was launched in September 2020. This has much improved functionality, navigation, and more graph options that are more streamlined along with reporting function that can enable therapists to create reports using a range of data (numerical, text and media).

We welcome feedback from users at any time, please email us at:

contact@makingdancematter.com.au

1.2 This manual

This manual explains all the technological aspects of MARA. Please use in conjunction with the *Outcomes Framework for Dance Movement Therapy* available here:

<https://www.makingdancematter.com.au/about/outcomes-framework/>

which explains the domains, sub-domains and objectives that underpin MARA, and information about planning and assessment for DMT more specifically to support your practice.

1.3 Why use MARA?

MARA has been developed to help dance movement and other creative arts (CA) therapists support clients better, by strengthening their capacity to assess participants' progress. MARA supports evidence-informed practice by enabling the creation and use of data about participants to inform practice decisions. MARA also offers a range of assessment modalities: quantitative, qualitative, media (photos, video, voice recording, conversion of voice to text and drawings – see 4.1.3) with all of these options also available for participant self-assessment. MARA provides quantitative data in a range of graphed forms and a range and reporting templates using all of these forms of data.

1.4 What platforms is MARA available in?

MARA will run on most iPads - to test whether your iPad is compatible, download a free version of *Clarif FileMaker Go 19* from the AppStore.

1.5 Using MARA features without an iPad

It is also possible to use the MARA assessment approach without an iPad, which makes them accessible for those who don't have this device or those who may have issues re data privacy in using a portable device. The *Outcomes Framework for Dance Movement Therapy* and

Excel sheet for scoring with embedded formulas are available in downloadable electronic documents from our website: <https://www.makingdancematter.com.au/resources/>

2. SETTING UP MARA

3. 2.1 Installing MARA on your iPad

2.1.1 Install FileMaker Go

MARA utilises *Claris FileMaker Go 19*, formerly *Filemaker Go* software platform which many developers use to base their products on. This is free for end users on iPads. Go to the Apple app store in your country and download the latest version of *FileMaker Go* (16, 17, 18 or later versions are most suitable) onto your iPad to start. If you have an older iPad, and new versions of *FileMaker Go* do not open, you may need to use earlier versions. MARA will still work, but perhaps without some of the features. Some iPads earlier than 10.2 versions may not enable *FileMaker Go*.



If you are having trouble with installing *FileMaker Go*, you might want to update your iPad software, and/ or turn off the iPad and re-start it.

2.1.2 Download MARA

If you have a previous version of MARA on your iPad, you will need to delete this first, as the iPad will keep opening the old version. Go to apps location on your iPad, tap on MARA and delete option will come up. Make sure you delete both parts of the app here.

Then download the current version of MARA from our website <https://www.makingdancematter.com.au/help/>

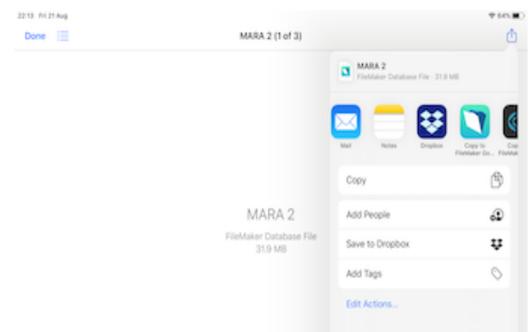
iPads give very little indication that a download has started. Tap the MARA download icon **only once** to avoid multiple downloads. It may take a minute or two to download.

2.1.3 Open MARA in Filemaker Go

Open *FileMaker Go* and MARA should make itself evident. If it does not, look for the downloads folder on your iPad and



then tap MARA by clicking on  and select 'Copy to *FileMaker Go*'.



2.1.4 Entering MARA and registering as a user

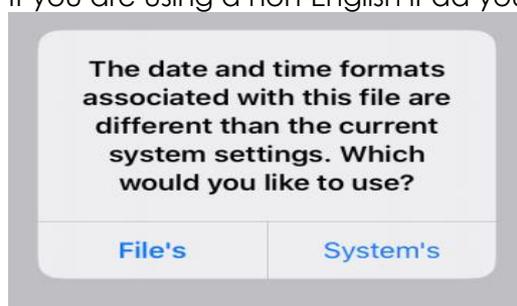
On opening MARA, an entry page will appear. Enter your first and family names, email address and select a four-digit pin number. Please make a good record of this number.

A registration email will come up. Please click on the send button so you can be registered as a user. This will enable us to contact you about future developments of MARA.

The next time you launch MARA, you will find your name and initials. Click on the initials and you will be asked to enter your four-digit pin number.

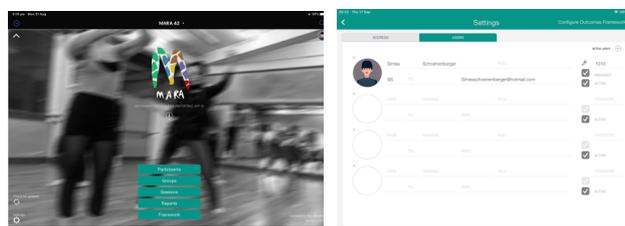


If you are using a non-English iPad you might see this page. Select 'File's'.



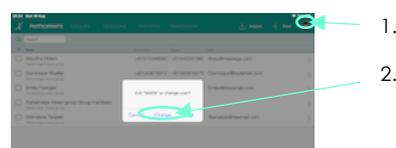
2.1.5 Settings and User information

If you want to add additional information about MARA Users, go to Settings (bottom left of front screen of MARA). This will take you to Address and Users pages. You can complete information you wish to store in MARA. More information about this feature is available in 2.2.2



2.1.6 Exiting MARA

To exit MARA, tap on icon in top right corner (Step 1). Choose the option Exit on the window that lights up (Step 2).



2.1.7 Return to MARA

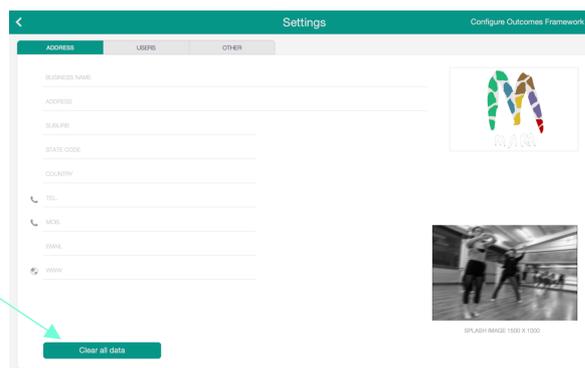
Return to MARA at any time by opening *Filemaker Go* and choosing MARA from the list of files.

2.1.8 Updating MARA software

In the bottom left hand corner of MARA, the option "Check for updates" enables users to check if a later version is available. The user will have the option to proceed with the update and automatically download the latest version keeping their existing user's data.

2.1.9 Using and deleting sample data

MARA comes with a set of sample participant data to support users to understand and utilise the technology. This can be deleted as soon as it is not needed, by tapping on the "Clear All Data" button on the Settings screen.



2.1.10 What does MARA cost?

MARA is a free software, offered to the dance movement therapy profession for their use through the support of universities, particularly the University of Melbourne, funding bodies and contributions of professionals throughout the world. More information about project supporters here:

<https://www.makingdancematter.com.au/about>. At this stage, *FilemakerGo*, the software that MARA is built on is also free for end-users using iPads, although requires a paid licence for use on computers (per year, for single user \$800, for five users \$1300), so as yet we have only made MARA available on iPads.

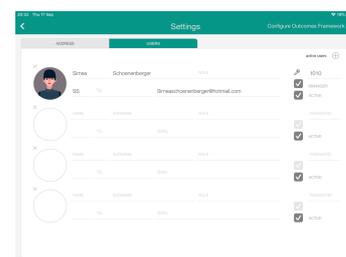
2.2 Multiple users

2.2.1: Multiple users on the same iPad

It is possible for multiple individuals to use the same iPad with MARA, registered separately, with no overlap of data.

2.2.2 Multiple users on the same MARA registration

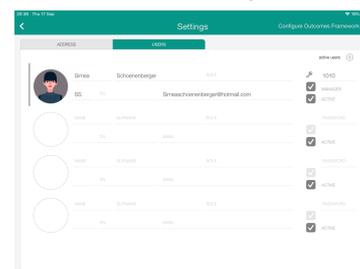
Another possibility for multiple users is for those within an agency who wish to be gathering and attending to participant data together. In this case, one or more staff members can use the same registration for MARA. The multiple-user option provides two levels of security, with the registration Manager controlling access for all other Users and being able to add or delete individual Users. This is ideal for health agencies, to contribute to best practice of security of health records and client data.



The person who registers as the Manager can add as many other Users as s/he would like. The Manager sets up the other Users by going onto 'Settings' and opening 'Users'. Then the Manager can tap on the  to add as many Users as they wish. Each User can be given an individual password. If the Manager wants the other Users to be able to create new accounts for more Users, then the Manager option for that person needs to be activated by tapping on  **MANAGER**. If the tick is not illuminated, this means that this User will not have the function of the Manager and therefore will not have access to all the possible options.

If one User no longer needs their login, the Manager can de-activate this person by tapping on the tick in front of  **ACTIVE**. This way all the data generated by this User is still accessible to all the other Users.

To change the picture of the Users, click on the circle and the following screen is visible. Now you can enter the name, surname and information that is requested from your institution. If helpful you could also add another Pin number, so that every user has their own. The Pin number can be changed at any time and by each user.



2.3 Other access issues

2.3.1 Is MARA available in other platforms?

Currently MARA is only available in an iPad-compatible form. Unfortunately, the *Filemaker Go* software that would allow MARA to be used on computers is expensive for end users, so we cannot explore that option at this time (per year, for single user \$800, for five users \$1300), so as yet we have only made MARA available on iPads. An Excel version offering scoring options from the *Framework* and various graph options have been developed for people who do not have access or may not use an iPad for security reasons, currently in English and Portuguese. Available here: <https://www.makingdancematter.com.au/resources/>

2.3.2 Forgotten pin number

If you forget your pin number for MARA, please [email us](#) and we'll get back to you with a temporary login that will allow you to change it.

4. MANAGING CLIENT DATA IN MARA

3.1.1 Privacy issues

Privacy of client data is an important consideration for all professionals. MARA offers security features to enable privacy and confidential data management. First, each iPad has a password protection. Then MARA has up to two levels of password protection: for individual users there is only one level, but for those sharing a MARA registration in an agency or program, a second level is available, with the Manager of the program having capacity to enable or disable staff accounts (in the function of 'Manager' on MARA). More about this in 2.2.2.

MARA users can also use pseudonyms or codes in the place of participant names for agencies that do not allow the use of participant names. Other features such as photos and identifying personal information of participants are available for those who might need it but are not necessary for successful functioning of MARA.



The screenshot shows the MARA app interface with a list of participants. The list includes columns for participant names, phone numbers, and email addresses. The participants listed are:

Participant Name	Phone Number	Email Address
Abigail Hobbs	+617 72481000	Abigail@making.com
Christina Muller	+614 42678112	Christina@making.com
Emily Turner	+617 78222178	Emily@making.com
Marlene Tisdale	+612 2776660	Marlene@making.com

3.1.2 Storage of data

Data gathered by MARA is stored locally on the iPad on which it is collected and cannot be accessed by anyone other than the registrants on that device.

3.1.3 Backing up and exporting data

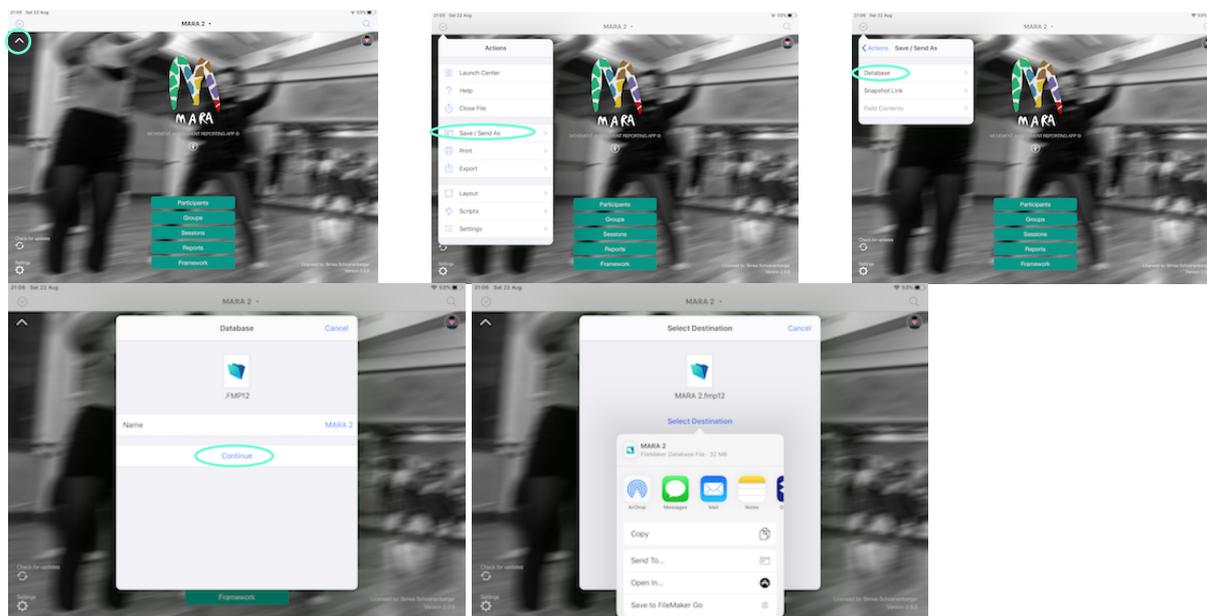
Backing up data

MARA has been developed as a data gathering tool, which is necessarily limited because of the app device's limits. Users are recommended to regularly export data out of MARA and save it or back it up as they would with any other participant data. This includes archiving of participant records if they leave a program. To export the data you have saved in MARA, you will need access to a cloud-based data storage service from your iPad.

To back up data, go to the Start page of MARA. Click on  in the top left corner to open the options. Select 'Save / Send As' and tap on the option 'Database'. Then tap 'Continue' and you can choose the destination where the data should be saved.

Troubleshooting export data.

If this exporting process doesn't work, check that your iPad stays switched on while it is trying to send - it may be going to sleep and suspending the email process.

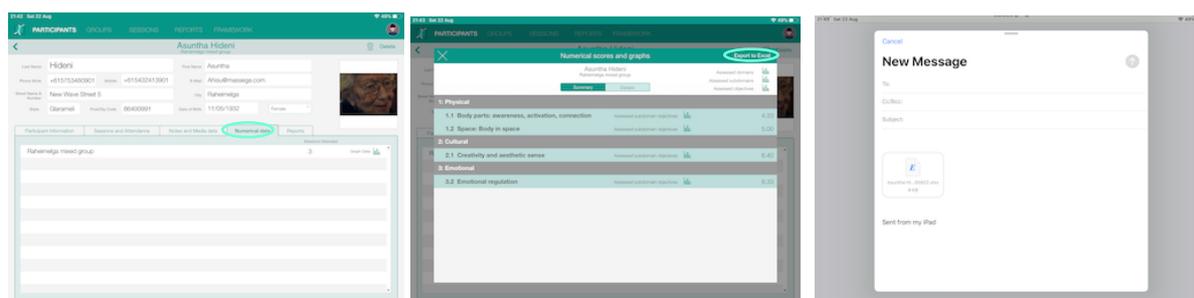


Exporting numerical data

To export numerical data in Excel form, go to 'Participants' section and choose one participant from your list. Then click on 'Numerical data' which will take you to:

Graph Data 

. Then click on 'Export to Excel' in the top right corner and an email will open automatically with the data as an Excel document attached. Enter the email address to which you want to send this data and press 'send'.



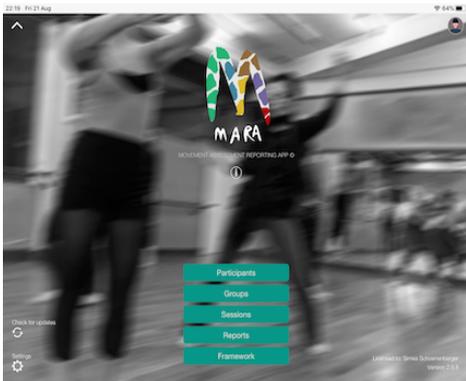
MARA offers also options for exporting data as report by email or download. More about this in 4.5.

3.1.4 Use of data gathered by MARA for research

At some future time, if research projects seek to use data gathered by MARA users, a request would be made of registered users, and they would be invited to provide data, pending all necessary ethical and permission issues being addressed satisfactorily. No access to data is possible without release from registered users.

5. Using MARA

4.1 MARA sections



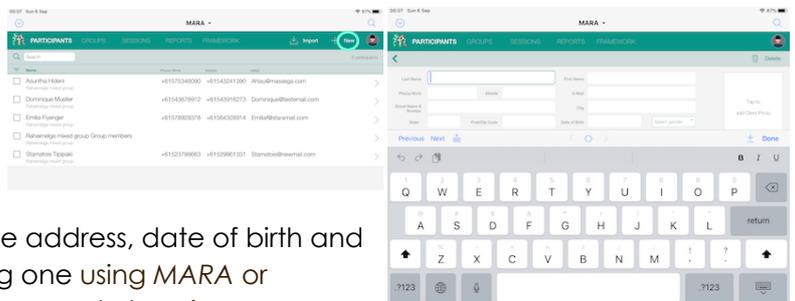
MARA is organised into **five** main sections: **Participants**, where information and assessment data about all individual participants is stored (see 4.2); **Groups**, where individual participants are listed together as Groups in which they participate in therapy (see 4.3); **Sessions**, which comprises a list of all groups and the sessions they have had involving assessment, with dates and number of attendees (see 4.4); **Reports**, where reports on participants who have had data gathered about them is stored (see 4.5); and the **Outcomes Framework for Dance Movement Therapy**, that provides information about the measures of assessment on

which MARA is based (see 5).

4.2 Participant data

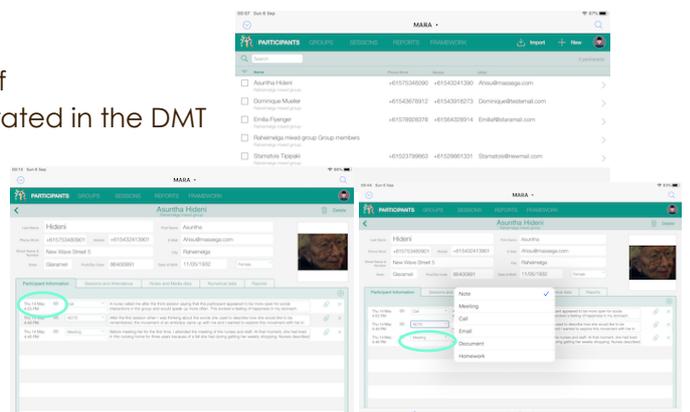
4.2.1 Enter new Participant

To enter a new participant, go to 'Participants' and click on **+ New** button on the top right. Enter details about a new participant that are relevant to your context which can include first and last name, phone numbers, email address, home address, date of birth and gender. You can add a photo, either taking one using MARA or importing one, by clicking on the photo square and choosing your preferred option. For agencies in which identifying information is not allowed to be kept on an iPad, therapists might use a code or pseudonym for participants' names.



4.2.2 Participant information

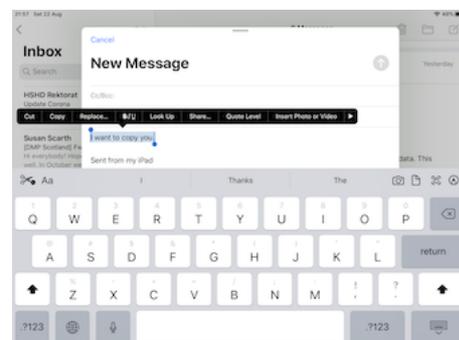
This feature allows for the inclusion and uploading of documentation about participants that is not generated in the DMT program, such as reports from other services or programs, intake assessment, meeting notes, emails, homework tasks or other documents. Click on the **+** symbol to generate a new data category and then from the box that is headed NOTE, select the type of document to be attached.



You can copy and paste text and images from other documents (eg, Word or emails) using the "Copy" and "Paste" functions of your iPad. Instructions as follows:

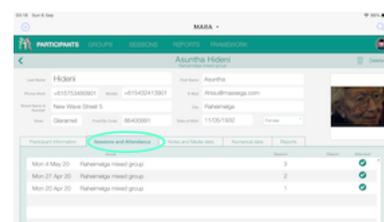
1. Find the content that you want to copy.
2. Tap and hold on the first word for about two seconds. When you lift your finger, you should see that the word is highlighted, with "drag bars" – two blue dots – on either side.
3. Tap and drag the drag bars until you've selected the text you want to copy. You can include only text, or text and images in your selection.
4. In the black pop-up menu, tap "Copy."
5. Go to the location in MARA where you want to paste the item.
6. Tap and hold this spot for at least three seconds, and then tap "Paste" in the pop-up menu.

Your iPad provides a scan function that you can use here. Using the 'Notes App', open a new note, press the camera button, and the option to scan document will pop up. Once the document is scanned you can email it easier than a photo, plus you can add notes to the scanned doc.



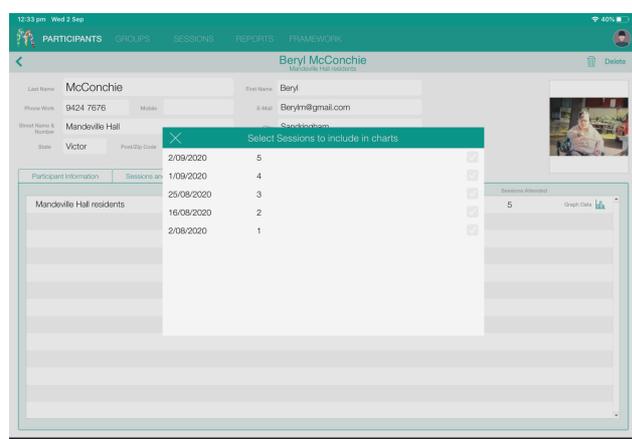
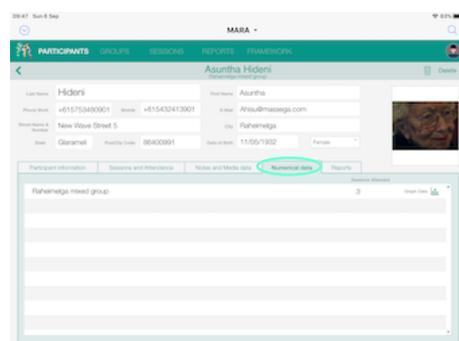
4.2.3 Sessions and attendance

This feature reports all sessions held for that group and those the participant has attended.



4.2.4 Numerical data

This page enables the therapist to undertake numerical scoring of their participants' contribution or effort during sessions. The therapist taps MARA to record a score against an objective each time they see a behaviour or a movement that they wish to assess. One or more taps can be made. MARA records the quantity of taps made (on the left of this icon ) , and numbers tapped and then calculates the mean score for each objective in each session.



This data is processed by MARA instantaneously into graphs. Graph options include a graph of single scores across one session, which enables the therapist to establish at which moment in the session the behaviour or performance occurred and therefore what activity or moment was likely to have stimulated it. The mean of scores of objective, sub-domains and domains are also available across any period of sessions, and the

highest and lowest scores on every objective.

The therapist can select which dates s/he would like graphs for by tapping 'Graph data' on far right side of the screen, and the screen will come up that offers the option of all sessions the participant has attended to be selected from.

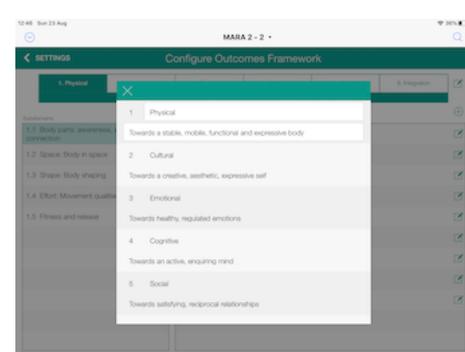
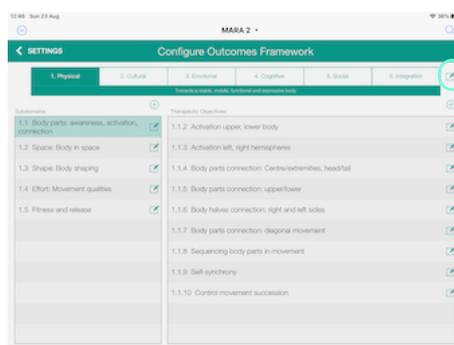
The objectives offered for assessment in MARA are from the *Outcomes Framework for Dance Movement Therapy*. The premise of the *Outcomes Framework* is that it currently, or eventually, will include all outcomes that are documented as being achieved through DMT, or that therapists have reported that they look for. By having a standard set of outcomes with associated measures that DM therapists use to assess their work, the need for every DM therapist to invent their own measures is eliminated.

Having shared measures also increases the effectiveness of those researching and writing about their work, especially because this enables the possibility of datasets that can be joined, compared or otherwise put together. More about the *Outcomes Framework* and the theory that underpins it is available here:

<https://www.makingdancematter.com.au/about/outcomes-framework/>

Add your own objectives

MARA does have an option for users to add their own objectives. To change parts of the *Outcomes Framework*, go to Settings and find 'Configure Outcomes Framework' in 'Settings'. Click on  and the chosen objective and its definition will open up. Make your changes, then save them by clicking on 'Done'. Then you click on  to close.



4.2.5 Notes and Media data

MARA also enables a range of other data options to support these quantitative scores.

Notes: The therapist can create written notes that substantiate their choices by typing into the Notes box. This might include a description of what was observed, comments about what might have prompted the response, or ideas for future support for the therapeutic process in response to these observations. A faster option to record is the 'voice to text' option. Tap the place in MARA in which you want the text to appear, then tap the

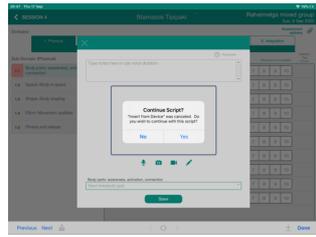


microphone button  on the bottom left side of the iPad keyboard and speak, and your words will appear in text. Speak slowly and clearly. When you want to add a full-stop, say "full-stop". Your iPad needs to be connected to your internet to use the 'voice to text' function.

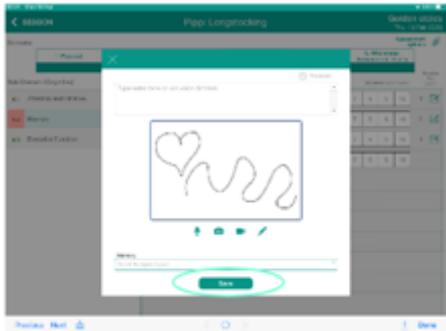
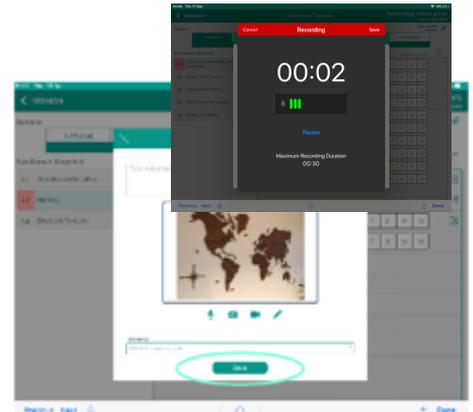
Media options comprise Audio, Photo, Video or Sketch. Go to the Assessment options  (on the top right). Sketch options might include drawings by therapist or participant or a quick written note.

When using the voice recording function, you will see the screen (as per picture on right):

When you are finished with recording, tap on 'Save' in the red bar.



If you are taking a picture, you will see the following screen with the background, for example, participant, drawing or group, you want to take a picture of. You can choose to "Retake" (at the bottom on the left) it or to "Use Photo" (at the bottom on the right). When agreeing to use the photo, you will see the following screen, asking you to Save. Make sure to save it.



When you select the sketch option, these are the screens you will be shown. You will be offered the options "Cancel", "Clear" (at the top on the left) or "Accept" (at the top on the right). The last step is to 'Save the sketch'.

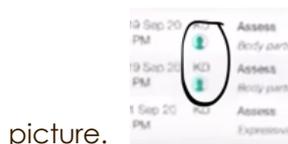
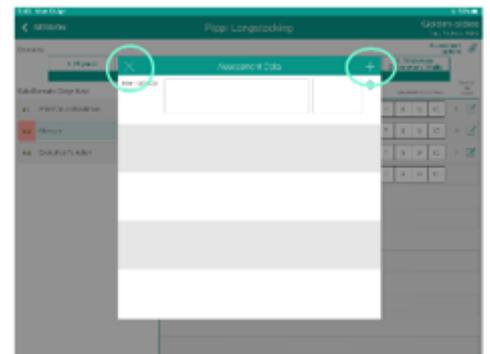
To add more data, please tap on  at the top right and choose what kind of assessment data you would like to add.

4.2.6 Tagging data against objectives

MARA offers the option to 'tag' each media item with the objective it was addressing. The box at the bottom of this page provides a drop-down menu of all sub-domains. Select the appropriate objective and it will be filed with your media data.

4.2.7 Tagging media data to either therapist or participant

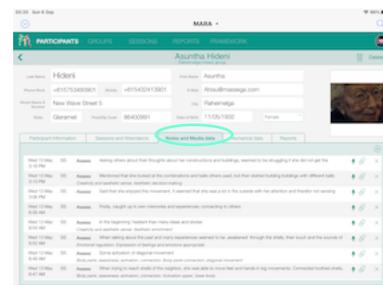
Media data items can be 'tagged' as being created or offered by the therapist or the participant. MARA assumes data will be created by the logged in therapist and will put that person's initials against any media item. However, if the participant creates a media item, most likely a drawing or voice recording, the therapist can tick the grey box 'participant' at the top of the page where media items are saved. These items will appear on the 'Notes and Media data' page of the participants' file with a small headshot



picture.

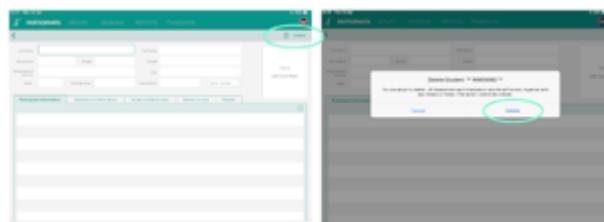
When you have finished, leave this section by tapping on the  at the top left corner of the pop-up window.

All of this data is saved into participants' profile filed chronologically by session, time and date as it is gathered. This temporal marking enables the therapist to determine when in the session, such as during what activity, any specific therapeutic moment occurred. Therapists' scores and written observations can be triangulated by these media forms.



4.2.8 Deleting participant data

If you have finished working with a participant and your institution asks you to delete all the information related to them, you have the option to 'Delete' the participant and all the data related to them by clicking on the Delete option  (at the top right) of Participant page.

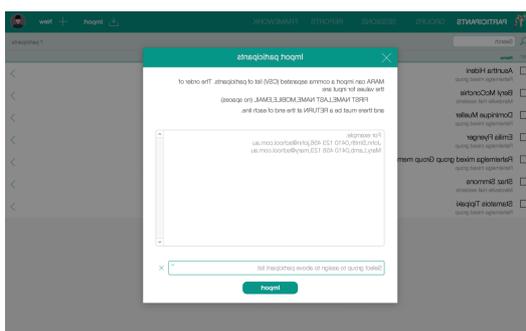


4.2.9 Transferring participant data

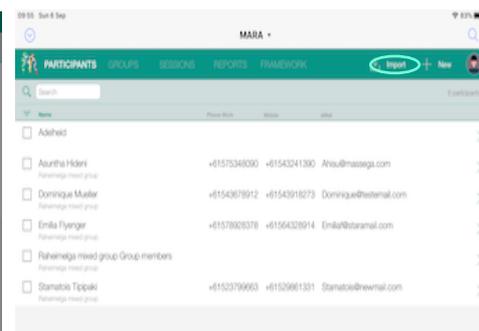
If you are moving between agencies and for some reason, wish to keep data about a participant in your MARA, you can make a copy of the current database, delete all other therapist data and continue to use MARA as a single user.

4.2.10 Import list

This feature enables a list of client names and other information in CSV (comma-separated format) to be imported directly into MARA. Tap on Import heading and the page will open, with



complete instructions. Once you are finished working on the list, select 'Home' in the top right corner to take you back to the Home screen of MARA.



4.2.11 Send email to this list

This feature enables emails to be sent to all names on this list, or names selected by checking the box on the left. If this feature doesn't work, check that you have your own email account set up on the iPad.

4.3 Groups

This feature enables users to cluster participants into 'Groups'. You can have as many different 'Groups' as you like.

4.3.1 Group Details and Make Session

This feature enables you to keep information about each group. You can open and add information by tapping on the 'Groups' name.

Add a new group by tapping the  option (on the top right).



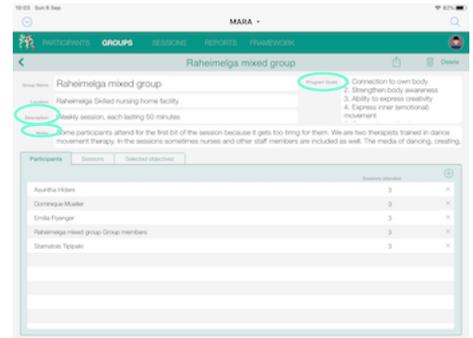
'Group Name': (what you call this group – this might be a name such as 'Wednesday Mothers and Babies', or number such as 'Year 10A').

'Location' describes where this group takes place.

'Description': A short description of the group (eg. new young mothers and babies up to one year; mostly boys aged 16 and 17 years).

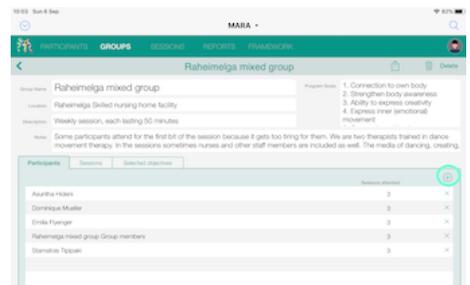
'Program Goals': Here is where you can record Goals set for the overall program. You can type them in or use the 'voice to text' function in this section.

'Notes': In this section you might write notes about objectives for a particular period of time, or any other information that is relevant about the group.



4.3.2 Add Participants to a Group

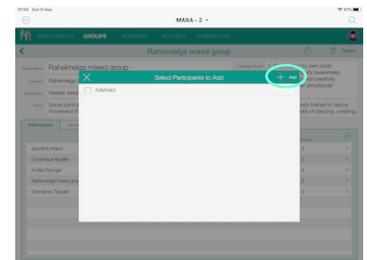
A participant must be entered into MARA on the participant page, before they can be added to a group. To add existing participant/s to a group, click on  button at the top of the participant list. This will take you to the list of participants entered in MARA. Tap on the box next to the name of participant/s you wish to add to this group and then the **+Add** button.



Participants can be added to one or more groups.

4.3.3 Individual therapy

If you are working one-on-one with participants, you can set up a group for assessment that includes only that one participant.



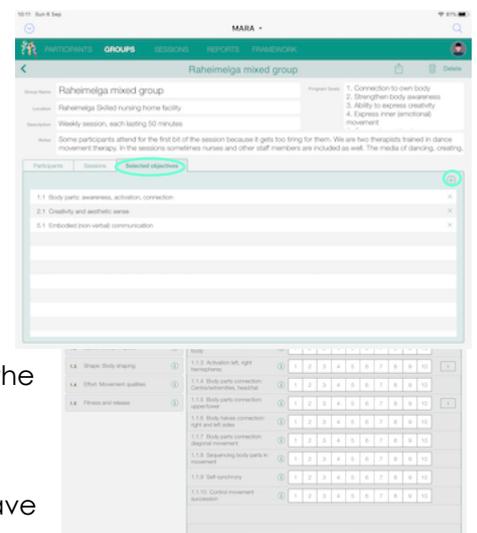
4.4 Sessions

4.4.1 Set objectives for the program or session

If you have or would like to pre-select objectives to assess for your program or session (highly recommended), open 'Groups' and select the group's name. Click on 'Selected objectives'. This will offer you the list of Subdomains from the *Outcomes Framework*. To

add or change the Subdomains, tap on the  icon. Now the screen with all the *Framework* Subdomains will light up. Tap on the Subdomain you would like to use and this will create a list of selected Subdomains (as per image to the right). To delete any of the chosen Subdomains, click on them and select 'yes'.

You can also include all sub-domains by tapping the **Select all** button. While doing the rating, you will find the sub-domains you have



selected highlighted in pink (as per image on the right) on the list on the left-hand side. Then the objectives for each of these sub-domains will be listed on the right side ready for you to use in assessment.

To exit this screen, click the  at the top left.

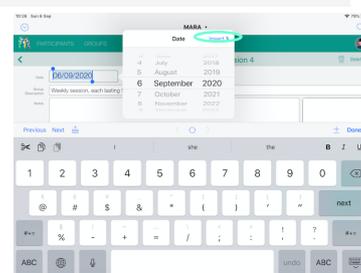
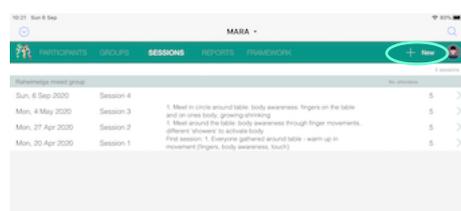
4.4.2 Assessing other objectives that you did not pre-select

It is also possible to assess any items from the *Framework* even if they were not pre-selected. You might decide to do this because you observe a special participant or group moment outside your plans, or your session might take a direction that had not been planned.

4.4.3 Set up a session for assessment

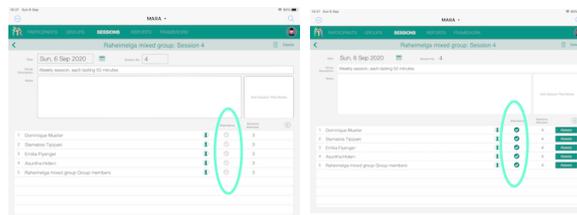
To set up a session for assessment, begin by ensuring that your Group contains all the participants who might be attending. Then click the 'Sessions' heading. This will show you all the previous sessions run for this group, if any. Click on

the  **New** button to create a new session. MARA will ordinarily create a session with the current date, but you can also create a new session for a past date, for example, if you want to enter data that you did not enter at the time, by tapping on the session date and then scrolling the calendar to the date you want and tapping the **INSERT** option. This feature is a little sticky, so once you have the date you want, just tap anywhere on the screen to release it. It is possible to create more than one session for any day, but MARA will warn you if a session for this date has already been created, and offer you **Cancel** or **Proceed** options.



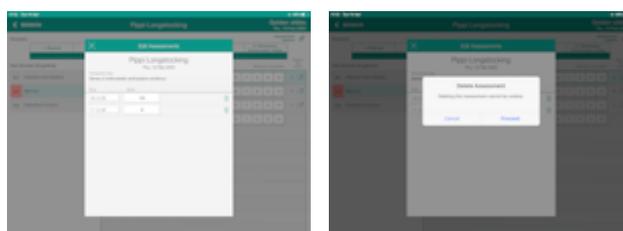
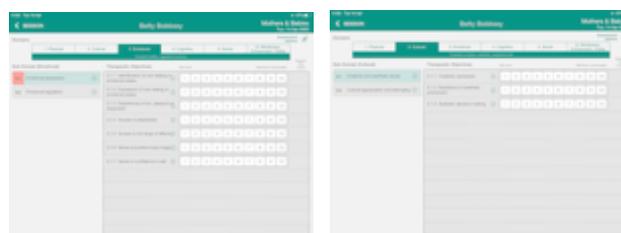
Then you should mark attendance of all those participants from your group who are present for that session by tapping the  below the 'Attendance' button next to each name. Once you have tapped it, it

will change from  to .

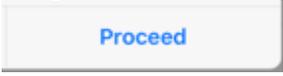


4.4.4 Assess participants

To assess participants, go to Sessions page, tap on the Session for the day, and tap the  **Assess** button next to the name of the participant you wish to assess. The objectives marked in pink indicate those you have selected to assess for your participants in that session or group of sessions. You can also assess any other objectives, but the pink marking is intended to remind you to assess against objectives you set before you began. You can tap the number/s you wish to score as often as you observe this performed or offered by the participant.



If you make a mistake with your scoring and would like to delete it, you can delete any score

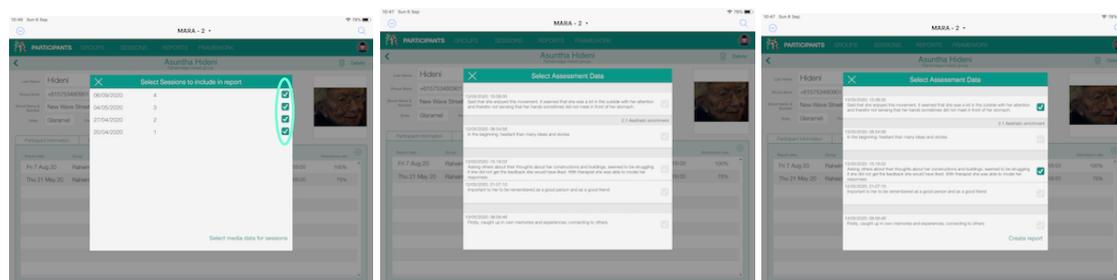
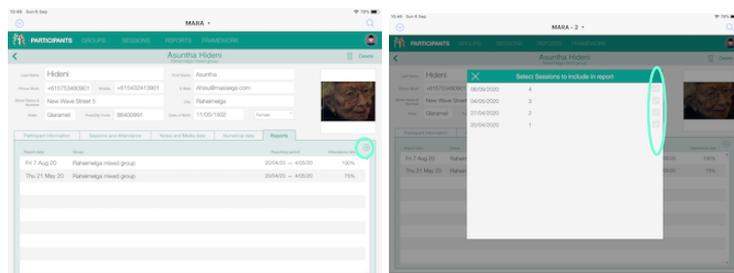
by clicking on  and tapping on .

4.5 Reports

4.5.1 Creating participant reports

This feature from the Participant page allows you to create a report including all the information you would like to pass on to participants, families/carers or your agency. It organises information gathered in MARA into a format that users can export by email and then paste into a Word document to quickly edit to their own requirements.

Begin by tapping the  button, and MARA will prompt you to select which group your participant is involved in that you are wanting to report on, and to select the sessions that you wanting to include in the report. Then, for those selected sessions, MARA will take you to the assessment data you have created and you can select whichever Notes and Media you would like to include and it will import those directly.



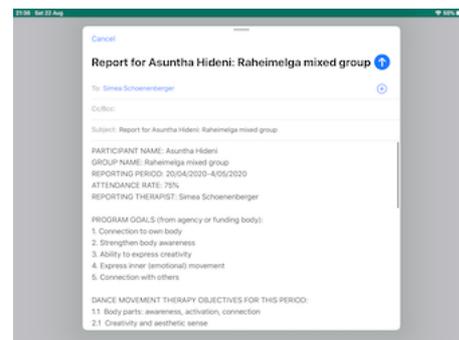
MARA will also automatically import the program goals and DMT objectives for the period and include how many sessions the participant attended of those available in the period, calculating an attendance rate.

To export the report, click on  in the top right corner, which will cause all that information to be exported into an email addressed to yourself. Tap on  to send. To enable this feature to work, ensure that your iPad has internet access and an email account set up for you.

You can paste all of this information into a reporting template, available here:

<https://www.makingdancematter.com.au/resources/>

To add notes or objectives you can use writing or the 'voice to text' option.



5. **Outcomes Framework for Dance Movement Therapy**

The *Outcomes Framework* on which *MARA* is based has been developed specifically for assessment in DMT. The outcomes are clustered into six domains: Physical, Cultural, Emotional, Cognitive, Social and Integration. Each domain is divided further into sub-domains, and further again into a series of objectives for assessment. Each objective has a detailed definition.

The right hand corner of the *Framework* page on *MARA* has a link to the webpage that explains the *Framework* and all the measures within it in more detail.

Use this manual in conjunction with the *Outcomes Framework* document.
<https://www.makingdancematter.com.au/about/outcomes-framework/>