

Initiating Cognitive Assessments by Video

Materials Checklist

- Study MOP and CRFs
- Stopwatch and digital recorder
- Computer with strong, private Wi-Fi connection
(staff should complete these assessments from their ADRC/clinic rather than their home) and ideally using dual monitors
- PowerPoint slide set with stimuli
- Screen capture function for VCog Study
- Pens and pencils
- Phone nearby
- Headset, if available.

Participant Materials:

- o Pen
- o 4 Sheets of Paper

General Considerations

- 1) **Establish rapport**
- 2) **Ensure uniformity in data collection and scoring**
 - a) Administer all tests in the correct order.
 - b) Provide all instructions to the participant verbatim.
 - c) Be sure to gain and hold the subject's attention as items are administered.
 - d) Do not assume that partial answers or misstatements are correct. When in doubt about the acceptability of a response, refer to the manual.
- 3) **Avoid missing data**
- 4) **Record the participant's responses on the test forms exactly as they are given, utilizing the audio recording as needed.**
- 5) **Some participants may try to utilize aids such as newspapers, clocks, or pen/pencil to help them answer questions. In this case, examiners should remind participants about the requirement that they not utilize these items, stating that: "We will be measuring several thinking abilities like memory, language and attention and multi-tasking today. As you know, each task is designed to become more difficult as you progress. It is essential that all the tasks be done without any external aids like help from another person or writing things down; just as we do it when you come into the (clinic/medical center/center), OK? I will guide you on what each task requires."**

Upon Contacting the Participant

- Re-introduce yourself, remind them where you are calling from and the purpose of the video-call. Confirm their identity with name and date of birth.
- If the participant is no longer available, arrange a specific time for your call-back.
- Make it clear to the examinee at the beginning of the call what you will do if the video call is interrupted. Typically, that is an immediate call-back by the examiner. You may need to call them on the phone to problem-solve any technical difficulties.

At some time on the video call, you may need to:

- Work with the examinee to determine the best way to use their video during testing. Options might include holding it, propping it up, or using earphones/ear buds with a built-in microphone. If the examinee is hands-free, the risk of inadvertent disconnection by accidentally pressing buttons is less.
- Instruct the examinee to position themselves into the camera and close to the microphone at all times. If you cannot hear them clearly, instruct the examinee to speak directly into the microphone. You may need to remind them throughout the call.

Below is some additional suggested language if the use of aids is suspected during the session:

"I just want to remind you that it is very important that all our tasks are done without aids; just like we do it when you come to the center."

"Could I ask you to look into the screen while you are doing this task? Thank you."

Script to Begin Administration:

"Hi, is this Mr./Ms. _____? This is _____ and I am calling from the _____ ADRC about the Video Cognitive study you agreed to participate in. Can you confirm your birthday please _____?"

If confirmed, continue: "I'm calling to work on memory and thinking tests with you over this video call. This will take a little less than 70 minutes, or just over an hour. Are you still willing to participate in this video interview?"

No, no longer interested – thank the participant and discontinue.

No, willing to reschedule later: when you reach the participant, they may not wish to complete testing at that time. While you have them on the video, arrange a specific time for your call-back.

Yes, continue

"Okay, I want to let you know if the video drops or we get disconnected, try to re-join the video call the same way as you did before- the link will still work. If we cannot re-connect, I'll give you a call on the phone right away. You won't need to worry about calling me back."

Device Setup and Orientation

- Confirm that the participant is able to view you, and you are able to view the participant and their surrounding area (help participant adjust camera as needed you may ask participant to tilt device down to view surrounding space if possible).
- Also please help ensure the participant is viewing in SPEAKER view.
- Ask the participant to make Zoom full screen on their computer/tablet.

Device Questions

What kind of device is the participant using for their testing session?

- Personal tablet
- Personal desktop
- Personal laptop

IF using a personal tablet, personal desktop, or personal laptop, what is the brand (if known) ?

Assess hearing with the following script:

"Before we begin, I have a few questions about your hearing to make sure you can hear me well enough over the speaker."		
"Do you usually have trouble hearing?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
"Can you hear me well enough now?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
"Do you use a hearing device?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, "Are you wearing it now?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, "Would you please put it on?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
"Would you please repeat the following statement, 'I have a cat so all I need is a dog.'"		
Did participant correctly repeat statement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, then repeat the sentence. 'I have a cat so all I need is a dog.'		
Did participant correctly repeat sentence the second time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, proceed with testing		
If NO, and you think hearing will severely bias the cognitive test results, DO NOT continue with testing. Inform the participant that you will not be performing the testing. Here is some text:		
"Thank you very much Ms./Mr. _____ but you may not be able to hear me well enough to complete the memory tasks over the video call so I will not continue at this time. On behalf of the _____ study team, thank you for taking time to speak with me today."		

Assess the physical environment

"Are you in a quiet place where you will not be disturbed for about 70 minutes?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
"Do you have pets that need to be taken care of before we begin?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, allow the participant to take care of their pet(s) before beginning		
"Other than the computer or tablet you are using, do you have a cell phone, TV, radio, or computer turned on in front of you?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, "Can you turn them off so they won't distract you while we're working together?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
"On your computer or tablet, will you please close any other open apps or browsers?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
"Do you have anyone nearby?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, "Can you please ask them to move to another room as we don't want you distracted during the interview?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
"Do you need to use the bathroom or get a drink of water?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, allow the participant time to use the restroom or get a drink of water		
"In the beginning, these tasks should only be done in your head, please place any pencils, pens or paper behind the device until I let you know that you will need them."		
"Do you have any calendars, or newspapers in sight or a watch with a date feature?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, "I need you to put them out of sight for me."		
"Did you receive the materials we sent via mail?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, "OK do you have 4 blank pieces of paper and a pen/pencil that you can use?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ask about permission to record: "As part of this research study, your voice will be recorded using a digital recorder while performing some of the cognitive tests. This is to assure accuracy as we record your answers. May I record the interview?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
"Good, Mr./Ms._____, I think we are ready to get started. Some of the questions I ask you may be very easy and may even sound silly. However, some of the questions may also be very challenging. I want you to know that no one gets everything correct. I can't give you any specific feedback about how you are doing on these tests. I just want you to do the best you can. Do you have any questions?"		
Answer any questions the participant may have. After any questions are answered, begin with the MoCA.		