**ACHIEVE (ARIC) NCS Cognitive Assessment: Introductory Telephone Script**

Examiner’s phone (NCST0c): A Cellphone B Landline C VOIP/PC

INTRODUCTORY SCRIPT

**“Hello, this is \_\_\_\_\_\_ calling for the ACHIEVE Study. I would like to speak to Mr./Ms. \_\_\_\_\_.”**

**“Mr./Ms. \_\_\_\_\_, this is \_\_\_\_\_\_ calling for the ACHIEVE Study. How are you today? Are you available to participate in some testing over the telephone?”**

**“The call will take about 45-60 minutes. Is this a good time for you?”**

 No *(If no, reschedule)*

 Yes *(continue)*

*If Yes, say:* **“Great. On the call today, I will ask you some questions and ask you to try some tasks that require memory and concentration. You will be familiar with some of these, because they’re very similar to tasks you’ve done at the ACHIEVE clinic visits. I will also ask you some questions about your day-to-day functioning and mood.**

**Again, the call should take about 45-60 minutes. If you get tired, just let me know and we can take a break or finish the call at another time. If for some reason we are disconnected during the call, I will call you right back.”**

ESTABLISHING HEARING

**“First, let’s make sure you can hear me okay. May I ask, if you are you using a cell phone or landline for the call today?”** (NCST0d) A Cellphone

 B Landline

 D Caption

*(If using a landline)* **“Is this a “caption” phone (i.e., a phone that shows on a screen what I am saying)?”**

Yes (*If yes, ask*: “**Is there a different, non-caption, phone you can use?**” *and modify type of phone if other than landline above*)

 Yes

 No (*If no: ask if the ppt is able to cover the screen for the duration of the interview*)

No

*(If using a cellphone)* **“Is your cell phone charged?”**

Yes

No (*If no:* **“Are you able to plug it in and still talk on the phone?”**)

 Yes

 No *(If no, may need to reschedule)*

**“Let's make sure you can hear me okay. If you wear a hearing device, please put it on. Do you feel you can hear me fairly well?”**

 Yes

 No

**“Now, let’s try a quick task to make sure you can hear me okay.” (Collect the ESUT on paper)**

**\*\*\*INSERT PAPER VERSION OF ESUT HERE IN THE PACKET\*\*\***

*Instruction: Proceed with the rest of the introductory script below if the ESUT indicates the PPT hears well enough to collect the neurocognitive battery.*

PARTICIPANT’S ENVIRONMENT

**“Before we get started, I need to ask you just a few more questions. For the remainder of the call, it will be important that you are in a quiet space and free from any distractions so you can concentrate.”**

**“Are you in a quiet place where you will not be disturbed?”** Yes No

**“Do you have pets that need to be taken care of before we begin?”**  Yes No

**“Other than the phone you are using, do you have a cell phone, TV, radio or computer turned on in front of you?”** Yes (*If yes:* **“I will need to ask you to turn them off.”**)

 No

**“Do you have anyone nearby?”**  Yes (*If yes:*  **“Please ask them to move to another room because we do not want you to be distracted during the interview.”**)

 No

**“Do you need to use the bathroom or get a drink of water?”** Yes No

GROUND RULES

**“For each of the tasks we do today, I will ask you not to write anything down or get help from anyone else.** **Each of the tasks I will ask you to do today must be done in your head.”**

**“Do you have any pencils, pens, or paper in front of you now?”**

 Yes (*If yes:* **“I will need you to remove them.”**)

No

**“Do you have any calendars, or newspapers in sight or a watch with a date feature?”**

 Yes (*If yes*: **“I will need you to put them out of sight for me. Thank you.”**)

 No

**“Great, I believe we are ready to get started.**

*Instruction: Proceed with the question about recording the interview IF you intend to record. Otherwise, go to the next test in the battery.*

RECORDING

**“At this time, I would like to know if it is okay to record this interview. The recording will help me to more accurately capture your answers and to ensure that we are conducting the interview in the correct way. The recording will be discarded once a review is completed. May I record the interview?”**

 Yes

 No