



INSTRUCTIONS FOR THE ENSURING SPEECH UNDERSTANDING for TELEPHONE SURVEILLANCE (ESUTS) FORM

I. General Instructions

The Ensuring Speech Understanding for Telephone Surveillance form is collected to determine the appropriate loudness the psychometrist should use during the telephone interview. The ESUTS is collected on paper as part of the BHFU-Surveillance Contact and entered into CDART after the interview is completed and the participant is off the telephone.

The examiner may occasionally discover during the introductory script that the participant is not understanding the conversation. If it is clear that the participant will be unable to proceed to answer the questions in the Ensuring Speech Understanding instrument, then mark both ESUTS1 and ESUTS2 as 'discontinued' and indicate the reason for discontinuation according to the list of reasons A through I.

The test may be discontinued at any time during the interview due to either hearing loss or cognitive impairment. Discontinuations due to hearing loss may happen often; stopping due to cognitive capability will happen less frequently.

II. Instructions for the telephone interview

1. Administration for Trial 1

- a) Background noise should be minimized.
- b) Participant should use any sensory aids they would normally use.
- c) Introduce the test: **“Listen carefully, because I am going to read you several sentences. After I read each sentence, please repeat it back to me.”**
- d) If the participant understands the instructions, say: **“The first sentence is...”**
- e) Read each sentence from Trial 1 slowly, about 3 seconds, articulating clearly with normal inflections. No repetitions are allowed.
- f) If the participant does not understand the instructions, repeat the instructions for Trial 1.
- g) It is important that pace and volume be maintained throughout Trial 1 regardless of the participant's performance.

2. Scoring

- a) Circle and sum the WORDS IN ALL CAPS (excluding 'A') that are repeated correctly.
- b) If total score for Trial 1 ≥ 13 , STOP ESU and proceed with the SISAS.
- c) If total score for Trial 1 < 13 , proceed with Trial 2 and a) use a slightly louder tone voice, and b) if the PPT is using a cell phone, check to see if the volume can be increased and if they can hold the speaker closer to their ear.

3. Administration for Trial 2

- a) Read each sentence from Trial 2 slowly, about 3 seconds, articulating clearly with normal inflections. No repetitions are allowed.
- b) Examiner should read sentences at the same pace but in a slightly louder (and lower tone of) voice. Pace and volume should be maintained throughout Trial 2.

4. Scoring

- a) Circle and sum the WORDS IN ALL CAPS (excluding 'A') that are repeated correctly.
- b) Regardless of score for Trial 2, if based on your interactions up to this point,

- some reasonable communication seems possible, proceed with the SISAS.
Speak as loudly and as distinctly as possible.
- c) Discontinue the ESU administration due to hearing loss (or other applicable reason) if the communication is limited.

III. Data entry into CDART

Detailed Instructions for Each Item

- 0a.** Enter the date the participant was interviewed on the telephone.
- 0b.** Enter the staff ID for the person who did the interview.

Audibility trial 1

- 1, 1a.** Enter Y if trial 1 was discontinued and select the reason from the dropdown in item 1a, then Save and Close the form. Otherwise, enter N to item 1 to continue to record the results of trial 1.
- 1b-1g.** For each sentence, enter the number of words that were correctly repeated. Save the form, then click the spinning arrows in the calculated field (1g) for the score. Save the form. If the score for trial 1 < 13, proceed to trial 2.

Audibility trial 2

- 2, 2a.** Enter Y if trial 2 was discontinued and select the reason from the dropdown in item 2a, then Save and Close the form. Otherwise, enter N to item 2 to continue to record the results of trial 2.
- 2b-2g.** For each sentence, enter the number of words that were correctly repeated. Save the form, then click the spinning arrows in the calculated field (2g) for the score. Save the form.

Upon the completion of data entry in CDART, Save and Reload the form, then run the Missing Fields Report (link found on bottom left corner of last tab in form). Complete any fields that were left blank or add a field status that indicates the reason the field is blank. Save and Close the form.