



INSTRUCTIONS FOR THE ENSURING SPEECH UNDERSTANDING for TELEPHONE (ESUT) FORM

I. General Instructions

The Ensuring Speech Understanding for Telephone form is collected to determine the appropriate loudness the psychometrist should use during the telephone neurocognitive exam. The general instructions are similar to the instructions for the ESU collected during the clinic exam. The ESUT is collected during the introductory script, on paper, as is the rest of the telephone neurocognitive battery, and entered into CDART after the interview is completed and the participant is off the telephone.

The psychometrist may occasionally discover during the introductory script that the participant is not understanding the consent language. 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 ESUT1 and ESUT2 as 'discontinued' and indicate the reason for discontinuation according to the list of reasons A through I. The rest of the telephone interview will not be collected, so mark CDPT, CEST, MCHT, and NCST forms as permanently missing in the CDART form grid. Participants with reasons B or C for items 1 and 2 will be flagged for an AD8 assessment on the next follow-up phone interview.

The test may be discontinued at any time during the interview due to either hearing loss or cognitive impairment. If, in the examiner's judgment, communication is so severely limited such that all the neurocognitive tests would likely be discontinued due to impairment (cognitive or hearing) or if the test is completed and would produce severely biased cognitive test results, then the call may be ended and marked as discontinued. See 4b under the Scoring section for information on noting a discontinuation for 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 how 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 neurocognitive testing per protocol.
- 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 neurocognitive testing. Speak as loudly and as distinctly as possible.
- c) Discontinue due to hearing loss (or other applicable reason) if the communication is limited. If communication is so severely limited such that all the neurocognitive tests would likely be discontinued due to impairment (cognitive or hearing) or, if collected, would produce severely biased cognitive test results, then the call may be ended at this point.

When the call is ended due to hearing loss, say: **"Thank you very much Mr./Mrs. _____, but you may not be able to hear me well enough to complete the memory and thinking tasks over the phone, so I will not continue at this time. On behalf of the ARIC study, thank you for taking time to speak with me today."** Note, modify the language of the script if the reason for stopping the call is cognitive capability. The rest of the telephone interview will not be collected, so mark CDPT, CEST, MCHT, and NCST forms as permanently missing in the CDART form grid.

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. In the instance where the participant is unable to adequately communicate and the ESUT is either discontinued or failed, the rest of the telephone interview will not be collected. Mark CDPT, CEST, MCHT, and NCST forms as permanently missing in the CDART form grid.