INSTRUCTIONS FOR THE MME/CDP HYBRID TELEPHONE (MCHT) FORM

I. General Instructions

The MME/CDP Hybrid for Telephone Form is a shortened version of the MINI MENTAL STATE EXAM FORM with added questions from the CLINICAL DEMENTIA RATING SUBJECT INTERVIEW FORM. The form is designed specifically for a telephone interview. The shortened version facilitates telephone interviewing. The MCHT will be collected on paper with the rest of the telephone neurocognitive battery and entered into CDART after the interview is completed and the participant is off the telephone.

II. Instructions for the telephone interview

1. <u>Administration</u>
   a) <u>This form is a hybrid of the MME form and the CDP form. MME 0c-8 have remained the same, and 9-10 have been adjusted for phone administration. MME 11-30 have been dropped, and CDP 15-19 have been added.</u>
   b) Introduce the cognitive testing portion of the exam. Say, **"In this next part, I will ask you some questions that will require memory and concentration. Some may seem a little easier than others."**

2. <u>Blessed Test Items</u> (Questions 0c-0f)
   a) These items have been added to the MME form for efficiency.
   b) Read each question and record responses. One point is given for each correct response.
   c) If unsure whether a response is correct or not, record the participant's response on the scoring sheet and seek clarification after the testing session.
   d) Q0c. First and last name is sufficient for "full name" to be correct.
   e) Q0e. If the ppt gives only the last two digits of their birth year, prompt by saying **"What is the full year (for your date of birth)?"**
   f) Q0f. The participant must be within one hour for the "time of day" to be correct.

3. <u>Orientation to Time</u> (Questions 1-5)
   a) Read each question and record responses. One point is given for each correct response.
   b) If unsure whether a response is correct or not, record the participant's response on the scoring sheet and seek clarification after the testing session.
   c) If the participant gives only the last two digits of the year, prompt by saying, **"What is the full year?"**
   d) Some leeway is allowed for the correct response to season:
      1. Winter: December, January, February, March
      2. Spring: March, April, May, June
      3. Summer: June, July, August, September
      4. Fall/Autumn: September, October, November, December
   e) If the month has just changed (or is about to change), it is correct to say either month (i.e., it is within one "day" of the correct month).

      f) If the participant gives the date when prompted for the day, give credit for date (item 5) if the response is correct, and say: "**Good, and what day of the week is it?"**

4. <u>Orientation to Place</u> (Questions 6-10)
    a) Read each question and record response. One point is given for each correct response.
    b) Q9. If the ppt gives their full (and accurate) street address, give credit for #10 and skip to item 11

5. <u>CDP Items 15-19 (Questions 11-15 on this hybrid form)</u>
    a) Introduce Q11. Say **"Now, I'm going to ask you how two things are alike. For example, if I asked you how a pen and a pencil were alike, you might say they both write. Please tell me how a _____ and a _____ are alike?"**
    b) Introduce Q12. Say **"Now, I'm going to ask you how two things are different. For example, if I asked you how sugar and vinegar were different, you might say one is sweet and one is sour. Please tell me how a _____ and a _____ are different?"**
    c) If the initial response by the participant doesn't merit a score of 0, prompt 1 time to identify the ppt's best understanding. Say **"Tell me more"** or **"Can you tell me another way they're alike (different)?"**
        Q13-15. These are calculation items that the ppt must figure in their head. Using paper and pencil is not allowed. On item 15, the ppt may be prompted 1 time to **"Keep going"** if they stop before reaching 2.

6. <u>Scoring</u>
    a) <u>The summary scores for the Blessed and the MMSE orientation scores will be calculated outside of CDART.</u>
    b) Items that are not attempted/refused due to any reason <u>other than cognitive impairment</u> (e.g., aphasia or hearing problems) are marked as "not attempted/refused" on paper and are set to missing in CDART.

III. Data entry into CDART

0a. Enter the date on which the participant was interviewed on the telephone.

0b. Enter the staff ID for the person who completed this form.

0c-15. Enter the recorded results collected during the telephone interview. Select from the dropdown items (most responses are Correct/Incorrect).

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.