



INSTRUCTIONS FOR FOLLOW-UP INTERVIEWER RECERTIFICATION BY PSYCHOMETRIST (05/01/2026) (FIRP, VERSION 1, 05/01/2026)

I. General Instructions

This form is used by lead psychometrists at each field center to review interviewer performance as part of annual ADS and SIS recertification and document the recertification results.

Reviewer should provide respectful, constructive advice and interviewing tips in the comments for each relevant item below. Keep in mind interviewing styles may differ by site/location. Sometimes interviewers shorten questions or state questions differently based on the needs of the participant. This change is acceptable if it does not affect the answers or invalidate the collected data.

II. Administrative Information

- 0a. Enter the date the FIRP form is completed.
- 0b. Enter the staff code of the person reviewing the interview.
- 0c. Enter the staff code of the person conducting the interview.
- 0d. Select the type of interview being reviewed.

III. Detailed Instructions for Each Item

A. SCRIPTING

1. Indicate whether the interviewer read the scripts verbatim.

1a. If No, select the type(s) of scripting errors made by the interviewer. Below are descriptions of each type of error.

1a1. Minimal paraphrasing – paraphrasing that does not fundamentally change the nature of the instruction/question and does not compromise validity.

1a2. Excessive paraphrasing - paraphrasing that changes the nature of the instruction/question to the extent that it invalidates or potentially invalidates the question/response/interview.

1a3. Minor omissions - omissions that do not invalidate the instruction/question, but that could increase confusion or lead to off-topic responses.

1a4. Major omissions - omissions that create significant confusion and/or invalidate responses.

1a5. Other – select this option when the interviewer fails to detect and re-direct off-topic responses to the extent that it affects item validity (i.e., the informant never actually answers the question).

1b. Describe the scripting errors made by the interviewer. Use exact quotes if possible. Note any confusion/validity issues and advise interviewer on strategies to re-direct off-topic responses and obtain valid responses.

B. SCORING

2. Indicate whether the interviewer scored all items correctly.
 - 2a. Describe any scoring errors made by the interviewer. Give surrounding context and use direct quotes if needed. Advise interviewer on ways to reduce/eliminate scoring errors going forward.

C. PACING/DELIVERY

3. (SISE/SISO only) Indicate whether the interviewer read the words at the correct rate.

D. APPROPRIATE PROMPTING

4. (ADS only) Check Yes if any of the main questions (ADS 3-10) were scored “Yes” by the interviewer on the ADS form. Note: You are checking Yes/No based on how the interviewer scored these items, not how you as the reviewer believe they should have been scored. If the interviewer made a mistake scoring any of these items, please address that in the Scoring section.

- 4a. For each main question (ADS 3-10) scored “Yes” – indicate whether the interviewer correctly prompted for change before scoring the corresponding sub-question (ADS 3a-10a).

If the informant indicates that the problem is new or has gotten worse when answering main questions 3, 5, or 7-10, it is okay for the interviewer to skip the “Would you say this is a change” script and score the sub-question as “Yes” based on what the informant has already told them (sub-questions 4 & 6 require an additional prompt before scoring can occur).

Sometimes simply asking the scripted prompt for change is not enough. If the informant’s response to the scripted prompt is ambiguous or off-topic, the examiner should ask follow-up questions and/or re-direct the informant as needed to determine whether the problem behavior is a change or not.

- 4b. Describe any prompting errors that occurred during the interview (e.g., failure to prompt when indicated, failure to clearly establish change before rating “Yes” on a sub-question, failure to ask follow-up/clarifying questions after ambiguous responses, failure to re-direct off-topic responses, etc.). Use direct quotes when possible. Provide guidance on how to ask effective follow-up questions/re-direct effectively. Give examples of best practices.

Note: This section is for feedback on prompting/info-gathering only. If the interviewer prompted correctly but scored the item incorrectly, that should be captured in the scoring section.

5. (ADS only) Indicate whether the interviewer correctly prompted for the cause of change after establishing change from baseline adult functioning on ADS4a and/or ADS6a.

Select “Yes” if the interviewer prompted correctly. Select “No” if the interviewer failed to prompt when indicated or failed to gather enough context/information to determine cause of change before rating the item. Select “N/A” if there was no need to prompt for cause (informant said “No” to all prompts for change).

- 5a. Describe any prompting errors that occurred during the interview (e.g., failure to prompt when indicated, failure to clearly establish cause before rating “Yes”, failure to ask follow-up/clarifying questions after ambiguous responses, failure to re-direct off-topic responses,

etc.). Use direct quotes when possible. Provide guidance on how to ask effective follow-up questions/re-direct effectively. Give examples of best practices.

Note: This section is for feedback on prompting/info-gathering only. If the interviewer prompted correctly but scored the item incorrectly, that should be captured in the scoring section.

E. GENERAL COMMENTS BY PSYCHOMETRIST REVIEWERS

6. Use this section for general “good job” comments and any corrective/best practices feedback that does not rise to the level of incorrect administration.

F. RECERTIFICATION AND GENERAL COMMENTS BY RETENTION AND FOLLOW-UP SUPERVISORS

7. Retention and follow-up supervisors review the feedback provided by psychometrists and provide any overall observations or feedback about the interviewer’s performance.

8. Retention and follow-up supervisors determine whether the interviewer meets the standards required for recertification.

9. Record staff code of the retention and follow-up supervisor recommending recertification.