



INSTRUCTIONS FOR THE NEUROCOGNITIVE BATTERY SUMMARY FOR TELEPHONE (NCST) FORM



I. General Instructions

The Neurocognitive Battery Summary for Telephone Form is to be completed on paper and entered into CDART after the interview is completed and the participant is off the telephone. The telephone battery is a shortened version of the V7 neurocognitive battery plus the addition of the CERAD memory test, a test that facilitates telephone interviewing. Instructions for administering the tests (ESUT, CERAD (immediate, delayed), MCHT, digit span backward, trails A&B for telephone administration, animal naming and word fluency) are found in the Manual/QxQ for the Neurocognitive Phone Battery (Manual 36). Some of the content in that document is included here.

1. All tests are scored and the Neurocognitive Battery Summary Form completed after the participant has completed the cognitive tests and the phone call has been concluded. (The ESU, MME/CDP hybrid, CDPT, and CEST forms are all completed separately in CDART.)
2. Please document the type of device used for the interviewer and the participant. (Cell phone, Landline, or VOIP/PC)
3. There are some occasions when a particular test will not be performed. The reasons may include:
 - a) A = Refusal (participant declines/refuses to perform a test)
 - b) B = Task difficulty (participant could not fully understand the instructions or became frustrated)
 - c) C = Physical impairment (Hearing loss or aphasia)
 - d) D = Telephone connection (poor quality, dropped calls, echo, etc.)
 - e) E = Distractions (background noise like TV, radio, other voices, etc.)
 - f) F = Interruptions (people, pets, kids, etc.)
 - g) G = Inappropriate aid (clocks, calendars, writing down answers, help from others)
 - h) H = Participant became fatigued
 - i) I = Other (note in notelog)
4. If a test is not performed or discontinued for one of these reasons, the reason is recorded on the Neurocognitive Battery Summary Form.
5. Note that some tests (e.g., Trails A & B) have specific criteria for when the test should be stopped. If the test was stopped because the participant met the test's criteria (e.g., exceed time on Trails, etc.) to stop, select 'No' as the response to 'was the test discontinued,' and enter the score (rather than one of the 'A, B, C, etc...' reasons for discontinuation) on the Neurocognitive Battery Summary Form.
6. For Items -2 to 8: Record the score(s) for each test. If tests were discontinued, record the reason.
7. For Item 9: The examiner is asked to comment on whether they feel that the tests that were completed provide a reasonably accurate indication of the participant's cognitive ability. Select "no" if there were any mitigating factors that the examiner felt may have adversely affected the participant's performance. This would not include tests that were

discontinued (as the reasons for these issues will have already been noted). Examples that may have affected performance would include: hearing loss, phone issues, frequent interruptions, etc...

- a) For Items 9a-9h: If 9 is answered "no", then the examiner is asked to comment on each subtest as to whether or not that subtest's results reflect the participant's cognitive function, in the examiner's opinion. For those subtests that the examiner feels the results do not reflect the participant's cognitive function, the examiner is then asked to describe the type of interference (from the "Factors Affecting Validity" list). The examiner may also enter comments to provide more information.

8. Factors Affecting Validity List

- a) A = Hearing loss
- b) B= Telephone connection (poor quality, dropped calls, echo, etc.)
- c) C = Distractions (background noise like TV, radio, other voices, etc.)
- d) D = Interruptions (people, pets, kids, etc.)
- e) E = Suspected inappropriate aid (clocks, calendars, writing down answers, help from others)
- f) F = Participant became fatigued
- g) G = Lack of effort or disinterest
- h) H = Emotional issues
- i) I = Other (note in notelog)

II. 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.

Remaining items are noted on the paper forms used during the telephone interview.

0c. Select from the dropdown the type of device used by the interviewer for the battery.

0d. Select from the dropdown the type of device used by the participant for the battery.

1-1a. Record the reason if and why the MME/CDP Hybrid was discontinued. No summary score is recorded for the MCHT measures.

2-2d13. The immediate portion of the CERAD is recorded in item 2. Record if and why the test is discontinued in items 2 and 2a.

If the test is collected, in each trial, the interviewer will read the list of words and the PPT will say the words they can remember from the word list. The interviewer will enter the order of the words that are recalled by the PPT. For example, if the PPT remembers the word 'Arm' first, the interviewer enters 1 beside the word 'Arm' in trial 1.

If a word was not recalled, enter 0 for that word. Do not include in the ordering any words that are not on the list. The highest number in the list will be the number of recalled words, which is also the score of the trial. Additionally, words that rhyme and are phonemically similar to the list words will be accepted as scorable in the test. For example, 'Gutter' will be acceptable for 'Butter.' The Battery QxQ contains a table containing acceptable, scorable words.

The PPT will have an opportunity to discontinue the CERAD test at every trial. If the test is discontinued after any trial, continue to item 3. Additionally, item 4 will be disabled. The delayed CERAD is only collected if all the immediate CERAD trials are completed.

3-3b. Record the reason if and why the Digit Span Backward was discontinued, or the final score for the test if the test is collected. The total score is calculated by the psychometrist whom conducted the test.

4-4c. The delayed portion of the CERAD is recorded in item 4. Record if and why the test is discontinued in items 4 and 4a. If the CERAD immediate (item 2) is discontinued at any time, do not collect the CERAD delayed. (CDART will be disabled unless all trials are collected in item 2.)

The interviewer will enter the order of the words that are recalled by the PPT from trial 1. For example, if the PPT remembers the word 'Arm' first, the interviewer enters 1 beside the word 'Arm' in the list.

If a word was not recalled, enter 0 for that word. Do not include in the ordering any words that are not on the list. The highest number in the list will be the number of recalled words, which is also the score of the trial. Additionally, words that rhyme and are phonemically similar to the list words will be accepted as scorable in the test. For example, 'Gutter' will be acceptable for 'Butter.' The Battery QxQ contains a table containing acceptable, scorable words.

5-5e. Record the reason if and why the Oral Trails A (TMT A) test is discontinued. If the participant clearly does not comprehend the task, do not administer TMT A or Oral Trails B (code both Oral Trails A & B as not attempted due to task difficulty).

If TMT A is collected, record the time in minutes and seconds it took for the PPT to complete the test. The maximum time allowed is 4 minutes. (Special case: if 5b=4 minutes then 5c must equal 0 seconds.) Record the number of correct responses from the PPT as well as the number of errors. The maximum number of allowable errors is 5.

The test is stopped if the participant makes 5 errors (if the participant self-corrects an error do not count it as an error) or exceeds 4 minutes and time and errors are recorded.

6-6e. Record the reason if and why the Oral Trails B (TMT B) test is discontinued. If the participant clearly does not comprehend the task, do not administer Oral Trails B and code as not attempted due to task difficulty.

If TMT A is collected, record the time in minutes and seconds it took for the PPT to complete the test. The maximum time allowed is 4 minutes. (Special case: if 6b=4 minutes then 6c must equal 0 seconds.) Record the number of correct responses from the PPT as well as the number of errors. The maximum number of allowable errors is 5.

The test is stopped if the participant makes 5 errors (if the participant self-corrects an error do not count it as an error) or exceeds 4 minutes and time and errors are recorded.

7-7d. Record the reason if and why the Word Fluency (FA) was discontinued, or the final F and A scores. No summary score is recorded for the Word Fluency test.

8-8b. Record the reason if and why the Animals Naming test was discontinued, or the final score for the test.

9. Item 9 allows the psychometrist to record their impression as to whether the completed tests provide an accurate indication of the PPT's cognitive ability. Record Yes in item 9 if all the completed tests are an accurate portrayal of the PPT's cognition. Record No if there were

misgivings about the test accuracy of the PPT's cognition. Entering No will allow the psychometrist to identify the type of interference and comment about what occurred during the testing.

9a-9h2. Record whether or not the result for each of the tests reflects the PPT's cognitive function. If response is No for any particular test(s), select the type of interference encountered during the test from the dropdown, then comment using free text to describe the concerns if applicable.

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.