

Test Administration Guide

“The goal of testing is always to obtain the BEST PERFORMANCE the patient is capable of producing”

S.R. Heaton & R.K. Heaton, 1981

CNS Vital Signs meets the neuropsychology criteria of a standardized test. Like all neuropsychological tests it is important to **administer CNS Vital Signs under optimal conditions**: It is recommended that the examiner / testing technician e.g., med-tech develop rapport with the patient, gain cooperation, and conduct in an environment that is as free as possible from distracting influences. The examiner or testing technician should promote an atmosphere of cooperation, accuracy, and honesty and that minimizes any chance of collecting less than optimal data from the patient.

To begin, ENTER the necessary information after the patient has arrived.

- **Enter Patient ID** (*Develop a Standard Clinic Patient Identification Policy*) CLICK TEST
- **Enter Date of Birth** (*Use the Drop-Down Date-of-Birth Boxes*)
- **OPTIONAL: Enter Relevant Demographic Data** (*Develop a Standard Clinic Policy*) Collecting a standard set of data can enable and enhance a cognition registry, outcomes database, etc. CLICK OK
- **Choose Language and Confirm Patient ID**
- **Choose Neurocognitive Tests and Rating Scales or Auto-Select using a Test Panel Button**
- **Ask the subject to take a seat and make themselves comfortable and Begin Instructions** NOTE: Wait to click the OK button until you review the instructions with the patient.

“Do Your Best” Patient Guide: The GUIDE that allows you to review the salient points that can help patients obtain their BEST RESULTS.

Technician Administration Script Example

You are about to take a **SIMPLE, yet CHALLENGING** computer-based assessment called CNS Vital Signs. Dr. [name] has asked that you take the test to help the Doctor evaluate your brain’s function under challenge. The results will provide the doctor with objective clinical information to better understand your neurocognitive status.

I want to emphasize that taking the tests is not difficult, it requires NO Special Keyboarding Skills, the tests have Self-Directed Easy to Understand Instructions, and many of the tests have Practice Sessions to help you learn the test. (Omit this section if the patient appears impaired or can’t read and needs testing administration assistance.)

For the best possible results, it is important for you to give your best effort. The assessment will take approximately 30 minutes to complete. (The time may vary and will be based on the number of subtests selected.)

Instructions: Do Your Best!

- 1 **SPEED and ACCURACY**
You will be measured based on the speed and accuracy of your responses. This is not an IQ test; it is a measure of your brain function performance.
- 2 **READ the INSTRUCTIONS**
Carefully read and follow the instructions. Failure to understand the instructions can produce an invalid test score requiring a test retest.
- 3 **TURN OFF the CELL PHONE**
Turn off and put away all electronic devices. It is important for you to focus on giving your best effort.
- 4 **COMFORTABLE?**
Do you need to use the facilities? Do you have a headache, hand injury? Do you want glasses? Are you dizzy, drowsy / sleepy?
- 5 **MEASURE MEMORY**
Be prepared to follow the instructions on the first two tests regarding remembering words and shapes. There will be no practice session.

How to Record your Responses...



- **ENTER (green) KEY**, to start and advance each test or rating scale
- **SPACE (white) BAR**, as the primary response key for most of the tests. Respond to the test instructions with the index finger placed on the center of the space bar.
- **SHIFT (blue) KEYS**, for the shifting attention test
- **NUMBER ROW (yellow) KEYS**, for other tests and the clinical rating scales

CNS Vital Signs
Test Instructions
(see last two pages)

- 1 You will be measured on your ability to **RESPOND** to a variety of mental challenges. Your responses will be recorded for both their **SPEED** and **ACCURACY**. You **DO NOT** need computer experience or computer skills to take the assessment. You will only use a few keys on the keyboard to record your responses. (FLIP THE CARD... On the back of the card, you can point out). You will use the **ENTER KEY**...to advance each test (Have them **POINT TO THE ENTER KEY**)

The **SPACE BAR** on the keyboard will be used to record most of your responses to the tests. (Have them **POINT TO THE CENTER OF THE SPACE BAR**) NOTE: Have the individual place the preferred hand palm down, with the index finger extended and placed on the center of the space bar. Direct the individual to tap the space bar as quickly as possible when responding to test stimuli or instructions.

You will use the **LEFT** and **RIGHT SHIFT KEYS** on one test to make correct choices...and another test will use the keys on the **NUMBER ROW** to match a number with a correct shape or symbol. (Have them **POINT TO THE SHIFT KEYS AND NUMBER ROW**) NOTE: Again, use only the index fingers.



You will not be able to use the “NUMBER KEYPAD” because the testing requires that you use the NUMBER ROW.

- 2 READ the INSTRUCTIONS.** There will be separate instructions for each test. You must read them **carefully!** (Emphasize that the test subject should read the instructions carefully!) Each test, except for the **first two memory tests and the continuous performance test** (which comes at the end of the test) will have a practice period to allow you to get comfortable with the format of each test. **Again... Carefully read the test instructions that precede each test. If you need to take a break during testing, please do so during one of the instruction pages. CNS Vital Signs tests are timed once they begin.**
- 3 TURN OFF any Cell Phones or Handheld Devices.** Make sure the testing environment is free from distraction - quiet room, closed door, no window view, possibly headphones, etc.
- 4 ARE YOU COMFORTABLE?** Is the patient comfortable during testing - seating, arm positions, recent restroom visit. Check for any hand or arm injuries or seating challenges that might impede testing. Check the patient's vision of the computer screen e.g., Do they wear glasses? Are they wearing them?
- 5 MEASURE MEMORY...** You will begin the assessment with tests of your **MEMORY. BE PREPARED** because you will **IMMEDIATELY** be asked to remember a series of **WORDS... So be prepared. Remember... You will be measured on both your speed and accuracy. The words will be presented every 2 seconds.** Please contact me (unless you stay to help an impaired patient with the instructions) when you are finished or if you have questions. **NOTE: This step is optional if you decide not to use the CNS Vital Signs memory tests.**

DO YOU HAVE ANY QUESTIONS?

This assessment will give your doctor important information... **SO DO YOUR BEST!**

CLICK OK First Test Screen Appears on the Screen... **YOU MAY BEGIN THE TEST.**

At the end of test, you can remove the patient from the computer or exam room prior to entering **the administrator password** which will allow the test results to be auto-scored, pop-up in the browser, in a PDF or other selected formats, and ready for printing or exporting the results into the EMR.

NOTE: "...discovering and documenting what a patient is capable of doing, or not doing, under the best of circumstances is of tremendous clinical value..." Source: Handbook of Normative Data for Neuropsychological Assessment.

Test Administration Examples:



Support:
www.CNSVS.com
1.888.750.6941 or
support@cnsvs.com

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¡Haga su mejor esfuerzo! Instrucciones

1 VELOCIDAD y PRECISIÓN

Su desempeño será medido a base de la velocidad y precisión de sus respuestas. Esta no es una prueba de IQ o Cociente Intelectual. Esta es una medida del desempeño de sus funciones cerebrales.

2 LEA LAS INSTRUCCIONES

Lea cuidadosamente y siga las instrucciones. Fallar en comprender las instrucciones puede producir una puntuación inválida de la prueba, lo que requerirá que la vuelva a tomar.

3 APAGUE SU TELÉFONO CELULAR

Apague y guarde todos los aparatos electrónicos. Es importante que usted focalice en hacer su mejor esfuerzo.

4 ¿SE SIENTE CÓMODO?

¿Necesita utilizar el servicio sanitario/baño? ¿Tiene dolor de cabeza o una lesión en la mano? ¿Utiliza espejuelos/anteojos? ¿Se siente mareado o somnoliento?

5 EVALUACIÓN DE LA MEMORIA

Prepárese para seguir las instrucciones de las primeras dos pruebas que involucran recordar palabras y figuras. No habrá sesiones de práctica para estas pruebas.

Cómo Registrar sus Respuestas...



- Tecla de **ENTER** o “**ENTER KEY**”, para comenzar y avanzar en cada prueba o escala
- **BARRA SPACEADORA** o “**SPACE BAR**” es la tecla primordial para registrar sus respuestas en la mayoría de las pruebas. Responda a las instrucciones de la prueba con el dedo índice colocado en el centro de la barra espaciadora.
- Teclas de “**SHIFT**” o **FLECHAS** para la prueba de cambio de atención
- Teclas de **NÚMEROS** (en la parte superior) para otras pruebas y escalas médicas (los números de la derecha están deshabilitados)