

Appendix C

Interviewer's Physical Assessment

TASK 1: VISUAL ACUITY

Equipment: Goodlite Portable Eye Chart.

Description: The participant is asked to read the letters on the chart, starting at the top. Correct and incorrect letters are marked on a standardized score sheet.

- Instructions:**
1. Make sure the participant is wearing glasses if she uses them to view things at a distance. If the participant wears bifocals or trifocals, instruct her to look through the portion used for viewing distant objects. Be sure she is not wearing outside glasses, such as sunglasses.
 2. Place the eye chart on a table or other level surface within easy reach of an AC receptacle.
 3. Seat the participant 10 feet from the chart.
 4. Turn the chart illuminator on and turn off the room lights. Light from other sources such as windows should be minimized.
 5. Tell the participant to read the letters on the chart with both eyes open, starting at the top.
 6. If any errors are made on the top row, move the participant to 5 feet from the chart and begin again. If any errors are made on the top row at 5 feet, move the participant to 2½ feet from the chart and begin again. Continue at 2½ feet even if the participant makes an error on the first row.
 7. The participant should continue to read the letters until the maximum allowable number of missed letters is met for a line.
 8. You may focus the participant on the correct line by pointing to the line she is to read. You may not point to individual letters to help her focus.
 9. If the participant is unable to see a letter, ask her to give her best guess.
 10. Circle correct letters and place a line through incorrect letters on the score sheet. Then calculate the total score by adding up all correct answers. Refer to scoring key to see if an alert is indicated.

Scoring Key:

ALERT SCORES

Subtotal less than 50 at 10 ft.

Subtotal less than 80 at 5 ft.

Any subtotal at 2.5 ft.

If an "Alert Score" is calculated, go to the back cover for instructions on how to proceed with this alert.

ROW NO.	NUMBER CORRECT IN ROW									
	1	2	3	4	5	6	7	8	9	10
1	2.5	5	7.5	10						
2	2	4	6	8	10					
3	1.4	2.9	4.3	5.7	7.1	8.6	10			
4	1.3	2.5	3.8	5	6.3	7.5	8.8	10		
5	1.3	2.5	3.8	5	6.3	7.5	8.8	10		
6	1	2	3	4	5	6	7	8	9	10
7	1	2	3	4	5	6	7	8	9	10
8	1	2	3	4	5	6	7	8	9	10
9	1	2	3	4	5	6	7	8	9	10

TASK 1: VISUAL ACUITY

SCRIPT

1. Do you wear glasses to see distant objects? IF YES: Please put them on. (IF BIFOCALS: Please look through the part of your glasses that you use to see distant objects.)
2. Please read the letters on this chart, starting with the top row. (MOVE TO 5 FEET IF ERROR ON TOP ROW)
3. IF PARTICIPANT SAYS SHE CANNOT SEE A LETTER, SAY: Just give me your best guess.

SCORING

1. PARTICIPANT WEARS:

- GLASSES 1
 BIFOCALS OR TRIFOCALS 2
 CONTACT LENSES 3
 NO VISUAL AIDS 4

2. HOW FAR WAS PARTICIPANT FROM EYE CHART?

- 10 FEET 1
 5 FEET 2
 2½ FEET 3

3. CIRCLE CORRECT LETTERS AND PLACE A LINE THROUGH INCORRECT LETTERS. WHEN THE ALLOWABLE NUMBER OF MISSED LETTERS IS MET FOR A LINE, STOP THE TEST.

MAXIMUM NUMBER OF MISSED LETTERS ALLOWED											ROW	SCORE		
	1	2	3	4	5	6	7	8	9	10				
4	K	H	O	R								1	_____
5	C	K	Z	D	V						2	_____	
6	O	Z	N	R	H	V	C				3	_____	
6	R	K	C	S	Z	H	V	D			4	_____	
6	S	D	K	H	O	R	C	V			5	_____	
7	H	O	C	Z	R	K	D	S	V	N		6	_____
7	N	Z	C	O	S	K	D	V	R	H		7	_____
7	D	C	S	K	O	V	R	N	H	Z		8	_____
7	Z	S	V	D	K	H	N	O	R	C		9	_____

TOTAL SCORE = _____

4. TEST NOT DONE 1

EXPLAIN _____

TASK 2: LOCK AND KEY

Equipment: Lock mounted in a wooden block and key.
Stop watch

Description: The interviewer will record whether the participant can pick up and hold the key in order to open the lock. The interviewer will then time how long it takes the participant to open the lock. The participant has a total of 1 minute to complete the task.

- Instructions:
1. Make sure participant is wearing glasses if she uses them for reading.
 2. Demonstrate procedures.
 3. Place board on rubber mat. Place the key in front of the board on the mat on the same side as the hand which she says she uses.
 4. You should hold the board firmly. If she likes, the participant can also use her other hand to hold the board.
 5. The starting position should be with the preferred hand by her side, not on the table or on her lap. The deadbolt should be on the participant's right.
 6. Begin timing as the participant's hand begins to move toward the key.
 7. Give the participant 30 seconds to pick up the key. If she has not picked up the key, terminate the task and thank her for trying.
 8. If the participant drops the key after picking it up or cannot maneuver the key to a position where she can open the lock without using the other hand, terminate the task and thank her for trying. Do not repeat the test.
 9. If the participant cannot open the lock within one minute, terminate the task and thank the subject.
 10. End timing when deadbolt appears or at the end of one minute, whichever comes first.

TASK 2: LOCK AND KEY

SCRIPT

1. Now I will ask you to pick up a key and open a lock.
2. Do you normally wear glasses for reading? IF PARTICIPANT DOES, HAVE HER PUT THEM ON.
3. Please show me the hand you would normally use to pick up a key and open a lock. You may use your other hand to steady the block, but not to hold the key or help you turn the lock. Let me demonstrate the procedure.
4. Although I will be timing you I would like you to move carefully and smoothly, trying not to drop the key.
5. Do you have any questions? When I say "ready, begin" you may begin.
6. Ready, begin.

SCORING

1. IS RESPONDENT ABLE TO PICK UP KEY (WITHIN 30 SECONDS)?

YES 1
NO 2 (TASK 3)
NOT ATTEMPTED (EXPLAIN) 9 (TASK 3)

2. IS RESPONDENT ABLE TO PUT KEY IN LOCK?

YES 1
NO 2 (TASK 3)
NOT ATTEMPTED (EXPLAIN) 9 (TASK 3)

3. IS RESPONDENT ABLE TO OPEN THE LOCK?

YES 1
NO 2 (TASK 3)
NOT ATTEMPTED (EXPLAIN) 9 (TASK 3)

4. TIME TO COMPLETE TASK: ____ ____ . ____ SECONDS

TASK 3: PUTTING BLOUSE ON

Equipment: Three women's blouses, sizes medium (12), large (18) and extra-large (22).
Stop watch

Description: The participant will be given a blouse and asked to put it on and button it.

- Instructions:**
1. Determine the correct size of blouse. If the participant is too large to wear the largest blouse, do not attempt this task. Score a "9" and explain.
 2. Ask the participant to stand up and remove any bulky sweater or jacket. If the participant cannot stand, have her put the blouse on while sitting. Ask her to move to the edge of the chair if possible.
 3. Ask her to put on the blouse over her clothes and button it except for the top collar button.
 4. Hand the unbuttoned blouse to the participant and begin timing when she takes the blouse.
 5. Stop timing when the blouse is buttoned or after four minutes, whichever comes first.
 6. If the blouse is buttoned unevenly, ask the participant to take the blouse off and begin again. If the blouse is still buttoned incorrectly after the second attempt, terminate the task.
 7. The participant may not stand in front of a mirror to put the blouse on.

TASK 3: PUTTING BLOUSE ON

SCRIPT

1. Next, I would like you to stand up and put a blouse on and button it. You may put it on over your clothes (but please remove your sweater/jacket).
2. (I have a small, medium, and large blouse. Which one should we use?)
3. When I hand you this blouse, please put it on as you normally would when you are dressing, and button all buttons except the top (collar) one.
4. Please tell me when you are done.
5. IF BUTTONED INCORRECTLY: Please take the blouse off and begin again.

SCORING

1. IS RESPONDENT ABLE TO PUT ON BLOUSE? THE BLOUSE IS CONSIDERED ON IF BOTH ARMS ARE IN THE APPROPRIATE SLEEVES AND THE COLLAR IS UP AROUND THE RESPONDENT'S NECK (NOT ACROSS HER BACK).

YES	1
NO	2 (4)
NOT ATTEMPTED (EXPLAIN)	9 (TASK 4)

2. IS RESPONDENT ABLE TO BUTTON SHIRT?

YES, ON THE FIRST ATTEMPT	1
YES, ON SECOND ATTEMPT	2
SHIRT BUTTONED, BUT INCORRECTLY (I.E.: A BUTTON IS UNBUTTONED OR BUTTONED UNEVENLY	3
NO	4 (4)
NOT ATTEMPTED (EXPLAIN)	9 (4)

3. TIME TO COMPLETE TASK (STOP AFTER FOUR MINUTES):

_____ MINUTES ____ . ____ SECONDS

4. WAS THE PARTICIPANT...

STANDING OR	1
SITTING	2

TASK 4: HEIGHT

Equipment: Stadiometer

Description: The participant's height will be measured standing against a doorway.

- Instructions:
1. The floor should be hard, even, flat, and uncarpeted.
 2. Respondent should remove shoes, but keep socks on. She should also remove any heavy jewelry or clothing.
 3. Place the tape at the estimated height.
 4. Ask the participant to stand against the doorway wall with her feet flat on the floor, her feet together, and with her heels, hips, and shoulders directly against the door/wall. Position her head using a Frankfort plane.
 5. Stand to the left of the participant and, with your right hand, place the stadiometer against the wall and on the participant's head.
 6. Ask the participant to move away from the wall.
 7. Place a mark on the tape at the level of the stadiometer.
 8. Hold the stadiometer against the wall and pull the tape down to the floor with the plastic piece touching the wall.
 9. Read tape from bottom of blue line.

TASK 4: HEIGHT

SCRIPT

1. Now, I would like to get your height.
2. Please slip off your shoes (and remove your jacket, etc).
3. Now, stand back against this doorway with your feet flat on the floor, and with your heels, hips, and shoulders directly against the wall.
4. Please look straight ahead.
5. Now, please step aside so that I can measure your height.

SCORING

1. ___ ___ . ___ CENTIMETERS

2. TASK WAS:

COMPLETED	1
ATTEMPTED BUT NOT COMPLETED (EXPLAIN)	2
<hr/>	
NOT ATTEMPTED (EXPLAIN)	9
<hr/>	

TASK 5: WEIGHT

Equipment: Scale

Description: The Respondent's weight is measured in kilograms using a bathroom-type digital scale.

- Instructions:
1. Check to make sure the switch on the bottom of the scale is turned to "kg." Place the scale on a level, flat floor surface preferable without a rug. Avoid shag or plush carpeting. Set the scale so that the participant will stand facing and within an arm's length of a wall. Participants will automatically use the wall to balance themselves as they get on and off the scale.
 2. The participant should be in stocking feet or barefoot, and wearing light indoor clothing with pockets emptied (no coats, sweaters, shoes, heavy jewelry, keys, etc.)
 3. Push the red ON button on the front of the scale and wait for the "0.0" to appear. DO NOT put any weight (yours or the participant's) on the scale until the "0.0" appears.
 4. Stand beside the participant while she mounts the scale and assist as needed. If the "0.0" goes out before she is on the scale, try again. Ask the participant to step off the scale and mount the scale again when the "0.0"s are displayed.
 5. Read the scale after about 5 seconds. If it moves between 2 numbers, take the lower weight.
 6. Assist the participant in getting off the scale.

TASK 5: WEIGHT

SCRIPT

1. Now, lets get your weight.
2. Please step on the scale when the two zeros appear.

SCORING

1. ___ ___ ___ . ___ KILOGRAMS

2. TASK WAS:

COMPLETED	1
ATTEMPTED BUT NOT COMPLETED (EXPLAIN)	2
<hr/>	
NOT ATTEMPTED (EXPLAIN)	9
<hr/>	

TASK 6: FUNCTIONAL REACH

Equipment: 152 centimeter paper tape
post-its
masking tape

Description: The participant stands next to a wall. She raises her right arm in front of her and the interviewer marks the position of her right knuckle. She then reaches as far forward as she can without taking a step or falling. Three attempts are measured.

- Instructions:
1. For frail individuals who are unable to stand unsupported by another person for 30 seconds, or who use an assistive device, do not perform this test.
 2. Tape a disposable tape measure to the wall at the acromion height. Make sure the tape measure is level.
 3. Demonstrate the maneuver and ask the participant if she feels that it would be safe for her to attempt it.
 4. Have the participant stand with the right acromion next to the tape. Ask her to place her feet in a normal, relaxed stance, with hands held at her sides. Ask her to maintain that position for the rest of the task.
 5. Ask the participant to make a fist of the right hand and extend the right arm forward horizontally (approximately 90 degrees). Mark with a post-it the distal end of the right third metacarpal.
 6. Ask the participant to reach as far forward as she can without losing her balance or taking a step.
 7. The upper body should not be allowed to contact the wall during this maneuver.
 8. No attempt need be made to control the participant's method of reaching. However, guard the participant, in case of loss of balance, to prevent her from falling.
 9. Record the placement of the right third metacarpal on the tape measure.
 10. Repeat steps 5 & 6 two more times, for a total of three measurements.
 11. If the participant touches the wall or takes a step during testing, the trial should be repeated.

TASK 6: FUNCTIONAL REACH

SCRIPT

1. Now, let's move on to a more active part of the exam. I would now like you to try to move your body in different movements. I will first describe and show each movement to you. Then I'd like you to try to do it. If you cannot do a particular movement, or if you feel it would be unsafe to try to do it, tell me and we'll move on to the next one. Let me emphasize that I do not want you to try to do any exercise you feel might be unsafe.
2. Stand here with your right shoulder next to the wall.
3. Now, let me attach this paper tape to your wall.
4. Now I would like to demonstrate the maneuver that I am going to ask you to do. DEMONSTRATE. Do you feel that it would be safe for you to lean forward like that as far as you can without losing your balance? IF NO, SCORE BELOW AND GO TO NEXT TASK.
5. Please stand here again. You should place your feet in a normal, relaxed stance, with hands held at your side. Please maintain this position for the rest of this task.
6. Now, make a fist with your right hand and extend your arm forward along the tape.
7. When I ask you to, please reach as far forward as you can without losing your balance or taking a step. Your arm and body should not touch the wall.
8. OK. Go ahead and reach as far as you can.
9. Now, I would like you to do that again.
10. And one more time.

SCORING

1. POSITION OF THIRD RIGHT METACARPAL:	REACH:
TRIAL 1: ___ . ___ CENTIMETERS	TRIAL 1: ___ . ___ CENTIMETERS
TRIAL 2: ___ . ___ CENTIMETERS	TRIAL 2: ___ . ___ CENTIMETERS
TRIAL 3: ___ . ___ CENTIMETERS	TRIAL 3: ___ . ___ CENTIMETERS

2. TASK WAS:

COMPLETED	1
ATTEMPTED BUT NOT COMPLETED (EXPLAIN)	2
<hr/>	
NOT ATTEMPTED (EXPLAIN)	9
<hr/>	

TASK 7: TELEPHONE USE

Equipment: Page from phone book
Telephone
Stop watch

Description: Respondent looks up a telephone number and dials it.

- Instructions:
1. Ask participant if she usually uses a magnifier to read the telephone book. If she does, ask her to use it.
 2. Give participant the page from the telephone book. Ask participant to look up the Morning Star Cleaners (559-7411). Give her a piece of paper to write it on. Start timing when you hand her the page.
 3. If the participant cannot find the number, prompt her.
 4. If she still cannot find the number, give it to her on a piece of paper.
 5. Now ask her to dial the number. You should be positioned so that you can see what she dials.
 6. If she cannot dial the number, place her finger on the first number.
 7. If she still cannot dial the number, terminate the task.
 8. Ask her if she usually uses a push-button telephone or a rotary telephone.
 9. Record time for entire task, including prompting. Start when participant starts looking at phone book.

TASK 7: TELEPHONE USE

SCRIPT

1. Next, I am going to ask you to look up a telephone number and dial it on this telephone.
2. Do you use a magnifier to read the telephone book? Use this page from the telephone book to find the number of the Morning Star Cleaners. You can write the number here. HAND HER A PIECE OF PAPER.
3. IF PARTICIPANT CANNOT FIND NUMBER, PROMPT:
Look in the second column about 3/4 of the page down.
4. IF SHE STILL CANNOT FIND NUMBER: That's fine. The number is 559-7411. WRITE NUMBER ON PAD.
5. Now, please dial the number. IF YOU CANNOT OBSERVE, ASK: Please tell me what you are dialing. (CORRECT NUMBER IS 559-7411)
6. IF SHE CANNOT DIAL: Let me show you where the first number is. PLACE HER FINGER ON THE FIRST NUMBER.
7. IF SHE STILL CANNOT DIAL: That's fine. Let's go on to the next task.
8. Do you usually use a push button telephone, like this one, or a rotary telephone? RECORD BELOW.

SCORING

1. FINDING THE TELEPHONE NUMBER:
FOUND CORRECT NUMBER WITHOUT PROMPTING 1
FOUND CORRECT NUMBER WITH PROMPTING 2
FOUND CORRECT NUMBER WITH MAGNIFIER 3
FOUND NUMBER BUT INCORRECT 4
UNABLE TO UNDERSTAND DIRECTIONS AND
HOW TO USE PHONE BOOK 5
UNABLE TO READ PRINT OF PHONE BOOK 6
NO NUMBER FOUND, REASON UNKNOWN 0
DID NOT ATTEMPT (EXPLAIN) 9

2. DIALING TELEPHONE NUMBER
DIALED NUMBER CORRECTLY WITHOUT PROMPTING 1
DIALED NUMBER CORRECTLY WITH PROMPTING 2
DIALED NUMBER INCORRECTLY 3
UNABLE TO UNDERSTAND DIRECTIONS AND HOW
TO USE PHONE 4 (4)
UNABLE TO DIAL NUMBER DUE TO INABILITY TO USE HANDS 5 (4)
DID NOT ATTEMPT (EXPLAIN) 9 (4)

3. TIME TO COMPLETE TASK:
_____ MINUTES _____ SECONDS
4. USUALLY USES: PUSH BUTTON TELEPHONE 1
ROTARY DIAL TELEPHONE 2

TASK 8: BLOCK CONSTRUCTION

Equipment: Colored blocks
Set 1: 4 purple and 1 yellow
Set 2: 5 red, 3 green and 1 yellow
2 design cards
Stop watch

Description: Participant attempts to construct the blocks like the designs on the cards, beginning with the simple card. She goes on to the more complicated design, if she completes the simpler design correctly.

- Instructions:**
1. Place all of the blocks for both designs mixed together in front of the participant.
 2. Ask her to make the simple design, using the correct colors.
 3. Start timing when you show her the card.
 4. If the participant does not complete the design correctly, go on to the next task.
 5. If participant does complete the first design correctly, mix all of the blocks up again, and then show her the more complicated design.
 6. Again, start timing when you show her the card.
 7. Stop timing when the participant stops trying to complete the design.

TASK 8: BLOCK CONSTRUCTION

SCRIPT

1. I have here a picture of a design. I would like you to make this same design with the blocks in front of you, using the same colors.
2. Ready, begin.
3. IF FIRST COMPLETED CORRECTLY: Now please make this design.

SCORING

1. SIMPLE BLOCK DESIGN

A. TASK WAS:

COMPLETED WITH BLOCKS AND COLOR CORRECT	1
COMPLETED WITH BLOCKS OR COLOR INCORRECT	2
UNABLE TO COMPLETE TASK	3 (TASK 9)
NOT ATTEMPTED (EXPLAIN)	4 (TASK 9)

B. TIME TO COMPLETE TASK: ____ MINUTES ____ . ____ SECONDS

IF 1A = 2, GO TO TASK 9. IF 1A = 1, CONTINUE.

2. COMPLEX BLOCK DESIGN

A. TASK WAS:

1. COMPLETED WITH BLOCK CONSTRUCTION:	
CORRECT	1
INCORRECT WITH HIDDEN BLOCKS PRESENT	2
INCORRECT WITH HIDDEN BLOCKS MISSING	3
2. COMPLETED WITH COLORS	
CORRECT	1
INCORRECT	2
3. UNABLE TO COMPLETE TASK	8 (TASK 9)
4. NOT ATTEMPTED (EXPLAIN)	9 (TASK 9)

B. TIME TO COMPLETE TASK: ____ MINUTES ____ . ____ SECONDS

TASK 9: VISUAL MEMORY

Equipment: Card with 8 pictures on it
Stop watch

Description: Participant studies a card with 8 pictures on it for 45 seconds. Then the card is taken away and the participant is asked to tell the interviewer as many of the items as she can remember.

Instructions:

1. Ask the participant to look at the card and tell you what each of the objects is.
2. Ask the participant to study the pictures for 45 seconds.
3. Remove card.
4. Ask participant to tell you as many of the objects as she can remember.
5. Stop task after all eight items are mentioned or after participant has been unable to recall any more objects for 30 seconds.

TASK 9: VISUAL MEMORY

SCRIPT

1. In front of you is a card with 8 pictures on it. I would like you to tell me what each of these objects is.
2. Now, I would like you to look at these pictures for 45 seconds and try to remember as many as you can. It may help you to remember them in order. After 45 seconds, I will take the card away and then ask you to tell me the objects that were on the card.
3. Do you have any questions? OK. Ready, begin.
4. Now, please tell me all of the items that you can remember.

SCORING

1. CHECK OFF ITEMS NAMED BY PARTICIPANT:

WATCH	<input type="checkbox"/>	CALCULATOR	<input type="checkbox"/>
IRON	<input type="checkbox"/>	TOASTER	<input type="checkbox"/>
UMBRELLA	<input type="checkbox"/>	RADIO	<input type="checkbox"/>
LAMP	<input type="checkbox"/>	CHAIR	<input type="checkbox"/>

2. TOTAL NUMBER OF ITEMS RECALLED CORRECTLY: _____

3. TASK WAS:

COMPLETED	1
ATTEMPTED BUT NOT COMPLETED (EXPLAIN)	2
<hr/>	
NOT ATTEMPTED (EXPLAIN)	9
<hr/>	

TIME ENDED: |__|__| : |__|__| AM.....1
PM.....2

VISUAL ACUITY ALERTS

IF SCORE IS: LESS THAN 50 AT 10 FEET; OR
 LESS THAN 80 AT 5 FEET; OR
 ANY TOTAL AT 2.5 FEET

THEN ASK:

1. Have you noticed any recent changes in your vision such as pain around the eyes, blind spots, distortion, blurry vision or haloes around objects, new floaters or flashing lights?

 YES GO TO 2
 NO STANDARD ALERT - GO TO 3

2. When did you first notice these symptoms? Did you first notice them . . .

 Within the past few days, EMERGENCY ALERT - GO TO 5
 Within the past few weeks, or URGENT ALERT - GO TO 4
 More than a few weeks ago? STANDARD ALERT - GO TO 3

3. STANDARD ALERT. I would advise you to have your eyes checked by a qualified eye care professional in the near future. CONTINUE WITH THE PHYSICAL ASSESSMENT.

4. URGENT ALERT. I urge you to have your eyes checked by a qualified eye care professional within the next few days. CHECK THE FIRST BOX ON THE VISUAL ACUITY REPORT. THEN GO TO 6.

5. EMERGENCY ALERT. I urge you to have your eyes checked by a qualified eye care professional today or tomorrow. CHECK THE SECOND BOX ON THE VISUAL ACUITY REPORT. THEN GO TO 6.

6. IF EMERGENCY OR URGENT ALERT GIVEN, DETERMINE PARTICIPANT'S VISUAL ACUITY USING CHART BELOW. RECORD ON VISUAL ACUITY REPORT. THEN CONTINUE WITH PHYSICAL ASSESSMENT. AT END OF INTERVIEW, COMPLETE VISUAL ACUITY REPORT AND HAND ONE COPY TO THE PARTICIPANT.

Acuity Score Sheet			
SCORE	10 FT	5 FT	2.5 FT
0	20/126	20/250	> 20/500
5	20/112	20/225	20/450
10	20/100	20/200	20/400
15	20/90	20/180	20/355
20	20/80	20/160	20/315
25	20/70	20/140	20/285
30	20/64	20/125	20/250
35	20/56	20/110	20/225
40	20/50	20/100	20/200
45	20/44	20/90	20/180
50	20/40	20/80	20/160
55	20/36	20/70	20/140
60	20/32	20/65	20/125
65	20/28	20/55	20/110
70	20/26	20/50	20/100
75	20/22	20/45	20/90
80	20/20	20/40	20/80
85	20/18	20/35	20/70
90	20/16	20/30	20/65