

Functional External Memory Aid Tool (Version 2.0) Record Form

Client: H. Yang

Education Level: High School

Age: 71 years











Client's Current Living Situation: Lives in residential home with wife

Examiner: Rebecca B., CCC-SLP

Administration Date: 5/3/22

Required FEMAT Materials

Administration requires materials, some of which are provided online by the test developers. Others will need to be supplied by the examiner.

Online Materials from Developer	Materials Provided by the Examiner
Screening Packet (.pdf) 	Pen or pencil (for examiner and client) 
FEMAT Record Form (.pdf) 	Calendar for the current year
FEMAT Materials Packet (.pdf) 	Timer 
Item #5 Video Message (.mov) 	Notepad 
Item #2 Audio Message (.m4a) 	Sticky notes
Screening Audio Message(.m4a) 	Medication organizer
	Dry-erase marker (if desired)
	Pill bottles 
	Small candies to mimic pills
	Device with speaker (e.g., smartphone)

Note. The icons to the right of the stated materials are used on pages 2-9 to indicate when the specific material is needed for the item administration. Please note, this does not include optional items that may be used as an external aid (e.g., calendar, notepad).

FEMAT Screening Tasks

Administer the screening tasks in alphabetical order. These tasks are not scored but provide insight into how the client's sensory and motor skills may affect their ability to interact with the FEMAT stimuli.

Say, ***During the upcoming tasks, I will be showing you various materials. Before we get started, I want to make sure that you can see and hear things adequately through the computer. If you need me to make text bigger or adjust volume, please let me know now.***

Task A: Vision

📄 Materials Required: Screening Packet pg. 2

Present Screening Packet pg. 2, say, ***Please name each letter as I point to it.*** Point to each letter, one at a time. Note smallest font size.

- ☐ Small Font
- ☒ Medium Font
- ☐ Large Font

Task B: Reading

📄 Materials Required: Screening Packet pg. 3

Present Screening Packet pg. 3, say, ***Please read each sentence.*** Point to each sentence, one at a time. Note smallest font size.

- ☐ Small Font
- ☒ Medium Font
- ☐ Large Font

Task C: Hearing

▶ Materials Required: Screening Audio Message

Play *Screening Audio Message*, say, ***Please repeat back what you hear.*** Play audio. Repeat the message, increasing the volume level as needed and note appropriate volume level.

- ☒ Volume level 80% on smartphone
- ☐ Unable to complete task

Task D: Writing

📝 Materials Required: Notepad, Pen/Pencil

Present client with a blank piece of paper and pen/pencil, say, ***Please write the sentence: It is raining cats and dogs outside.*** Note legibility.

- ☒ Legible
- ☐ Illegible

Screening Observations:

Wears binaural hearing aids

Administration Tips

Before Administration:

- ✓ Before administering FEMAT items, ensure you have chosen the stimuli size and volume level that best supports the client's sensory needs.
- ✓ Administration directions may be repeated up to three times. If the client does not understand after two repetitions, discontinue FEMAT administration.
 - It is important to emphasize that the client can use any external aid on the table or with them (e.g., a smartphone).
- ✓ If a caregiver/loved one is present during FEMAT administration, instruct the caregiver that they are not to assist the client in answering any of the FEMAT items.

During Administration:

- ✓ Item prompts can be repeated once if requested by the client or if the directions are not understood. If the client still does not understand following the repeated directions, discontinue the item, and mark the score as a 0.
 - Note: The voicemail in Item #2 and video message in Item #5 can only be repeated once upon request of the client.
 - If the directions are repeated, the examiner should check the box with the **+** icon.
- ✓ Examiners are encouraged not to ask follow-up questions until all items have been administered.
- ✓ Further prompts are permitted to clarify any unclear responses.
 - For example, Client: "I would use my app" - Examiner: "Which app?"
 - If a prompt is given, the examiner should check the box with the **+** icon.
- ✓ If a client verbally explains using an external aid but does not demonstrate its use, the examiner may use a verbal prompt such as "show me."
 - In this case, only the first attempt should be scored, and the examiner should check the box with the **+** icon.
- ✓ If applicable, answers or key components to each item can found in a dashed box to the right of each item's scoring section.

After Administration:

- ✓ Use pages 10-12 to summarize item scores and performance during administration.

Administration Directions

Place all materials in front of the client. Say, ***I'm going to ask you to role-play through several everyday tasks. Please feel free to use anything on the table or that you brought with you today to help you complete the tasks. In front of you there is a calendar, timer, notepad, and a medication organizer.*** Gesture to each item as you label it.

Say, ***You can use any of these items or anything else that you brought today to help you complete the tasks. You can also refer back to any items during the tasks. I want you to show me how you would complete these tasks in your everyday life. Are you ready? Let's get started.***

FEMAT Item Administration

Item #1

⊗ Materials Required: N/A

Say, ***Pretend you just put a cake in the oven. Show me how you would remember to take the cake out of the oven in 10 minutes.***

- ☐ 0, No response or mention of external aid
- ☐ 1, Verbally explained they would use an external aid
- ☐ 2, Attempted to use an external aid to complete task
- ☒ 3, Accurately used an external aid to complete task

Observations:

✚ Check if Prompt Given ☐

Accurately set the timer on his phone

** Said he recently got a smart phone and was very excited about using it

Item #2

▷ Materials Required: Audio Message (.m4a)

Say, ***I am going to play a voicemail for you and then ask you some questions about the voicemail immediately after it stops. The voicemail is about an upcoming appointment.*** Play voicemail Audio Message.

- ☐ 0, No attempt to use an external aid
- ☐ 1, Attempted to use an external aid during the task
- ☒ 2, Wrote/typed some of the bold words from the voicemail script
- ☐ 3, Accurately wrote/typed all five bold words from the voicemail script

Observations:

✚ Check if Prompt Given ☐

Did not start writing information until the date/time information

Item #3

📄 ✎ Materials Required: Materials Packet, pg. 3 (Voicemail Form), Pen/Pencil

Say, ***Now I would like you to answer some questions about details from the voicemail.*** Hand the Materials Packet, pg. 3 (Voicemail Form) and pen/pencil to the client.

- ☐ 0, No accurate facts retrieved
- ☒ 1, Accurately answered one-two questions
- ☐ 2, Accurately answered three-four questions
- ☐ 3, Accurately answered five questions

Answers

Dr. Morales
Cardiac
November 15th ✓
3:30/30 minutes early ✓
Medication list

Observations:

✚ Check if Prompt Given ☐

Could not independently recall information without written notes

Item #4

Materials Required: Materials Packet, pg. 4 (Invitation)

Present Materials Packet, pg. 4 (Invitation). Say, ***You just received an invitation to an upcoming party.*** Gesture to invitation. ***Show me how you would remember the details of the invitation.***

- ☐ 0, No attempt at task or mention of external aid
- ☐ 1, Verbally explained they would use an external aid
- ☒ 2, Attempted to use an external aid to remember key components
- ☐ 3, Accurately used an external aid to remember key components

Key Components

Date
Event description ✓
Location ✓
Time ✓

Observations:

✚ Check if Prompt Given ☐

Put information into his phone calendar - everything was correct except the month (made it in the current month - May, not Feb.) - did not recognize the error
** Said he often forgets to check his calendar until his wife reminds him

Item #5

Materials Required: Video Message (.mov)

Say, ***A family member just left you a video message asking you to buy something for her next time you are at the store. I am going to ask you some questions about the message after I play it.*** Play Video Message.


- ☐ 0, No attempt at task or mention of external aid
- ☐ 1, Attempted to use an external aid during the task
- ☒ 2, Wrote/typed some of the bold words from the video script
- ☐ 3, Accurately wrote/typed all five bold words from the video script

Observations:

✚ Check if Prompt Given ☐

Did not write "shirt" on the list of things to buy

Item #6

 Materials Required: Materials Packet, pg. 6 (Video Message Form), Pen/Pencil

Say, ***Now I would like you to answer some questions about details from the video message.*** Hand the Materials Packet, pg. 6 (Video Message Form) and pen/pencil to the client.

- ☐ 0, No accurate facts retrieved
- ☐ 1, Accurately answered one-two questions
- ☒ 2, Accurately answered three-four questions
- ☐ 3, Accurately answered five questions

Answers

Jacob	✓
Size 12	✓
Swimsuit	✓
Shirt	
Thursday	✓

Observations:

✚ Check if Prompt Given ☐

Used written notes to answer the questions

Item #7

 Materials Required: Materials Packet, pg. 7 (Bill)

Present Materials Packet, pg. 7 (Bill). Say, ***You just opened a new credit card and received the first bill.*** Gesture to the bill. Say, ***On the bill is the due date and amount due. Show me how you would remember to pay the bill on time.***

- ☐ 0, No response or mention of external aid
- ☒ 1, Verbally explained they would use an external aid
- ☐ 2, Attempted to use an external aid to remember key components
- ☐ 3, Accurately used an external aid to remember key components

Key Components

Bill type
Due date
Amount due

*Scoring Note: Electronic billing/autopay is an appropriate external aid.

Observations:

✚ Check if Prompt Given ☐

Explained that he no longer manages the household finances (his wife has taken on that responsibility). Said that he would put it on his calendar to help remember if he needed to

Item #8

📁 📦 Materials Required: Materials Packet (pg. 8), Pill Bottles

Say, ***You just filled a new prescription from your doctor.*** Gesture to pill bottles and pill organizer. Say, ***Show me how you would remember to take these two medications.***

- ☐ 0, No response or mention of external aid
- ☐ 1, Verbally explained they would use an external aid
- ☒ 2, Attempted to use an external aid to sort/remember medications
- ☐ 3, Accurately used an external aid to sort/remember medications

Observations:

⛶ Check if Prompt Given ☐

Verbally explained that he would leave the bottles on the counter and flip the one bottle that needs to be taken 2x/day. He showed this strategy, but did not demonstrate a strategy for the second medication/use organizer

Item #9

⌚ Materials Required: Timer/Alarm

Say, ***I am going to set a timer for two minutes.*** Set timer for two minutes. Ensure the volume is up. Say, ***When the timer goes off, you need to remind me to tell Amanda to call the insurance company before 5:00.***

- ☐ 0, No attempt to use an external aid
- ☐ 1, Attempted to use an external aid during the task
- ☐ 2, Wrote/typed some of the underlined phrases
- ☒ 3, Wrote/typed some of the underlined phrases

Observations:

⛶ Check if Prompt Given ☐

Wrote 3 bullet points on a sticky note

** Said he will jot notes to himself during the day, but forgets where he puts them

Item #10

Materials Required: Materials Packet, pg. 10 (Email)

Present Materials Packet, pg. 10 (Email). Say, ***You received an email that your prescription will be ready for pickup at 3:30.*** Gesture to email. ***Show me how you would remember to pick up your medication on time.***

- ☐ 0, No attempt at task or mention of external aid
- ☐ 1, Verbally explained they would use an external aid
- ☒ 2, Attempted to use an external aid to document key components
- ☐ 3, Accurately used an external aid to document key components

Key Components

Task description ✓
Location
Date ✓
Time

Observations:

✚ Check if Prompt Given ☐

Put in his phone calendar on the correct day "medicine at 3:00" but accidentally deleted it and had to re-enter the information — did not recognize the errored time and was slower to enter the information the second time

Item #11

⊗ Materials Required: N/A

Timer goes off. Say, ***What did you need to remind me to do?***

- ☐ 0, No attempt at task or mention of external aid
- ☐ 1, Attempted task with inaccurate information
- ☐ 2, Attempted task with some correct phrases
- ☒ 3, Accurately recalled all correct phrases

Answers

Tell Amanda ✓
Call insurance ✓
Before 5:00 ✓

Observations:

✚ Check if Prompt Given ☐

Looked at the sticky note when the timer went off
** "I'm glad I remembered where I left this"

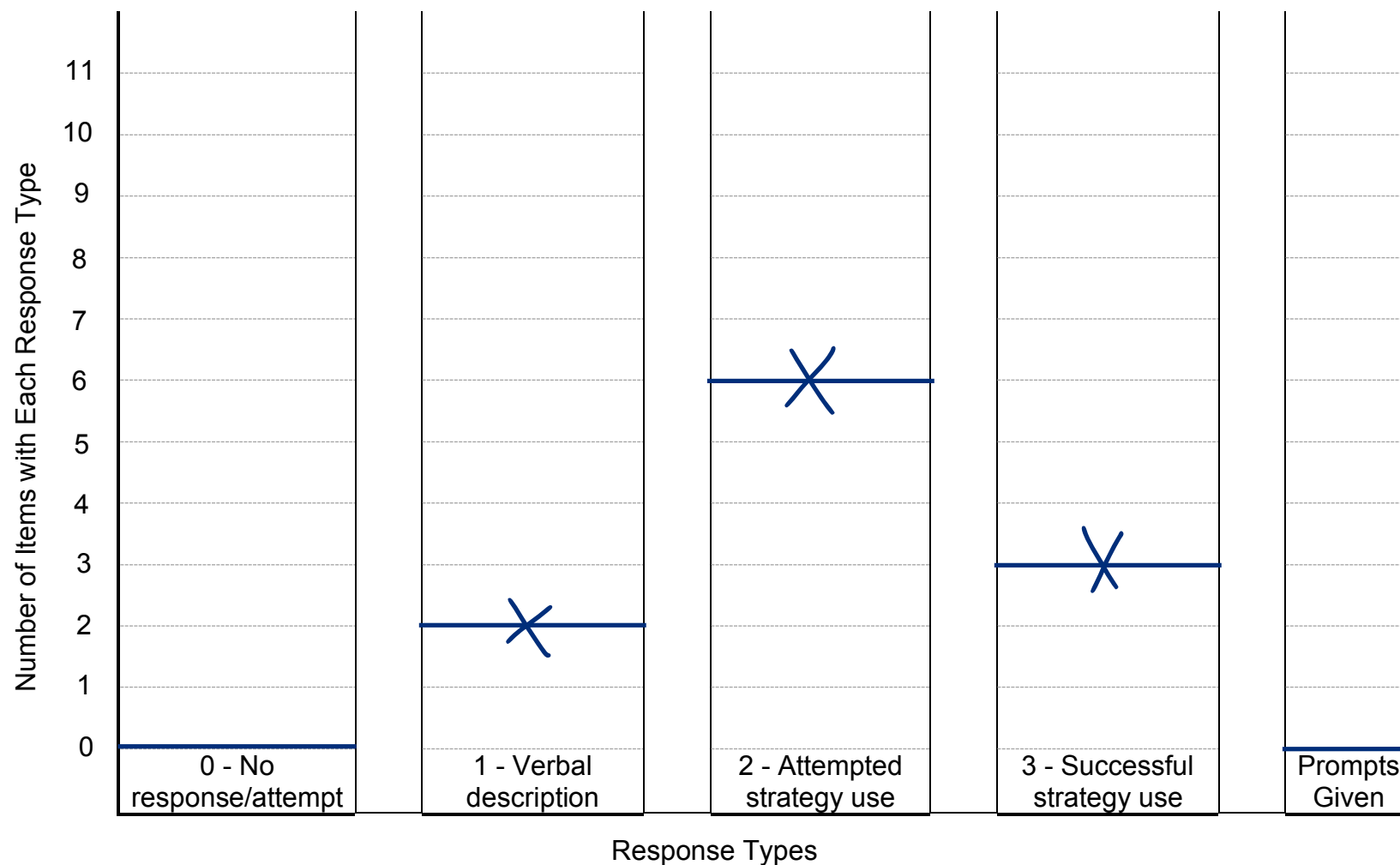
FEMAT Item Response Summary

Record each individual item score in the following table to calculate category and FEMAT total scores, as indicated below.

Item	Medical	Score (0, 1, 2, 3)	
		IADL	Retrieval
1		3	
2	2		
3	1		
4		2	
5			2
6			2
7		1	
8	2		
9			3
10		2	
11			3
Category Total (sum of shaded items)	5/9	8/12	10/12
FEMAT Total (sum of all items)		23/33	

FEMAT Response Graphical Summary

Summarize the different response types and prompts given during the FEMAT administration by totaling the number of each response type. Use the following space to illustrate it below.



FEMAT Compensation Information Summary

Use the following page to summarize information about the client's compensation use and preferences.

USE OF EXTERNAL AIDS				
<input type="checkbox"/> Did not use any external aids <input checked="" type="checkbox"/> Used external aids				
<input checked="" type="checkbox"/> Calendar:	<input type="radio"/> Described Use	<input checked="" type="radio"/> Inaccurate Use	<input checked="" type="radio"/> Inconsistent Performance	<input type="radio"/> Accurate Use
<input checked="" type="checkbox"/> Timer/alarm:	<input type="radio"/> Described Use	<input type="radio"/> Inaccurate Use	<input type="radio"/> Inconsistent Performance	<input checked="" type="radio"/> Accurate Use
<input checked="" type="checkbox"/> Medication system:	<input checked="" type="radio"/> Described Use	<input type="radio"/> Inaccurate Use	<input checked="" type="radio"/> Inconsistent Performance	<input type="radio"/> Accurate Use
<input checked="" type="checkbox"/> Note-taking system:	<input type="radio"/> Described Use	<input type="radio"/> Inaccurate Use	<input checked="" type="radio"/> Inconsistent Performance	<input type="radio"/> Accurate Use
<input type="checkbox"/> Other:	<input type="radio"/> Described Use	<input type="radio"/> Inaccurate Use	<input type="radio"/> Inconsistent Performance	<input type="radio"/> Accurate Use
PREFERENCES				
Appearance (size, layout, design): simple layout on phone, larger text size, and auditory reminders				
Technology (high-tech, low-tech, no-tech): high-tech smartphone - calendar app, reminders				
Tasks (finances, medication, shopping, appointments): medical appointments & family activities (babysitting)				
STARTING POINT FOR TRAINING				
<input type="checkbox"/> Unfamiliar with external aid <input checked="" type="checkbox"/> Provide awareness training on use of external aid <input type="checkbox"/> Provide training to use external aid <input type="checkbox"/> Provide adaptation training <input type="checkbox"/> Educate family <input type="checkbox"/> Educate care partners				
Additional Notes: educate his wife from the beginning, she is supportive and can troubleshoot at home ** visual aids to help acquisition of new skills				