

## Directives for administration of MMSE - WHITEHALL II (Phase 11)

Updated: 17.08.11

***All participants must have the MMSE administered. This should be processed by the Research Coder.***

1. The following equipment is required to administer the MMSE:
  - a watch with a second hand on it
  - a pencil
  - 3 blank sheets of paper (A4)
  - a laminated card with “**CLOSE YOUR EYES**” written in large letters
  - a laminated card with two 5-sided figures intersecting to make a 4-sided diamond figure.
  - MMSE questionnaire on which a label with name and study number are placed.
  - a clipboard
2. Introduce yourself and try to gain the participant’s confidence.
3. Before the questionnaire is administered, be sure that the participant is sitting down facing you and that s/he is comfortable.  
Assess the participant’s ability to hear and understand very simple conversation,  
*eg:- What is your name, please?*  
If the participant uses hearing or visual aids, make sure the participant has and uses these before starting.
4. It is important that you speak slowly and clearly. If the participant appears not to have heard or understood, repeat the question (unless the item specifically prohibits repetition).  
Ask each question a maximum of three times. If the participant does not respond - score 0.  
**DO NOT CORRECT IF A WRONG ANSWER IS GIVEN, and MAKE SURE NOT TO SHOW ANY FACIAL EXPRESSIONS.**
5. If the participant answers “What did you say?” - do not explain or engage in conversation - merely repeat the same directions (*eg:- What year is this?*) to a maximum of 3 times.  
  
If the participant answers incorrectly - score 0 and do not hint, prompt or ask the question again, *eg:- What year is this? - 1952.*  
Accept that answer - do not ask the question again, hint or provide any physical clues such as head shaking, etc.
6. If the participant interrupts *eg:- “What’s this for?”* Just reply:  
“I will explain in a few minutes when we are finished. Now if we could just proceed please, we are almost finished or this will take only a few minutes” if you have just started.
7. Make note of any unusual responses including any extra memory items recalled.

### **Notes**

#### ***Question 3 - Spelling “World”***

Please remember that you can help the participant spell the word “world”. You may describe it “as in the globe” if they do not understand from your accent.

### **Coding the MMSE**

After the interview you will be required to code the results from the MMSE. It is important that you do not code the questionnaire until the participant has left the room.

PHASE 11 - Mini-Mental State Examination (MMSE)
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I am going to ask you some questions now which have to do with your concentration and memory. Some of them may seem rather easy, others may be difficult, but we need to ask everyone the same questions.

## 1. ORIENTATION

### *Time*

(a)	“What day of the week is it?”	FMM_ORA	Incorrect	0	Not asked	9
			Correct	1		
(b)	“What is the date today?”	FMM_ORBD	Incorrect	0	Not asked	9
			Correct	1		
			Day			
	Month	FMM_ORBM	Incorrect	0	Not asked	9
			Correct	1		
	Year	FMM_ORBY	Incorrect	0	Not asked	9
			Correct	1		
(c)	“What is the season?” (write season _____)	FMM_ORC	Incorrect	0	Not asked	9
			Correct	1		

Allow flexibility when season changes, eg:-

March	=	Winter/ Spring
June	=	Spring/ Summer
September	=	Summer/ Autumn
December	=	Autumn/ Winter

### *Place*

(d)	“Can you please tell me which county or borough you live in?”	FMM_ORD	Incorrect	0	Not asked	9
			Correct	1		
(e)	“Can you tell me where we are now? For instance, What is the name of this city (or town)?”	FMM_ORE	Incorrect	0	Not asked	9
			Correct	1		
(f)	“Now, can you tell me if we are north or south of the river Thames?”	FMM_ORF	Incorrect	0	Not asked	9
			Correct	1		
(g)	“What floor of the building are we on?”	FMM_ORG	Incorrect	0	Not asked	9
			Correct	1		
(h)	“What is the name of this building?”	FMM_ORH	Incorrect	0	Not asked	9
			Correct	1		

## 2. REGISTRATION

“I am going to name three objects. After I have finished saying all three, I want you to repeat them. Remember what they are because I am going to ask you to name them again in a few minutes.”

Name the following three objects taking 1 second to say each: **apple, table, penny**. If any errors or omissions are made on the first attempt, **repeat all the names** until participant learns all three (maximum of five repeats). Stop either when all words are recalled or when 5 repeats are completed

	(1st Attempt)	(Repeat 1)	(Repeat 2)	(Repeat 3)	(Repeat 4)	(Repeat 5)	
Apple	_____	_____	_____	_____	_____	_____	
Table	_____	_____	_____	_____	_____	_____	
Penny	_____	_____	_____	_____	_____	_____	
Total	_____	_____	_____	_____	_____	_____	Not asked 9

FMM\_RGTO

## 3. ATTENTION/ CONCENTRATION

“Now I would like you to take 7 away from 100.  
Now take 7 away from the number you get.  
Now keep subtracting 7 until I tell you to stop.”

Record answers. Score 1 point each time the difference is 7, even if a previous answer was incorrect.

Maximum score = 5 points

Correct	Response	Correct (✓)
93	___ FMM_ACAR	
86	___ FMM_ACBR	
79	___ FMM_ACCR	
72	___ FMM_ACDR	
65	___ FMM_ACER	

FMM\_ACTO Total \_\_\_\_\_ Not asked 9

Say “**Spell the word “WORLD”**”. (participant’s response) \_\_\_\_\_  
(you may help participant to spell world correctly)

Incorrect	0	
Correct	1	Not asked 9

(If the participant cannot spell “world” even with assistance - score 0)

Say “**now spell it backwards please**” (participant’s response) \_\_\_\_\_

Allow 30 seconds to spell backwards.

Correct (✓) (Correct)	D	L	R	O	W
_____	_____	_____	_____	_____	_____

Maximum score = 5 points

FMM\_ACDW Total \_\_\_\_\_ Not asked 9

## 4. MEMORY RECALL

“What were the three objects I asked you to repeat a little while ago?”

Tick each item answered correctly and enter number correct under total.

	Correct (✓)	
Apple	_____	
Table	_____	
Penny	_____	
Total	_____	Not asked 9

FMM\_MRTO

## 5. EXPRESSION: NAMING

Accurate naming is needed; descriptions of function or approximate answers are not acceptable. Some items may have more than one correct name, as has been indicated. Errors include description of function (eg:- 'used for telling the time' for watch). In the case of approximate answers, you should say 'Can you think of another word for it?'

Tick each item correctly named and enter number correct under total.

	Show pencil			<u>Correct</u> (✓)
(a)	<b>"What is this called?"</b> (write response _____)	Pencil	_____	
	Show wristwatch			
(b)	<b>"What is this called?"</b> (write response _____)	Watch	_____	
		Total	_____	Not asked 9

FMM\_ENTO

## 6. EXPRESSION: REPETITION

Only one presentation is allowed so it is essential that you read the phrase clearly and slowly, enunciating all the S's

**"I am going to say something and I would like you to repeat it after me:  
'No ifs, ands or buts'**

Incorrect	0	
Correct	1	Not asked 9

FMM\_ER

## 7. LANGUAGE: READING COMPREHENSION

Show card that says "CLOSE YOUR EYES". It is not necessary for participant to read aloud. If participant reads instruction but fails to carry out action, say '**Now do what it says**'.

**"Read this page and then do what it says. "**

Close your eyes	Incorrect	0	
	Correct	1	Not asked 9

FMM\_LRC

## 8. PRAXIS: IDEATIONAL

Read the following statement and then hand to the participant a sheet of paper. Make a point of handing to the participant's mid-line.

Do not repeat instructions or coach. Score a move as correct only if it takes place in the correct sequence. Tick each correct move and enter number correct under total. Maximum score = 3 points. (Note 0 if not done or not done correctly; 1 if correct).

			<u>Correct</u> (✓)
<b>"I am going to give you a piece of paper. When I do, take the paper in your right hand. Fold the paper in half with both hands, and put the paper down on your lap."</b>	Right hand	_____	
	Folds	_____	
	On lap	_____	
	Total	_____	Not asked 9

FMM\_PITO

## 9. PRAXIS: COPYING AND DRAWING

The participant should draw and write on the sheet of paper provided. Each pentagon should have 5 sides and 5 clear corners and the overlap should form a diamond.

“**Copy this design**” (show card with pentagon)

Incorrect	0	
Correct	1	Not asked 9

**FMM\_PCD**

Staple the pentagon sheet to the MMSE questionnaire and make sure study number is on it.

## 10. WRITING

The participant should write on the sheet of paper provided. The sentence should make sense. Ignore spelling errors. Allow 30 seconds.

(Hand participant a pencil and paper)

“**Write any complete sentence on that piece of paper**”

Incorrect	0	
Correct	1	Not asked 9

**FMM\_WRIT**

***Thank the participant.***

Staple the sheets with the pentagon and the sentence to the MMSE questionnaire and make sure study number is on all items.

**“CLOSE YOUR EYES”**

