



Minnesota Executive Function Scale (MEFS) Remote Assessment Caregiver Instructions

Schedule – Your child will be assessed at the scheduled time provided by your child’s MEFS examiner.

- What is the MEFS?
 - The *Minnesota Executive Function Scale (MEFS™)* is a game-like assessment of executive function skills. This game asks children to match and sort pictures based on features such as size, color, and shape. At each level, your child will be asked to follow one rule, and then switch and follow a different rule. To play this game, children need to pay attention, remember the rules, and think flexibly.
 - *Executive function* is a set of brain-based skills that helps people to control their own behavior and direct it toward goals instead of doing what is automatic or easiest. Executive function is important for learning in classroom settings, getting along with other children, and making good decisions. These skills take a long time to develop in childhood, but they can be measured and taught even in young children.
- Technology requirements
 - Virtual meeting sites (free)
 - Zoom
 - Google Meet
 - Devices
 - Computer (PC or Mac) with camera
- Environment requirements to set aside and prepare for
 - Quiet room/space with few distractions
 - Somewhat boring – minimal visual/auditory distraction (close window blinds, turn T.V. or music off, close the door, inform others not to bother during this time)
 - Table/desk and 2 chairs (one for your child, and one for you, if young child)
 - Have laptop set on table directly facing your child
 - You may be seated next to your child to maintain attention, but avoid lap-sitting
- Note: If there are multiple children in your family that need to be assessed, the examiner will schedule two separate appointments (one at a time)

Connect – Day of Assessment

- Preparing your child:
 - Rested
 - Fed
 - Gone to bathroom
 - “Ants in pants” are gone
- Make sure internet signal is strong (Your Wi-Fi Minimum download speed should be greater than 1.5 Mbps. Run an internet speed test to find out how fast your Wi-Fi is here: <https://www.allconnect.com/internet/speedtest>).
- Only your child and you should be in the room
- Be a few minutes early and connect to the video conferencing link provided by your Examiner
- Check the microphone, camera and your room’s lighting
- Set screen to layout of only the tablet view (Examiner will help)

Assess – During and After Assessment

- Child should be made comfortable
 - Examiner will introduce themselves and say hello
 - Child should be in own chair if possible
 - Child should be placed directly in front of computer screen
- Parent should remain neutral. EF skills take a long time to develop, so making mistakes is very common in children. We want to know about **your child’s skills**, not yours!
 - No guidance or feedback – verbal or nonverbal (e.g., do not give the answer, no nodding or shaking your head, saying “yes” or “no”, etc.)
 - Your child might look to you for the answers. Instead of helping, you can ask them to listen to the Examiner, who will say things like, “It’s your turn now. Where do you think it [the card] should go?”
- Responses to examiner must be clear for result to be submitted
 - If your child is old enough to follow the Examiner’s instructions to say which box the card should go in, just make sure the Examiner could hear it (repeat it if necessary).
 - Younger children will be more comfortable pointing to the boxes for their response. In this case, you will need to tell the Examiner which box your child pointed to. Always tell which one they pointed to **first**.

If before or after your child’s assessment you would like to learn more about Executive Function, please access our free parent Executive Function course here:

<https://reflectionsociences.com/courses/building-executive-function-at-home/>. In addition, to work to improve your child’s Executive Function skills, we have prepared for sale a Home-Based Activities Guide. You can access a free sample activity here: <https://reflectionsociences.com/wp-content/uploads/2020/04/Parent-BearDragon-Sample.pdf>.

Thank you for your help administering the MEFS with your child!