



Minnesota Executive Function Scale (MEFS) Remote Assessment
Examiner Instructions

Schedule – Before Assessment

1. What is MEFS? (explain to caregiver if it is the first time)
 - a. 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.
 - b. *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.
2. Share video conferencing link and go over the family's technology requirements.
 - a. Recommended online meeting sites (free)
 - i. Zoom
 - ii. Google Meet
 - b. Family technology requirements
 - i. Computer (PC or Mac) with camera
3. Download and share our "Caregiver Instructions" PDF with the family. *This is essential for helping them properly prepare their child and home space for the assessment.*
4. Share environment requirements with the family.
 - a. Quiet room/space with few distractions
 - b. 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)
 - c. Table/desk and 2 chairs (one for child, and one for caregiver, if young child)
 - d. Have laptop set on table directly facing the child
 - e. Caregiver may be seated next to the child to maintain attention, but avoid lap-sitting
5. Note: If there are multiple children in the family that need to be assessed, schedule two separate appointments (one at a time)

Connect – Day of Assessment

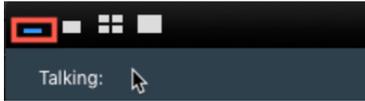
1. 15-30 minutes prior to call:
 - a. Check for strong Wi-Fi connection
2. 5 minutes prior to call:
 - a. Start video conference on your laptop 5 minutes before scheduled time
 - b. Log into the MEFS App on your tablet and select the child about to be assessed
 - c. Have the video conferencing link open and easily accessible on your tablet so you can click when you are ready to begin the assessment
 - d. *Note: during an assessment, you will be connected to the video conference on both your laptop (for viewing the child) and tablet (for running the assessment)*
3. Caregiver and child join the call
4. Ask caregiver if the child has been prepped for the assessment:
 - a. Rested
 - b. Fed
 - c. Went to the bathroom
 - d. “Ants in pants” are gone
5. Ask about caregiver’s Wi-Fi
 - a. If it is strong, good.
 - b. If it is not very reliable, discuss what to do in the case that Wi-Fi cuts out.
 - i. Keep child focused
 - ii. Reconnect to call
 - iii. Proceed with assessment where they left off (ONLY if interruption is not in the middle of a level –you learned this during your certification course!)
 - iv. Note any technology issues in ‘Comments’ section at the end of the assessment
6. Make sure that *only* the child and caregiver are present, that they are in an appropriate environment, and will not be interrupted
7. Ask caregiver to remain neutral (**no guidance or feedback** – verbal or nonverbal)
8. Gain rapport with child
9. Should be a 5-10 minute intro before beginning the assessment

Assess – During & After Assessment

1. For you:
 - a. Connect tablet to the video conferencing link and share tablet screen
 - b. Mute your computer’s audio (you can still be heard through your tablet)
2. For Caregiver / Child:
 - a. Ensure that the child is sitting directly in front of the computer screen
 - b. Instruct the caregiver to minimize their video conferencing panel (Zoom) OR pin the tablet’s video feed (Google Meet) – only the tablet screen should be visible to the child (see “Minimize/Pin a video” section below for how)

3. Remind the caregiver before beginning, “It is normal and expected that children will have difficulty and get some wrong! We want to know all that we can about your *child's* EF 😊.”
 - a. If you suspect the parent is "helping" too much:
 - i. Restart assessment (switch to the other test form in this case, using Form A if you had started with Form B, and vice versa) OR
 - ii. Note it in the Comments before submitting the assessment
 4. Begin assessment
 - a. During rule checks, instruct the child what to say for each box they want you to put the card in (e.g., “the bunny box” or “the bear box”)
 - b. For young children who prefer to point to the boxes, ask the caregiver to respond with which box on the screen the child **first** pointed to
 - c. Examiner sorts the cards based on child’s or caregiver’s verbal response
 - d. Following “Game Over” screen, examiner adds “remote assessment” to the comments BEFORE submitting the assessment
 5. Thank the caregiver and child for their participation
 6. Answer any questions the caregiver has
 - a. Only share scores if this is something usually done by your organization
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Minimize/Pin a video:

- Zoom
 - Minimize video panel: The Video Panel can be minimized to only who show who is actively speaking by clicking the minimize icon. (Click on button highlighted in red in image below.)
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- The image shows a close-up of the Zoom video panel controls. It features a dark background with several icons: a red-outlined minimize icon (a horizontal line), a maximize icon (a square with a smaller square inside), and a close icon (a square with an 'X'). Below these icons, the text 'Talking:' is visible, followed by a mouse cursor icon pointing at the minimize icon.
- Google Meet
 - Pin a video: To pin a video feed and always make that feed visible on your screen, click on the “People” icon in the top right corner of your screen, click on the small image of the tablet’s video feed, then click the “Pin” icon.
 - Watch How: <https://youtu.be/gfzhaC6n1II?t=17>
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If your team needs to bring new examiners on to handle the remote challenge, reach out to Maggie Schreiner mschreiner@reflectionsociences.com for more details.