



Remote MEFS Assessment Examiner Script

Log into Zoom/video conference on your computer. Open the MEFS App™ on your tablet and have the video link ready to share.

EXAMINER:

“Hi <ADULT> and <CHILD>. My name is <YOUR NAME> and I’ll be the virtual assessment examiner.” *Depending on how well you know them, spend time making all comfortable.*

“How are you doing today?”

“Can you hear and see me OK?”

***TROUBLE SHOOT ANY CONNECTION ISSUES**

“Did you have a chance to look over the document I emailed you earlier?”
Allow time for them to ask any specific questions. If they ask something that you will cover later, let them know you’ll get to that and move on.

“Ok. Welcome to the MEFS, which stands for the Minnesota Executive Function Scale. In just a little bit, <CHILD> and I will be playing a short iPad game. During the game, I’ll have the iPad on my screen, and I’ll be asking <CHILD> to help me sort cards into one of two boxes. While they do this, I’m going to ask that you refrain from providing any sort of feedback, positive or negative.”

“Try not to help <CHILD> in any way. We want to know your child’s Executive Function skills, not yours. Your child may look to you for answers as the sorting gets more challenging. Instead of assisting them yourself, direct them back to the screen and ask them to listen to me.”

“I’ll be asking your child to name what box they think the card belongs in. They may want to point to the screen; encourage them to respond verbally, clearly stating where they want it to go.”

“Young children might find it hard to say which box. Do you think <CHILD> is comfortable doing this?”

“If you don’t think this is manageable, then allow them to point to the box on your computer where they think the card should go. Be sure they are clearly communicating the placement for you. Then you can verbally tell me where your child pointed.”

“I want to remind you again, please don’t correct them or change their answer, just state where they pointed. This will give us the most accurate level for <CHILD>.”

“Do you have any questions?”

***ANSWER ANY QUESTIONS THEY MAY HAVE**

“Ok <CHILD>, are you ready to play a game with me?”

“Good! I’m going to share the iPad screen with you. Let me know when you can see the game on your screen.”

“Can you see my screen?”

“Great! <CAREGIVER>, can you minimize the zoom video so that you don’t see any faces, just the full screen of the game?”

***YOU MAY NEED TO HELP AGAIN**

“OK, <CHILD> can you hear me?”

“Great, let’s play!”

***ADMINISTER MEFS ASSESSMENT**

(remember to adjust language/labels according to tutorial video)

“Good job <CHILD>! Thank you for playing the game with me.”

***LAST STEPS TO COMPLETE THE ASSESSMENT**

1. Type “Remote Assessment” in the Comments box before pressing the Submit button
2. Stop screen share on ZOOM
3. Turn off iPad and unmute computer
4. Ask caregiver/parent if they have any final questions

“Thank you again for your time, <PARENT>, and have a good rest of your day!”