

**INSTRUCTIONS TO TEST ADMINISTRATORS of the  
MINI- MENTAL STATUS EXAMINATION - Philippines (MMSE-P) and the CDT**

**INSTRUCTIONS**

1. This instruction guide should be read and clearly understood by the tester prior to the test administration. Before the assessment, the examiner is advised to prepare this instruction guide, the MMSE-P response sheet, a pencil, a wristwatch, the command card for the “close your eyes” reading comprehension subtest, the template for pentagon figure copying and blank sheets of paper.
2. Since the MMSE-P has different versions in the different Filipino languages, the verbal instructions must be given in the subject's preferred language and as stated in the MMSE-P response sheet.
3. This instruction sheet should not be visible to the subject during the test administration.
4. Details of the subject's personal information should be written at the top portion of the response sheet (e.g. name, date, years of education etc.) Write **ALL** the responses of the subject in the space provided in the response sheet.
5. Score all the items. No response means no score. Total all the scores at the end of the test.
6. Make the patient comfortable before starting the test.

**ORIENTATION TO TIME AND PLACE**

*Instruction:* Ask the examinee the following questions:

***Ano ang petsa ngayon?***

(If parts of the date were omitted, ask specifically for it. Example, “*Ano ang buwan at taon ngayon?*”)

***Anong araw ngayon?***

***Ano ang panahon o season ngayon?***

***Ano ang pangalan ng lugar na ito?***

***Nasaang palapag or floor tayo ngayon?***

***Nasaang kalye ang lugar na ito? (Alternate: Nasaang barangay tayo ngayon?)***

***Nasaang munisipio tayo ngayon? (Alternate: Nasaang siyudad tayo ngayon?)***

***Nasaang bansa kayo ngayon?***

**Scoring:** Give 1 point for every correct answer. Answers to time and place must be exact, including season. According to our local validation (2003) and repeat reliability testing (2011), season can not be disregarded as proposed by some MMSE-P users, and answers can not be arbitrary. The correct answer for season is wet (June to November) or dry (December to May).

**REGISTRATION**

*Instruction:* Say to the examinee:

***“Ngayon, susuriin ko ang inyong memorya. Magsasabi ako ng tatlong bagay. Matapos ko silang sabihin, uulitin ninyo ang mga ito sa akin. Tandaan ang mga bagay na ito dahil pagkatapos ng ilang minuto ay tatanungkin ko muli kayo tungkol dito. Ito ang tatlong salita.***

With a rate of 1 second interval, say “**MANGGA- MESA- PERA**”. Afterwards say, “**Paki-ulit po sa akin**”. If the subject was not able to recall all the 3 objects during the 1<sup>st</sup> trial, this may be repeated until the subject recalls the three words but only up to 6 trials.

**Scoring:** Give 1 point for every correct word repeated, in any sequence or order of recall.

**ATTENTION AND CALCULATION**

**Instruction:** Say to the subject “**Paki-spell (o baybayin) ang salitang K-A-R-N-E**”. Due to regional variations, “**C**” may replace “**K**” and “**I**” may replace “**E**”. After the subject had successfully spelled the word, tell the subject, “**Ngayon, paki-spell (o baybayin) ito ng pabaliktad**”.

**Scoring:** Give 1 point for **EACH LETTER** stated in the **CORRECT BACKWARD** sequence.

Examples:  $\underline{E} \underline{N} \underline{R} \underline{A} \underline{K}=5$        $\underline{E} \underline{N} \underline{A} \underline{R} \underline{K}=3, \underline{E} \underline{N} \underline{K}=3$        $\underline{E} \underline{R} \underline{N} \underline{K} \underline{A}=1, \underline{E}=1$   
 $\underline{E} \underline{N} \underline{R} \underline{K}=4$        $\underline{E} \underline{K}=2$        $\underline{R} \underline{A} \underline{K} \underline{E} \underline{N}=0, \underline{K}=0$

Adaptation by Dominguez JC et al, 2001.; Ligsay A. Validation of the MMSE-P in the Filipino Elderly. Master Thesis. University of the Philippines, Manila. 2003.; Nolan AK and Mohs RC. Screening for dementia in family practice. In Alzheimer's Disease: A Guide to Practical Management, Part II. Richter RW, Blass JP, eds. St. Louis, MO. Mosby-Year Book, Inc; 1994:81-95.

## **DELAYED RECALL**

**Instruction:** Say to the subject *“Ano ang mga bagay na sinabi ko sa inyo kanina?”*

**Scoring:** Give 1 point for every correct word recalled, in any sequence or order of recall.

## **LANGUAGE**

### **a. Naming**

**Instruction:** Show the subject a wristwatch. Then say, *“Ano ang tawag sa bagay na ito?”* Afterwards, show the subject a pencil and say, *“Ano ang tawag sa bagay na ito?”*

**Scoring:** Give 1 point for every correct answer.

### **b. Repetition**

**Instruction:** Say to the subject, *“Ulitin ng eksakto ang pangungusap na sasabihin ko - Minikaniko ni Monika ang Makina.”* Do not repeat the sentence even if requested by the subject.

**Scoring:** Give 1 point for a correct answer.

### **c. 3-step command**

**Instruction:** Ask the subject, *“Ano po ang ginagamit ninyong kamay sa pagsusulat?”* This is done to determine the dominant hand of the subject. Afterwards, give the subject a sheet of paper and say *“Kunin itong papel gamit ang (say the NON-DOMINANT hand) kanan/kaliwang kamay, tiklupin sa gitna, at ilagay sa iyong kandungan”.* Do not break the commands into segments. Say it straight as one instruction.

**Scoring:** Give 1 point if he/she takes the paper with the non-dominant hand, 1 point if he/she folds it into two or half, and 1 point if he/she puts the paper on his/her lap.

### **d. Reading comprehension**

**Instruction:** Show the command card to the subject. *“Basahin ninyo ito at gawin ang nakasaad o ang nakasulat dito”*

**Scoring:** Give 1 point if the subject closes his/her eyes. No point if he/she only reads but does not close his/her eyes.

### **e. Writing**

**Instruction:** Give the subject a blank sheet of paper and say, *“Magsulat kayo ng isang pangungusap.”* Do not dictate a sentence, it has to be written spontaneously by the subject.

**Scoring:** Give the subject 1 point if what he/she has written down contains a subject and a verb and it makes sense. Correct grammar, punctuations, handwriting, tremors are not considered for scoring.

### **f. Copying and visuo-spatial function**

**Instruction:** Provide the subject a pencil and blank sheet of paper and the template or figure showing the intersecting pentagons and say, *“Kopyahin nyo po ito dito sa papel”.* Do not provide a ruler or any writing reinforcement even if requested by the subject.

**Scoring:** Give 1 point if the subject was able to draw 2 pentagons with their intersection forming a diamond like shape. Tremors and rotation of figures are not considered for scoring.

## CLOCK DRAWING TEST (CDT)

### INSTRUCTIONS:

Give the subject a blank sheet of paper and ask him/her to draw a clock while placing all the numbers in the proper position. Say to the subject,

***“Gumuhit o mag-drawing ng orasan. Ilagay lahat ng mga numero sa loob ng orasan at ilagay ang mga kamay sa oras na sampung minuto makalipas ang alas onse.”***

If the subject draws the same length of the hands of the clock say, **“Alin ang mahabang kamay at alin ang maikling kamay?”**

### SCORING:

Score 1 point for every observation of the following in the subject’s drawing:

1. Drawing of a closed circle – 1 point
2. Presence of all the 12 numbers – 1 point
3. Placement of the numbers in the correct quadrants and position – 1 point
4. Placement of the hands of the clock in the correct position – 1 point

### INTERPRETATION:

It is unlikely that a perfectly drawn clock is made by a cognitively impaired person. On the other hand, that with a grossly distorted contour and extraneous markings is rarely produced by a cognitively intact person.

Cut-off score is subjective but any score below 4 deserves further assessment, and when in doubt other sources of evidence must be sought. Clinical judgment must be used in interpreting the test and best when in conjunction with the MMSE-P.