

## HABC Monitor General Instructions

1. Confidentiality — Personal health information provided by the patient and/or the caregiver must remain confidential. This information should not be shared with outside sources except as permitted by the Health Insurance Portability and Accountability Act (HIPAA).
2. Standardization — Standardization is vital to collecting precise and reliable information. Read each question exactly as written. Never skip, paraphrase or otherwise interpret the meaning of a question. If the individual does not understand the question, re-read the question. Never directly or indirectly suggest an answer to him/her. Do not add additional clarifying questions.
3. Definitions — Assure that the individual understands the definition of a “problem” in the context of the Monitor. Use the provided script and offer examples as needed to clarify. Ask the patient/caregiver to repeat back to you how “problem” is defined to confirm understanding. Remember that “problem is defined differently for each monitor.
4. Fundamentals — Always be respectful and courteous to the patient/caregiver. Take breaks when needed and assist when asked, but always maintain a neutral stand. Address the individual in a formal manner (use Mr. and Mrs. when appropriate). Always keep control of the testing situation. If the patient/caregiver begins to ramble or goes off task, politely redirect him/her and ask the individual to focus on just the question being asked. If you know you will be available after the Monitor is complete, you may request him/her to save comments and explanations for that time.
5. Setting — The Monitor can be administered either in person or over the telephone. If delivering the Monitor in person, maintain eye contact with the patient/caregiver while administering the test. Speak clearly and deliberately. Make sure the area is quiet and suitable for a private conversation. If distractions prevent the patient/caregiver from concentrating or hearing, move to a new area or ask that televisions, radios, etc. be turned off or down.
6. Recording Data — Record all information clearly and in the appropriate location.

## Administering the Monitor

1. Monitor Questions — Before beginning the Monitor, make sure the individual knows the response choices. Provide a response card listing the possible responses. You may clarify the response choices with the words below:
  - a. Not at all (0-1 days) — "Never"
  - b. Several Days (2-6 days) — "sometimes", "occasionally"
  - c. More than half the days (7-11 days) — "often", "frequently"
  - d. Almost daily (12-14 days) — "all the time"
2. Read each question clearly and deliberately and wait for an appropriate response.
  - a. Example: Over the past two weeks, how often did your loved one have problems with \_\_\_\_\_. Would you say, "Not at all, Several Days, More than half the days, or Almost daily"?
  - b. If the patient/caregiver does not select one of the specified response choices, re-read the question and ask the individual to pick one of the four choices.
3. Read the introduction (i.e. "Over the past two weeks, how often did your loved one have problems with) as often as necessary. If the individual is having difficulty remembering the choices, then read the introduction with each question. Even if the patient/caregiver is not having difficulty remembering the choices, read the introduction after every 4-6 questions to remind the individual to respond based on the previous 2-week period.
4. Mark the response to each item with a ✓ mark in the appropriate box. If the wrong box is marked or if the individual changes an answer, place a line through the incorrect ✓ mark and initial. Then proceed to mark the correct answer. After completion, review the form to be sure all responses were recorded clearly and correctly. Complete any missing information.
5. When the Monitor is complete, record the score for each of the four subscales (i.e. Cognitive Subscale, Functional Subscale, Behavioral and Mood Subscale, and Caregiver Stress Subscale) in the box located next to each subscale. Compute the scores as follows: zero points for each "Not at all" response, one point for each "Several Days" response, two points for each "More than half the days" response, and three points for each "Almost Daily" response. Add the four Subscale scores together to compute the Total Score.