

EDINBURGH COGNITIVE AND BEHAVIOURAL ALS SCREEN - ECAS

Remote Administration via Videoconferencing – Guidance Notes

These administration notes are to assist clinicians and researchers in the remote administration of the ECAS. If you have any questions, please contact Professor Sharon Abrahams (S.Abrahams@ed.ac.uk).

Equipment required

To administer the telehealth ECAS, we advise using secure videoconferencing platforms which are supported by your institutions such as [Attend Anywhere](#) or [Microsoft Teams](#).

You will need:

1. A device for making a video call, such as a tablet, laptop or computer with a webcam, microphone and speaker – we advise using a screen no smaller than 9"
2. A reliable internet connection using wired internet or WiFi
3. The Chrome or Safari web browsers (if using Attend Anywhere), or the Chrome browser or Teams app (if using Microsoft Teams)
4. A private, well-lit area where you will not be disturbed during the session

You will also need:

5. A normal paper copy of the [‘ECAS Form’](#) to fill out during the session
6. A copy of the PowerPoint file [‘Remote ECAS Administration via Teleconferencing – Visual Stimuli’](#)
7. A stop watch or timer
8. To send the participant the [‘Remote ECAS Tele-assessment Instruction Sheet’](#)

If the person you are administering the ECAS to is writing their answers, they will also need:

9. Copies of the [‘ECAS Written Responses Booklets’ \(A and B\)](#) – these should be mailed to them in an internal sealed envelope to be opened just before the session, along with a prepaid envelope for them to return the booklets to you for scoring

How to use Attend Anywhere

You will need to contact your service to access Attend Anywhere.

- [Click here](#) for a series of ‘Quick Start’ guides
- [Click here](#) to access the training videos

How to use Microsoft Teams

You will need a Microsoft 365 account with the appropriate Microsoft 365 license plan. Speak to your institutions IT administrator to get an account.

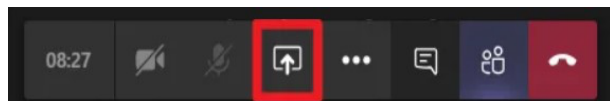
- [Click here](#) for a ‘Quick Start’ guide
- [Click here](#) for a ‘Meetings’ guide

You will need to send an email invite to the person you will be doing the ECAS with – they can join the meeting via the web and will not need to sign up for an account. For more information on how to join a meeting without a Microsoft Teams account, [click here](#).

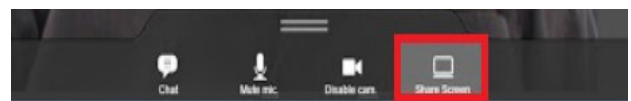
Administering the ECAS via Attend Anywhere or Teams

Administration is very similar to a face-to-face assessment with some adaptations for a remote setting.

1. Sign into the platform you are using
2. Start/join the meeting
3. Open the 'Remote ECAS Administration via Teleconferencing – Visual Stimuli' PowerPoint file, click 'View' in the Toolbar then 'Reading View'
4. Close any documents or webpages you may have open before clicking the 'Screen Share' button



Teams



Attend Anywhere

5. Select the PowerPoint screen – this will enable the participant to view the visual stimuli. All stimuli will be shown via the PowerPoint. Please ensure that you can still see one another.
6. The first two slides are test slides. Ask the participant to name or describe the images. This is to ensure that they can see what is being presented to them on the screen. Only continue if they can see these images.
7. Begin administering the ECAS in the usual way
 - a. Only show the relevant picture when asking the relevant question
 - b. You only need to screen share when completing the visual tasks, you can stop screen sharing when doing the non-visual tasks

Ways of Responding and Recording Responses

Prior to starting, ensure you know the participant's preferred communication method. Responses can be:

1. *Spoken*, and you write down the responses on a printed ECAS form *or*
2. *Typed* into the 'Chat' function, and you copy them onto the ECAS form *or*
3. *Written* in the booklets provided (then presenting their written answer to the camera). These can be mailed to you after the session to ensure accuracy when scoring. Ask the participant to position their camera so that you can see them writing in the booklets. Advise the participant to not look back at previous answers (this is important for the memory and alternation tasks). If using this method, agree with the participant beforehand how they will notify you that they have finished writing (e.g. knocking on the table or holding up their pen to the camera).

Spoken and *Written responses* are preferred. If participants wish to *Type responses* into the 'Chat' function, we encourage the use of *written responses* for the SPELLING and FLUENCY tasks to avoid predictive text. Participants may change communication method throughout and can also use their fingers to indicate some answers (see below).

Subtests

- Use the normal guidelines for administering the ECAS with these changes:
- 'COMPREHENSION'
 - As participants will not be able to point to indicate their chosen picture, encourage them to name or describe their choice. If you are unsure of what they have selected, you can double check by asking them to confirm the pictures position (e.g. "the second one on the top line?")
- 'FLUENCY'
 - *Spoken responses* - write down their answers as usual. After, type their responses into a Word document or the PowerPoint and share the screen with them to allow them to read the words. Ensure they can see all the words prior to starting your timer.
 - *Typed responses* – ask them to type their words into the chat function and press enter when the time has finished. If the words are too small for them to see and type out again, follow the method described for the '*spoken responses*' option
 - *Written responses* – ask them to copy out the words they have previously written as you would do in a face to face assessment
- 'ALTERNATION'
 - *Written responses* – ask the participant to use 'ECAS Written Response Booklet – B' for this task. Instruct them to write a separate answer on each page. Pages must be single-sided only.
- 'VISUOSPATIAL'
 - In addition to *Spoken, Written* and *Typed responses*, participants can also use their fingers to indicate the number they wish to give as their answer
- 'SOCIAL COGNITION'
 - As participants will not be able to point to indicate their chosen picture, encourage them to name or describe their answer
- 'MEMORY – Delayed Recognition'
 - *Written responses* – participants can circle 'True' or 'False'
 - *Typed responses* in 'Chat' – participants may type T or F to indicate True or False answers
 - Participants can also put their thumbs up to indicate True, and their thumbs down to indicate False

Frequently Asked Questions

Q: What should I do if the connection drops?

A: It is important that there is a reliable internet connection. If the connection drops, try to re-establish the connection. If this occurs during one of the FLUENCY tasks, continue with the rest of the ECAS as normal. Then at the end, complete the FLUENCY tasks using the letters and tables given in versions B or C. If signal is lost for more than 10 minutes, do not complete the 'MEMORY – Delayed Recall' and 'MEMORY – Delayed Recognition' subtests, and do not calculate the ALS Non-Specific Score or the Total Score. Please do not pro-rate the scores. If the connection continues to drop, or there are glitches or delays, you will have to terminate the session and reschedule a few weeks later using an alternate version of the ECAS.

Q: What if the person is using eye-gaze technology?

A: The difficulties and restrictions associated with this using method in person will also apply remotely. First, test out their method of responding first before beginning the interview. We advise having an additional person in the room to help set everything up and to help communicate and verify the responses made. Please give 2 minutes for the FLUENCY tasks. For both the SPELLING and FLUENCY tasks, predictive text must be switched off on the device the person is using. However if this is not feasible, do not do these tests. Please be aware that doing the interview via this method will take a long time. If it is taking too long, do not complete the 'MEMORY – Delayed Recall' and 'MEMORY – Delayed Recognition' subtests, and do not calculate the ALS Non-Specific Score or the Total Score. If you can only do some subtests, just use the subset domain scores – the information you gain may still be valuable. Please do not pro-rate the scores.