

Supplemental Figure S1. Sample Tester Fidelity, Certification, and Technique Checklists from the ACTIVE Trial.

MMSE		
Mark the appropriate box for each measure of performance.		
	S = Satisfactory N = Not Satisfactory	
	S	N
1 Prepared materials required to administer the exam (i.e., watch, pencil, piece of blank paper, a card with "CLOSE YOUR EYES" written in large letters, a card with two-sided intersections to make a four-sided figure) prior to administration.	<input type="checkbox"/>	<input type="checkbox"/>
2 Gained subject's confidence before administering the exam; responded appropriately to signs of anxiety/agitation during the exam.	<input type="checkbox"/>	<input type="checkbox"/>
3 Introduced the exam appropriately following the instructions written on the top of the data form.	<input type="checkbox"/>	<input type="checkbox"/>
4 Asked questions in the exact order shown on the data form and waited the proper amount of time for subject to respond.	<input type="checkbox"/>	<input type="checkbox"/>
5 Enunciated each question/phrase clearly and modulated voice quality to match the subject's hearing ability.	<input type="checkbox"/>	<input type="checkbox"/>
6 Repeated questions the correct number of times if subject failed to respond.	<input type="checkbox"/>	<input type="checkbox"/>
7 Responded appropriately if subject asked "What did you say?" by repeating the question to a maximum of three times.	<input type="checkbox"/>	<input type="checkbox"/>
8 Was able to avoid cueing subject inappropriately regarding the correct answer or indicating approval or disappointment after subject had indicated a response.	<input type="checkbox"/>	<input type="checkbox"/>
9 Assigned the correct number of points for each correct and incorrect response referring to the scoring card for specific rules about scoring a response.	<input type="checkbox"/>	<input type="checkbox"/>

Certification Requirements for OTDL Scorers	
_____ 1.	In advance of certification, study the OTDL Scoring Manual carefully, paying particular attention to the scoring rules.
_____ 2.	Practice Examples 1, 2, and 3 in this manual.
_____ 3.	Check your answers against the scored Examples 1, 2, and 3 in this manual. If there is a discrepancy, try to understand why your coding differed, and why the scored examples in this manual are correct.
_____ 4.	When you are ready, score Examples 4, 5, and 6, and send to PI/Scorer Expert at University of Florida (address in OTDL Scoring Manual). Your scoring will be checked against a "gold standard" there.
_____ 5.	If your scoring of Examples 4-6 was adequately reliable (2 or fewer discrepancies on each example), you will be authorized to score five OTDLs collected at your site. You should send a <u>copy</u> of the first five OTDLs you code to University of Florida (address in the manual).
_____ 6.	If your scoring of your first five OTDLs was adequately reliable (2 or fewer discrepancies on each form), you will become an ACTIVE-certified Scorer.
_____ 7.	When all your certification requirements are complete (items 1-7), you should sign & date below (Scorer's Name) then forward this to the PI /Scorer Expert for review and sign-off.
_____ 8.	PI/Scorer Expert will confirm your certification and authorize you to score all remaining OTDLs. PI/Scorer Expert completes items 8 and 9, confirming scorer has completed all certification requirements and signs-off on the bottom.
_____ 9.	PI/Scorer Expert forwards to the scorer and the CC a copy of this Certification Requirements checklist.

GRIP STRENGTH		
Mark the appropriate box for each measure of performance.		
	S = Satisfactory N = Not Satisfactory	
	S	N
1 Positioned subject with arm at side in 90 degrees of elbow flexion, forearm and wrist in neutral alignment.	<input type="checkbox"/>	<input type="checkbox"/>
2 Checked that dynamometer was set to zero.	<input type="checkbox"/>	<input type="checkbox"/>
3 Explained procedure to subject and gave proper directions/cues.	<input type="checkbox"/>	<input type="checkbox"/>
4 Tested dominant hand.	<input type="checkbox"/>	<input type="checkbox"/>
5 Recorded reading in Kilograms on form and resets dynamometer to zero.	<input type="checkbox"/>	<input type="checkbox"/>

TESTER TECHNIQUE		
Mark the appropriate box for each measure of performance.		
	S = Satisfactory N = Not Satisfactory	
	S	N
1 Speech: Read/spoke at an appropriate pace, enunciated clearly and had proper inflection.	<input type="checkbox"/>	<input type="checkbox"/>
2 Understood Purpose of Measure: Understood rationale for measure.	<input type="checkbox"/>	<input type="checkbox"/>
3 Rapport with Subjects: Developed appropriate rapport with subject; dealt with subjects who were anxious, fatigued, noncompliant in appropriate manner.	<input type="checkbox"/>	<input type="checkbox"/>
4 Monitoring of Subjects: Checked to see if subject understood test procedure, repeatedly checked subject's measure to monitor progress and understanding.	<input type="checkbox"/>	<input type="checkbox"/>
5 Professional Handling of the Interview Situation: Was in control of interview. Kept subject focused and interested long enough to complete the measure.	<input type="checkbox"/>	<input type="checkbox"/>
6 Professional Handling of External Disturbances: Was aware of and DEALT effectively with conditions that could have disrupted the session, such as outside noise, interruptions by nonparticipants, problems with physical environment.	<input type="checkbox"/>	<input type="checkbox"/>
7 Responded to Subject Questions: Gave the appropriate responses to questions by the subject during Instruction period and after beginning of test.	<input type="checkbox"/>	<input type="checkbox"/>

Note. This figure provides examples of four checklists from the Manual of Procedures. Counter-clockwise from top left, two (top left and bottom left) are test-specific quality assurance observation checklists (Mini Mental Status Examination, MMSE, and Grip Strength measurement via hand dynamometer), one (bottom right) is a general tester technique quality assurance observation form, and one (top right) describes the certification steps required to be judged proficient in the scoring of an everyday problem solving measure (Observed Tasks of Daily Living, OTDL).