



## General Instructions for Memory Screening Sites

### Instructions for Organizers

- Review all procedures, forms, marketing materials and instructions in preparation of your event.
- Select a qualified healthcare professional to be a screener. (See "How to Select a Screener")
- AFA provides screeners a free virtual webinar training or online training materials.
- Consider whether you want to hold the screening as a stand-alone event or whether you want to add other features, such as workshops, guest speakers, or a health fair.
- Consider collaborating with other local organizations to cater to everybody in your community and to increase attendance at each site's event.
- Publicize the event with the local media.
- Decide whether you would like to use the computerized version of the screening test or download a paper version. Please note: screenings must be face-to-face.
- If you opt to use a paper version of the screening test, please also track your data on the provided data collection form.
- Fill in all generic fields on the templates, including "Participant Consent Form" and "Participant Departure Packet." It is recommended that you do this prior to copying these forms.
- Make copies of the "Participant Consent Form" and "Participant Departure Packet," as well as any other materials you want to distribute.
- Enlist staff and/or volunteers to welcome and greet participants, and to distribute materials.
- Ensure that all screeners, staff and volunteers understand that memory screening results are *confidential*. Set up a private room or area (ex: use dividers or curtains to separate screening areas) for each screener.
- Once your event is over, keep consent forms and any other paperwork in a secure place at your organization. The screening test may be offered to the individual to take to their physician.
- Maintain an up-to-date profile on our online database. Log on to make any changes, including adding a site, changing dates/times, or updating contact info.

### Instructions for greeters

- Understand that memory screening results are *confidential* and are *not a diagnosis*.
- Greet participants as they arrive and help them to feel comfortable.
- Encourage participants to take educational materials and to participate in offered activities.
- When organizing appointment times, maintain confidentiality by writing and/or calling out first names *only*.

- Guide each participant to the appropriate screening area and introduce him or her to the screener. (Accompanying individuals should remain in the waiting area.)
- Do *not* answer any questions that you are unsure of about the screening process and do not provide any medical information. Refer participants to the screeners.

## **Instructions for screeners**

- Understand that memory screening results are *confidential* and are *not a diagnosis*.
- Before the event:
  - Review all instructions, forms, guidelines and procedures related to the screenings.
  - Thoroughly review the memory screening tool selected by your organization.
  - Practice the complete screening process until you are comfortable.
  - Review the "FAQs" and be prepared to answer questions.
- Ensure that the participant and the screener are the only individuals in the screening area before administering the test.
- Ask the participant if there are any special considerations you the screener should be aware of.
- Explain the "Participant Consent Form" to the participant and ask them to sign it. Explain to the participant that they are agreeing that they fully understand the purpose of memory screenings, they have a right to confidentiality, and they consent to participate in a memory screening at this time.
- Clearly inform the participant that the results are confidential and are not a diagnosis and that they should consult with their primary care physician or specialist to discuss any concerns.
- Follow the instructions for each specific tool. For example, unless specified in a particular screening tool, do *not* provide hints or cues to assist a participant during the screening.
- Advise the participant of their score and its meaning. Ask the participant has any questions. Emphasize that the screening is *not* a diagnosis of any kind.
- A participant may feel embarrassed, frustrated or saddened by his or her performance. You should remain positive, listen, be supportive, educate and provide resources. (See the "FAQ" information sheet)
- Encourage individuals, where appropriate, to seek further support from your organization or other local resources, or to call AFA's toll-free helpline: 866-232-8484.
- Encourage all participants, regardless of their score, to pursue regular wellness evaluations by their primary care physician or specialist.
- Fill in the appropriate spaces on the "Participant Departure Packet."
- Make sure each participant leaves with the completed "Participant Departure Packet. Advise the participant to keep the completed "Participant Departure Packet" for their files and/or give the packet to their primary care physician or specialist.
- Maintain the confidentiality of scores.
- Send a copy of your site's data collection sheets to AFA via email or mail.

***Please contact AFA if you have further questions  
866-232-8484***