

Job Aid Title: Mini Mental State Exam (MMSE) guidelines	Approved By: Elizabeth Martinez
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PURPOSE: To provide the Assessor guidelines in completing the MMSE and adjusting the score to accommodate for educational, physical and cognitive impairments.

OVERVIEW: The MMSE is a widely used, well validated screening tool for cognitive impairment. It briefly measures orientation, short term memory, procedural memory, language and construct ability. The maximum possible score on the MMSE is 30/30.

WHEN TO COMPLETE THE MMSE

The MMSE will be completed at every assessment visit, for every member, ages 4 years and older regardless of ability to complete the MMSE.

Complete the MMSE at the onset of your visit in order to obtain an objective guideline for needing a designated representative/caregiver present for the visit.

- A designated representative/caregiver must be available to provide consent and needed information during the assessment if the MMSE score is 17 or less.
- If a designated representative/caregiver is not present for an assessment with MMSE score 17 or less, or unavailable to verbally provide consent and access via telephone, the visit must not take place. Notify your manager immediately if this situation occurs.

COMPLETING THE MMSE

When the purpose and value of the MMSE is explained it is readily accepted by most members. Therefore, it is extremely important to take time to explain the rationale for using the tool before commencing with the questions.

- MMSE must be clear and legible as this is part of the member's permanent medical record.
- Both pages need to be completed and scanned, even if the member is unable to complete the items on page 2.
- Fill out the form completely; Member's name, level of education, primary language on the 1st page.
- Please indicate the complete score (numerator/denominator); for example 23/30 not just 23.
- The "patients" score and subtotal must be included and correctly calculated for each response.

- If unable to complete the MMSE due to severe cognitive/physical impairments or if member refuses, please indicate the reason on the MMSE and submit the MMSE.
- The only allowable substitution for question #4 (Spelling WORLD backwards) is asking the member to count backwards by 7, beginning with 100. Stop after 5 subtractions (93, 86, 79, 72, 65). Score the total number of correct answers.
- Any sentences written in a language other than English on Page #2, must be translated from the written language to English to ensure a complete sentence is written.
- If using Language Line, exclude the written sentence and adjust the denominator as there is no way to verify if a complete sentence has been written.

ADJUSTMENTS FOR IMPAIRMENTS (If applicable)

- Adjust the denominator to account for illiteracy, blindness, paralysis, fine motor impairment, and language issues. Subtract the value of the question from 30.
 - An adjusted denominator on the MMSE allow for a more accurate reflection of the member's cognitive status. We do not want to penalize the member for educational deficits or physical impairments.
 - Please indicate the reason on the MMSE for the adjustments.

For members who are illiterate due to lack or minimum education, you may indicate not applicable (N/A) on questions #4, #9 and #10 and adjust the denominator to 23, e.g. 18/23.

Please note, if the member/client can read and write, proceed with the questions.

Vision Impairment- please indicate (N/A) on questions #6, #9, #10 and #11 and adjust the denominator to 25, e.g. 18/25.

Physical impairment- you may indicate (N/A) on questions #8, #10 and #11 and adjust the denominator to 25, e.g. 18/25.

Language Issues- please indicate (N/A) on questions #4 and #7, if translator is unable to directly translate the question in the member's language.

REFUSALS

If member refuses to conduct the MMSE as it is in their right to do so, please indicate "Member Refused" on the MMSE and submit with the RA documentations

If the member refuses to answer certain questions on the MMSE, refusals are considered errors when scoring. Do not modify or adjust the dominator. Adjustments are only made for impairments.