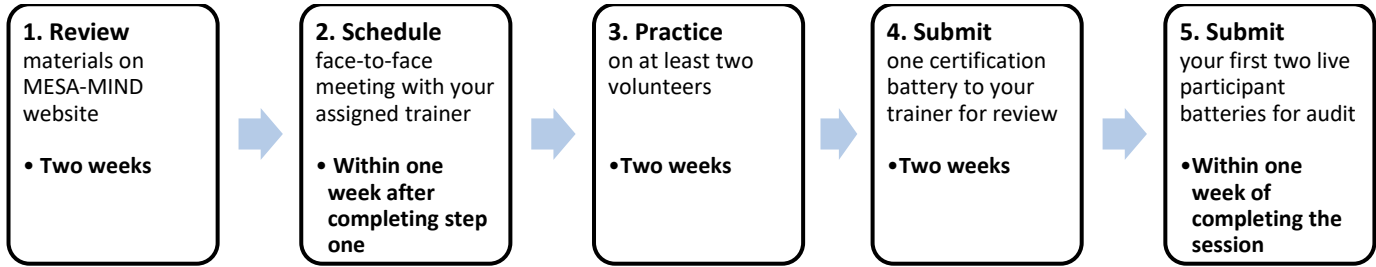


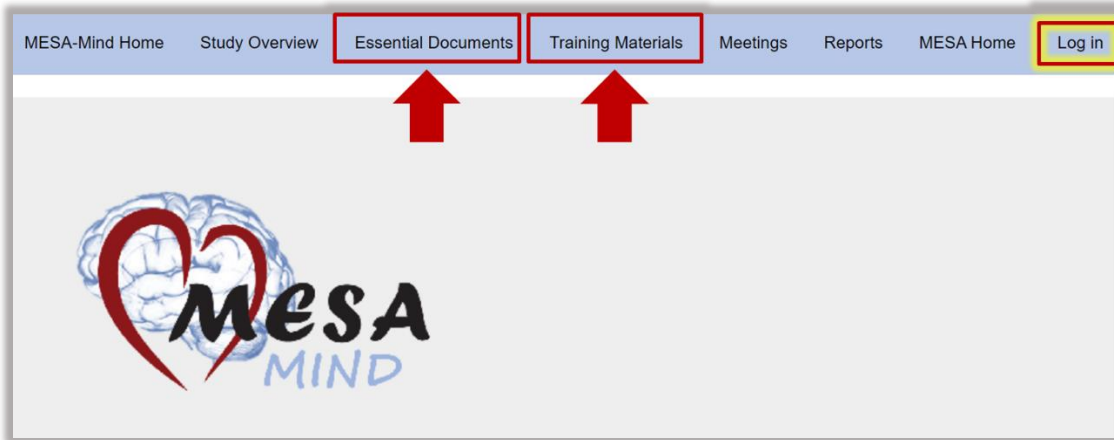


# MESA MIND TRAINING PLAN



**Step 1:** Login to the [MESA-MIND website](#) to review the most current study materials (this step should take approximately two weeks to complete):

- Once logged in, click on the 'Essential Documents' tab (as shown in the screenshot below) to review the MOPs (in English) and then look under 'In-Person Forms Packets' from the same page to view test batteries in EACH language.
- Next, click on the 'Training Materials' tab (also shown below) to view pre-recorded audio/video recordings on the MESA-MIND Portal. **Please note:** the password to access the full MESA MIND training video located at the top, right side of the page is **MMtraining**. In addition, you can view shorter videos for each individual test by simply clicking on the link for the specific test name you wish to view (ex. WRAT-5, Number Span, MoCA, etc.). You will see a complete list of audio/video recordings at the bottom of the page, just below the full MESA-MIND training video.



**Step 2.** Schedule a face-to-face training session with your Cognitive Reviewer or Trainer **within one week after completing step one**. Your trainer will guide you through the certification process, answer questions, etc. If you have questions about who to contact for training, please click [here](#) to see the **MESA-MIND Cognitive Contact List**, reach out to your site manager, or send an email to [MESA-MIND@wakehealth.edu](mailto:MESA-MIND@wakehealth.edu).

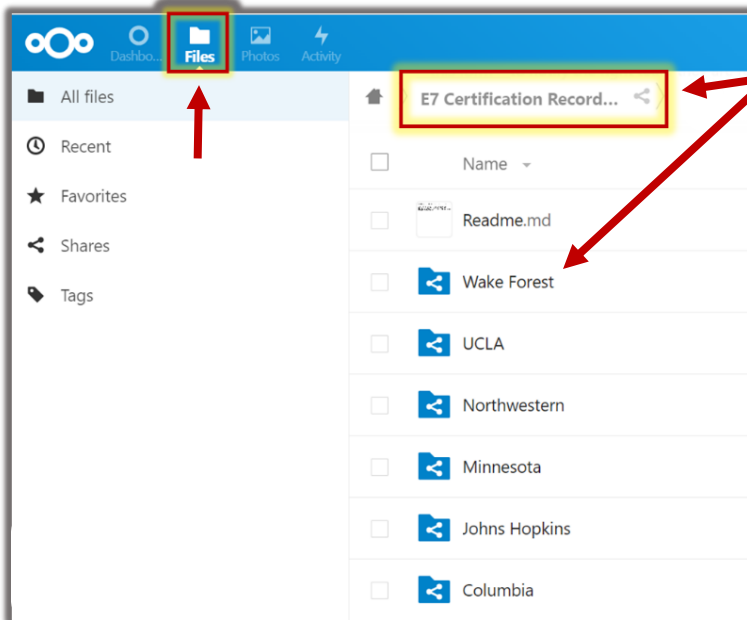
**Step 3.** Practice administering and scoring the entire cognitive battery on **at least two** volunteers (e.g., other staff from your site). Please check with your local site to see if there are any additional requirements before you do so. If you will be administering the battery in **more than one language**, you will need to practice on at least



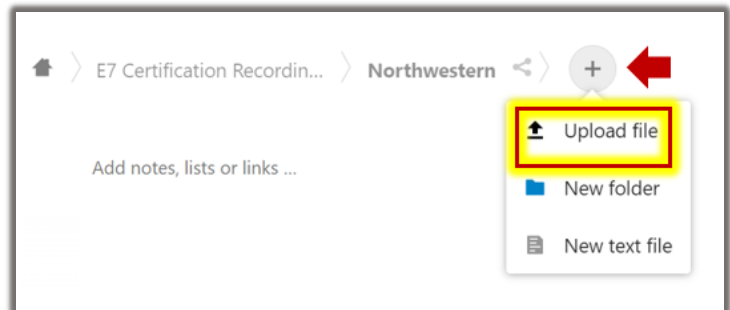
one volunteer in **EACH** language). Again, please remember to reach out to your trainer with any questions that arise during these practice sessions! This step should take **approximately two weeks to complete**.

**Step 4.** Conduct one certification battery with a volunteer that you feel comfortable submitting to your trainer. You will need to upload a PDF of the scored battery/Case Report Forms (CRFs) **AND** audio recording to [NextCloud](#) (both the battery and audio recording are required for review). **Please note: for access to NextCloud and One Drive (you will need access to both), please email Amy Hoffman at [ajulian@uw.edu](mailto:ajulian@uw.edu) for assistance.**

Once you have been granted access to NextCloud, you can log in and from the dashboard, select the file shaped icon at the top of the page (as shown below).

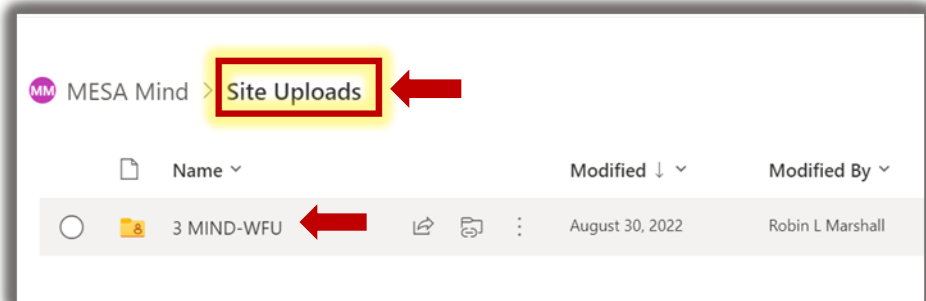


Next, click on the E7 Certification Recordings folder and select your field center name. After you open your field center's folder, you will see a (+) plus sign at the top of the page (as shown below). Click there to expand the dropdown menu and select 'upload file' to submit the PDF of your CRFs **AND** audio recording for review/certification.



Once your trainer reviews your battery, they will provide feedback and further instructions, which may include a request for additional full or partial batteries prior to certification. Once you are certified, you will then need to email your completed [MESA MIND Training Log](#) to [MESA-MIND@wakehealth.edu](mailto:MESA-MIND@wakehealth.edu) before you begin testing research participants. Please allow at least two weeks to receive feedback and before scheduling visits with research subjects.

**Step 5.** Once certified and your training log is submitted, you may begin administering batteries to research participants. You must submit your first two live participant batteries for audit by uploading the scored CRFs and audio recordings to the University of Washington [OneDrive](#). **Please note: You will need to log in using your University of Washington username and password. If you do not already have a UW account, you can request one by**





emailing Amy Hoffman at [ajulian@uw.edu](mailto:ajulian@uw.edu). After you log in to OneDrive, you will upload the scored CRFs and audio recordings to your **site specific folder** (found within 'Site Uploads' as shown above).

Each field center has its own site-specific folder where QC raters can retrieve audio recordings and administrations for review.

Name	Modified	Modified By
8 - UCLA	July 11, 2022	Robin L Marshall
7 - NWU	July 11, 2022	Robin L Marshall
6 - UMN	July 11, 2022	Robin L Marshall
5 - JHU	July 11, 2022	Robin L Marshall
3 - WFU	July 7, 2022	Robin L Marshall
Visit A Archive	July 7, 2022	Robin L Marshall
4 - COL	March 9, 2020	MESA Mind
Tracking & Reports	October 11, 2019	MESA Mind

**Friendly Reminder:** Please do not hesitate to reach out to your trainer or site manager if you need assistance as you are working through the training and certification process.

Click [here](#) to see the **MESA-MIND Cognitive Contact List** or send an email to [MESA-MIND@wakehealth.edu](mailto:MESA-MIND@wakehealth.edu) with any questions.