**Guidance for Completing the Feedback Letter Templates**

**(02/07/19 version)**

The following information is offered as one approach to providing patients, families, and nephrologists feedback regarding each patient’s performance on neurocognitive assessment. Individuals administering the neurocognitive assessment at each site should feel free to provide feedback or interpretation in the way they feel is appropriate. Please do not hesitate to contact CKiD psychologists if you have any questions about how to provide feedback or how to complete the feedback templates.

Historically, the CKiD Study has not provided feedback on emotional-behavioral measures. Thus, the following information focuses on neurocognitive data only.

**Mullen Scales of Early Learning**

You will convert the raw scores into T scores using the appropriate tables in the Mullen Scales of Early Learning manual for Gross Motor, Visual Reception, Fine Motor, Receptive Language, and Expressive Language. T scores have a mean of 50 and a standard deviation of 10.

T scores less than 40 should be labeled **BELOW AVERAGE**.

T scores 40-60 should be labeled **AVERAGE.**

T scores greater than 60 should be labeled **ABOVE AVERAGE**.

You will also calculate the **Early Learning Composite**, which is a standard score. Standard scores have a mean of 100 and a standard deviation of 15.

Standard scores less than 85 should be labeled **BELOW AVERAGE**.

Standard scores 85-115 should be labeled **AVERAGE**.

Standard scores greater than 115 should be labeled **ABOVE AVERAGE**.

**Wechsler Preschool and Primary Scale of Intelligence, Fourth Edition (WPPSI-IV)**

You will convert raw scores into scaled scores using the appropriate tables in the WPPSI-IV manual.

Scaled scores have a mean of 10 and a standard deviation of 3.

Scaled scores less than 7 should be labeled **BELOW AVERAGE**.

Scaled scores 7-13 should be labeled **AVERAGE**.

Scaled scores greater than 13 should be labeled **ABOVE AVERAGE**.

**Wechsler Abbreviated Scale of Intelligence, Second Edition (WASI-II)**

You will convert raw scores to T scores for Vocabulary and Matrix Reasoning using the appropriate tables in the WASI-II manual.

T scores have a mean of 50 and a standard deviation of 10.

T scores less than 40 should be labeled **BELOW AVERAGE**.

T scores 40-60 should be labeled **AVERAGE.**

T scores greater than 60 should be labeled **ABOVE AVERAGE**.

You will also calculate the Full Scale – 2 IQ (FSIQ-2) standard score using the appropriate table in the manual.

Standard scores have a mean of 100 and a standard deviation of 15.

Standard scores less than 85 should be labeled **BELOW AVERAGE**.

Standard scores 85-115 should be labeled **AVERAGE**.

Standard scores greater than 115 should be labeled **ABOVE AVERAGE**.

**NIH Toolbox**

You will use the **Assessment Score** **Report** to complete the feedback letter (see below for how to generate a report).

The report will show standard scores for each NIH Toolbox task. Standard scores have a mean of 100 and a standard deviation of 15. You will look at the **Age-Corrected Standard Score** for each task.

Standard scores less than 85 should be labeled **BELOW AVERAGE**.

Standard scores 85-115 should be labeled **AVERAGE**.

Standard scores greater than 115 should be labeled **ABOVE AVERAGE**.

The tasks you will be reporting on for participants less than 7 years of age are:

|  |
| --- |
| Picture Vocabulary Test  |
| Flanker Inhibitory Control and Attention Test  |
| Dimensional Change Card Sort Test  |
| Picture Sequence Memory Test |

The tasks you will be reporting on for participants 7 years of age and older are:

|  |
| --- |
| Picture Vocabulary Test  |
| Flanker Inhibitory Control and Attention Test  |
| List Sorting Working Memory Test |
| Dimensional Change Card Sort Test  |
| Pattern Comparison Processing Speed Test  |
| Picture Sequence Memory Test |
| Oral Reading Recognition Tests |

You will **NOT** be reporting on the composite scores, which are listed just below the tasks on the Assessment Score Report.

**Generating a Report for the NIH Toolbox**

**Assessment Score Report**

There are two types of files you will need to save and send to the Clinical Coordinating Center (CCC) after testing is completed.

* Export Data as csv files as described in MOP Section 38 (38.9.1)
* Generate an Assessment Score Report (PDF file) for each Cognitive and Emotional Assessment completed. The standard scores generated from this report are needed in order to complete the Neurocognitive Feedback Template for the families.

***How to generate a report***

An Assessment Score Report should be generated for each assessment completed (Cognitive and/or Emotional) during the visit. These reports contain demographic information and scores for any tests that were given during that specific assessment.

**Step 1**: Tap on the “Report” button next to the completed assessment on the “Participant” screen.



**Step 2**: Select the envelope icon on the upper right corner of the Report

**Step 3**: Enter your email address (in order to send the Report to yourself).

**Step 4:** Once you receive the Report(s) in your email inbox, rename the file with the KID ID number, visit number, date of the assessment, and type of Report (Cognitive or Emotional)

Example: 9-99-099\_V5\_2017-11-05\_Cognitive Report

 9-99-099\_V5\_2017-11-05\_Emotional Report

**Step 5**: The renamed Report(s) should be emailed to your clinical coordinating center (CCC) contact.

**East Coast CCC: Jackie Ndirangu (NdiranguJ@email.chop.edu)**

**Midwest CCC: Chris Smith (****casmith@cmh.edu****)**

**Step 6:** After re-naming the files and emailing them to your respective CCC, save a copy of the files in a secure location or drive at your site.

**General Guidance**

Please do not hesitate to reach out to your CCC or one of the CKiD psychologists if you have any questions. Some examples might be:

* If one score is markedly discrepant from the others.
* If the interpretation of scores (below average, average, above average) seems markedly different from your experience with the participant.
* The Assessment Scores Report does not seem to have the information you need.

If the task or test was not administered validly, then do not report the score. In the case of invalid administration (examiner error, technological error), you may:

* Delete that test/section from the feedback letter.
* Note that the test was administered, but the results were not valid.