# HEALTH LITERACY ASSESSMENT (HLA01)
# CHEAT SHEET

The Health Literacy Assessment (HLA) is to be administered to a parent or legal guardian of each individual enrolled in CKiD, as well as to CKiD participants who are 15 years of age or older. The HLA is based on the Short Test of Functional Health Literacy Assessment (STOFHLA), which is a standardized tool. The HLA consists of two STOFHLA components: 1) numeracy and 2) reading comprehension. In order to administer the HLA, you will need a stopwatch, prompt cards (5), and the HLA01a or HLA01b form. The HLA01a form should be used for parents/guardians (only one parent/legal guardian needs to complete the form), and the HLA01b form should be used for CKiD participants who are 15 years of age or older.

## SECTION A: GENERAL INFORMATION

Read the script to the test respondent:
**"Thank you for participating in this study. Please listen to each question carefully. As with all study information, your answers will be kept private. No one will know who completed this assessment, because there is only a code number at the top, not your name. Please answer all questions honestly. Your answers are for research purposes only."**

## SECTION B: NUMERACY ASSESSMENT

**The numeracy assessment will be timed for 4 minutes and is interview-assisted. **

The numeracy test consists of a series of questions based on Prompt Cards shown to the respondent. There are four (4) numeracy Prompt Cards. Each prompt contains information or directions that may be given in a healthcare setting. Each prompt has a corresponding question. The questions are located on the HLA01a/HLA01b form. After the respondent has read the prompt card, you will read each question to the respondent and they will use the information on the card to answer the question. You will record the answer on the appropriate HLA01 form.

Please follow the steps below to administer this test, and refer to Section 35.4 of the Manual of Procedures for special directions on uniform administration:

1. Hand respondent Prompt 1 and read the following script:
   **"One of our most important goals as health care providers is to make sure we take time to explain instructions about your care in a way that is clear and will not cause any confusion. Today you can help us measure how well we are doing our job, by going through this exercise.**

   **Do you wear glasses?** (IF YES…) **Please put them on.**

   **This card contains directions you may be given in a healthcare setting. Please read the information in the box and use it to answer the question that I will read to you. If you do not know the answer, please say 'I don't know'. I will be handing you a total of four (4) cards which you will read to yourself, and then I will ask you one question about the information you just read. You will have 4 minutes to answer all 4 questions."**

2. Instruct the respondent to read the information in the prompt box; tell them to say "Done" or "Finished" when they have finished reading.

   *Remember to start the stopwatch when the respondent begins reading Prompt 1. Stop the timer after 4 minutes and remove the prompt cards from the respondent, even if they have not finished answering all questions.

3. When the respondent indicates that they have finished reading the contents of the box, read the question for the prompt to the respondent. Record their answer verbatim in the space provided on the appropriate HLA01 form.

4. Hand the respondent the next prompt to read. Repeat steps 2 and 3 above. Do this until the question for the last prompt (Prompt 4) has been answered or when 4 minutes have elapsed, whichever occurs first.

**Special Directions for Uniform Administration:**

Prompt 1: Be sure you read 7:00 a.m. and not "in the morning". Part of the test intention for this prompt is to determine if the patient understands that "a.m." means morning". Remind the respondent to answer the question in terms of time on the clock.

Prompt 2: Some patients will give their own blood sugar status. All you can do is repeat the question. The respondent must figure out independently if the data provide the basis for the answer. Remind the respondent to provide a yes/no answer.

Prompt 3: Some respondents will incorrectly give the date for their next appointment. If the respondent does not answer with a date, remind the respondent to provide a date as the answer.

Prompt 4: Remind the respondent to answer the question in terms of time on the clock.

**SECTION C: READING COMPREHENSION**

The reading comprehension assessment contains 36 reading comprehension items in 2 passages. These passages test understanding of health care texts such as preparation for a diagnostic procedure and Medicare Rights and Responsibilities. The respondent is asked to select a correct response from a list of four possible choices and has **7 minutes** to complete the test.

Please make sure that you have a stopwatch and the "Section C Example" prompt card ready before beginning the test.

Read the **bolded** script (in the box below) verbatim to the individual taking the test. The words that are capitalized and not bolded are prompts for you to follow and should not be read out loud. After reading the script, hand the respondent the Reading Comprehension passages to be completed (on the HLA01 form) and start the timer when they begin the test. After 7 minutes have elapsed, stop the timer and remove the test materials from the individual.

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**"Do you wear glasses?** (IF YES…) **Please put them on.**

**I am going to show you some medical instructions that you might see around a hospital. There are words missing in these instructions, like in this example** (HAND PARTICIPANT THE SECTION C EXAMPLE PROMPT CARD).

**I want you to fill in the missing words. Just below the blank line, we've listed 4 possible words to complete the sentence. Choose the word that makes the most sense. Circle the letter in front of the word you choose.**

**So, in this example, "Your blood test was** blank**", the word "normal" is the only word that can complete the sentence so it makes sense. So, you would circle the letter "a" in front of the word "normal". Is that clear?**

**There are four pages, and the page numbers are shown at the bottom of each page.** (TURN TO THE FIRST PAGE OF THE TEST AND SHOW THE PAGE NUMBER). **Be careful not to skip any.**

**You will have 7 minutes to do this. Please complete as much as you can in that time.**

HAND PARTICIPANT THE FOUR PAGES OF THE TEST ATTACHED TO THE FORM.

START A TIMER WHEN THE PARTICIPANT STARTS THE TEST. STOP THE TEST AT THE END OF 7 MINUTES AND REMOVE TEST MATERIALS FROM THE PARTICIPANT.

**Ready? You can start."**

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