

Guidelines for assigning ratings of cognitive functioning and manipulation difficulty

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Cognitive functioning

1. **NO PROBLEMS:** No subjective complaints or evidence of memory or concentration problems
2. **SLIGHT PROBLEMS:** Very minor signs of poor concentration or memory problems (e.g. asks for information to be repeated) but not out of the ordinary for a person of their age/background
3. **MINOR PROBLEMS:** Subjective complaints of memory and concentration problems (e.g. complains of difficulty remembering information, misplacing things etc) but no problems in employment or social situations
4. **MODERATE PROBLEMS:** Definite problems in memory or concentration for person of their age/background (e.g. forgets names of people/objects, appointments and recent events, but may remember upon detailed question). Decreased ability to perform complex tasks (e.g. planning appointments, handling finances etc.)
5. **SEVERE PROBLEMS:** Marked deficits in concentration and memory (e.g. unable to remember past and recent events, personal information, date/time) and can no longer survive without some assistance.
6. **VERY SEVERE PROBLEMS:** Generally unaware of surroundings, no knowledge of recent events, requires assistance for all activities of daily living (e.g. toileting, feeding, bathing) and may have lost verbal abilities

Manual dexterity

1. **NO DIFFICULTY:** Manipulates small objects easily and successfully
2. **SLIGHT DIFFICULTY:** Can manipulate small objects but with reduced speed or precision.
3. **MINOR DIFFICULTY:** Can usually manipulate small objects, but with reduced speed, and will often need a few attempts to achieve success.
4. **MODERATE DIFFICULTY:** Often unable to manipulate small objects. May avoid activities requiring this skill. Would have some difficulty folding a sheet of paper and inserting it in an envelope slightly larger than the folded sheet, for example.
5. **SEVERE DIFFICULTY:** Severe difficulty in handling small objects. Would have some difficulty putting a pen-top on a pen, for example. Likely to require assistance to operate hearing aids.
6. **VERY SEVERE DIFFICULTY:** Cannot handle small objects at all, even to perform simple actions. Will require assistance to operate hearing aids.