

# **C.A.R.D. Training App**

## **User Guide**

# Table of Contents

<b>Using the C.A.R.D. Training App.....</b>	<b>3</b>
To Observe and Record Use of Montessori-based Principles by Caregivers.....	4
To Observe and Record Engagement and Emotion of Care Receivers.....	10
<i>During Scheduled Activities.....</i>	<i>11</i>
<i>During Moments of the Day.....</i>	<i>18</i>
<b>Opening and Managing Raw Data Files.....</b>	<b>25</b>
<b>Interpreting Your Data.....</b>	<b>29</b>
Principles.....	30
Engagement.....	32
Emotion.....	34

# **Using the C.A.R.D. Training App**



Center for Applied  
Research in Dementia  
Creating effective memory interventions

Instructions

Principles

Engagement

To evaluate the application  
of Montessori-based  
principles by caregivers,  
touch this button.



If you touched "Principles" on the previous screen, this screen will appear.

The screenshot shows a mobile application interface titled "Caregiver Evaluation". At the top, there is a green header bar with "Back" on the left, "Caregiver Evaluation" in the center, and "No Service", "12:49 PM", and "11%" on the right. The main content area is divided into three vertical sections. The first section, "Enter Caregiver Code", has a text input field with the placeholder "type code here" and a blue arrow pointing up to it. Below this is the text: "To protect privacy, create and enter codes for caregivers (family, professionals, staff, etc.) instead of using names. You may enter letters, numbers and/or special characters." The second section, "Select an Activity", has two buttons: "Individual" (solid green) and "Group" (grey), and a text input field with the placeholder "type activity here" below them. A blue arrow points up to the input field. Below this is the text: "Select the type of activity you will be observing ('Individual' or 'Group'), and then enter it's name (e.g., 'Matching' or Bingo.)". The third section, "Enter Care Receiver Code", has a text input field with the placeholder "type code here" and a blue arrow pointing up to it. Below this is the text: "To protect privacy, create and enter codes for care receivers (residents, clients, etc.) instead of using their actual names. You may enter letters, numbers or characters here." At the bottom right, there is a green "Next" button with a blue arrow pointing down to it. Below the "Next" button is the text: "This button will become activated (solid green) ONLY when all of the fields on this page are completed." At the very bottom, a grey bar contains the text: "Users of this app are solely responsible for complying with applicable privacy laws and regulations." on the left and the "Next" button on the right.

Enter Caregiver Code

type code here

To protect privacy, create and enter codes for caregivers (family, professionals, staff, etc.) instead of using names. You may enter letters, numbers and/or special characters.

Select an Activity

Individual Group

type activity here

Select the type of activity you will be observing ("Individual" or "Group"), and then enter it's name (e.g., "Matching" or Bingo.)

Enter Care Receiver Code

type code here

To protect privacy, create and enter codes for care receivers (residents, clients, etc.) instead of using their actual names. You may enter letters, numbers or characters here.

This button will become activated (solid green) ONLY when all of the fields on this page are completed.

Next

Users of this app are solely responsible for complying with applicable privacy laws and regulations.

Back

### Caregiver Evaluation

Enter Caregiver Code

enter code here

Select an Activity

Individual

Group

enter activity here

Select Number of Residents

6

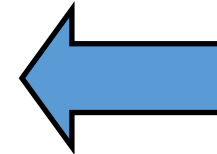
7

8

9

10

11



If you indicate that you are observing a group activity, select the number of residents participating in the activity. This field will only appear as an option if you select "Group" activity.

Users of this app are solely responsible for complying with applicable privacy laws and regulations.

Next

At any time during the evaluation, you may touch this button to return to the previous page.



No Service 12:49 PM 11%

< Caregiver Evaluation **Caregiver Principles Evaluation**

Please make a selection for every principle

Invited to Activity  +  -  N/A

Use of Manipulatives  +  -  N/A

Choice of Activity Offered  +  -  N/A

Everyone Got to Respond  +  -  N/A

Good Seating Arrangement  +  -  N/A

Refrained from Over Correcting  +  -  N/A

Demonstration Given  +  -  N/A

Allowed a Resident to Lead  +  -  N/A

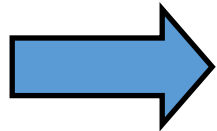
Match to Their Speed  +  -  N/A

Asked if They Enjoyed  +  -  N/A

Visual Cues or Templates  +  -  N/A

Asked if They Wanted to do Again  +  -  N/A

After each principle, touch “+” if the principle is followed during the observed activity, “-” if it is not, or “N/A” if the principle is not applicable during the observation.



Submit

This button will become activated (solid green) ONLY when a selection is made for all of the listed items.



# Caregiver Principles Evaluation

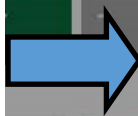
Please make a selection for every principle

After clicking "Submit" you will receive three options:

1. "Email" to send or receive the recorded data as an Excel-readable file;
2. "Delete" to delete the record and return to the "Home" page (Caution: If you touch "Delete," your data record will not be saved and cannot be retrieved.);
3. "Cancel" to return to the page to make changes and resubmit.

**Options**

- Email
- Delete
- Cancel



Invited to Activity + - N/A

Use of Manipulatives + - N/A

- N/A

Everyone Got to Respond + - N/A

Refrained from Over Correcting + - N/A

- N/A

Allowed a Resident to Lead + - N/A

- N/A

Asked if They Enjoyed + - N/A

Visual Cues or Templates + - N/A

Asked if They Wanted to do Again + - N/A

Submit

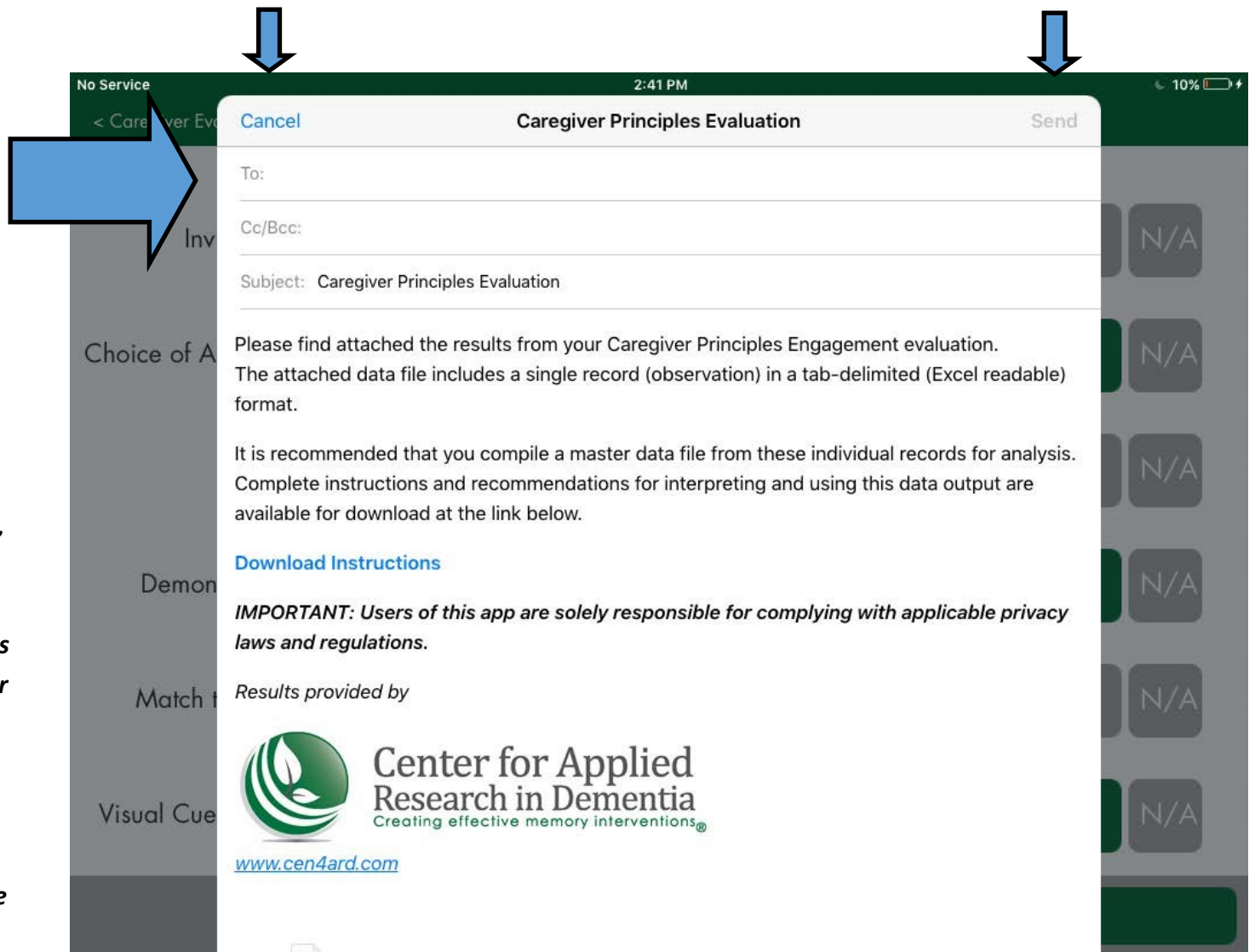


If you selected the option, “email” on the previous screen, you will receive this form. Simply type in the recipient email addresses and click “Send.”

Do not attempt to click the download or web links in this form, as they will only become active when the sent email message is opened.

***IMPORTANT: Since you are transmitting data on individuals, it is of utmost importance that you follow applicable privacy laws. The best way to ensure this is to enter de-identified codes for caregivers and care receivers instead of actual names.***

***To return to the previous screen, click “Cancel.” You will be given an option of saving a draft of the email message or deleting it.***





Center for Applied  
Research in Dementia  
Creating effective memory interventions<sup>SM</sup>

Instructions

Principles

Engagement



To evaluate the  
engagement of care  
receivers, touch this button.

If you touched "Engagement" on the previous screen, this screen will appear.

**Care Receiver Evaluation**

**Select Evaluation Date**

May	23	2013
June	24	2014
July	25	2015
<b>August</b>	<b>26</b>	<b>2016</b>
September	27	2017
October	28	2018
November	29	2019

**Select Evaluation Time**

11	38	
12	39	
1	40	AM
<b>2</b>	<b>41</b>	<b>PM</b>
3	42	
4	43	
5	44	

**Enter Care Receiver Code**

**Select Activity Duration**

5 minutes
10 minutes
<b>15 minutes</b>
20 minutes
25 minutes

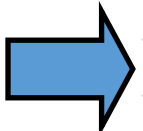
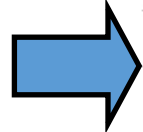
**Select an Activity**

**Individual** Group

**Next**

Users of this app are solely responsible for complying with applicable privacy laws and regulations.

You may select a date and time, or use the default.

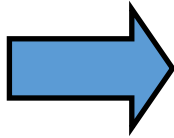
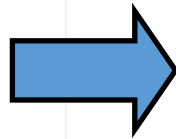


If you wish to observe engagement during a scheduled activity, select a duration for your observation.



If you chose to observe engagement during a scheduled activity, this screen will appear.

If you touch the “yes” response, you will be asked what the care receiver did during the activity.



No Service 2:43 PM 10%

< Care Receiver Evaluation **Care Receiver Engagement Evaluation**

Care Receiver Participated in the Scheduled Activity More Than Half the Time

Yes No

Care Receiver Showed Emotion During the Activity

Yes No

What Did They Do?

A.) Mostly made comments or did the activity

B.) Mostly listened and just watched the activity

C.) Care Receiver did both A and B equally during the observation: commented, did activity, listened and watched

Submit

No Service 2:43 PM 10%

< Care Receiver Evaluation **Care Receiver Engagement Evaluation**

Care Receiver Participated in the Scheduled Activity More Than Half the Time

Yes No

Care Receiver Showed Emotion During the Activity

Yes No

What Did They Do?

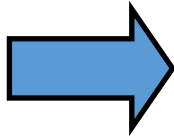
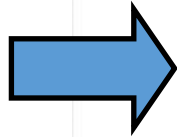
A.) Mostly looked at things or attended to things OTHER than the activity

B.) Mostly slept or stared into space

C.) Did both A and B equally: attended to things other than activity and slept

Submit

If you touch the "no" response, you will be asked what the care receiver did during the period of observation.



Care Receiver Participated in the Scheduled Activity More Than Half the Time

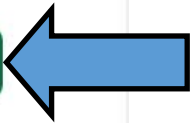
Yes  No

What Did They Do?

- A.) Mostly looked at things or attended to things OTHER than the activity
- B.) Mostly slept or stared into space**
- C.) Did both A and B equally: attended to things other than activity and slept

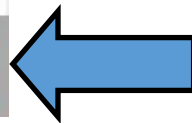
Care Receiver Showed Emotion During the Activity

Yes  No



If the care receiver shows no emotion during the activity, touch "No" and then "Submit."

**Submit**



Care Receiver Participated in the Scheduled Activity More Than Half the Time

Yes  No

What Did They Do?

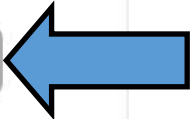
- A.) Mostly made comments or did the activity
- B.) Mostly listened and just watched the activity
- C.) Care Receiver did both A and B equally during the observation: commented, did activity, listened and watched

Care Receiver Showed Emotion During the Activity

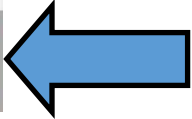
Yes  No

What Emotions Did They Show?

- A.) Mostly showed positive emotions like pleasure or interest in the activity
- B.) Mostly showed negative emotions such as anxiety or anger
- C.) Did A and B equally: showed positive emotions and negative emotions



If the care receiver shows emotion during the activity, touch "Yes" and select one of the three responses listed.

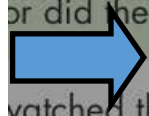


Care Receiver Participated in the Scheduled Activity More Than Half the Time

Care Receiver Showed Emotion During the Activity

After clicking "Submit" you will receive three options:

1. "Email" to send or receive the recorded data as an Excel-readable file;
2. "Delete" to delete the record and return to the "Home" page (Caution: If you touch "Delete," your data record will not be saved and cannot be retrieved.);
3. "Cancel" to return to the page to make changes and resubmit.



Options

Email

Delete

Cancel

Yes

No

ey Do?

What Emotions Did They Show?

or did the activity

A.) Mostly showed positive emotions like pleasure and interest in the activity

atched the activity

B.) Mostly showed negative emotions such as anxiety or anger

A and B equally: did activity, listened

C.) Did A and B equally: showed positive emotions and negative emotions

Submit

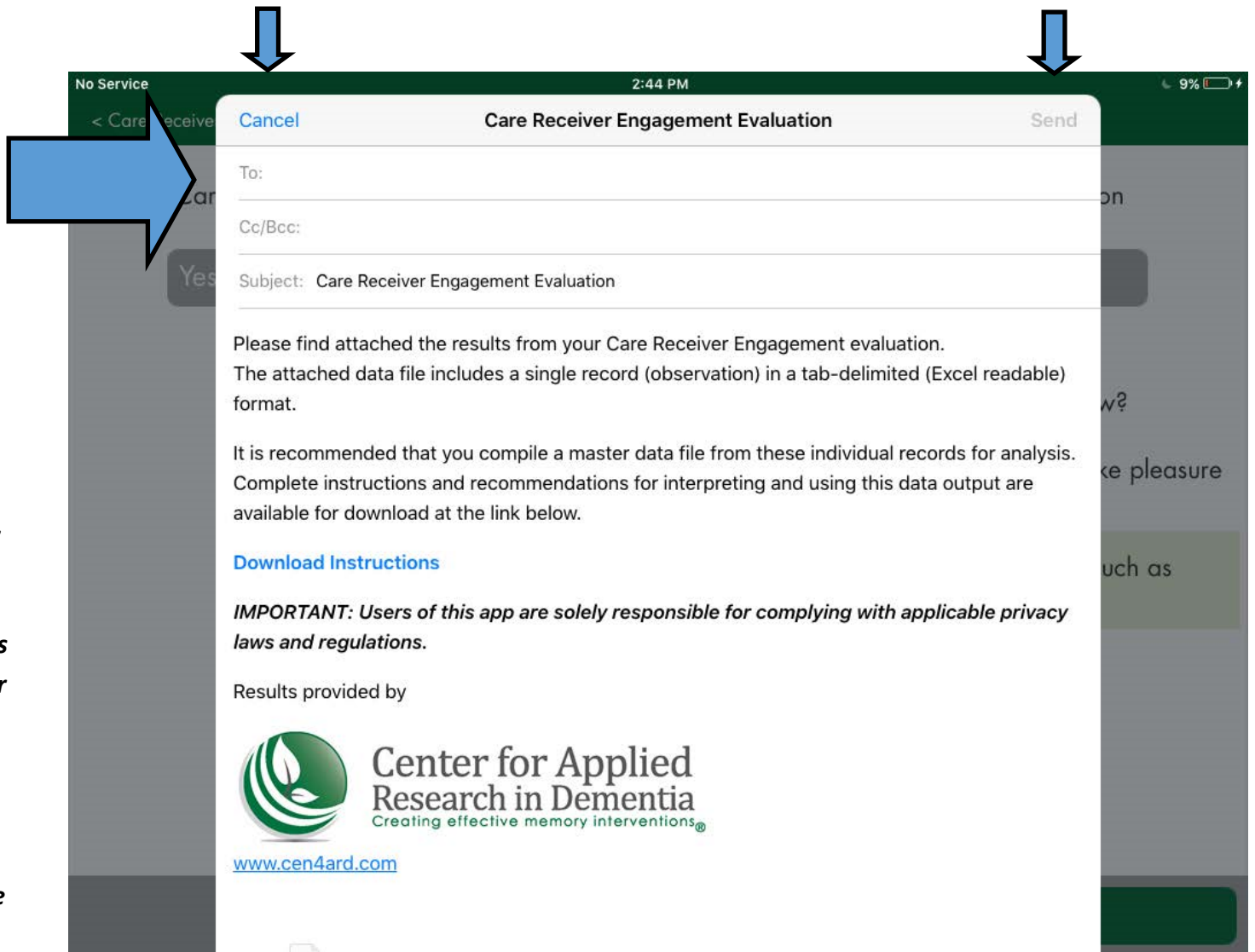


If you selected the option, “email” on the previous screen, you will receive this form. Simply type in the recipient email addresses and click “Send.”

Do not attempt to click the download or web links in this form, as they will only become active when the sent email message is opened.

***IMPORTANT: Since you are transmitting data on individuals, it is of utmost importance that you follow applicable privacy laws. The best way to ensure this is to enter de-identified codes for caregivers and care receivers instead of actual names.***

***To return to the previous screen, click “Cancel.” You will be given an option of saving a draft of the email message or deleting it.***



Back

## Care Receiver Evaluation

## Select Evaluation Date

May	23	2013
June	24	2014
July	25	2015
<b>August</b>	<b>26</b>	<b>2016</b>
September	27	2017
October	28	2018
November	29	2019

## Select Evaluation Time

11	38	
12	39	
1	40	AM
<b>2</b>	<b>41</b>	<b>PM</b>
3	42	
4	43	
5	44	

## Enter Care Receiver Code

## Select Activity Duration

0 hours

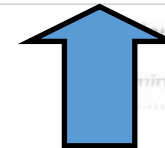
0 minutes

1 hour

minutes

2 hours

minutes

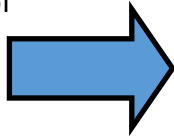
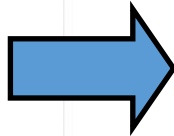


To observe moments of engagement at certain times of day or night, e.g., just before breakfast, 3:00pm, etc., select "moment capture." These observations will have a duration of zero hours and minutes.

Users of this app are solely responsible for complying with applicable privacy laws and regulations.

If you chose to observe engagement during a moment of the day, this screen will appear.

If you touch the “yes” response, you will be asked what the care receiver was doing in the moment of observation.



No Service 2:44 PM 9%

< Care Receiver Evaluation **Care Receiver Engagement Evaluation**

Care Receiver Engaged in Activity

Yes No

Care Receiver Showed Emotion

Yes No

What Did They Do?

A.) Mostly made comments or did the activity

B.) Mostly listened and just watched the activity

Submit

Care Receiver Engaged in Activity

Yes  No

What Did They Do?

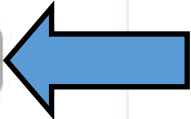
- A.) Mostly made comments or did the activity
- B.) Mostly listened and just watched the activity

Care Receiver Showed Emotion

Yes  No

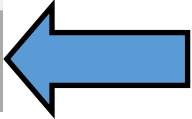
What Emotions Did They Show?

- A.) Mostly showed positive emotions like pleasure or interest
- B.) Mostly showed negative emotions such as anxiety or anger



If the care receiver shows emotion during the moment of observation, touch "Yes" and select one of the two listed responses.

Submit

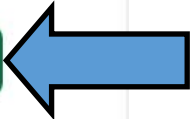


Care Receiver Engaged in Activity

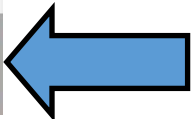
Yes  No

Care Receiver Showed Emotion

Yes  No



If the care receiver is not engaged in activity and does not show emotion during the moment of observation, touch "No" for both items and then "Submit."



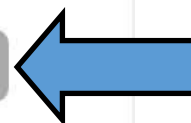
### Care Receiver Engagement Evaluation

Care Receiver Engaged in Activity

Yes  No

Care Receiver Showed Emotion

Yes  No



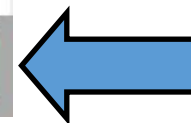
What Emotions Did They Show?

A.) Mostly showed positive emotions like pleasure or interest

B.) Mostly showed negative emotions such as anxiety or anger

If the care receiver is not engaged in activity but does show emotion during the moment of observation, touch "No" for the first item, "Yes" for the second item, select from the two listed responses, and then "Submit."

Submit

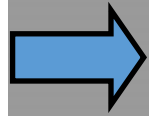


## Care Receiver Engaged in Activity

## Care Receiver Showed Emotion

After clicking "Submit" you will receive three options:

1. "Email" to send or receive the recorded data as an Excel-readable file;
2. "Delete" to delete the record and return to the "Home" page (Caution: If you touch "Delete," your data record will not be saved and cannot be retrieved.);
3. "Cancel" to return to the page to make changes and resubmit.



## Options

Email

Delete

Cancel

Yes

No

## What Emotions Did They Show?

A. Mostly showed positive emotions like pleasure

interest

B. Mostly showed negative emotions such as

anxiety or anger

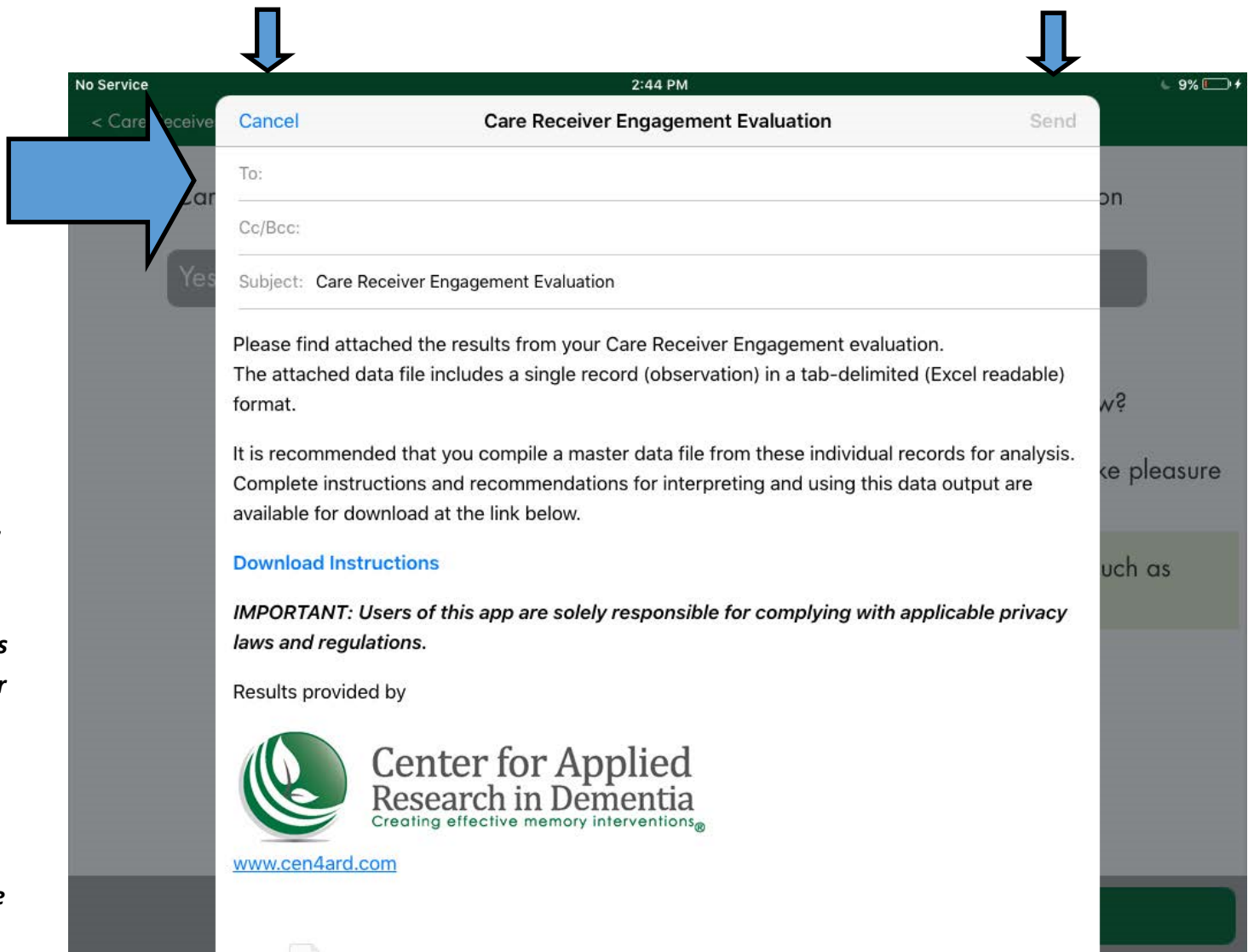
Submit

If you selected the option, “email” on the previous screen, you will receive this form. Simply type in the recipient email addresses and click “Send.”

Do not attempt to click the download or web links in this form, as they will only become active when the sent email message is opened.

***IMPORTANT: Since you are transmitting data on individuals, it is of utmost importance that you follow applicable privacy laws. The best way to ensure this is to enter de-identified codes for caregivers and care receivers instead of actual names.***

***To return to the previous screen, click “Cancel.” You will be given an option of saving a draft of the email message or deleting it.***





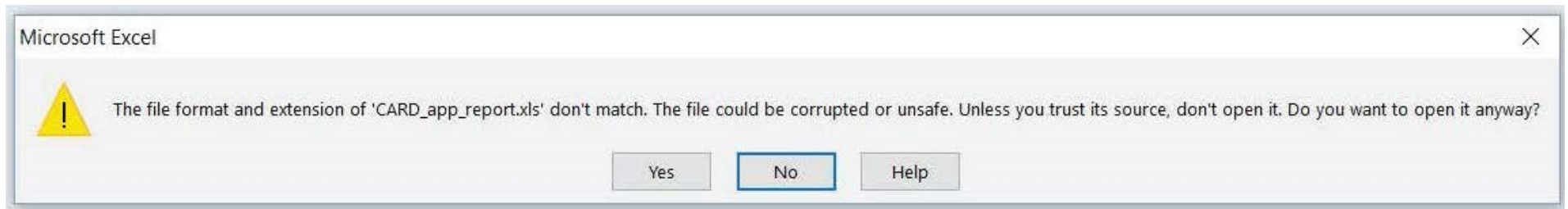
# **Opening and Managing Raw Data Files**

**When you receive and open your email message, you will see the following files in the attachments bar.**

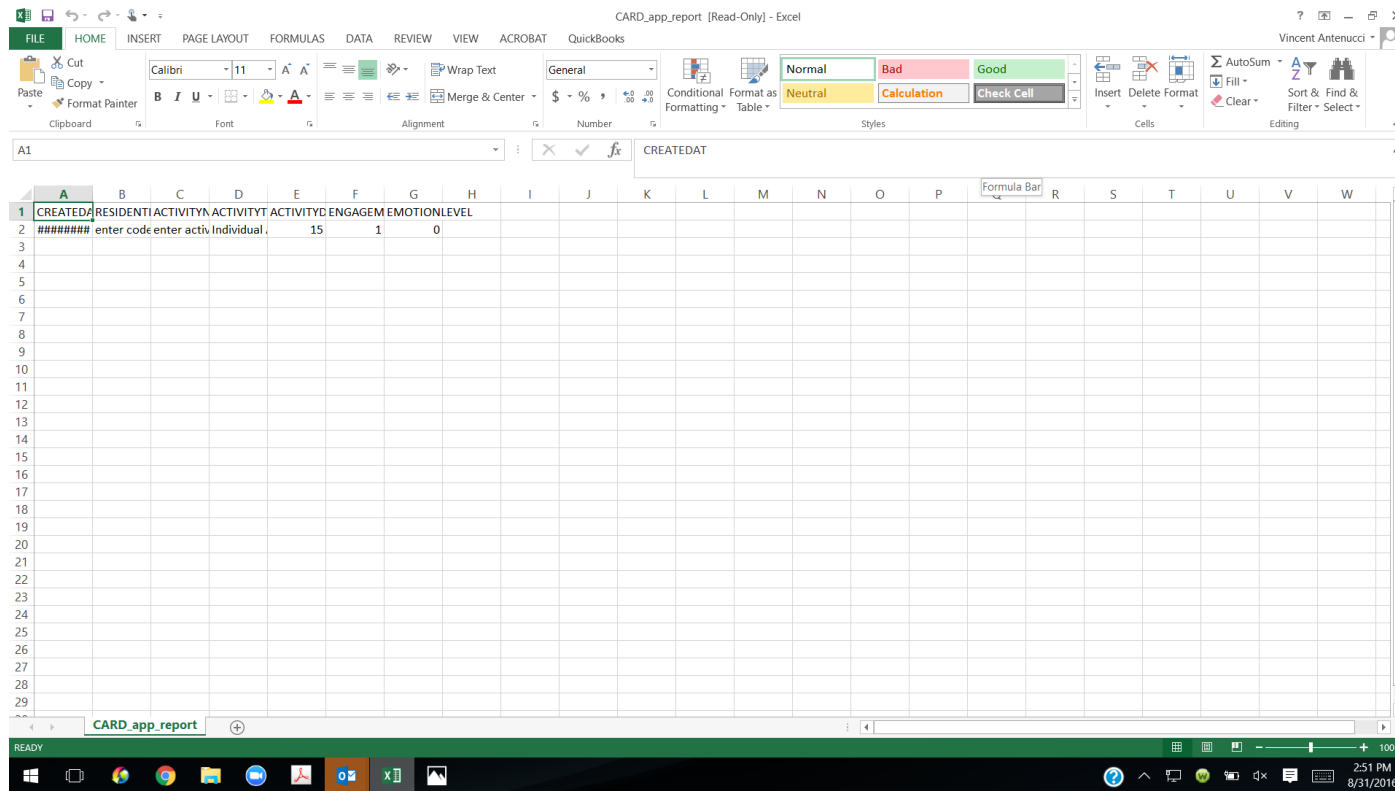


**Double click on the .xls file to open (or you may save it to a folder first.) This contains the raw data that you input.**

**The output is in the form of a tab-delimited file with an .xls extension so it opens in Excel, which will give you the following warning message. Since you know the source of the file, and that it is safe to open, click “Yes.”**



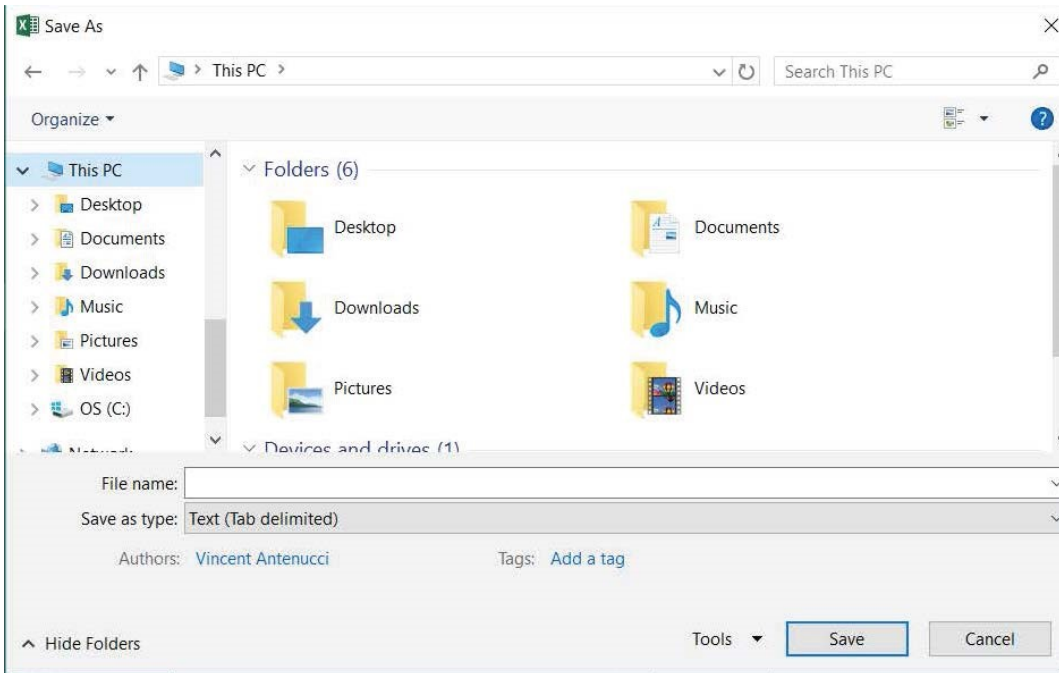
**When you open your file, you will see an Excel workbook page with a single line of unformatted data. (See enlarged detail below.)**



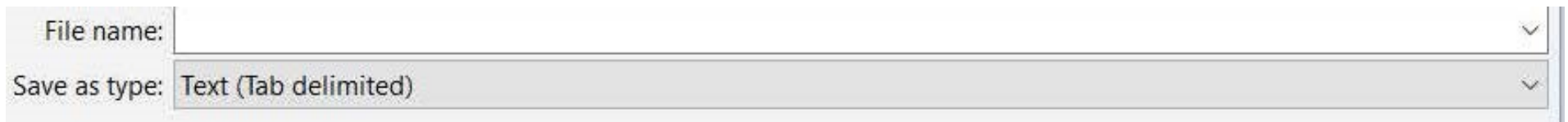
	A	B	C	D	E	F	G	H
1	CREATEDA	RESIDENTI	ACTIVITYN	ACTIVITYT	ACTIVITYD	ENGAGEM	EMOTION	LEVEL
2	#####	enter code	enter activ	Individual ,	15	1	0	
3								

**To view the full column headers and data fields, simply expand the column width.**

Now you may save the data as a single, separate file, or copy and paste the line of data into a master spreadsheet for later analysis in Excel or other analytical software package, such as SPSS. To Save, choose the “Save As” option, and you will see the following:



**Saving as a tab delimited file is the default option. (See below.)**



**If you wish to save the file as an Excel Workbook or other type of file. You may choose that option from the pull-down menu.**



# **Interpreting Your Data**

# PRINCIPLES SCENARIO

CREATEDAT	STAFFMEMBERNAME	RESIDENTNAME	ACTIVITYNAME	ACTIVITYTYPE	GROUPACTIVITYPARTICIPANTS
8/31/2016 14:30	type code here	type code here	type activity here	Individual Activity	0



This is date And time the observation was recorded. This is an automatic field set to Eastern Time (UTC -5)



This field will only contain a value if you selected "Individual" as the activity type.



This field will always contain a zero if "Individual Activity" is selected. If "Group Activity" is selected, this field will contain the number that you entered for the observation.

# SCORING FOR PRINCIPLES

No Service 12:49 PM 11%

< Caregiver Evaluation Caregiver Principles Evaluation

Please make a selection for every principle

Invited to Activity	<input checked="" type="radio"/> +	<input type="radio"/> -	<input type="radio"/> N/A	Use of Manipulatives	<input type="radio"/> +	<input checked="" type="radio"/> -	<input type="radio"/> N/A
Choice of Activity Offered	<input type="radio"/> +	<input checked="" type="radio"/> -	<input type="radio"/> N/A	Everyone Got to Respond	<input checked="" type="radio"/> +	<input type="radio"/> -	<input type="radio"/> N/A
Good Seating Arrangement	<input checked="" type="radio"/> +	<input type="radio"/> -	<input type="radio"/> N/A	Refrained from Over Correcting	<input type="radio"/> +	<input checked="" type="radio"/> -	<input type="radio"/> N/A
Demonstration Given	<input type="radio"/> +	<input checked="" type="radio"/> -	<input type="radio"/> N/A	Allowed a Resident to Lead	<input checked="" type="radio"/> +	<input type="radio"/> -	<input type="radio"/> N/A
Match to Their Speed	<input type="radio"/> +	<input type="radio"/> -	<input checked="" type="radio"/> N/A	Asked if They Enjoyed	<input type="radio"/> +	<input type="radio"/> -	<input checked="" type="radio"/> N/A
Visual Cues or Templates	<input type="radio"/> +	<input checked="" type="radio"/> -	<input type="radio"/> N/A	Asked if They Wanted to do Again	<input type="radio"/> +	<input checked="" type="radio"/> -	<input type="radio"/> N/A

Data Entries 

- A positive entry (+) receives a score of 1
- A negative entry (-) receives a score of -1
- A neutral (N/A) entry receives a score of 0

Data Output



PRINCIPLE1	PRINCIPLE2	PRINCIPLE3	PRINCIPLE4	PRINCIPLE5	PRINCIPLE6	PRINCIPLE7	PRINCIPLE8	PRINCIPLE9	PRINCIPLE10	PRINCIPLE11	PRINCIPLE12
1	-1	1	-1	0	-1	-1	1	-1	1	0	-1

# ENGAGEMENT SCENARIO

CREATEDAT	RESIDENTNAME	ACTIVITYNAME	ACTIVITYTYPE	ACTIVITYDURATION
8/26/2016 14:41	enter code here	enter activity here	Individual Activity	15



This is date And  
time you  
selected.



This is the activity  
duration you  
selected.



## SCORING FOR ENGAGEMENT

### Engagement - Scheduled (Specified Duration)

#### Participated More than Half of the Duration (Yes)      **Score**

A - Mostly Did      6

B - Mostly Listened/Watched      4

C - Did Both Equally (Did and Watched)      5

#### Participated More than Half of the Duration (No)

A - Mostly Did Other Things      3

B - Mostly Slept      1

C - Did Both Equally (Other and Slept)      2

Engagement is scored on a scale of 0-6, where 0 = non-engagement (e.g., sleeping, staring into space) and 6 = active engagement (e.g., doing, commenting on the activity).

### Engagement - Moment Capture

#### Engaged in Activity (Yes)

A - Mostly Did      6

B - Mostly Listened/Watched      4

Engaged in Activity (No)      0

## SCORING FOR EMOTION

### Showed Emotion - Yes

#### Score

A - Mostly Positive

3

B - Mostly Negative

1

C - Both

2

### Showed Emotion - No

0

Emotion is scored on a scale of 0-3, where 0 = no emotion and 3 = positive emotion.