

# Adult Mental Status Evaluation Protocol

## 1. General Format:

- A. Submit your report in narrative form. Follow this guide during the exam to assure that all areas are covered in your report. **If testing has been ordered, be sure to submit scale/subtest scores as well as composite scores.**
- B. **Note:** Ask the claimant and the collateral (and the interpreter if one is present) to provide a photo ID. **Verify that you have reviewed the ID(s) presented.** You do not need to record the ID number in your report. If a picture ID is not presented, provide a physical description of the person.

## 2. Chief Complaint(s):

State the chief complaint(s) alleged that prevent the person from working. Include a statement from the claimant regarding how his/her impairment or condition limits daily functioning.

## 3. History of Past and Present Illness:

This section of the exam report should describe and discuss:

- A. Psychiatric history.
- B. Past and current drug and alcohol use.
- C. Medical history.
- D. Brief social and family history.
- E. Brief work history.
- F. Brief educational history.
- G. Brief military history.

## 4. Functional Information:

(Claimant's report): Discuss items A–D in terms of independence, appropriateness, quality, and sustainability of day-to-day activities.

### A. Activities of Daily Living

1. Describe independence, appropriateness, quality, and sustainability.
2. Describe the claimant's living situation and what he/she does in a typical day.  
**Give examples.**
3. Does the claimant do his/her own cooking, cleaning, grocery shopping, etc.?  
**If not, why not? Give examples.**
4. Does the claimant handle his/her own money?  
**If not, why not?**

### B. Social Functioning (**Give examples of reported limitations.**)

1. Does claimant socialize with family or friends?
2. Is claimant involved in church groups or clubs?
3. Describe evidence of withdrawal, isolation, temper tantrums, poor social judgment, impulsiveness, apathy, or paranoid thinking.
4. How did claimant relate to the examiner?

C. Concentration, Persistence, and Pace

1. Can claimant concentrate to read a book, work at hobbies, play computer games, etc.? **Give examples of hobbies or interests and how long they can be sustained.**
2. Can claimant perform ADLs in a timely manner?  
**If not, why not?**

D. Work Performance

1. Describe any history of deterioration or decompensation in a work-like setting.
2. Describe any work attempts that ended due to claimant's behavior or poor work performance.
3. If currently working, does claimant receive special accommodations? For example, is less productivity or lower quality accepted, are hours kept low to reduce stress, are extra breaks allowed, or is the employer tolerant of unusual behavior or work habits?

5. **Mental Status:**

**Include in this section:**

A. General Appearance

1. Does claimant have any impairment of vision, communication, or ambulatory ability?
2. Is claimant well groomed or unkempt?
3. What is the claimant wearing? Are clothes appropriate for weather and situation?
4. Is there evidence of psychomotor agitation or retardation?

**Give examples.**

B. Attitude and General Behavior

Is the claimant cooperative, irritable, belligerent etc.?

C. Mood and Affect

1. How does claimant describe his or her mood?
2. Is claimant's affect congruent with the stated mood? Explain.
3. Is there evidence of anxiety? Explain.

D. Vegetative Symptoms

Is there sleep disturbance, appetite disturbance, weight change, low energy, irritability, sense of worthlessness or guilt, crying spells, anhedonia, social withdrawal, suicidal thoughts (and/or plan), somatic complaints, or psychomotor agitation or retardation?

**Discuss.**

**For the remaining sections, please provide details regarding abnormal findings.**

E. Thought Content

1. Are there any delusions, hallucinations, or paranoid thoughts?
2. Is claimant suicidal or homicidal? What leads you to this conclusion?

F. Stream of Mental Activity

Is speech normal, tangential, circumstantial, or illogical?

**Give examples.**

G. Orientation

1. How does claimant describe his or her mood?
2. Is there evidence of anxiety?

**Explain.**

H. Memory

1. Remote—can claimant remember past events?
2. Recent—can claimant remember three of three objects after five minutes?
3. Immediate—how well can claimant do digit span backward and forward?

I. Fund of Knowledge

1. Is claimant aware of current events?

**Give examples.**

2. Does claimant know the names of the president and governor?
3. Can claimant answer simple geography questions, such as naming bordering states?

J. Concentration

1. Can claimant cite serial 7's or 3's.

**Cite number of errors and length of time taken.**

2. Can claimant spell "WORLD" forward and backward?
3. Can claimant follow a three-step command?
4. Does claimant have difficulty following conversation?

**Give examples.**

K. Abstract Thinking

1. Is claimant able to describe similarities?
2. Is claimant able to interpret proverbs?

**Give examples.**

L. Insight and Judgment

1. Does claimant have insight into his/her condition?
2. Describe claimant's judgment when asked what he/she would do if smelling smoke in a crowded theater.

6. **Collateral Interview:**

Interview the collateral separately and report collateral's perspective on claimant's description of his/her daily activities, relations with others, independence, and frequency of symptoms.

7. **Summary:**

Tie together the history and mental status exam in a brief, organized way, highlighting signs and symptoms that support your diagnosis. Discuss factors that strengthen or weaken credibility of allegations.

8. **Diagnosis:**

Follow the DSM-5 diagnostic format.

9. **Prognosis (optional):**

Prognosis and recommendations for treatment, if indicated, should be provided.

10. **Statement of Work Capacity:**

**Based on your exam findings,** provide a statement regarding claimant's ability to:

- A. Understand, remember, and carry out simple instructions.
- B. Respond appropriately to supervisors and co-workers.
- C. Maintain concentration, attention, and work pace.
- D. Withstand routine work stresses.
- E. Adapt to changes.

11. **Ability to Manage Funds:**

Does claimant need the assistance of others to protect his/her interests and provide for daily needs?

