

- A. Screening** (Required Before Testing): If the client fails either screening item, do not proceed with the C-QHFT test.
1. Ask the client to point to a corner in the room and count aloud from 1 to 5. Mark Pass/Fail.
 2. Ask the client to pick up a coin while holding another coin in the palm. Mark Pass/Fail.
- B. Prepare the Client and Kit**
1. Use one C-QHFT board, four quarters, four pennies, and one extra quarter and penny.
 2. Place four quarters at the top of the bowl and four pennies at the bottom.
 3. Place the extra coins on the table near the bowl
 4. Seat the client comfortably at a table.
 5. Align the board to the client's midline using the yellow markers.
 6. Position the bowl toward the testing hand and the slot toward the non-testing hand.
- C. Demonstration**
1. Pick up a quarter and roll it into the palm.
 2. Pick up a penny, roll it into the palm, and shift the quarter to the fingertips.
 3. Place the quarter into the slot.
 4. Continue alternating quarter then penny until completed.
 5. Show the demonstration video if available.
- D. Practice and Test Trials**
1. Provide one practice trial for each hand before official test trial
 2. Complete two test trials per hand starting with dominant/unaffected hand first followed by other hand.
 3. Allow rest for one hand while the other is tested.
- E. Penalties and Cueing Rules**
1. Corrective cue = 1 penalty sec., Coin drop = 1 penalty sec., Coin drop + cue = 2 penalty points.
 2. Corrective cues only apply to: picking up the wrong coin, failing to move the coin to the palm, placing the wrong coin in the slot, and using the other hand to maneuver coins.
 3. Encouraging statements do NOT count as penalty points.
- F. Scoring**
1. Total Trial Score = Time + Number of Corrective Cues + Number of Coin Drops.
 2. Final Score = Average of the two test trials (exclude practice trial).
 3. Qualitative Observations such as grasp, release, in-hand manipulation (finger-to-palm, stabilization, palm-to-finger), dexterity, coordination, motor speed, and cognitive skills (attention, memory, following directions) are NOT scored but you can check mark the deficit for your later intervention references.
- G. Explain the Test and Provide Client Instructions**
1. You will use one hand to pick up and place coins.
 2. You must start with a quarter, then alternate in this order: quarter → penny → quarter → penny until all eight coins are placed.
 3. When you pick up a coin, roll it into your palm as I showed you in the demonstration.
 4. Use only the hand being tested to move and place the coins.
 5. You may use your other (non-testing) hand to hold the board steady if needed.
 6. If a coin drops but is within your reach, pick it up with the testing hand and continue the test.
 7. If a coin drops out of your reach, I will hand you another coin and you will continue.
 8. You will receive penalty points, in seconds, if I need to give you corrective cues or if coins drop.
 9. The timer starts when you touch the first quarter and ends when you place the last coin in the slot.
 10. You will complete one practice trial with this hand, followed by two timed test trials.
 11. Please ask any questions you have before you begin.