



AMPS and ACQ-OP Rater Calibration Requirements



CALIBRATE FOR THE ACQ-OP CONCURRENTLY WITH AMPS!

Read more about the Assessment of Compared Qualities — Occupational Performance (ACQ-OP) on the ACQ-OP/ACQ-SI handout in this packet or the Center for Innovative OT Solutions (CIOTS) website: www.innovativeOTSolutions.com.



YOUR DATA ARE DUE NO LATER THAN _____

All calibration requirements (AMPS and ACQ-OP) must be completed within 3 months of the last day of the course. Your deadline is included in the e-mail you receive with your AMPS and ACQ-OP license keys for the OTAP software.



YOUR LICENSE KEYS FOR OTAP SOFTWARE

Your AMPS and your ACQ-OP license keys were sent to you during your course. If you did not receive your license keys, check your SPAM or JUNK folders. If you still cannot locate them, contact CIOTS by e-mail: info@innovativeOTSolutions.com.



KEEP YOUR PASSWORD AND YOUR LICENSE KEYS CONFIDENTIAL

Allowing others to use your OTAP software password or your license keys is a serious violation of national and international client confidentiality laws.



REVIEW YOUR DATA FOR ACCURACY

It is your responsibility to make sure all data are entered accurately. Errors may result in your need to retake the course, test additional clients, and pay additional fees.



DO NOT ATTEMPT TO OPEN EXPORTED FILES

Doing so will corrupt the data and require you to export your data again.

STEP 1: Enter Course Scores

- A. Gather your eight AMPS evaluation worksheets. ***Discarded or lost evaluation worksheets cannot be replaced — you will be required to take the course again.***
- B. Log into your OTAP software.
Note. Instructions for using OTAP software are found in the ***OTAP Tutorial*** on the CIOTS website: www.innovativeOTSolutions.com.
- C. Click ***Course > AMPS***.
- D. Select each person/task from the list, matching the name of the person and task to your evaluation worksheet. For example, choose ***Skip – Tea*** for Skip’s tea task, not his grooming task!

- E. Enter your scores exactly as you marked them in the course. If the faculty changed some of your scores, use those revised scores — do **not** use your original scores.
- F. Click **Save**.

☐ STEP 2: Test 10 Additional People After the Course

- A. Observe ten people performing at least two AMPS tasks each.
- B. **For raters calibrating for both AMPS and ACQ-OP:** Conduct the ACQ-OP interview **immediately** after the person has completed each AMPS task performance.
- C. Each person must be at least 2 years of age.
For raters calibrating for both AMPS and ACQ-OP: We recommend you test people who are at least 4 years of age so that the person is able to engage in a meaningful ACQ-OP interview.
- D. At least two (2) people must be healthy, well persons; if desired, all of the people you test for rater calibration may be well persons.
- E. **You must interview and score live observations independently;** co-observing, co-scoring, and the use of video recordings are **not** acceptable.
- F. Obtain written or verbal informed consent from each person you observe, permitting you to send the person’s **anonymous** evaluation data to CIOTS.

☐ STEP 3: Enter Data for People Tested After the Course

- A. Log into your OTAP software.
- B. Click **Edit > Add New Person**.
- C. Enter the person’s gender, birth date, and name.
Note. The option to enter the person’s name is not available when using the program in anonymous mode. If using OTAP software in anonymous mode, be sure to retain the person’s OTAP software ID number and keep it in a secure location according to the established procedures within your work setting (e.g., the security of such procedures which also apply to hard copies of test score forms).
- D. Click the checkbox, “Informed consent has been obtained.”
Note. OTAP software exports calibration data **only** for people who have given you permission to send their anonymous data to CIOTS.
- E. Click **Save**.
- F. Add an AMPS evaluation.
 - i. Select the new person.
 - ii. Click **Edit > Add New Evaluation > AMPS Evaluation**.
 - iii. Enter the evaluation date — the date of the AMPS observation.

Note. The person’s age is accurately calculated by the OTAP software **only** when you accurately enter the person’s birth date and the evaluation date.

- iv. Enter the person’s diagnosis(es) at the time of the AMPS observation.
- v. Select the **AMPS** tab in the New AMPS Evaluation window.
- vi. Enter the following evaluation data for at least two AMPS tasks:
 - AMPS task name
 - AMPS overall quality of performance (QoP) ratings for effort, efficiency, safety, and independence
 - AMPS item scores
- vii. Enter the person’s AMPS functional level rating at the time of the AMPS observation.
- viii. Enter your AMPS global baseline for the person’s performance (**required**).
- G. **For raters calibrating for both AMPS and ACQ-OP:** Add ACQ-OP evaluation data.
 - i. Select the **ACQ-OP** tab in the New AMPS Evaluation window.
 - ii. Click each AMPS task name and then enter the following:
 - ACQ-OP item scores
 - The person’s self-rating (PSR) of his or her quality of AMPS task performance
 - Overall level of discrepancy (LoD) rating for each ACQ-OP interview
 - iii. Enter your ACQ-OP global baseline (**optional**).
 - iv. Enter your rating for the person’s overall level of awareness/insight (LoA).
- H. Select the **Clusters** tab in the New AMPS Evaluation window (**optional**).
 - i. Select meaningful clusters of AMPS items that the person did/did not perform effectively
 - ii. Enter a specific baseline statement for each cluster
- I. Select the **More** tab in the New AMPS Evaluation window (**optional**).
 - i. Enter your recommendation(s) based on the AMPS observation
 - ii. **For raters calibrating for both AMPS and ACQ-OP:** Enter your recommendation(s) based on the ACQ-OP interview
- J. Click **Save**.

STEP 4: Export Calibration Data

- A. Log into your OTAP software.
- B. Click **File > Export > Calibration Data > AMPS & ACQ-OP Calibration**.
- C. Select a location to export your calibration data file — a location where you can find your file later (e.g., your desktop, USB flash drive, hard drive, or network drive).
- D. Click **Export** — If your data are incomplete, the program will display a message with common problems. Fix or add the data and export your data again.

STEP 5: Submit Exported Data File

- A. Visit the CIOTS website: www.innovativeOTsolutions.com.
- B. Click **CORe**.
- C. Log into the **C**ombined **O**nline **R**esources: Rater Calibration Center (**CORe**).
- D. Click **Upload AMPS & ACQ-OP OTAP data**
- E. Click **Choose File** to locate and select your exported data file. If you have trouble finding your data file, repeat Step 4. Ensure that you remember the location of your data file.
- F. Click **Upload** to submit your data for analysis.

Note. The CORe will immediately display a message with a confirmation code and the date on which you may acquire the results of your data analyses in the form of data analysis results letters. Data analyses take approximately 1-2 weeks. Refer to Step 6 for downloading your data analysis results letters.



If you do not receive immediate confirmation *in your web browser* that all data files were received, then CIOTS did not receive your data.



Review your data entry for accuracy. It is your responsibility to make sure your data are entered correctly. Errors may result in having to participate in a new course, test additional people, and pay additional fees.



It is your responsibility to download your results of your data analysis in a timely manner. Time sensitive information will be provided in your data analysis results letter.

❑ STEP 6: Download Data Analysis Results

- A. Log into the **CORe** on the CIOTS website: www.innovativeOTsolutions.com.
- B. If the analysis of your data is complete, an **AMPS letter** will be available for download.
- C. If you also submitted a complete set of ACQ-OP data with your AMPS data *and* your ACQ-OP data analysis is complete, then an **ACQ-OP letter** will also be available for download.

Each letter will summarize the results of your data analysis. If the analysis reveals that you have not been scoring the AMPS and/or ACQ-OP in a valid and reliable manner, you will be asked to test an additional 10 persons or, in the rare case of extreme (and invalid) rater severity, to take the course again.

Submission of data for an additional 10 persons provides the potential AMPS and/or ACQ-OP rater with an additional opportunity to learn to administer and score the AMPS and/or ACQ-OP in a valid and reliable manner.

- Those who do not successfully calibrate for the **AMPS** with the second set of data must retake the course if they want to use the AMPS in clinical practice or research.
- Those who do not successfully calibrate for the **ACQ-OP** with the second set of data must purchase a new ACQ-OP toolkit to pursue ACQ-OP rater calibration.

SOME SUGGESTIONS FOR SUCCESSFUL CALIBRATION

- Administer and score the AMPS in a valid and reliable manner; ensure that the observed AMPS tasks are sufficiently challenging.
- Administer the ACQ-OP interview in a valid manner.
- Ask all of the ACQ-OP questions, staying close to the recommended text on the ACQ-OP Interview Guide.
- Ask clarification and elaboration questions when indicated, and only when indicated.
- Score the ACQ-OP in a valid and reliable manner, using the criteria included in Chapter 4 of the ACQ-OP manual.

Should you have questions, please contact CIOTS by e-mail: info@innovativeOTsolutions.com.

