



AMPS Rater Calibration Requirements



CALIBRATION REQUIREMENTS DEADLINE

All calibration requirements must be completed within 3 months of the last day of the course. Your deadline is included in the e-mail you received with your AMPS OTAP software license and installation information.



YOUR LICENSE KEY FOR OTAP SOFTWARE

Your AMPS license key was 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 KEY CONFIDENTIAL

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

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. See the ***OTAP Software Tutorial*** on the CIOTS website:
www.innovativeotsolutions.com/software/tutorial
- 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. You must interview and score live observations ***independently***; co-observing, co-scoring, and the use of video recordings are ***not*** acceptable.
- C. Each person must be at least 2 years of age.
- D. At least two (2) people must be healthy, well people; if desired, all of the people you test for rater calibration may be well persons.

- E. Obtain written or verbal informed consent from each person you observe, permitting you to send the person’s anonymous evaluation data to CIOTS.
- F. You are encouraged to test people performing new, uncalibrated tasks. If you observe someone performing an uncalibrated task, you must observe the person perform three tasks: **two calibrated** tasks and the **one uncalibrated** task.

Note. Your use of new, uncalibrated AMPS tasks supports the calibration and validation of new AMPS tasks. Once a task is calibrated, you will be notified by your OTAP software that a software update is available.

❑ 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. Select the **Clusters** tab in the New AMPS Evaluation window (*optional*).
 - i. Select clusters of AMPS items that the person did/did not perform effectively
 - ii. Enter a specific baseline statement for each cluster
- H. Select the **More** tab in the New AMPS Evaluation window (*optional*).
 - i. Enter your recommendation(s) based on the AMPS observation
- I. Click **Save**.

❑ **STEP 4: Export Calibration Data**

- A. Log into your OTAP software.
- B. Click **File > Export > Calibration & Revalidation Data > AMPS**.
- C. Choose your course type: **In-Person (Live) Course**.
- D. 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).
- E. 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 LOGIN** at the top of the page
- C. Log into the **Combined Online Resources: Rater Calibration Center (CORE)**.
- D. Under the **Submit your data** section, click **AMPS**
- E. Click **Browse** 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 website 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 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 your AMPS data analysis is complete, an **AMPS** letter will be available under the **Download letter** section.

Your letter will summarize the results of your data analysis. If the analysis reveals that you have not been scoring the AMPS 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 rater with an additional opportunity to learn to administer and score the AMPS 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.

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.
- Ensure that you score the AMPS items according to criteria in the manual, matching your observations to examples in the manual.
- Before submitting your data, review your data entry for accuracy and ensure that your AMPS item scores and QoP ratings are logical in relation to each other

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