



AMPS and ACQ-OP Rater Calibration Requirements

For AMPS course participants effective 18 August 2014



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. The specific date is included in the e-mail you receive with your AMPS license key 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 in separate e-mails. If you did not receive your license keys, check your SPAM or JUNK folders. If you still cannot locate them, contact Lois McDonald at CIOTS by e-mail: Lois.McDonald@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.

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 our 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. You may test either people with a diagnosis or healthy, well people 2 years old or older. **At least two healthy, well people of any age are required.**
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 process.
- D. **You must interview and score live observations independently;** co-observing, co-scoring, and the use of video recordings are **not** acceptable.
- 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 use new, not-yet-calibrated AMPS tasks that may be developed. For rater calibration purposes, you may observe the person perform one not-yet-calibrated task and one calibrated task. However, be aware that once you are calibrated, you will only be able to generate AMPS and/or ACQ-OP measures and reports for people who perform two calibrated tasks (e.g., one not-yet-calibrated task **and** two calibrated tasks).

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

- A. Log into your OTAP software.
- B. Click **Edit / Add New Person** for each person tested after the course.
- C. Enter the gender and birth date for the person you observed.
- 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 AMPS evaluation data for each person tested after the course.
 - i. Click to 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. Click to select the **AMPS** tab in the New AMPS Evaluation window.
- vi. Enter the following evaluation data for at least two AMPS tasks:
 - Task names.
 - AMPS overall quality of performance (QoP) ratings for effort, efficiency, safety, and independence.
 - AMPS item scores.
- vii. Enter the person’s AMPS functional level (FL) rating at the time of the AMPS observation.
- viii. Enter your AMPS global baseline for the person’s performance.
Note. An evaluation is not complete until the AMPS global baseline is entered. Only complete evaluations may be exported for rater calibration.

- G. **For raters calibrating for both AMPS and ACQ-OP:** Add ACQ-OP evaluation data:
 - i. Click to 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. Click to select the **Clusters** tab in the New AMPS Evaluation window and select meaningful clusters of AMPS items that the person did/did not perform effectively and enter a specific baseline statement for each cluster (**optional**).
- I. Click to select the **More** tab in the New AMPS Evaluation window.
 - i. Enter your recommendation(s) based on the AMPS observation (**optional**).
 - ii. **For raters calibrating for both AMPS and ACQ-OP:** Enter your recommendation(s) based on the ACQ-OP interview (**optional**).
- J. Click **Save**.

❑ STEP 4: Export Calibration Data

- A. Log into your OTAP software.
- B. Click **File / Export / Calibration Data / AMPS & ACQ-OP Calibration**.
Note. Even if you are only submitting AMPS rater calibration data, the appropriate menu item to click is **AMPS & ACQ-OP Data**.

- C. Select a location to export your calibration data file.
Note. Export the data file to a location where you can find it 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 **Submit AMPS & ACQ-OP Data**.
Note. Even if you are only submitting AMPS rater calibration data, the appropriate link to click is **Submit AMPS & ACQ-OP Data**.
- E. Click **Choose File** to locate and select your exported calibration data file. If you have trouble finding your exported calibration data file, repeat Step 4. Ensure that you remember the location for your exported data file.
- F. Click **Submit My Files!** to submit your data for analysis.
- G. The CORe will immediately display a confirmation code and a date on which you may acquire the results of your data analysis. Data analysis takes approximately 1-2 weeks. Refer to Step 6 for downloading your data analysis results letter.



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. Click **Check AMPS & ACQ-OP Results**.
Note. Even if you only submitted AMPS rater calibration data, the appropriate link to click is **Check AMPS & ACQ-OP Results**.
- C. If the analysis of your data is complete, an AMPS data analysis results letter will be available for download.

- D. 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 data analysis results letter will also be available for download.

Each letter will summarize the details of the results of the analysis of your rater calibration data. 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 Lois McDonald at CIOTS by e-mail:
Lois.McDonald@innovativeOTsolutions.com.