



## ACQ-OP/ACQ-SI Rater Calibration Requirements



**YOUR DATA ARE DUE NO LATER THAN** 3 months of your ACQ-OP/ACQ-SI course. The specific date is included in the e-mail you receive with your ACQ-OP/ACQ-SI OTAP license key.



**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 purchase a new ACQ-OP/ACQ-SI course, test additional clients, and pay additional fees.

### ❑ STEP 1: Test 10 People

A. Identify 10 people to test:

- At least **two** (2) people must be healthy, well people at least 4 years of age; if desired, all of the people you test may be well persons
- **ESI/ACQ-SI raters**, the following criteria apply:
  - When you test a person using the ESI/ACQ-SI, one of the following must differ between observations:
    - Type of social interaction (e.g., social exchange 1 coded as Gathering Information [GI] and social exchange 2 coded as Collaborating/Producing [CP]).  
**Note.** Two different specific social interaction types (e.g., SI-1 and SI-2) are not considered to “differ” between observations.
    - Familiarity of the primary social partner (e.g., social exchange 1 = Familiar and social exchange 2 = Somewhat familiar).

- Status/relationship of the primary social partner (e.g., social exchange 1 = Friend/colleague/classmate and social exchange 2 = Family member/relative).
  - Age of the primary social partner (e.g., social exchange 1 = Child and social exchange 2 = Adult).
- B. Test each person using the AMPS/ESI
- C. Conduct the ACQ-OP/ACQ-SI interview immediately after each ADL task performance or the social exchanges
- D. ***You must interview and score live observations independently***; co-observing, co-scoring, and the use of video recordings are ***not*** acceptable

**□ STEP 2: Enter Data into OTAP Software**

- A. Log into your OTAP software
- B. Click ***Edit > Add New Person***
- C. Enter the person’s demographic information
- D. Check the box, “Informed consent has been obtained”

**Note.** OTAP software exports data ***only*** for people who have given you permission to send their anonymous evaluation data to the Center for Innovative OT Solutions (CIOTS)

- E. Click ***Save***
- F. Enter the evaluation data for each person
- Click to select the new person
  - Click ***Edit > Add New Evaluation > AMPS Evaluation or ESI Evaluation.***
  - Enter the person’s AMPS/ESI evaluation data
  - Click to select the ***ACQ-OP/ACQ-SI*** tab in the New Evaluation window
  - Click each ***AMPS task/ESI Intended purpose of the social interaction*** and then enter the following:
    - ACQ-OP/ACQ-SI item scores

- The person's self-rating (PSR) of his or her quality of performance/quality of social interaction
- Overall level of discrepancy (LoD) rating for each ACQ-OP/ACQ-SI interview
- Enter your ACQ-OP/ACQ-SI global baseline statement (*optional*; See the ACQ manual, Section 4.4)
- Enter your rating for the person's overall level of awareness/insight (LoA)
- Click **Save**

### ❑ STEP 3: Export Data

- A. Log into your OTAP software.
- B. Click **File > Export > Calibration & Revalidation Data > AMPS & ACQ-OP** or **ESI & ACQ-SI**
- C. Choose your course type: **Online Course**
- D. Select a location to export your 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)
- E. Click **Export**

### ❑ STEP 4: Submit the Exported Data File

- A. Go to [www.innovativeotsolutions.com](http://www.innovativeotsolutions.com)
- B. Click **CORE LOGIN**
- C. Log in using your e-mail address and CORE password  
**Note.** Your CORE password may differ from your OTAP software password; click **Reset your CORE password** if needed
- D. Under the **Submit your data** section, click **AMPS & ACQ-OP** or **ESI & ACQ-SI**
- E. Click **Browse** to locate and select your exported data file. If you have trouble finding your data file, repeat Step 3. 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 5 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 5: Download Data Analysis Results**

- A. Log in to [www.innovativeotsolutions.com](http://www.innovativeotsolutions.com)
- B. If your data analyses are complete, **AMPS** and **ACQ-OP** or **ESI** and **ACQ-SI** letters will be available under the **Download letter** section.

**Note.** The letters will summarize the details of the results of the analyses of your rater calibration data; if the analyses reveal that you have not been scoring the ACQ-OP/ACQ-SI in a valid and reliable manner, you will be asked to test an additional 10 persons.

Submission of data for an additional 10 persons provides the potential ACQ-OP/ACQ-SI rater with an additional opportunity to learn to administer and score the ACQ-OP/ACQ-SI in a valid and reliable manner. Those who do not successfully calibrate for the ACQ-OP/ACQ-SI with the second set of data must purchase a new ACQ-OP/ACQ-SI course if they want to use the ACQ-OP/ACQ-SI in clinical practice or research.

## SOME SUGGESTIONS FOR SUCCESSFUL CALIBRATION

- Administer and score the AMPS/ESI in a valid and reliable manner
  - Do not change your severity — score the people you observe with the same overall severity that you had when you calibrated as a valid and reliable AMPS/ESI rater
  - Read the manual — match what you observed to the AMPS/ESI item scoring examples in the manual and use the QoP/QoSI rating criteria in the manual for carefully rating the person's overall quality of performance/social interaction
- Administer the ACQ-OP/ACQ-SI in a valid manner
  - Ask all of the ACQ-OP/ACQ-SI questions, staying close to the recommended text on the ACQ-OP/ACQ-SI Interview Guide
  - Ask clarification and elaboration questions when indicated, and only when indicated
  - Remember to compare your final overall LoD rating to the overall pattern of ACQ-OP/ACQ-SI item discrepancy ratings to ensure that they are logical in relation to each other (See the ACQ Manual, Section 4.3 for more information)

Should you have questions, please contact CIOTS by phone (+1 970 416 8612) e-mail: [info@innovativeotsolutions.com](mailto:info@innovativeotsolutions.com)