



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



**YOUR DATA ARE DUE NO LATER THAN 3 months** after 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 and installation information.



**KEEP YOUR PASSWORD AND YOUR LICENSE KEYS CONFIDENTIAL**

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



**REVIEW YOUR DATA FOR ACCURACY**

It is your responsibility to make sure all data are entered accurately. Errors may result in your need to take a new ACQ-OP/ACQ-SI course, test additional people, and pay additional fees.



**NOTICE TO OCCUPATIONAL THERAPISTS IN THE EUROPEAN UNION (EU)**

To comply with the *General Data Protection Regulation* (GDPR), EU occupational therapists must sign a *Data Processor Agreement* (DPA) with CIOTS. CIOTS cannot process your rater calibration data until you sign the DPA. Read a sample DPA at [www.innovativeotsolutions.com/dpa](http://www.innovativeotsolutions.com/dpa). You will be prompted to digitally sign your DPA when you submit your rater calibration data (See Step 4, below).

### ☐ 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 be different types of social interaction.
- 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 in-person observations independently
  - Co-observing and co-scoring are not acceptable for rater calibration purposes
  - The use of video of prerecorded or live stream observations are not acceptable for rater calibration purposes

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

- A. Log into your OTAP software
- B. Click **Edit > Add New Person**
- C. Enter the person's date of birth and gender
- D. Check the box, "Informed consent has been obtained"

**Note.** OTAP software exports calibration data **only** for people who have given you permission to send their deidentified data to CIOTS.

- E. Click **Save**
- F. Enter the evaluation data for each person


- Select the person’s name or OTAP ID number
- Click **Edit > Add New Evaluation > AMPS Evaluation or ESI Evaluation.**
- Select the person’s diagnostic categories at the time of the evaluation
- Enter the person’s AMPS/ESI evaluation data
- 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. From the OTAP **File** menu, click **Export > Calibration & Revalidation Data > AMPS & ACQ-OP or ESI & ACQ-SI**
- B. Choose your course type: **Online Course**
- C. 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)
- D. 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 into the **Combined Online Resources: Rater Calibration Center (CORE)**.  
 **EU occupational therapists:** Click **Data Processor Agreement** to view and digitally sign your *Data Processor Agreement*.
- 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 the 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 take 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 as 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 respective 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, *and only when* indicated
  - Remember to compare your overall LoD rating to the overall pattern of ACQ-OP/ACQ-SI item discrepancy ratings for each ADL task/social exchange. 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)