

Occupational Therapy Assessment Package (OTAP) and Data Management

1. Summary of the contents of this document

- The purpose of the OTAP software and **why the OTAP software is critical for occupational therapy practice**
- Where OTAP data are stored, and **how data storage takes into consideration right to privacy acts**
- Use of OTAP software in the **pseudonymous mode** whereby the name of the person tested is omitted from data stored
- Details about **what information is and is not stored in OTAP**
- **Limitations and exclusions**

2. Purpose of the OTAP software

- OTAP is a software program that is essential for occupational therapists to perform complex mathematical modeling of ordinal, raw item test scores to create:
 - Equal-interval, summary measures (i.e., test results) of a person’s ability to perform daily life tasks (activities of daily living, social tasks, or schoolwork tasks)
 - Reports that summarize the person’s test results, which allow the occupational therapist to interpret the test scores
- CIOTS assessment tools that occupational therapists use with the OTAP software include the following:
 - **AMPS**: Assessment of Motor and Process Skills
 - **ACQ-OP**: Assessment of Compared Qualities — Occupational Performance
 - **ESI**: Evaluation of Social Interaction
 - **ACQ-SI**: Assessment of Compared Qualities — Social Interaction
 - **School AMPS**: School Version of the AMPS
- The OTAP software is not intended to be used to diagnose or treat medical conditions, injuries, or other mobility problems. The OTAP software is a tool intended for the use by occupational therapists to summarize the data entered by the occupational therapist. It is not a substitute for a full evaluation and is not to be used as a treatment plan or sole basis upon which treatment or therapy decisions are made. Clinical evaluation, diagnostic tests, and therapy decisions are to be made by the occupational therapist.
- OTAP is normal software and is not considered medical devices software “MDSW” in the European Union. The OTAP software displays and stores data without any change or analysis. As such, we do not supply customers with any declaration of conformity or other similar document.

3. Why the OTAP software is essential for occupational therapy practice

- Occupational therapists use the OTAP software for the following purposes that are critical to their professional role and provision of quality services:
 - Generate test results used to identify a person’s need for occupational therapy services
 - Generate test results used to predict what intervention strategies might be most cost effective and beneficial for the person
 - Generate test results used to evaluate the effectiveness of provided interventions, quality assurance, and program evaluation

4. Where OTAP data are stored

- OTAP data (e.g., test scores) are stored on the computer where the OTAP software is installed; see **Section 6** for more about what data are stored in the OTAP software
- The OTAP software is installed on the occupational therapist's computer or the employer's server computer
- The OTAP software never sends data to or stores data at CIOTS
 - The only purpose for which the OTAP software communicates with CIOTS is to check for software updates; visit <https://www.innovativeotsolutions.com/software/download/#1354> for more information about how the OTAP software checks for software updates

5. Considerations related to right to privacy acts

- **Collection of the least amount of personal information necessary:** Only minimal data necessary for occupational therapy health care evaluations and interventions (i.e., generating test results related to a CIOTS assessment tool) are stored in OTAP
- **Use of data programs by health care professionals:** Given occupational therapists' professional obligation to maintain all information about their clients confidential, right to privacy acts allow for the limited use of data programs by health care professionals when used to store personal information required for provision of professional services
- **Data directly linkable to a living person:** No data directly linkable to a living person (e.g., name, hospital- or government-issued ID number) are stored in OTAP provided it is installed in the pseudonymous mode; if not installed in the pseudonymous mode, occupational therapists are allowed to enter into OTAP the names of the persons tested by the occupational therapist
- **Sensitive personal information:** No information is stored in OTAP related to a person's race, ethnic origin, religious or philosophical views, sexual orientation, political opinions, or membership in professional unions; minimal health-related information is stored; see **Section 5** for more about what types of information are stored in the OTAP software
- **Installation in pseudonymous mode**
 - The OTAP software must be installed in a pseudonymous mode to ensure that the person's name cannot be stored in the OTAP software
 - The installation mode is determined by the person (occupational therapist or information technology [IT] personnel) who installs the program
 - The selected installation mode applies to all occupational therapists who enter data into that OTAP installation
 - The selected installation mode cannot be changed after the OTAP software is installed
 - When the pseudonymous mode is used, the person is assigned a random OTAP ID number; OTAP ID numbers must be retained by occupational therapists and kept secure according to the established procedures within their work settings (the security of such procedures, that also apply to code books and hard copies of test score forms, are judged to be outside the domain of concern that pertains to OTAP security issues)
- **Deletion, correction, and updating of stored data:** All information stored in the OTAP software can be deleted, corrected, or updated by the occupational therapist who tested the person and who entered that test data into OTAP

- **Data encryption and password protection:** All data stored in the OTAP software are encrypted and password-protected to ensure that only the occupational therapist who tested the person and who entered that test data into OTAP can access that data; occupational therapists have a professional obligation to maintain appropriately secure passwords and not share their passwords with others, including IT personnel, to ensure that all information about their clients remains confidential

6. Information stored in the OTAP software

- Information stored in the OTAP software is insufficient to be directly connected to a specific person. More specifically, only the following information is stored in the OTAP software:
 - **Gender:** required because the age norms may differ between genders
 - **Date of birth:** required to enable calculation of norm-referenced scores (i.e., z score, percentile rank, normalized standard score) as well as norm-referenced interpretations of the person's measure (i.e., determination of whether or not the person's test results were within the expected range in relation to people who are the same age)
 - **Date of evaluation:** required to identify when the evaluation was administered and the length of time that has passed between evaluations when tracking a person's progress/change over time
 - **Global category of the person's diagnosis(es), if any** (e.g., Cardiovascular, Developmental disability, Hip fracture/replacement, Schizophrenia, Right-sided cerebral vascular accident): required for rater certification (e.g., determining if the occupational therapist administers the test in a valid and reliable manner)
 - **Raw test item scores:** required to estimate the person's measures (i.e., test results) of the person's ability to perform daily life tasks
 - **Global baseline statement** (e.g., Making a sandwich: minimal effort, moderate inefficiency, independent): required to generate reports
 - **Skills of significance and/or goals:** optional (not required)
 - **Occupational therapy recommendations:** optional (not required)

7. Information not stored in the OTAP software

- **Person's name** (when the pseudonymous mode is used, this information is temporarily entered while generating reports, but is not stored)
- **Person's overall measure** (i.e., test results)
- **Person's official identification number** (e.g., the person's hospital- or government-issued identification number)
- **The specific International Classification of Disease (ICD) diagnostic codes** that apply to the person's diagnosis(es), if any
- **PDF reports:** test results summaries used for professional purposes (e.g., evaluating need for services, evaluation of progress); the occupational therapist uses the OTAP software to create these reports as needed and stores them in a separate location as deemed appropriate and secure by the occupational therapist and/or IT personnel

8. Limitations and exclusions

- The information in the reports generated by the OTAP software is limited as it is based solely on the data provided by the user. CIOTS makes no claim as to the validity of the information provided in the reports

by occupational therapists, and therefore assumes no responsibility for the information in any report created by an occupational therapist using the OTAP software. The OTAP software displays the data entered by the occupational therapist without change or analysis. Any information provided through OTAP software or any resulting report, is provided on an “as is” basis only, and it is not intended, or to be construed as, medical, health advice, diagnosis, or treatment advice. The CIOTS products are not a replacement for medical and therapeutic diagnosis, treatment, or advice from a qualified and licensed occupational therapist.

For more information, contact

Center for Innovative OT Solutions

e-mail: info@innovativeotsolutions.com