



VertMooney
RESEARCH FOUNDATION

M^{IA}P

Multidimensional Task Ability Profile



Instructional Guide

VERT MOONEY RESEARCH FOUNDATION

MTAP v2.1 Instructional Guide

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Getting Started

What You Can Expect From MTAP version 2.1

MTAP v2.1 has undergone extensive revision. The user interface has been updated according to feedback from providers and clients. The MTAP questions have been changed due to both user feedback as well as additional research. You will notice a more intuitive navigational layout within the program, as well as the ability to include your facility/company information, even your company logo.

The program is completely self-contained. That is to say, no additional software or hardware is required. There are a few system requirements and settings to be aware of, however, so please refer to Appendix A before you begin. This manual will help you become familiar with using the MTAP program.

To begin the MTAP, open the program from the shortcut icon, “MTAP2.1” (usually found on your computer desktop). Enter the Password “Admin” to continue. The opening screen (**Home** page) will appear when the program is ready for use (see Figure 1.1 on next page).

BASIC INSTRUCTIONS

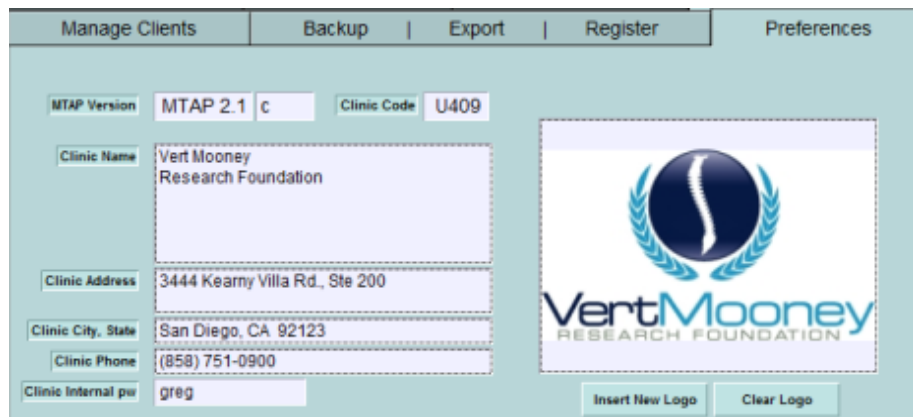


Figure 1.1 Home Page

Navigation to all functions may be reached from this page/screen. A single click of your mouse will take you to each section.

NOTE: Additional passwords may be required to navigate to certain sections. This helps to secure personal data from unauthorized users. The default access code for these sections is “**greg**” (named for the programmer).

To add a logo, click on Administration while holding down the CTL + ALT + SHFT keys to access Preferences.



1.2 Preferences

Figure

Client (Patient) Set-up

Viewing, Editing and Creating New Patients/Clients

From the **Home** page (opening screen), click on the **Clients** button at the top left. This will take you to the **Clients** page. Notice there are three (3) tabs in the center: **Demographics**, **Previous Tests** and **View All Clients**.

Figure 2.1 Clients Tab

Demographics

The Demographics tab shows the data fields for your clients (see Fig. 1.1 on the previous page).

Reviewing a Current Client – There are two ways to select a client for review. **(1)** Click in the open box (also known as a field) at the top, next to “Select Client:” An alphabetical list will be revealed. Simply click on your choice. **(2)** Select a client from the “View All Clients” tab (Fig. 1.2).

Editing a Current Client – Once you have chosen a client, their demographics will appear in the fields provided. You may make any changes to these data fields. Be sure to save your changes by clicking on the “Save” button at the bottom. If you make changes you do not wish to retain, click “Discard Recent Changes”.

Creating a New Client – Select “Add New Client”. This will clear any demographics currently in view. Be sure to fill in all data fields. When finished, click “Save”.

Data Entry – All fields are required except Middle Initial, Referral Source, ICD9 & ICD10 Codes. Some fields require a specific format as far as what/how to enter particular data. Please use the following guide:

The screenshot shows the 'Demographics' tab of a software interface. It contains various input fields and checkboxes. Callout boxes provide instructions for several fields:

- Multiple choices may be made.** Points to the 'Injured Region(s) or System(s) (select all that apply)' section, which includes checkboxes for Right Arm, Left Arm, Right Hand, Left Hand, Right Leg, Left Leg, Right Foot, Left Foot, Neck, Upper Back, Lower Back, Head, Heart, Lungs, and Other.
- MM/DD/YYYY** Points to the 'Birth Date' field.
- Choose “None” if there is no specific injury date.** Points to the 'Injury Date' field, which has a 'None' checkbox.
- Determines what language the test will be** Points to the 'Test Language' field.
- Total inches; do not use feet + inches, such as 5'10”** Points to the 'Height (Inches)' field.
- Total pounds. Round up to nearest whole number.** Points to the 'Weight (Pounds)' field.
- Choose which injured region is the main reason for current treatment.** Points to the 'Chief Injured Region or System (select from drop down menu)' field.

Other fields include: First Name, Middle Initial, Last Name, Gender (Female/Male), Birth Date (m/d/yyyy), Injury Date, Test Language, Height (Inches) with calculated values (0 ft. 0 in., 0 cm), Weight (Pounds) with calculated values (0.0 kg), Dominant Hand (Right/Left/Neither), Referral Source, ICD9 Code (###.##), ICD10 Code (X##.##), Coverage (Cash, Department of Labor, Medicare, Personal Injury / Motor Vehicle Accident, Private Health Insurance / HMO / PPO, Workers' Compensation, Other), and buttons for 'Add New Client', 'Save', and 'Discard Recent Changes'.

Previous Tests

This tab lists all the tests for the selected patient. The list includes the date/time, type of test and the number of days since the test was taken.

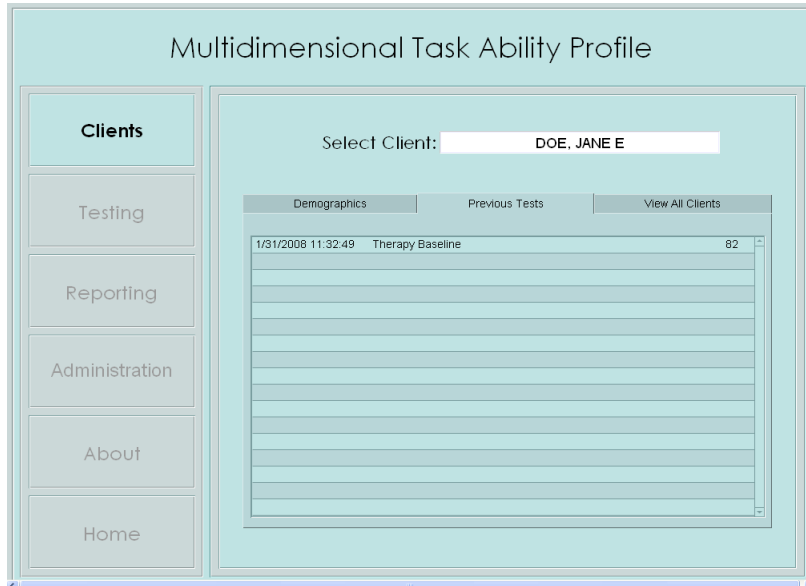


Figure 2.2 Previous Tests Tab

View All Clients

This tab simply lists the patients in alphabetical order by their last name. Notice that their most recent test date is also listed:



Figure 2.3 View All Clients Tab

Testing

Administering the MTAP Test

From this page you may begin the MTAP test. In short, begin from the top of the page and work your way down.

1. Click in the “**Administer Test For**” field to select a client.
2. In the next box, choose a purpose for the new test.
3. “Test Note” – this *optional* section places a special note for the current test.
4. Click on “**Take Test**”.

Multidimensional Task Ability Profile

Clients

Testing

Reporting

Administration

About

Home

Administer Test for:

Purpose of New Test:

<input type="radio"/> Therapy Baseline	<input type="radio"/> Independent Evaluation
<input type="radio"/> Therapy Progress	<input type="radio"/> Functional Baseline Measurement
<input type="radio"/> Therapy Discharge	<input type="radio"/> Functional Status Measurement
<input type="radio"/> Other	<input type="radio"/> Functional Outcome Measurement

Test Note:

Take Test

Previous Tests

Figure 3.1 Testing Page

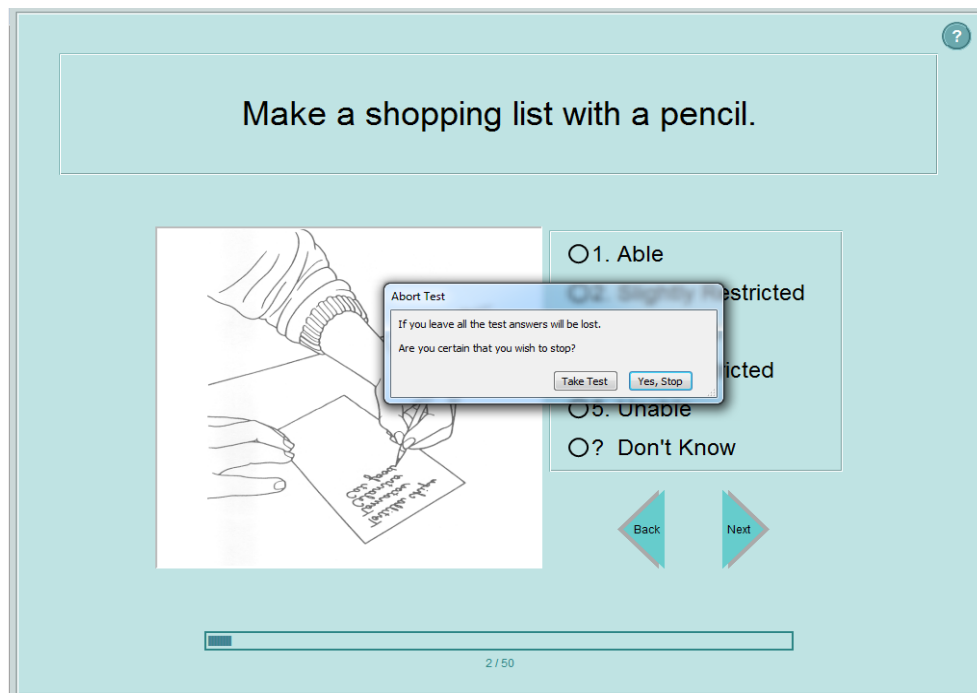
Additional Testing Instructions

Instructions – The test instructions are self-explanatory, but here are a few administrative items you need to know. First, if you want to advance past the instructions and forward to the beginning of the test, click on the small button at the top right of the screen.

Aborting a Test – Once the testing has begun, a test may be aborted. To abort a test, hold the “Shift” key then click on the “Back” arrow button, on the MTAP screen. A window will appear asking you to confirm your intentions. If a test is aborted, no data are retained.

Using the “Back” Arrow Button – Previous answers may be reviewed and changed by using the “Back” arrow button. If you go back, a double-arrow button will appear with which you can move forward to the next unanswered question.

Completing a Test – When a client has completed their test, they will receive a message to notify the testing administrator. In order to navigate from the test you must enter the internal password “greg”.



Reports

Preparing and Printing Test Reports

There are two test reports to choose from, the **Health & Behavioral Assessment Report** and the **Report Card**. The settings for the report must be set up first before a type of report may be chosen. Like the Testing page, begin at the top of the page and work your way down.

1. Click in the open area of the “**Select Client**” field, and choose a client from the list.

Figure 4.1 **Health & Behavioral Assessment Report**

2. Once a client is chosen, all available tests will be populated in the “**Select Current Test**” box. From this list, choose the test you wish to report by double-clicking on the test. The most recent test will be at the top of the list.

Once chosen the test will appear in the “**Current Test**” box to the right. If this is not the test you chose, click the **X** button next to this box.

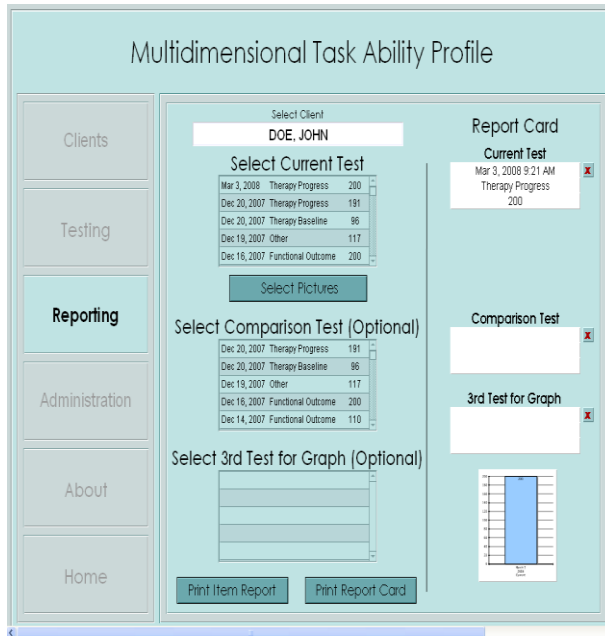


Figure 4.2 Reporting Page—Step 2

3. “Select Pictures” – This *optional* button is for choosing pictures from the MTAP questions to be printed on the **Report Card** report. You will be taken temporarily to a new page. Simply choose from the available pictures by clicking on them. You may choose up to two pictures to include on your report. Click on “**Return**” when you are finished. To deselect a picture, click on the chosen picture on the right.

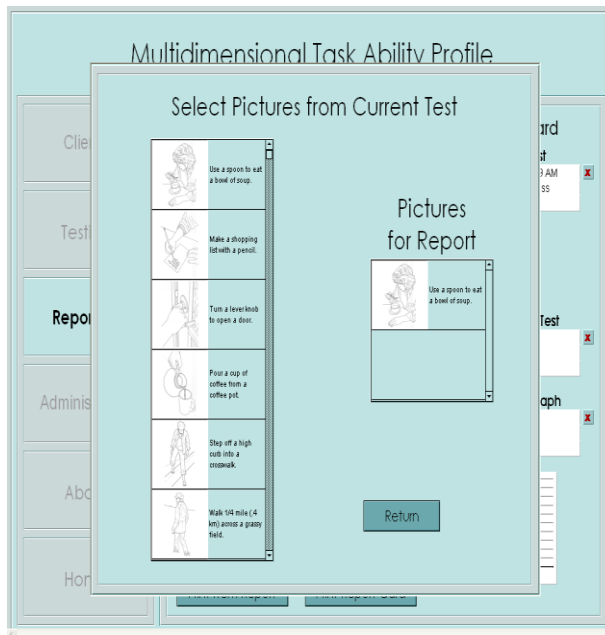


Figure 4.3 Select Pictures

4. Notice, also, that the remaining tests (if there are any) will then be listed in the next box down, “**Select Comparison Test (Optional)**”. If you wish to compare the Current Test with a prior test/score, choose one of these tests by double-clicking

the test. As with the Current Test, you will then see the test you have chosen appear in the box to the right. You may remove a chosen Comparison Test by clicking on the **X**. If there are any remaining tests, you can choose a third test using the same process.

- Now you are ready to choose either the **Health and Behavioral Assessment Report** or the **Report Card**. In either case, you will be taken to a new page that will preview what your report will look like.

Click on either the **Health and Behavioral Assessment Report** or the **Report Card** button to continue the printing process (if you do not wish to print the report, you may click “Cancel” on the next screen).

Multidimensional Task Ability Profile REPORT CARD
 DOE, JOHN
 SEPTEMBER 29, 2011

Overall Physical Function
 Your current Physical Function Score is 128 on a 0-200 scale.

Activities of Daily Living (ADLs)

ADL Category	Able to perform	Current
Self-Care:	Most (79%)	9/29/2011
Cooking, Light Housekeeping:	Most (76%)	
Heavy Housekeeping, Light Gardening, Home Maintenance:	Some (55%)	
Outside Home Repair, Lawn and Garden Maintenance:	Some (50%)	

Physical Demand Characteristic (PDC) levels of work
 You are able to meet most of the physical demands for jobs in the Medium work category according to the PDC levels defined by the U.S. Department of Labor.

Improvement Potential
 You indicated that you have some restrictions with tasks such as those shown below. Let us know if you have recently experienced difficulty in these areas. Most importantly, let us know if you are experiencing difficulty with other tasks that you regularly perform at work or home. We want to do everything we can to help you improve your physical abilities.

Use a spoon to eat a bowl of soup.
 Drive a screw with a small screwdriver.

Provider Signature: _____
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Print dialog box settings:
 Print: Records being browsed
 Printer: Canon iR5075 PCL5e
 Status: Ready
 Type: Canon iR5075 PCL5e
 Where: 10.0.0.250
 Comment: Print to file
 Print range: All
 Copies: Number of copies: 1
 Number pages from: 1
 OLE: Update all Links before printing
 Buttons: OK, Cancel

Figure 4.4 Report Card Print Preview

Multidimensional Task Ability Profile Health and Behavioral Assessment

DOE, JOHN
Current September 29, 2011

	Current		Current
MTAP Legend 1=Able 2=Slightly Restricted 3=Restricted 4=Very Restricted 5=Unable ?=Don't Know			
1 Use a spoon to eat a bowl of soup.	2	26 Unload two 10-pound (4.5-kg) grocery bags from the trunk of an automobile.	3
2 Make a shopping list with a pencil.	2	27 Drive a wood screw with a large screwdriver.	3
3 Turn a lever knob to open a door.	2	28 Use a garden rake to collect leaves from a lawn.	3
4 Pour a cup of coffee from a coffee pot.	2	29 Sand a table with an electric sander.	3
5 Cut a piece of steak with a fork and sharp knife.	2	30 Cut a piece of wood with a hand saw.	3
6 Walk 200 feet (61 m) on a sidewalk.	1	31 Break loose a rusted nut with a hex wrench.	3
7 Cut a coupon from a cereal box.	2	32 Trim a tree with a long handled shear.	3
8 Peel a potato with a potato peeler.	2	33 Unload a 20-pound (9.1-kg) grocery bag from the trunk of an automobile.	3
9 Turn a large nut on a bolt until it is finger tight.	2	34 Carry a 20-pound (9.1-kg) sack of groceries for 100 feet (30.5 m).	3
10 Walk up a few stairs.	1	35 Lift a 20-pound (9.1-kg) tool box from the floor to a bench.	3
11 Remove the lid of a soup can with a rotary opener.	2	36 Lift a 20-pound (9.1-kg) milk crate from the floor to eye-level.	3
12 Get out of an automobile drivers seat.	1	37 Use an automobile jack to lift a car.	3
13 Drive a screw with a small screwdriver.	2	38 Dig a hole with a spade shovel to plant a small tree.	3
14 Walk up 1 flight of stairs.	1	39 Carry a 20-pound (9.1-kg) bucket up a step-ladder.	3
15 Change a light bulb overhead.	2	40 Use a T-handle wrench to remove automobile lug nuts.	3
16 Climb a step-ladder.	2	41 Carry a 30-pound (13.6-kg) bucket in one hand for 50 feet (15.2 m).	3
17 Retrieve a small tool from the floor.	2	42 Use a hoe to mix cement in a wheelbarrow.	3
18 Hammer a large nail into a piece of lumber.	2	43 Drive a stake with a sledge hammer.	3
19 Use a roller to paint an interior wall.	2	44 Carry a 50-pound (22.7-kg) crate for 50 feet (15.2 m).	3
20 Hike 1 mile (1.6 km) on a trail in the woods at a leisurely pace.	1	45 Lift a 50-pound (22.7-kg) milk crate from the floor to a bench.	3
21 Remove a large nail from a piece of lumber with a claw hammer.	3	46 Lift a 50-pound (22.7-kg) milk crate from the floor to eye-level.	3
22 Crawl under a dinner table to retrieve a spoon.	2	47 Push a full wheelbarrow up a ramp.	3
23 Sweep a driveway with a push broom.	3	48 Lift a 100-pound (45.4-kg) milk crate from the floor to a bench.	3
24 Use a pair of pliers to tighten a sprinkler.	3	49 Carry a 100-pound (45.4-kg) crate for 50 feet (15.2 m).	3
25 Sit in an armchair at a theatre for 2 hours.	1	50 Lift a 100-pound (45.4-kg) milk crate from the floor to eye-level.	3

Pain Intensity: Current 4

Pain Intensity Legend
0 - 10 (0=no pain, 10=worst imaginable pain)

	Start Time	Duration
Current	8:20 AM	04 minutes

Present Health: Current 2

Present Health Legend
1=Excellent 3=Fair 2=Good 4=Poor

Text Note - Current Test

Response Consistency
The global statistical match between JOHN DOE's reported ability and the difficulty of items near her expected ability level is **consistent** (INFIT = 0.87). The global statistical match between ability and items at the extremes of difficulty (i.e. very easy and very difficult) is **inconsistent**, indicating misunderstanding of some items (OUTFIT = 1.57).

Response Consistency Legend
INFIT and OUTFIT Scores: ≤ 1.5 Consistent; > 1.5 Inconsistent.
NOTE: Clinical correlation is advised for inconsistent scores. When there are multiple areas of impairment, individual item responses may be accurate but can lead to inflated INFIT and OUTFIT scores.

Provider Signature: _____

Figure 4.5 Health and Behavioral Assessment Print Preview

Client Test Tracking

This table is similar to the Monthly Tracking tab except that it lists all the tests for a chosen patient. Click in the “**Select Patient**” field to choose a patient. Click the “**Print Test**” button to print the list.

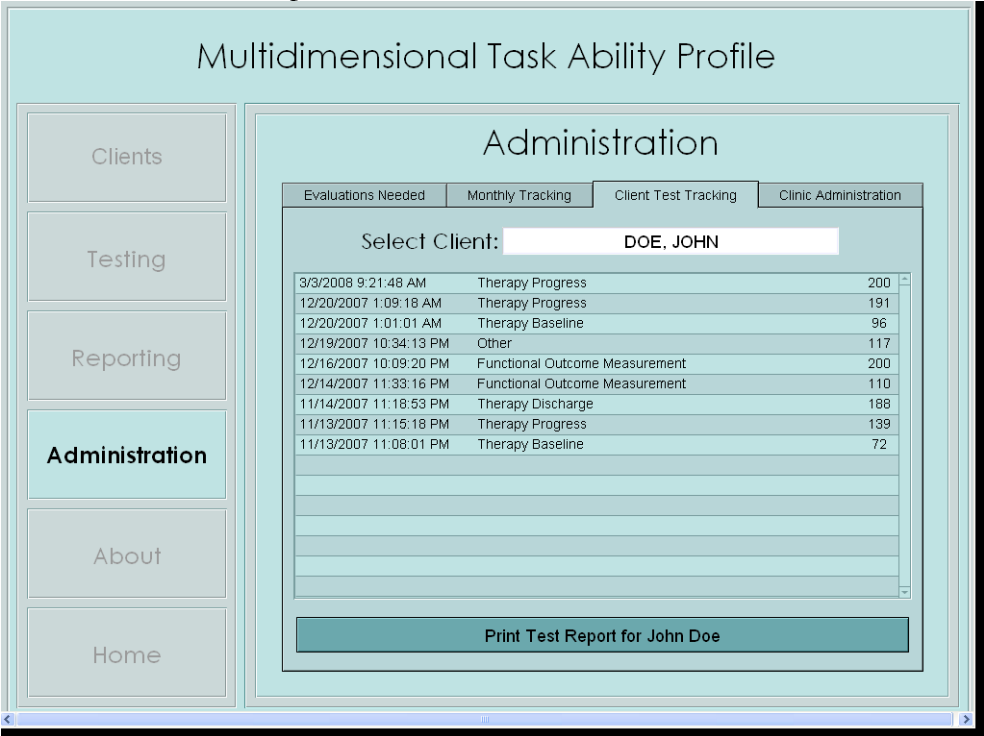


Figure 5.3 Client Test Tracking Tab

Clinic Administration

This tab has several sub-tabs to choose from that are arranged in three groups. The first and last sub-tabs (Manage Clients and Preferences) are separate and distinct. The sub-tabs in between these two are grouped together into one page.

Manage Clients – in this section you indicate whether a client is active. Only active clients will be included in the **Evaluations Needed** report. The upper list in this view shows all *active* clients. The list below shows all *inactive* clients. To inactivate a client, double-click on their name in the upper list. To re-activate a client, double-click their name in the lower list.

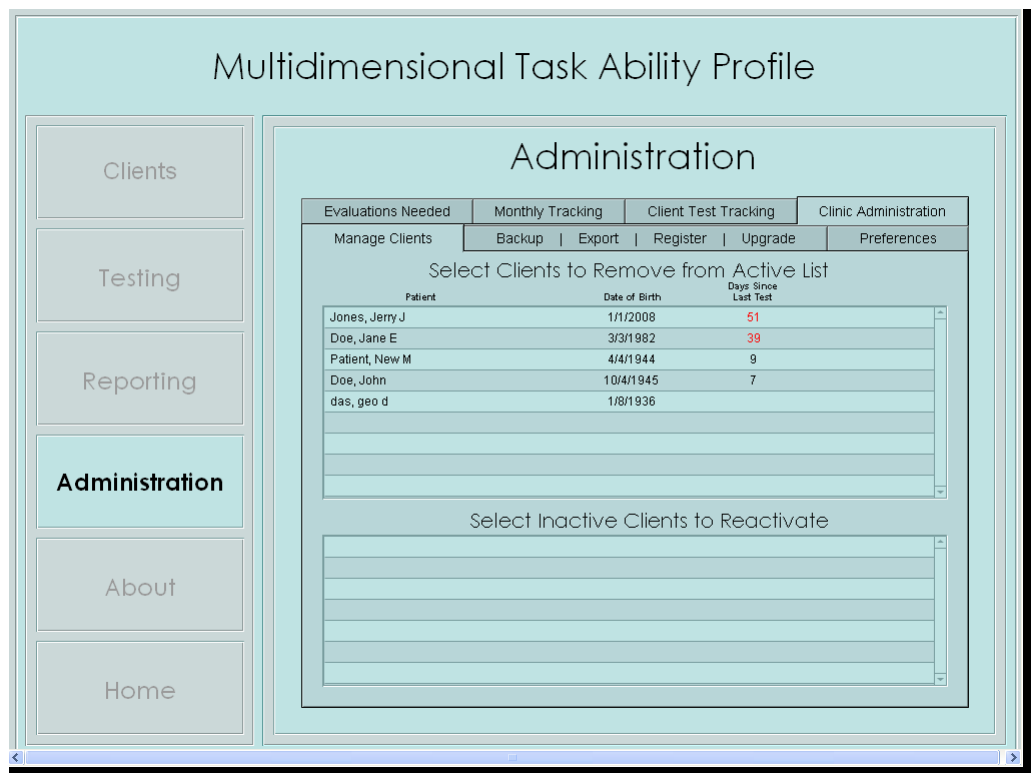


Figure 5.4 Manage Clients Tab

Backup-Export-Register-Upgrade – this sub-tab has multiple functions:

Backup: click here to backup the program data (tests, clients, etc.)

Export: click this button to export test data

Register: click this button to re-register your program. You must contact your vendor for the re-registration code.

Upgrade: used when new versions of MTAP become available.

Preferences – in this section you may enter your facility or company information. Simply type in the spaces provided.

Appendix A

Minimum System Requirements

- Windows XP, Vista or Windows 7
- 1 GB RAM
- Set display resolution to 1024 x 768

Appendix B

RPC Data

[re: MTAP v.1.24]

MTAP PDC RPC Relationship

PDC Score	PDC Category	RPC Range
0	Below Sedentary	0-144
1	Sedentary	145-279
2	Light	280-351
3	Medium	352-435
4	Heavy	436-443
5	Very Heavy	444

MTAP ITEM SCORE Weighted CONVERSION

0 = Unable
1 = Very Restricted
2 = Restricted
3 = Slightly Restricted
4 = Able

Reliability Check Items

- 4 "Address an envelope with a pen" and 11 "Make a shopping list with a pencil"
- 22 "Pour a cup of coffee from a coffee pot" and 23 "Use a pitcher to pour a glass of lemonade"
- 103 "Drive a stake with a sledge hammer" and 104 "Dig a trench in rocky soil with a mattock pick."

Discrepancy of 4+ : unreliable
6+ "don't know" : marginal reliability

RELATIONSHIP OF MTAP RATING OF PERCEIVED CAPACITY (RPC) TO LEVELS OF RESTRICTION AND DIFFICULTY

RPC (%)	RESTRICTION	DIFFICULTY
0-12.4	Unable	Unable
12.5-37.4	Very Restricted	Great Difficulty
37.5-62.4	Restricted	Moderate Difficulty
62.5-87.4	Slightly Restricted	Slight Difficulty
87.5-100	Able	No Difficulty

Example of scripts to explain results to patient:

"Your total RPC score of 74.5% means that on average for all of the tasks on this test, you indicated that you are having slight difficulty, or are slightly restricted, in performing these tasks." "Your 'Lifting & Lowering' RPC score of 33.0% means that for tasks involving lifting and lowering on this test, you indicated that you are having great difficulty, or are very restricted, in performing these tasks." "Your 'Hand Dexterity' RPC score of 89.4% means that for tasks involving hand dexterity on this test, you indicated that you are having no difficulty, or are not restricted, in performing these tasks."