

Installation and User Instructions

AMPS 2005 OVERVIEW: AMPS 2005 is simple to use. Simply click on the button or tab you want to use. There are menus and selections within each folder. You may make your choices using either keystrokes or the mouse.

SYSTEM REQUIREMENTS: It is recommended to install AMPS 2005 on computers which have 32MB RAM, Pentium 90 or higher, and Windows 98, 2000, XP, or NT. We have been able to successfully install and use AMPS 2005 on computers Windows 95 and Windows Vista operating systems; however, we cannot guarantee that the software will install or perform correctly, or that the reports will print. It is highly recommended that all print drivers are completely updated in order to generate reports. Updated print drivers are available at your printer company's website. Although not required, Adobe Acrobat Reader is recommended for viewing, printing, and sharing digital copies of AMPS 2005 reports. AMPS 2005 was designed to run across a network. All user profiles must have read/write access to the directory in which AMPS 2005 is installed.

CLOSE ALL OTHER SOFTWARE: You may experience problems if you have any other software running on your computer or network system when you are installing the AMPS 2005 Computer-scoring Program. If you experience problems with the installation, close other software products (e.g., virus scanning software) before installing AMPS 2005.

INSTALLATION: (Have your AMPS 2005 Passcode ready before starting.)

- Step 1: Download the AMPS 2005 program installer from the AMPS website, <http://www.ampsintl.com/AMPS2005download.htm>.
- Step 2: Double-click the AMPS 2005 program installer to begin installation.
- Step 3: The software is preset to install in C:\AMPS2005\. It is recommended that you use this default setting. If you want to change the directory (to a network or other drive), do so now. (*Special note for IT administrators:* Do not attempt to separate the database from the application. Once installed, all AMPS 2005 files and subdirectories must remain in the same relative location to the amps2005.exe application file.) Click **OK** to begin installation and follow the prompts to finish installing the software. If you want to stop the installation, click **Exit Setup** and return to the Windows screen.
- Step 4: At the completion of installation, a window displays stating the software has been successfully installed onto your system. Click **FINISH**.
- Step 5: Follow the prompts to enter your name, date preference, language preference, and Passcode.

ENTERING COURSE DATA: Click the **Course Scoring** button. Select and enter the scores for the eight tasks from your "AMPS Evaluation Worksheets". Be sure you are selecting the correct clients, tasks, and scores. A red check mark will appear by the client once you have entered and saved the task scores. Once all tasks are entered, use the **Export All Scores** button to save these tasks to a disk. Please use the same disk used to export your own clients' data. *See the section below, "Exporting Calibration Data".* (For detailed instructions, please refer to the *Rater Calibration Requirements* handout.)

ENTERING CLIENTS: Click the **Client** button. Click **Add New Client**. Using the mouse and keystrokes, enter and select data for your client. Use the **AMPS Diagnostic Categories** button to assist in selecting the correct diagnosis. When finished entering the data for a client, click **Save**.

ENTERING EVALUATIONS: After entering the client information, you may enter evaluations for that client by clicking on the **Evaluation** tab. Click **Add New Evaluation**. Follow the prompts to enter a date, task choice, scores, and quality of performance ratings for each task. Scores may be entered by

using the mouse, or by using the number pad on the keyboard. Use the **Functional Level Rating Criteria** to assist you in selecting the appropriate functional level for that client. Use the **Quality of Performance Rating Scale** to appropriately mark the amount of observed physical effort, efficiency, safety, and independence the client exhibited during each task. Additionally, but not required, you may **select up to 10 skill items** that most impacted the quality of the client's ADL task performance. This information will be included in the Narrative Report. When finished entering evaluations, click **Save**. All items must be completed on the page in order to save the evaluation.

EXPORTING CALIBRATION DATA: Click the **Export** button. Your data can be exported to the drive you specify. Verify that the drive where you want to export your data is highlighted in the Select Destination and Drive: fields. Click the **Select** button. All valid data will be exported to the drive you selected. Use the same disk that was used to export course data (see the "Course Data" section above). Please follow the **Rater Calibration Requirements** instructions on how to submit your data for analysis.

SETTING PREFERENCES: Currently, only the language and date format may be changed in AMPS 2005. To change the language preference to English, Swedish, Danish, Dutch, Spanish, Italian, and German, click **Preferences** and then click the Down Arrow Box to the right of the Language field. Click the language you prefer to use. **Please note that the AMPS Narrative Report is only available in English.** To change the date format, click **Preferences** and then click the Down Arrow Box to the right of the Date Format field. Click the date format you prefer to use.

BACKING UP DATA: It is recommended that you frequently backup your AMPS 2005 data. You may backup to a directory, different drive, or disk. Data may not be backed-up to the AMPS 2005 directory. To restore data from AMPS 2005 backup files, click the **Import** button and follow the prompts.

IMPORTING DATA: Data may be imported from previous version of the AMPS computer-scoring software or from AMPS 2005 backup files. Open AMPS 2005 using your AMPS 2005 Passcode. Click the **Import** button and follow the prompts.

REINDEXING THE DATABASE: Occasionally tables and files embedded within the software need to be re-organized to help the program run more efficiently. This utility does not change any data you have entered. It is recommended that you use this function periodically in order to enhance software performance.

TECHNICAL SUPPORT: All questions and concerns regarding Technical Support must be addressed to the following address. Please be very specific when describing your technical difficulties. All questions will be addressed as quickly as possible: info@AMPSintl.com.

AMPS 2005 is currently available in English, Swedish, Danish, Dutch, Spanish, Italian, and German. For free updates to this version of the software, please visit our website at www.AMPSintl.com.

Upgrade Policy and Information

At AMPS Project International, we are continually striving to provide AMPS trained occupational therapists with the most technologically and professionally up-to-date assessment materials. Within this, we have consistently developed new versions of the AMPS software every 2 to 3 years. Providing consistent updates has allowed us to provide a product that is compatible with the latest network and computer systems utilized by occupational therapists. Additionally, as new research is conducted and as new clinical demands arise, we are able to improve the clinical features and utility of the AMPS software (e.g., add new tasks, update calibration values, and develop new reports).

As with any assessment tool, AMPS Project International considers it the occupational therapist's personal and professional responsibility to remain informed of AMPS manual and software updates. The best way to stay apprised of software updates is through the AMPS International website (www.AMPSIntl.com), as announcements for new versions of the manual and software are posted there.

Those who do not stay current with their AMPS software may be required to take another course and complete the calibration process before they can receive the latest software and calibration codes. It is impossible for AMPS Project International or local country coordinators to contact individual AMPS raters to notify them of available updates. Thus, it is each AMPS rater's own responsibility to remain current and up-to-date with their assessment materials. AMPS Project International cannot be held responsible for therapists who do not remain advised and updated regarding revisions, updating, and upgrading of the tools and assessments they use.

Therapists often ask the reason for this policy. There are three factors that we have considered very carefully in making the decision to require raters to regularly upgrade their AMPS software: First, our experience has shown that therapists who consistently upgrade their software are those therapists who most likely administer the AMPS routinely and score their client's ADL task performances in a reliable and valid manner. Second, by using the most current version of the software, the therapist can ensure that they are providing their clients with the most current reports available, based on the most up-to-date calibration and standardization values. Finally, we strive to keep the pricing of all our products as low as possible. Unfortunately, software development is expensive. Our goal is to distribute those costs for software development equally across all AMPS users. Therefore, each therapist, when purchasing their initial copy of the AMPS software (typically included in the AMPS course fee), or when purchasing an upgrade, pays a fee for his or her personal AMPS software license. Since providing discounted site licenses for multiple users would result in added financial burden to individual users, we have chosen not to make site licenses available.

The upgrades and current pricing for all AMPS products are available at our website at www.AMPSIntl.com. You may order your upgrade on-line using a valid VISA or MasterCard. Due to current banking regulations, we cannot accept checks, money orders, or international bank drafts of any sort.

Should you have specific questions regarding an upgrade, please contact us at your convenience at info@AMPSIntl.com.