

Installation and User Instructions

AMPS 9 OVERVIEW: AMPS Computer-scoring Software, Version 9 (AMPS 9) is simple to use. Enter your AMPS observation data using either keystrokes or the mouse. Navigate from field to field when entering data by clicking with the mouse or pressing the tab key on the keyboard.

SYSTEM REQUIREMENTS: AMPS 9 was designed to be installed on a network computer running Windows 2000, 2003, or 2008; or a single user's computer workstation running Windows 98, XP, Vista, or 7. It is recommended to install AMPS 9 on computers which have 64MB RAM, Pentium class processor or higher, 25 MB of available disc space, SVGA 1024x768 or higher resolution monitor with 16 bit color or higher, and a mouse or compatible pointing device. Although not required for entering data and printing reports; Acrobat Reader or a compatible PDF reader is required to save reports as PDF files, and Microsoft Word 2000 or later is required to save a report as a word processing document. It is highly recommended that all print drivers are updated to print reports. Updated print drivers are available at your printer company's website. Ensure that USERS have read/write permission on the directory in which AMPS 9 is installed.

CLOSE ALL OTHER SOFTWARE: You may experience problems if you have any other software (e.g., virus scanning or other security software) running on your computer when installing the AMPS 9.

INSTALLATION: *Administrator privileges are required to install software. Contact your computer or network administrator for assistance installing AMPS 9. Have your AMPS 9 Passcode ready before starting.* Your Passcode will be e-mailed to you within 5 days of the last day of your course. If you do not receive your Passcode by e-mail, check your SPAM or JUNK folders and/or contact Jo Becker: Jo.Becker@AMPSIntl.com.

Step 1: Download the AMPS 9 program installer from the AMPS website:

- A) Visit www.ampsintl.com and choose AMPS.
- B) Click *Software*.
- C) Click *Install Software*.
- D) Click *Download AMPS 9 Installer Now!* to begin download.

Step 2: Double-click the AMPS 9 program installer to begin installation.

Step 3: The software is preset to install in C:\AMPS9. 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. Click **OK** to begin installation and follow the prompts to finish installing the software.

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 **Rater Calibration / Export course scores for calibration**. Select and enter the scores for the eight course observations from your “AMPS Evaluation Worksheets”. Be sure you to select the correct clients, tasks, and scores. A red check mark will appear by the client's name once you have entered and saved the task scores. Once all tasks are entered, use the **Export All Scores** button to save these data to a computer file in a location where you can find them later. Please use the same location 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 **Clients / Add a client**. Using the mouse and keystrokes, enter data for your client. Use the **AMPS Diagnostic Categories** button to assist in selecting the correct diagnosis. When finished entering the data for each client, click **Save**.

ENTERING EVALUATIONS: After entering a client's demographic information, you may enter AMPS observation data for that client by clicking 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 of most concern** and up to **6 skill items of strength or relative strength** - performance skills that most impacted the quality of the client’s ADL task performance. This information will be included in the Results and Interpretation of an AMPS Evaluation 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 **Rater Calibration / Export course scores for calibration**. Select the location to save your exported data files. *Contact your computer or network administrator if you receive a "permission error" saving exported data files.* All valid data will be exported to the location you select. It is recommended to use the same location 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, AMPS 9 is only available in English. Visit www.ampsintl.com for updates to AMPS 9 that allow you to print a client's Graphic Report or Progress Report in another language. 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 9 data. You may back up your AMPS data to a directory, different drive, or disk. Data may not be backed-up to the AMPS 9 directory. To restore data from AMPS 9 backup files, click the **Import** button and follow the prompts.

IMPORTING DATA: Data may be imported from the current or a previous version of the AMPS computer-scoring software. Open the previous version of the AMPS computer-scoring software using your old passcode (e.g., open AMPS 2005 using your old AMPS 2005 passcode). Create a backup of the data to a location you can find them later. Close the previous version of the AMPS computer-scoring software. Open AMPS 9 using your AMPS 9 Passcode. Click the **Import** button and follow the prompts to locate your backup files.

MOVING DATA: Moving the AMPS 9 database (AMPS data) affects all current and future AMPS raters. It is not recommended to move AMPS data from the location where it has been installed. However, some network administrators may choose to move the AMPS data from the location where it has been installed to comply with local security policies. *Only an advanced network administrator should attempt to move the AMPS data once AMPS 9 has been installed.* To move the AMPS data, run AMPS 9 as a network administrator. Click **Data Management / Move data files**. Select the new location of AMPS data files. *It is critical that all current and future AMPS raters have permission to access the network directory of the new AMPS data location.*

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 info@AMPSintl.com. Please be very specific when describing your technical difficulties.

AMPS 9 is only available in English. For free updates to this version of the software, please visit our website at www.AMPSintl.com.

