



# Occupational Therapy Assessment Package (OTAP)

## *Client Right to Privacy and Management of Sensitive Personal Information*

### **Purpose of the Occupational Therapy Assessment Package (OTAP):**

- OTAP is a software program that enables occupational therapists (OTs) to perform complex analyses of raw test scores in order to
  - Calculate linearized measures of a person's ability to perform daily life tasks (e.g., activities of daily living, social tasks, and schoolwork tasks)
  - Generate reports that summarize the person's test results (person's final measures and how they are interpreted)
- The evaluation tools that are analyzed using OTAP include the Assessment of Motor and Process Skills (AMPS), Assessment of Compared Qualities – Occupational Performance (ACQ-OP), Evaluation of Social Interaction (ESI), Assessment of Compared Qualities – Social Interaction (ACQ-SI), and the School Version of the AMPS (School AMPS)

### **Why the OTAP Is Critical for Occupational Therapy Practice**

- Occupational therapists use OTAP for the following purposes that are critical to their professional role and provision of quality services:
  - Complete the rater calibration process to complete training and certification in order to administer the assessment tool
  - Generate test results used to identify a person's need for occupational therapy services
  - Use test results to identify what intervention strategies might be most cost effective and beneficial for the person
  - Use test results to evaluate effectiveness of provided interventions, quality assurance, and program evaluation

### **Considerations Related to Right to Privacy Acts**

- **Collection of *the least amount of personal information necessary*:** Only minimal data necessary for occupational therapy healthcare evaluation and treatment (i.e., generating test results related to the AMPS, ACQ-OP, ESI, ACQ-SI, or School AMPS) is stored in OTAP (see details below)
- **Use of data programs by health care professionals:** Given the occupational therapist's 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
- **Informed consent:** The occupational therapist must obtain informed consent before entering and storing any personal information in the OTAP software

- **Data directly linkable to a living person:** No data directly linkable to a living person (e.g., name, hospital- or government-issued ID number) is stored in OTAP provided it is installed in the anonymous mode
- **Sensitive personal information:** No information is stored in OTAP related to the 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 details below)
- **Installation in anonymous mode:**
  - The OTAP must be installed in an anonymous mode to ensure that the person's name cannot be stored
  - The installation mode is determined by the person (IT personnel) who installs the program
  - The selected installation mode applies to all end users
  - When the anonymous mode is used, the person is assigned a random OTAP ID number; this OTAP ID number must be retained by the occupational therapist and kept secure according to the established procedures within his or her work setting (the security of such procedures, which 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 when judged to be necessary
- **Data encryption and password protection:** All data stored in the OTAP software are encrypted and password-protected to ensure that only the authorized occupational therapist can access his or her client data; the occupational therapist has a professional obligation to not share his or her password with others, including IT personnel, so as to ensure that all information about his or her clients remains confidential

#### **Information Stored in OTAP and Reason It Is Required**

- Information stored in OTAP software is insufficient to be connected to a specific person. More specifically, the following information is stored in the OTAP software:
  - **Gender:** required when the age norms 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 interpretation of the person's measure (i.e., determination of whether or not the person's test results were within the expected range for someone of his/her 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 diagnosis(es), if any** (e.g., Cardiovascular, Developmental disability, Hip fracture/replacement, Schizophrenia, Right-sided cerebral vascular accident): required for rater calibration and 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

- **Global baseline statement** (e.g., Making a sandwich: minimal effort, moderate inefficiency, independent): required to enable generation of reports
- **Skills of significance and/or goals**: optional (not required)

#### **Information Not Stored in OTAP**

- **Person's name** (this information is temporarily entered just prior to 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); these reports are stored in a separate location as deemed appropriate and secure by the user and/or IT personnel

#### **Installation of OTAP and End User License Keys**

- In most settings, IT personnel choose to have only one OTAP installation that all users share
- Each occupational therapist has a personal AMPS, ESI, and/or School AMPS license key that he or she uses to register in the installed application of OTAP
- All end user data are accessed separately by the "owning" occupational therapist, and his or her stored data are password protected
- The location of OTAP software and the OTAP database may be specified, if desired, by the IT personnel

#### **Event Log for IT Personnel**

The following events are logged so as to enable IT personnel to monitor end user actions

- End user creation of account (applies to all end users after the single shared application is installed)
- End user name changes
- End user password changes
- Required time intervals for password changes
- Client data export
- Three consecutive failed login attempts; end user is automatically locked out of OTAP
- Database location is moved (IT personnel may specify where data is stored)

#### **For more information, contact**

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