



# **Instructional Guide**

VERT MOONEY RESEARCH FOUNDATION

# **MTAP v2.1 Instructional Guide**

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<http://www.mtapsystems.com>

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## Getting Started

### *What You Can Expect from MTAP Version 2.1*

**M**TAP 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, and it is entirely web-based. There are a few system requirements 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, go to [www.mtapsystems.com](http://www.mtapsystems.com). This will take you to the **Home** screen.

MTAP  
Multidimensional Task Ability Profile

FAQs Contact Cart Login 858-279-7548

HOME ABOUT WHY MTAP MEMBERSHIP PRESENTATIONS RESEARCH

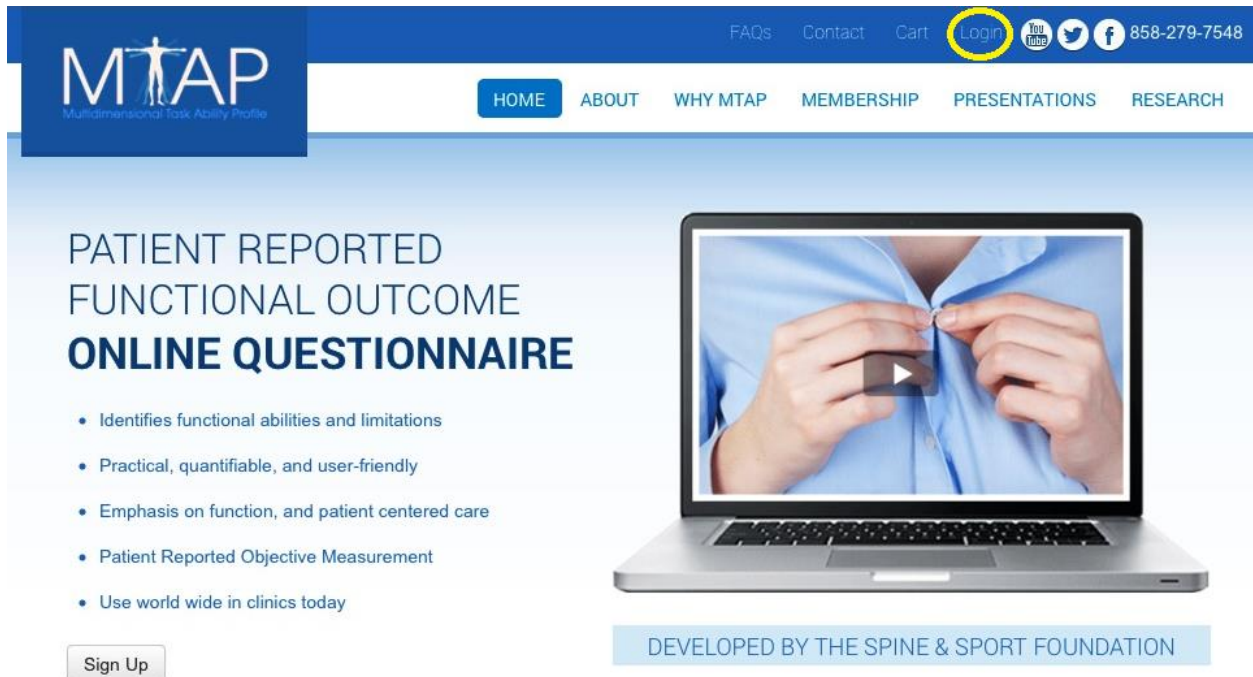
PATIENT REPORTED  
FUNCTIONAL OUTCOME  
**ONLINE QUESTIONNAIRE**

- Identifies functional abilities and limitations
- Practical, quantifiable, and user-friendly
- Emphasis on function, and patient centered care
- Patient Reported Objective Measurement
- Use world wide in clinics today

Sign Up

DEVELOPED BY THE SPINE & SPORT FOUNDATION

Click on the “**Log in**” button in the upper right hand corner.



MTAP  
Multidimensional Task Ability Profile

FAQs Contact Cart **Log in** YouTube Twitter Facebook 858-279-7548

HOME ABOUT WHY MTAP MEMBERSHIP PRESENTATIONS RESEARCH

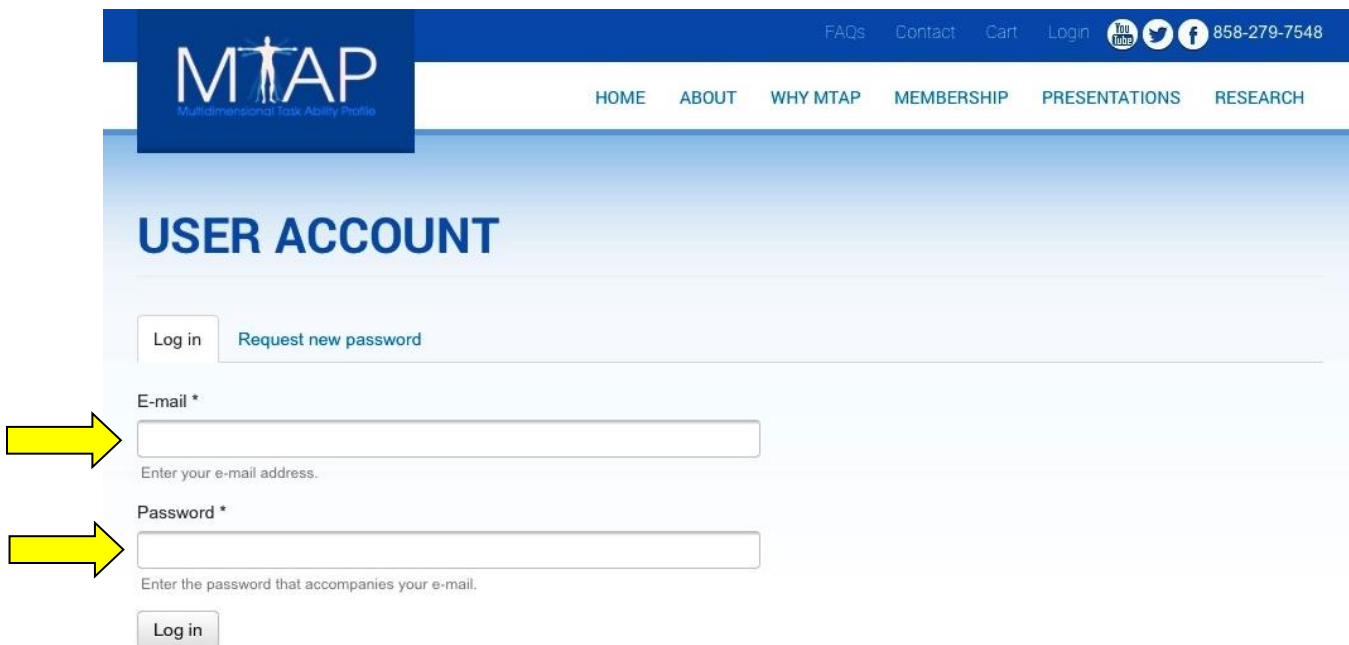
## PATIENT REPORTED FUNCTIONAL OUTCOME ONLINE QUESTIONNAIRE

- Identifies functional abilities and limitations
- Practical, quantifiable, and user-friendly
- Emphasis on function, and patient centered care
- Patient Reported Objective Measurement
- Use world wide in clinics today

Sign Up

DEVELOPED BY THE SPINE & SPORT FOUNDATION

This will direct you to a new page where you will enter your user account information. Enter **e-mail** and **password** in designated text boxes.



MTAP  
Multidimensional Task Ability Profile

FAQs Contact Cart Log in YouTube Twitter Facebook 858-279-7548

HOME ABOUT WHY MTAP MEMBERSHIP PRESENTATIONS RESEARCH

## USER ACCOUNT

Log in Request new password

E-mail \*

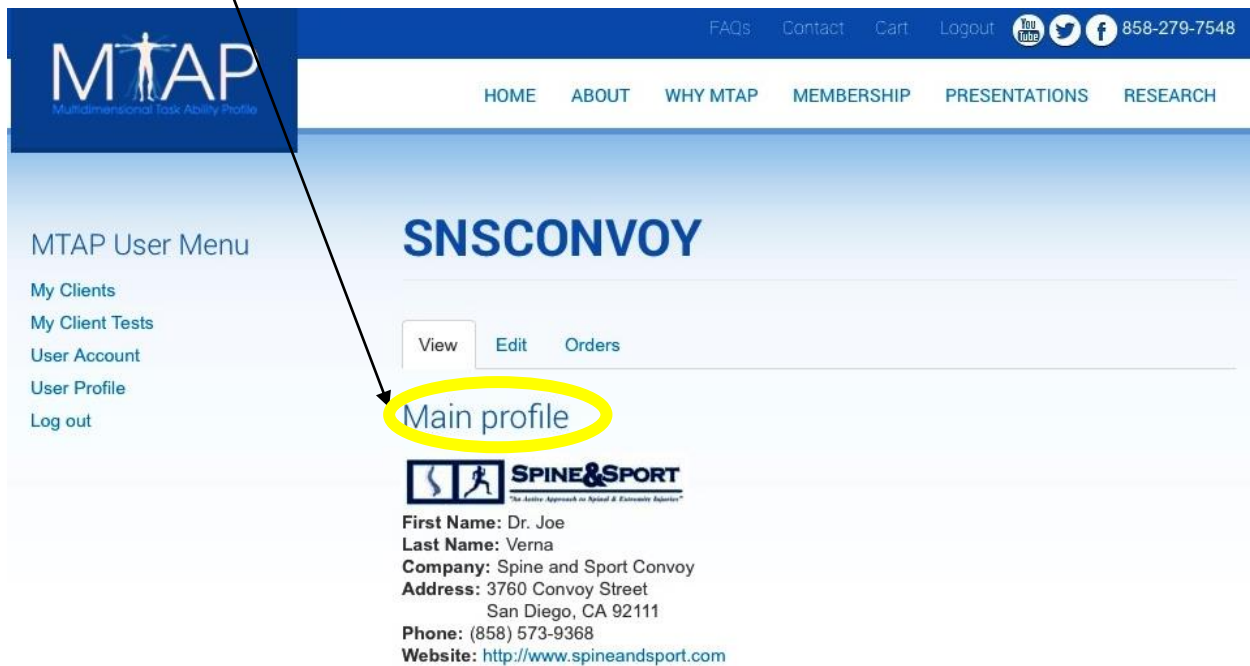
Enter your e-mail address.

Password \*

Enter the password that accompanies your e-mail.

Log in

You are now logged in. The new screen will display your username (as the header) as well as a “Main Profile” that includes: your company logo, first and last name, company name, address, phone, and website.



MTAP User Menu

- My Clients
- My Client Tests
- User Account
- User Profile
- Log out

**SNSCONVOY**

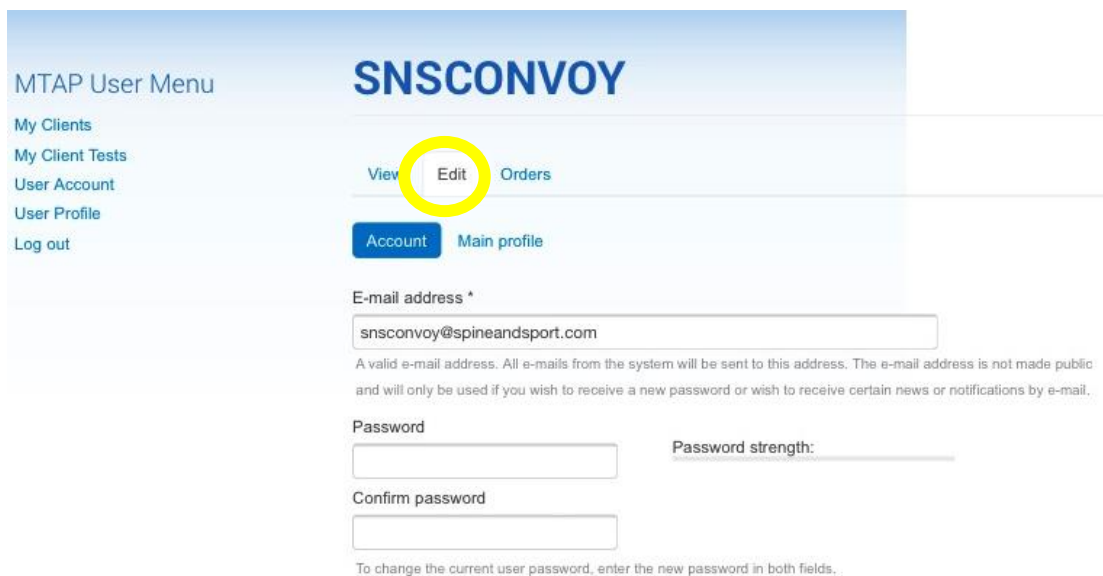
View Edit Orders

**Main profile**

**SPINE&SPORT**  
The Active Approach to Spinal & Extremity Injuries

**First Name:** Dr. Joe  
**Last Name:** Verna  
**Company:** Spine and Sport Convoy  
**Address:** 3760 Convoy Street  
San Diego, CA 92111  
**Phone:** (858) 573-9368  
**Website:** <http://www.spineandsport.com>

This interface also contains the navigation menu (**MTAP User Menu**) on the left-hand side. A single click of your mouse will take you to each section. Before browsing the MTAP User Menu (more in Chapter 2 of this Instructional Guide), click the “**Edit**” tab, which will direct you to the screen below.



MTAP User Menu

- My Clients
- My Client Tests
- User Account
- User Profile
- Log out

**SNSCONVOY**

View Edit Orders

Account Main profile

E-mail address \*

snsconvoy@spineandsport.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

Confirm password

To change the current user password, enter the new password in both fields.

Password strength: \_\_\_\_\_

(Continued on next page)

The screenshot shows the SNSCONVOY user interface. At the top, there is a blue header with the MTAP logo (Multidimensional Task Ability Profile) on the left and navigation links (FAQs, Contact, Cart, Logout) and social media icons (YouTube, Twitter, Facebook) on the right. Below the header is a white navigation bar with links: HOME, ABOUT, WHY MTAP, MEMBERSHIP, PRESENTATIONS, and RESEARCH. The main content area has a light blue background. On the left, there is a 'MTAP User Menu' with links: My Clients, My Client Tests, User Account, User Profile, and Log out. The central part of the page is titled 'SNSCONVOY' and contains a 'View Edit Orders' section. Below this, the 'Account' link is highlighted with a yellow circle. A red bracket on the left side of the page groups the 'Account', 'Password', 'Language settings', and 'Locale settings' sections. The 'Account' section includes an 'E-mail address \*' field with the value 'snsconvoy@spineandsport.com' and a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' The 'Password' section has fields for 'Password' and 'Confirm password', with a 'Password strength:' indicator. A note states: 'To change the current user password, enter the new password in both fields.' The 'Language settings' section has a 'Language' dropdown with 'English' selected and 'Spanish (Español)' as an option. A note states: 'This account's default language for e-mails, and preferred language for site presentation.' The 'Locale settings' section has a 'Time zone' dropdown with 'America/Los Angeles: Wednesday, September 10, 2014 - 08:13 -0700' selected. A note states: 'Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.' At the bottom of the form is a blue 'Save' button.

MTAP User Menu

- My Clients
- My Client Tests
- User Account
- User Profile
- Log out

**SNSCONVOY**

View Edit Orders

**Account** Main profile

E-mail address \*

snsconvoy@spineandsport.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

Confirm password

Password strength:

To change the current user password, enter the new password in both fields.

**Language settings**

Language

☒ English

☐ Spanish (Español)

This account's default language for e-mails, and preferred language for site presentation.

**Locale settings**

Time zone

America/Los Angeles: Wednesday, September 10, 2014 - 08:13 -0700


Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save

Here, you can edit the following account information/preferences:




- E-mail address
- Password
- Language (English or Spanish)
- Locale Time Zone
- Be sure to **SAVE!**

Next, you may edit the Main profile. Click **Main profile** once.



MTAP  
Multidimensional Task Ability Profile

[FAQs](#) [Contact](#) [Cart](#) [Logout](#)



[HOME](#) [ABOUT](#) [WHY MTAP](#) [MEMBERSHIP](#) [PRESENTATIONS](#) [RESEARCH](#)

MTAP User Menu

[My Clients](#)  
[My Client Tests](#)  
[User Account](#)  
[User Profile](#)  
[Log out](#)

## SNSCONVOY

[View](#) [Edit](#) [Orders](#)

[Account](#) [Main profile](#)


First Name \*

Dr. Joe

Last Name \*

Verna

Company Logo

 logo.jpg (16.15 KB) [Remove](#)

Company \*

Spine and Sport Convoy

### Address

Address 1 \*

3760 Convoy Street

Address 2

City \*

San Diego

State \*

California

ZIP Code \*

92111

Phone \*

(858) 573-9368

Website

http://www.spineandsport.com

Pin Code (4-digit) \*

This code will be used when taking tests. Do not share this pin with clients.

Save

**Fill in the following information:**

First Name →

Last Name →

Company Logo →

Company Name →

Address →

City →

State →

Phone Number (XXX)XXX-XXXX →

Website →

Pin Code →

\*This code will be used when taking tests. DO NOT share PIN with clients.

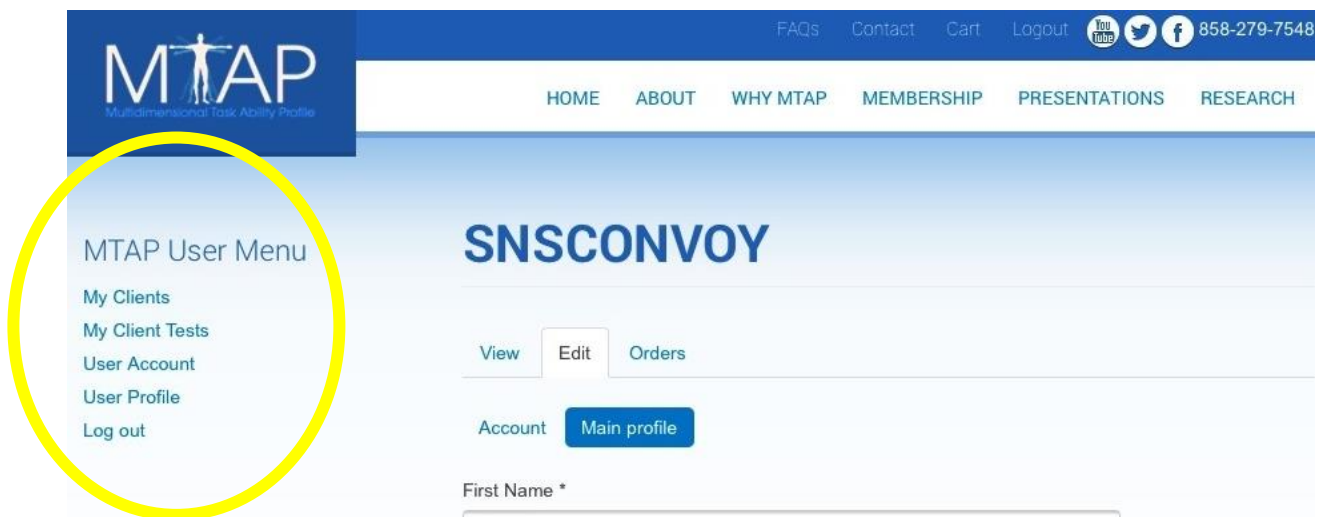
Be sure to **SAVE!** →



## PRIMARY NAVIGATION MENU

## MTAP User Menu

*How to Navigate from Client to Client & Test to Test*



## Pages:

- **My Clients:** Here you will see a list of all your clients listed in alphabetical order (by first name). You have the option of searching by Last name. To add a new client (patient), scroll to the bottom of the page and click on the link: “**Add a new Patient.**”
- **My Client Tests:** On this screen, you will see all the tests you have administered (starting with the MOST RECENT). To locate a previous test, you may search by date (Month/Year) and then click “**Apply;**” or, you may search by patient and then click “**Apply.**”
- **User Account:** You may edit user account information. Refer to instructions on Page 6 of this Instructional Guide.
- **User Profile:** You may edit user profile information. Refer to instructions on Page 7 of this Instructional Guide.
- **Log out:** This will allow you to exit the MTAP program and will redirect you to the **Home** page.

**NOTE:** You may be prompted to re-enter user name (email) and password to navigate to certain sections or to switch from one client test to another. This helps to secure personal data from unauthorized users.

## Client (Patient) Set-up

*Viewing, Editing and Creating New Patients/Clients*

Click on “**My Clients.**” This is located in the top left “MTAP User Menu.”

MTAP User Menu

- My Clients
- My Client Tests
- User Account
- User Profile
- Log out

**CLIENTS**

Last Name  [Apply](#)

- Aaron
- Adel S
- Adolfo
- Adrian
- Alan K
- Alba
- Albert
- Albert
- Albert
- Alejan
- Alexar
- Alexar
- Alfred
- Alicia I

1) Search by Last Name  
2) Click “Apply”

- Claudi
- Connie
- Connie
- Curt H
- Daniel

To add a new Patient, click here.

[Add a new Patient](#)

To go to another page, click a number or click “next >”

1 2 3 4 5 next >

By selecting **Add a new Patient**, you will be directed to the following page:

**Fill in the following information:**

The screenshot shows the MTAP 'CREATE PATIENT' form. The MTAP logo is in the top left. The top navigation bar includes links for HOME, ABOUT, WHY MTAP, MEMBERSHIP, PRESENTATIONS, and RESEARCH. A user menu is on the left with options like My Clients, My Client Tests, User Account, User Profile, and Log out. The form fields are as follows:

- Language:** A dropdown menu with 'English' selected. An annotation 'Select English or Spanish' with a red arrow points to this field.
- First Name \*:** A text input field. An annotation 'Type in First Name' with a red arrow points to this field.
- Middle Initial:** A text input field. An annotation 'Middle Initial (optional)' with a red arrow points to this field.
- Last Name \*:** A text input field. An annotation 'Type in Last Name' with a red arrow points to this field.
- Gender \*:** Radio buttons for 'Male' and 'Female'. An annotation 'Select Gender' with a red arrow points to this section.
- Birth Date \*:** A date input field with the example '09/10/2014'. An annotation 'Type in Birth Date In format: MM/DD/YYYY E.g. 09/10/2014' with a red arrow points to this field.
- Injury Date:** A date input field with the example '09/10/2014'. An annotation 'Type in Injury Date Skip if none (or not applicable)' with a red arrow points to this field.
- Height \*:** A text input field followed by 'Inches'. An annotation 'Enter Patient Height (in inches)' with a red arrow points to this field.
- Weight:** A text input field followed by 'Pounds'. An annotation 'Enter Patient Weight (in pounds)' with a red arrow points to this field.

**Data Entry**— All fields are required except Middle Initial, Referral Source, & ICD Codes. Some fields require a specific format as far as what/how to enter particular data (i.e. Birth Date).

(CONTINUED ON NEXT PAGE)

(CONTINUED)

# CREATE PATIENT

Weight

Pounds

Select Dominant Hand  
(Right or Left)

Dominant Hand \*

- Select a value -

Select Injured Region(s) or  
System(s)

Injured Region(s) or System(s)

- ☐ Right Arm
- ☐ Left Arm
- ☐ Right Hand
- ☐ Left Hand
- ☐ Right Leg
- ☐ Left Leg
- ☐ Right Foot
- ☐ Left Foot
- ☐ Neck
- ☐ Upper Back
- ☐ Lower Back
- ☐ Head
- ☐ Heart
- ☐ Lungs
- ☐ None
- ☐ Other

Select **ALL** that apply for "Injured Region(s) or System(s)." I.e. For a patient with lower back pain who also has cardiac impairment and right knee tendonitis, select (from top to bottom): right leg, lower back, and heart. Note that "Other" is also an option.

Enter ICD Code

ICD Code

###.##

Enter Method of Payment

Coverage \*

- ☐ Cash
- ☐ Department of Labor
- ☐ Medicare
- ☐ Personal Injury / Motor Vehicle Accident
- ☐ Private Health Insurance / HMO / PPO
- ☐ Worker's Compensation
- ☐ Other

Enter Referral Source  
(i.e. John Doe, another client)

Referral Source

SAVE!

Save

# CREATE PATIENT

Language

English

Job Title (Mandatory for Workability report)

ex: Programmer, Carpenter, Student, Unemployed, etc.

Job PDC Level (Mandatory for Workability report)

Sedentary (0-10 lbs.)

If applicable, enter **job title** and **PDC level**. This information is mandatory for the Workability Report.

- PDC level is obtained from a formal job description, a UR91 employer and employee job description agreement, or the workability questionnaire (p. 23). The clinician should review with the client and confirm job demands.

A sample patient profile has just been created. You may now administer the MTAP test.

- **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 (**Edit** tab). Be sure to save your changes by clicking the “Save” button at the bottom.

MTAP User Menu

- My Clients
- My Client Tests
- User Account
- User Profile
- Log out

MONIQUE LOPEZ

View Edit

Patient Information

Take Test

A single click will allow you to begin a new test.

**NOTE:** You will be logged out of your account upon clicking "Take Test". A new browser window will open with the Test. Please close the old window to prevent a user access. This helps secure personal data and ensures HIPPA compliance.

Note: You will be logged out of your account upon clicking "Take Test". A new browser window will open with the Test. Please close the old window to prevent a user access.

**First Name:** Monique  
**Middle Initial:** Y  
**Last Name:** Lopez  
**Gender:** Female  
**Birth Date:** Friday, October 28, 1988  
**Injury Date:** Tuesday, July 1, 2014  
**Height:** 62 Inches  
**Weight:** 125 Pounds  
**Dominant Hand:** Right Hand  
**ICD Code:** 111.11  
**Coverage:** Private Health Insurance / HMO / PPO  
**Injured Region(s) or System(s):**  
Right Leg  
**Referral Source:** VERNA

Account ID \*

26

Account Pin Code \*

Enter your account profile 4-digit pin code.

Patient ID

512

Purpose of Test

☒ Therapy Baseline

☐ Therapy Discharge

☐ Therapy Progress

☐ Independent Evaluation

☐ Other

Test Notes

The new window (for test-taking) will require the following additional log in information:

- Account ID
- Account Pin Code (Enter your account profile 4-digit pin code)
- Patient ID (number)
- Purpose of Test (Therapy Baseline, Therapy Discharge, Therapy Progress, Independent Evaluation, or Other)
- Test Notes (optional notes for therapist)
- Click **Next** to begin.

- This will direct you to a new screen with instructions for the MTAP—see below.

### Instructions

You will be asked a series of questions about your current ability. Each question will have a drawing of a task, a short written description, and a scale like this:

#### Question 1

Use a spoon to eat a bowl of soup



- ☐ Able
- ☐ Slightly Restricted
- ☐ Restricted
- ☐ Very Restricted
- ☐ Unable
- ☐ Don't Know

Question 1 of 50

Look at the drawing and read the written description.

Mark your currently ability to perform the task in the written description from "Able" to "Unable".

You do not have to do the task exactly as in the drawing. The drawing is only meant to illustrate the written

Remember, you do not have to do the task exactly as in the picture.

If you have not performed the exact task in the picture, please estimate your ability to perform the task.

Work quickly. Do not spend too much time on any one drawing. Your first impression is usually the best.

- Click **Next** to begin the MTAP test. Clicking **Back** will take you to the previous screen.

Back Next

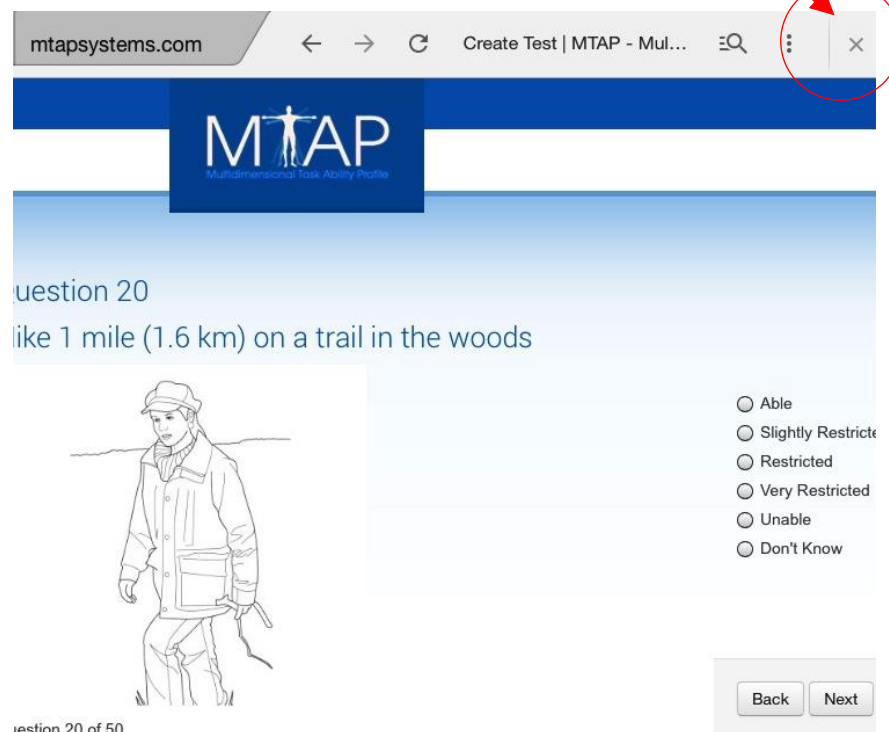


## Testing

### *Administering the MTAP Test*

**Instructions**— The test instructions are displayed on the screen prior to taking the MTAP. Once the client begins taking the test, the MTAP administrator will be logged out of the MTAP system so that other clients' confidential health and demographic information may not be accessed. Upon completion of the MTAP, you (the administrator) will be prompted to re-enter your user name (email) and password.

**Aborting a Test**— Once the testing has begun, a test may be aborted. Just “X” out as you would from a website: click the “X” in the top right corner. No data will be retained.



The screenshot shows a web browser window with the URL `mtapsystems.com`. The page title is "Create Test | MTAP - Mul...". The MTAP logo is displayed at the top. The question is "Question 20: Like 1 mile (1.6 km) on a trail in the woods". The response options are: ☐ Able, ☐ Slightly Restrict, ☐ Restricted, ☐ Very Restricted, ☐ Unable, and ☐ Don't Know. A red arrow points to the "X" button in the top right corner of the browser window. The "Back" and "Next" buttons are at the bottom right.

**Using the “Back” & “Next” Buttons**— Previous answers may be reviewed and changed by using the “Back” arrow button. Click “Next” to move to the next question.

**MMAP**  
Multidimensional Mobility Assessment Profile

Question 41

Carry a 30-pound (13.6 kg) bucket in one hand for 50 feet (15.2 m)



☐ Able  
☐ Slightly Restricted  
☐ Restricted  
☐ Very Restricted  
☐ Unable  
☐ Don't Know

Question 41 of 50


Back Next

**During the Test**—The client may NOT skip questions. A message saying, “(blank) field is required” will appear and the client cannot proceed to the next question until the current question is answered. The screen will look as follows:

Climb a step-ladder field is required.

Question 16

Climb a step-ladder



☐ Able  
☐ Slightly Restrict  
☐ Restricted  
☐ Very Restricted  
☐ Unable  
☐ Don't Know

Question 16 of 50

Back Next

**“Don’t know” option**—This is a valid response; however, it is discouraged. A test with 6+ “Don’t know” responses has marginal reliability. If the client selects “Don’t know” and then clicks “Next,” The following message will pop up:

<http://www.mtapsystems.com>


Please make every effort to answer the question. Even if you have not performed this task, please give us your best estimate about your ability.  
Thank you.

OK

- The test-taker must read this message and click "OK" to acknowledge it has been read. At this point, the test-taker can change his or her response or may leave "Don't know" as his or her selection.
- Click "Next" to continue to the next question.

MTAP  
Multidimensional Task Ability Profile

Question 20  
Hike 1 mile (1.6 km) on a trail in the woods



<http://www.mtapsystems.com>  
Please make every effort to answer the question. Even if you have not performed this task, please give us your best estimate about your ability.  
Thank you.

OK

☐ Able  
☐ Slightly Restricted  
☐ Restricted  
☐ Very Restricted  
☐ Unable  
☒ Don't Know

Back Next

Question 20 of 50

The screenshot shows the MTAP web application interface. At the top is a blue header with the MTAP logo and the text "Multidimensional Total Abony Profile". Below the header, the main content area has a light blue background. The text "Please select on this line the degree of pain you have now" is displayed. Below this is the label "Pain Intensity \*". A horizontal color gradient scale is shown, ranging from green on the left to red on the right. The left end is labeled "no pain" and the right end is labeled "worst possible pain". To the right of the scale are two buttons: "Back" and "Next". At the bottom of the page, there is a footer with the text "Vert Mooney Foundation | Privacy Policy" and "3760 Convo Street, Suite 101 - San Diego, CA 92123 - Phone: 858-279-7548".

- Clients will click anywhere along the 10cm visual analog scale to indicate the intensity of their pain.

The screenshot shows the MTAP web application interface. At the top is a blue header with the MTAP logo and the text "Multidimensional Total Abony Profile". Below the header, the main content area has a light blue background. The text "How would you describe your overall health at this moment?" is displayed. Below this is the label "Present Health \*". A dropdown menu is open, showing the following options: "- Select a value -", "- Select a value -", "1 - Excellent", "2 - Good", "3 - Fair", and "4 - Poor". To the right of the dropdown menu are two buttons: "Back" and "Save". At the bottom of the page, there is a footer with the text "Vert Mooney Foundation | Privacy Policy" and "3760 Convo Street, Suite 101 - San Diego, CA 92123 - Phone: 858-279-7548".

- Clients will choose from the dropdown menu a value that represents their overall health.
- A number value for pain intensity and overall health will appear in the Health and Behavioral Assessment.
- After choosing a value, the client will click "Save" to complete the test.

**Completing a Test**—When a client has completed their test, they will receive a “Test Confirmation” message and this test will automatically be saved to the client’s profile.



# Reports

## *Preparing and Printing Test Reports*

- Log back in
- There are two ways to access reports:
  - (1) Click on “**My Clients**” on the MTAP User Menu. Clients will be listed alphabetically by first name, but you may also search by last name and click “Apply.” This will direct you to the patient profile.
  - (2) Click on “**My Client Tests**” on the MTAP User Menu. Tests will be listed in order of the date the tests were taken, beginning with the most recent. You may also search by date (Month/Year) or by patient. Then, select the patient. This will also direct you to the patient profile as in (1).
- There are four test reports to choose from: the Health & Behavioral Assessment, the Report Card, the Functional Assessment, and the Workability Report.

## *The Patient Profile*

- Has a “**Take Test**” button to administer a new MTAP test at any time.
- Contains demographic data that you may edit under the “**Edit**” tab.
- Allows you to make Reports that include up to 3 MTAP test results. See “**Select Your Tests.**” Choose 1, 2, or 3 tests.
  - You may generate a **Health & Behavioral Assessment PDF** for up to three tests
  - You may generate a **Report Card PDF** for up to three tests
    - You may indicate up to two images to display in the report
    - The image choices are up to the therapist (use best judgment for what is most suitable for patient condition & goals)
  - You may generate a **Functional Assessment PDF** for up to three tests
    - Select G-codes and Goal Medicare Impairment codes where applicable (More detail on Page 20)
  - You may generate a **Workability Report PDF** for up to three tests
    - You may indicate up to two images to display in the report.
    - You may download and use the workability questionnaire to determine the necessary job demands.

## Select Your Tests

Select up to 3 tests here. Then proceed to one of the reports below and generate a PDF

- ☐ Test 07/28/2014 - 10:43  
☐ Test 07/28/2014 - 11:01

## Health & Behavioral Assessment

Generate PDF

## Report Card

Indicate up to two tasks to display in your report.

Image 1

0) None

Image 2

0) None

Generate PDF

## Functional Assessment

Select your Assessment status options where applicable.

Current Test G-code

-Select One-

Goal G-code

N/A

Goal Medicare Impairment

N/A

Discharge G-code

N/A

Generate PDF



## Multidimensional Task Ability Profile Health and Behavioral Assessment

Monique Lopez  
Test A = 07/28/14  
(Current) Test B = 07/28/14

1 = Able 2 = Slightly Restricted 3 = Restricted 4 = Very Restricted 5 = Unable ? = Don't Know

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



## Multidimensional Task Ability Profile REPORT CARD

Monique Lopez  
September 10, 2014

### Overall Physical Ability

Your current Physical Ability Score is 200 on a 0-200 scale. This demonstrates an improvement of 5% in physical functioning since July 28, 2014.

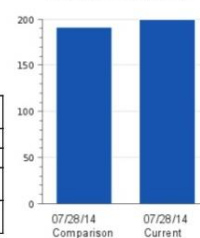
### Activities of Daily Living (ADLs)

Your ability to perform ADLs has improved 6% since July 28, 2014.

### Ability to Perform

ADL Category	Comparison 07/28/14	Current 07/28/14
Self Care	All 100%	All 100%
Cooking, Light House Keeping	All 100%	All 100%
Heavy Housekeeping, Light Gardening, Home Maintenance	All 100%	All 100%
Outside Home Repair, Lawn and Garden Maintenance	Many 79%	All 100%

### Progress Between Tests



### Physical Demand Characteristics (PDC) of Work

You are able to meet the physical demands for jobs in the Very Heavy work category according to the PDC levels defined by the U.S. Department of Labor. This is an improvement from your PDC level of Medium on July 28, 2014.

### Improvement Potential

You indicated that you have some restrictions with tasks such as those shown below. Let us know if we do not seem to be adequately addressing problems such as these, or 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.



Turn a lever knob to open a door.



Cut a coupon from a cereal box.

know how we can continue to assist you. Have a great week!

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spineandsport.com

Provider Signature: \_\_\_\_\_



## Multidimensional Task Ability Profile Functional Assessment Tool Score

Monique Lopez  
September 12, 2014

Patient ID	
Patient Name (Last, First)	Lopez, Monique
Primary Body Part Injured	Right Leg
Initial Intake Date	7/28/2014

### Overall Physical Ability

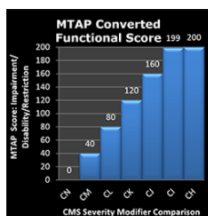
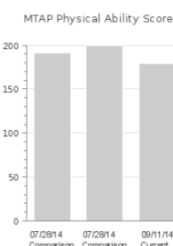
Your current Physical Ability Score is 179.

### Activities of Daily Living (ADL)

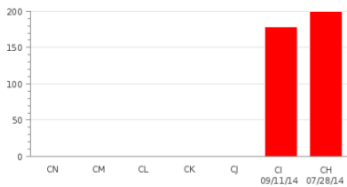
Able to perform almost all (90%) of the ADL involving self care. Able to perform all (100%) of the daily activities involving cooking and light housekeeping... Your ability to perform activities of daily living has declined 5% since July 28, 2014.

### CMS Severity Modifiers- Impairment/Limitation/Restriction

Current 9/11/2014 CI: at least 1% but less than 20%  
 Comparison 7/28/2014 CI: at least 1% but less than 20%



### Progress



Assessment Status	MTAP Score	G-code with CMS severity modifier
Current	179	G8978 CI at least 1% but less than 20% impaired, limited, or restricted
Predicted or Functional Limitation Goal after treatment	1-40	G8979 CM at least 80% but less than 100% impaired, limited, or restricted

Rationale used for estimated impairment includes but not limited to: Functional assessment score correlated to impairment, clinical and performance testing, patient report and clinical judgment

**Multidimensional Task Ability Profile**  
**Workability Report**

Sharon Gables  
July 22, 2013

**Job Title and Work Demands**  
Your overall Physical Ability score is 67 on a scale of 0-200.  
Your current job title, Athletic Trainer, requires physical demands in the **Heavy (90-100 lbs.)** work category according to the Physical Demands Characteristics (PDC) levels defined by the U.S. Department of Labor.

**Overall Physical Ability**

**Physical Demands Characteristics of Work**

Physical Demand Level	Occasional 0-33% of the workday	Frequent 34-66% of the workday	Constant 67-100% of the workday	Typical Energy Required
<b>Sedentary<sup>1</sup></b>	10 lbs.	Negligible	Negligible	1.5-2.1 METS
<b>Light</b>	20 lbs.	10 lbs.	Negligible	2.2-3.1 METS
<b>Medium</b>	20 to 50 lbs.	10 to 25 lbs.	10 lbs.	3.6-6.3 METS
<b>Heavy<sup>2</sup></b>	25 to 100 lbs.	25 to 50 lbs.	10 to 20 lbs.	6.4-7.3 METS
<b>Very Heavy</b>	Over 100 lbs.	Over 50 lbs.	Over 20 lbs.	Over 7.3 METS

<sup>1</sup> Current PDC Level; <sup>2</sup> Target PDC Level

**Workability**  
Based on today's MTAP testing you are able to meet the physical demands for jobs in the **Sedentary (0-10 lbs.)** PDC work category. Therefore you are below your occupational demands. One of the primary rehabilitation goals will be to enable you to safely and dependably return to work or accommodate to modified or full duty activities. A home exercise plan to achieve your functional goals will be included.

**Improvement Potential**  
You indicated that you have some restrictions with tasks such as those shown below. Let us know if we do not seem to be adequately addressing these problems, or if you have recently experienced difficulty with either tasks that you regularly perform at your work or home. We want to do everything we can to help you. We will develop and discuss functional goals and provide you with an active treatment plan that will incorporate specific work tasks to enable you to safely and dependably perform **Heavy PDC** or cope with some alternative meaningful work.

Unload 20-pound (9.1-kg) grocery bag from the trunk of an automobile.

Carry 35-pound (13.6-kg) bucket in one hand for 50 feet (15.2 m).

Please let us know how we can continue to assist you. Have a great week!

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http://www.mtapreport.com

Provider Signature: \_\_\_\_\_

**MTAP**  
Multidimensional Task Ability Profile

**Vert Mooney**  
RESEARCH FOUNDATION

**Work Ability Questionnaire**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

What is your job title? \_\_\_\_\_

How many hours per week do you usually work on this job? \_\_\_\_\_

1. Work Postures: For this job, fill in the hours per day you usually work in the following postures

	Max at one time	Total Hour
-Sitting down (office, car, truck, etc.) .....	_____	_____
- Standing (at a counter, at a machine, etc.) .....	_____	_____
-Walking .....	_____	_____

2. On this job, how often do you lift?

	Never	Rarely	Occasionally	Frequently	Constantly
-10 to 20 pounds:	( )	( )	( )	( )	( )
-20 to 50 pounds:	( )	( )	( )	( )	( )
-50 to 100 pounds:	( )	( )	( )	( )	( )
-More than 100 pounds:	( )	( )	( )	( )	( )

3. On this job, how often do you carry?

	Never	Rarely	Occasionally	Frequently	Constantly
-10 to 20 pounds:	( )	( )	( )	( )	( )
-20 to 50 pounds:	( )	( )	( )	( )	( )
-50 to 100 pounds:	( )	( )	( )	( )	( )
-More than 100 pounds:	( )	( )	( )	( )	( )

4. Five ratings of Physical Demands are described below. Please mark the one which best describes your job (therapist to confirm PDC level).

( ) Sedentary Sometimes I stand or walk, but I sit down most of the time.  
Occasionally I lift up to 10 pounds

( ) Light Any of the following  
- I walk or stand more than one third of the time  
- I often lift up to 10 pounds  
- I sit down, but often work foot pedal

( ) Medium I often lift up to 20 pounds, or sometimes up to 50 pounds

( ) Heavy I often lift up to 50 pounds, or sometimes up to 100 pounds

( ) Very Heavy I often lift over 50 pounds, or sometimes over 100 pounds

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3760 Convoy Street, Suite 101  
San Diego, CA 92123  
Phone 858.279.7548  
[www.mtapreport.com](http://www.mtapreport.com)

## Workability Report

- Highlights the client's current PDC level (1) and the desired PDC level (2)
- A Workability Questionnaire can be downloaded by clicking on the link at the bottom of the patient information under the heading "workability report." The client answers questions related to their job demands to help determine their desired PDC level.
- The clinician should review with the client and confirm job demands.

Goal G-code  
N/A

Goal Medicare Impairment  
N/A

Discharge G-code  
N/A

Generate PDF

Workability Report

Download the [Workability Questionnaire](#).

Generate PDF



## How to Assign G-codes & print Functional Assessment

- ☐ First, pick a G-code category. Use the G-code SET (Current, Goal, Discharge) that best describes the functional limitation being treated. For example, a patient who is limited primarily by the ability to care for themselves, use the set for “Self Care:” G8987, G8988, & G8989. Refer to [Table 1](#).
- ☐ Then, the MTAP test itself will provide the severity modifier for baseline. Below is the conversion table (Modifiers↔ MTAP Scores↔ Severity Modifier). Refer to [Table 2](#);
- ☐ However, the therapist will need to pick the “Goal Medicare Impairment” severity modifier based on clinical judgment (a goal that is realistic and achievable within a certain timeframe).
- ☐ So, make selections (“Current Test G-code,” “Goal G-code,” “Goal Medicare Impairment” & “Discharge G-code”) & PRINT (click “Generate PDF”). Be sure you have selected up to 3 tests (That is, check 1, 2, OR 3 boxes) at the top of page where it reads “Select Your Tests.”
- ☐ For discharge, take a look at G-code with CMS severity modifier under “Assessment Status” and see if goal is met.

**Table 1**

PT/OT	Current	Goal	Discharge
Mobility: Walking & Moving Around	G8978	G8978	G8980
Changing & Maintaining Body Position	G8981	G8982	G8983
Carrying, Moving & Handling Objects	G8984	G8985	G8986
<b>Self Care</b>	<b>G8987</b>	<b>G8988</b>	<b>G8989</b>
Other PT/OT Primary Functional Limitations	G8990	G8991	G8992
Other PT/OT Secondary Functional Limitations	G8993	G8994	G8995

G-code set for  
“Self Care”

**Table 2**

<b>MTAP Calibrated to Medicare Severity Modifiers</b>				
Modifiers	MTAP Scores		Severity Modifiers	
CH- Zero impaired	200	200	0	0
CI- Minimally impaired	161	199	1	19
CJ- Slightly impaired	121	160	20	39
CK- Moderately impaired	81	120	40	59
CL- Greater than moderately impaired	41	80	60	79
CM- Severely impaired	1	40	80	99
CN- Extremely impaired	0	0	100	100

## • More Questions? Contact Us



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Multidimensional Task Ability Profile

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# *Appendix A*

## Minimum System Requirements

### **Technical requirements:**

MTAP web is strictly an online platform that can be accessed from any computer or device with internet access. MTAP web is fully HIPPA compliant.

### **Supported Browsers:**

Internet Explorer 9 and higher  
Google Chrome  
Firefox  
Safari

### **Pop up blockers:**

Turn off all pop up blockers in your browser when using MTAP online

# Appendix B

## RPC Data

[re: MTAP v.1.24]

### MTAP PDC RPC Relationship

PDC	RPC Score	
Form	Analytics	Global
Sedentary	42-93	38-99
Light	94-113	100-163
Medium	114-131	164-191
Heavy	132-139	192-199
Very Heavy	140	200

### 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
0-24.8	Unable	Unable
24.9-74.8	Very Restricted	Great Difficulty
74.9-124.8	Restricted	Moderate Difficulty
124.9-174.8	Slightly Restricted	Slight Difficulty
174.9-200	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 of this test, you indicated that you are having no difficulty, or are not restricted, in performing these tasks.”