VertMooney
RESEARCH FOUNDATION

MTAP
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, 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. This will take you to the **Home** screen.
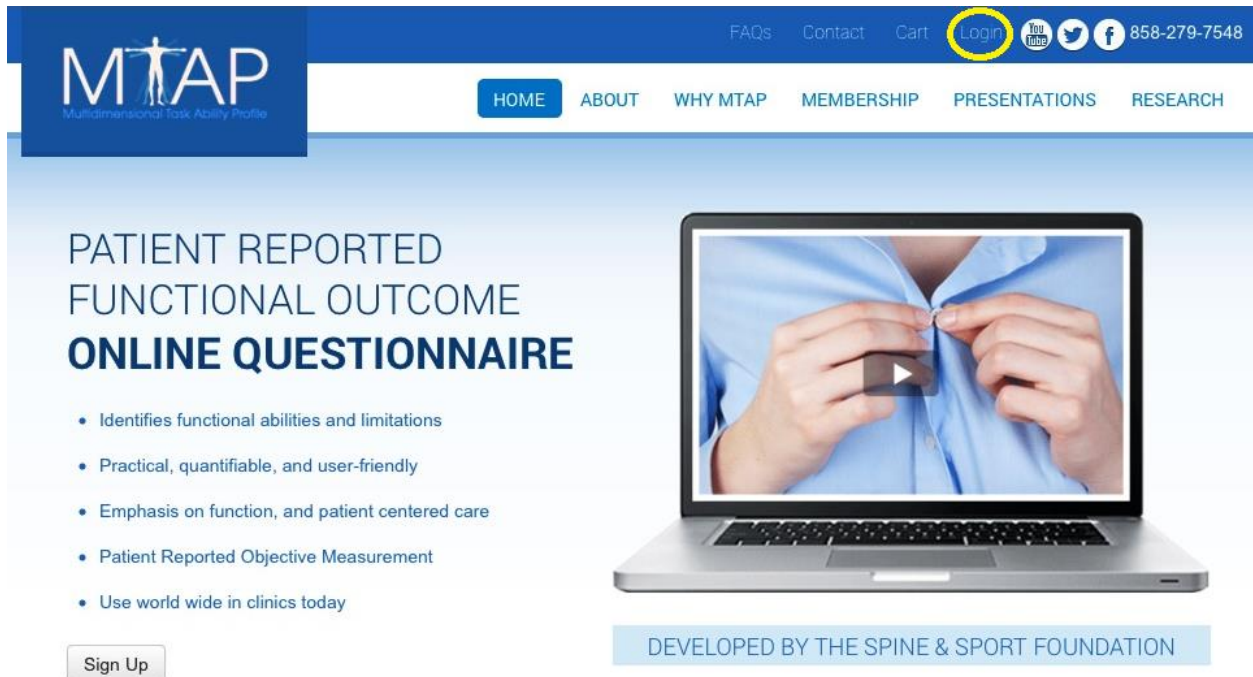
Click on the "**Log in**" button in the upper right hand corner.
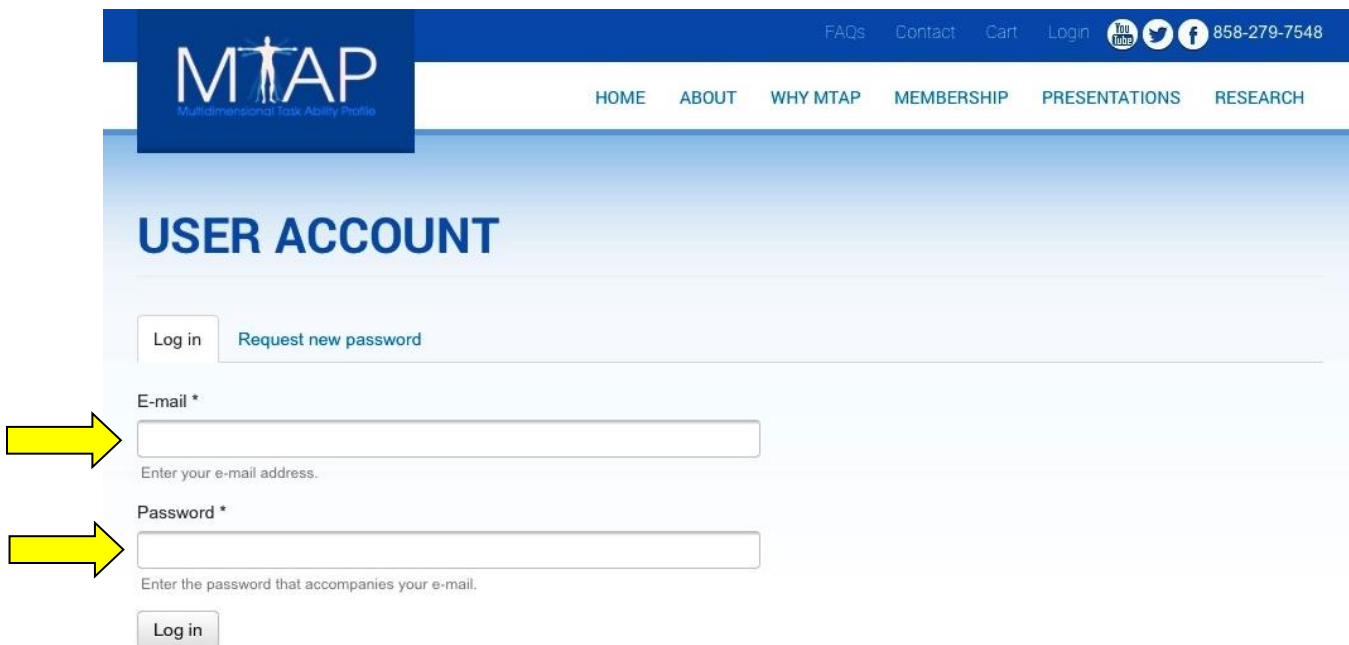
This will direct you to a new page where you will enter your user account information. Enter **e-mail** and **password** in designated text boxes.
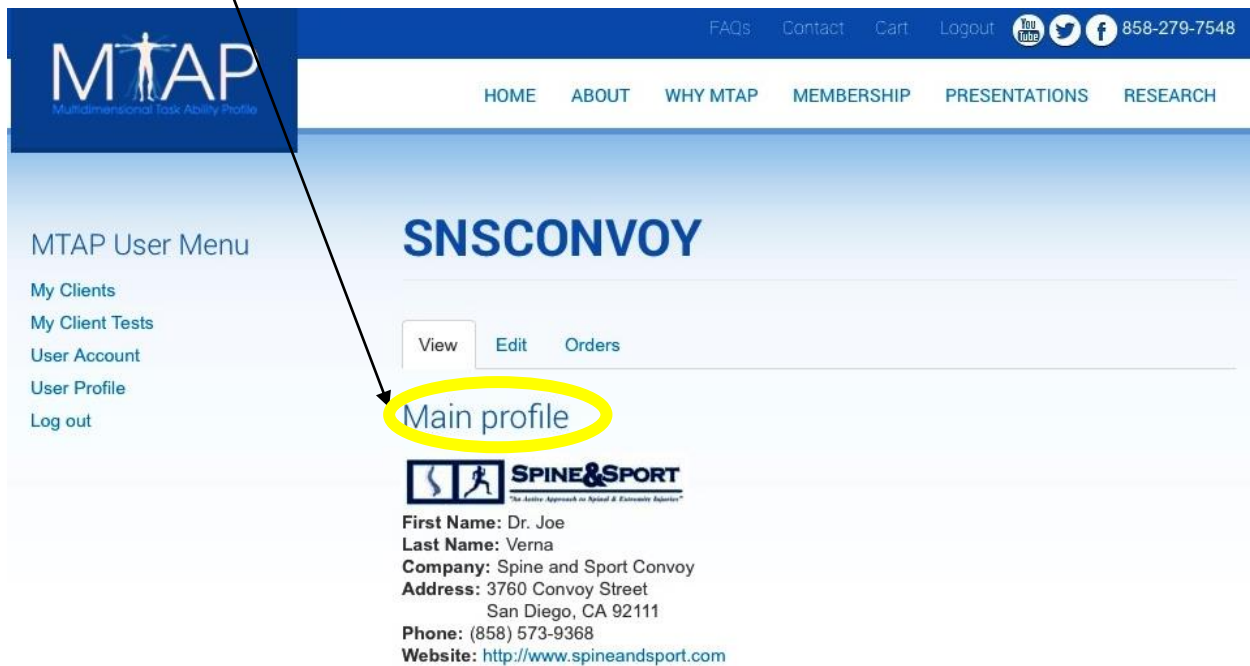
You are now logged in. The new screen will display your username (as the header) as well as a "Main Profile" that includes: your company logo, first and last name, company name, address, phone, and website.
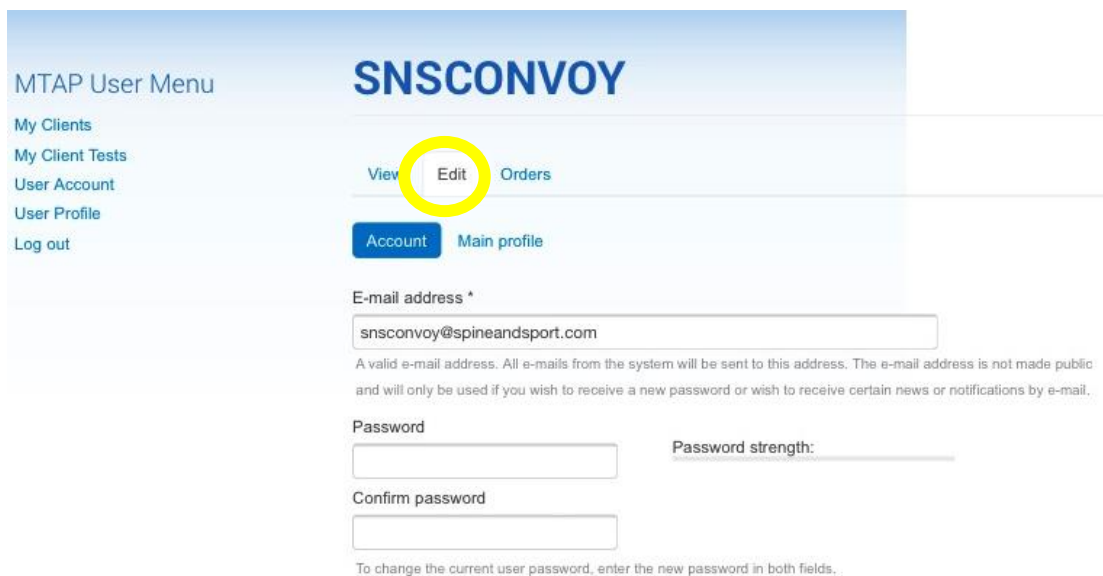
This interface also contains the navigation menu (**MTAP User Menu**) on the left-hand side. A single click of your mouse will take you to each section. Before browsing the MTAP User Menu (more in Chapter 2 of this Instructional Guide), click the "**Edit**" tab, which will be direct you to the screen below.

(Continued on next page)

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.

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**! →

MTAP User Menu

How to Navigate from Client to Client & Test to Test
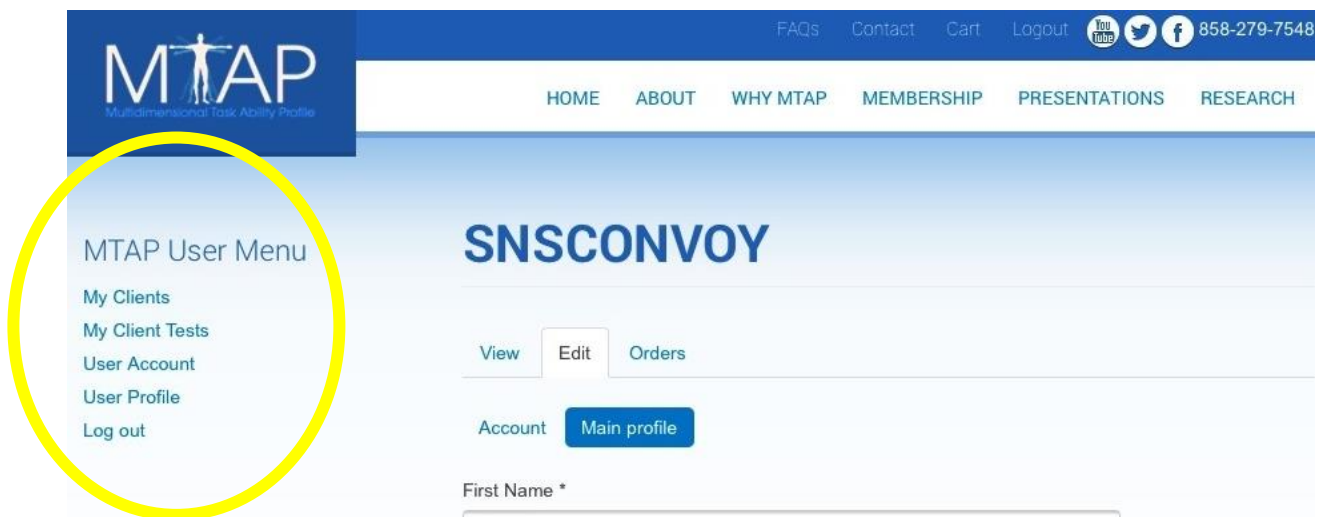
Pages:

- **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."

1) **Search by Last Name**

2) **Click "Apply"**

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

To add a new Patient, click here.

10

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

CREATE PATIENT

MTAP

HOME   ABOUT   WHY MTAP   MEMBERSHIP   PRESENTATIONS   RESEARCH

FAQs   Contact   Cart   Logout

MTAP User Menu

My Clients
My Client Tests
User Account
User Profile
Log out

Fill in the following information:

Select English or Spanish
Language
English

Type in First Name
First Name *

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).

Middle Initial (optional)
Middle Initial

Type in Last Name
Last Name *

Select Gender
Gender *
○ Male
○ Female

Birth Date *

Type in Birth Date In format: MM/DD/YYYY E.g. 09/10/2014
Date
09/10/2014
E.g., 09/10/2014

Injury Date

Type in Injury Date Skip if none (or not applicable)
Date
09/10/2014
E.g., 09/10/2014
Skip if none

Enter Patient Height (in inches)
Height *
Inches

Enter Patient Weight (in pounds)
Weight
Pounds

(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.*

ICD Code

Enter 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 you changes by clicking the "Save" button at the bottom.

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.**

MTAP User Menu

My Clients
My Client Tests
User Account
User Profile
Log out

MONIQUE LOPEZ

View   Edit

Patient Information

Take Test

Note: You will be logged out of your account upon clicking "Take Test". A ne 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

FAQs   Contact   Cart   Logout

HOME   ABOUT   WHY MTAP   MEMBERSHIP   PRESEN

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.

Next

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, 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

Back   Next

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

15
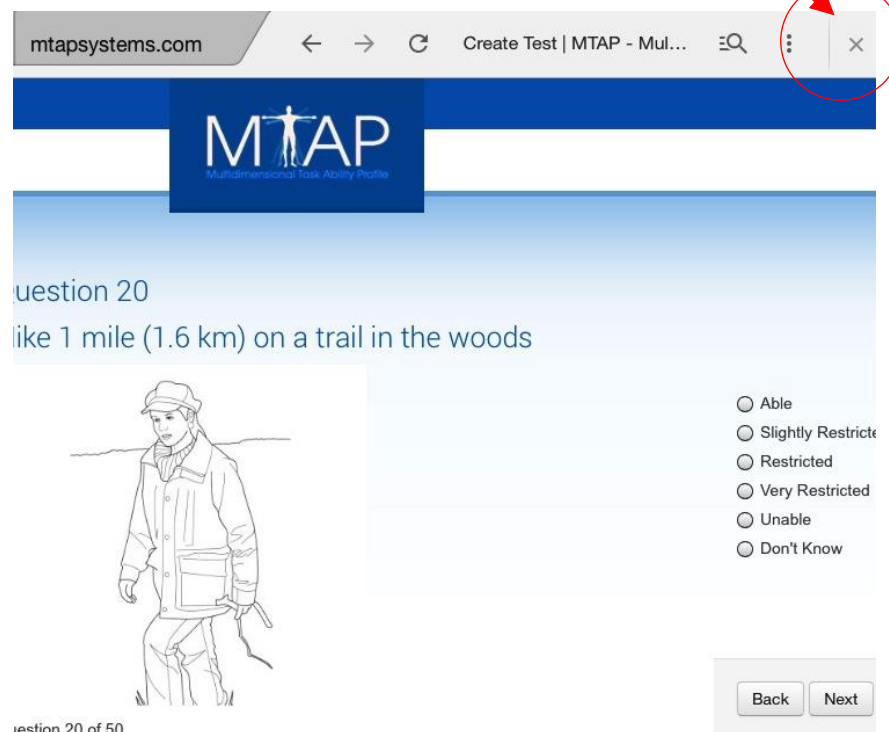
Testing

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.

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.

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

Back   Next

Question 41 of 50

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

Back   Next

Question 16 of 50

"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:

- *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.*

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

- 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.

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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- ▾]

(Detailed explanation on how to fill out on p. 24)

Goal G-code

[N/A ▾]

Goal Medicare Impairment

[N/A ▾]

Discharge G-code

[N/A ▾]

[Generate PDF]

Health and Behavioral Assessment report

SPINE&SPORT — 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 a 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

Report Card

SPINE&SPORT — 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
07/28/14 Comparison — 07/28/14 Current
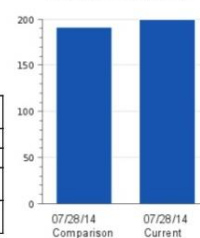
Physical Demand Characteristics (PDC) of Work
You are able to meet the physical demands for jobs in the Very Heavy work category according to the PDC levels defined by the U.S. Department of Labor. This is an improvement from your PDC level of Medium on July 28, 2014.

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!

...y Street • San Diego, CA • 92111 • (858) 573-9368
...spineandsport.com

Provider Signature: _____

Functional Assessment Tool Score

SPINE&SPORT — Multidimensional Task Ability Profile
Functional Assessment Tool Score

Monique Lopez
September 12, 2014

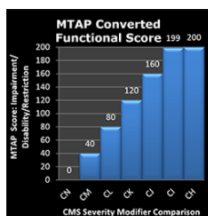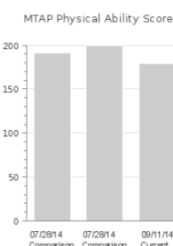| Patient ID	
Patient Name (Last, First)	Lopez, Monique
Primary Body Part Injured	Right Leg
Initial Intake Date	7/28/2014

Overall Physical Ability
Your current Physical Ability Score is 179.
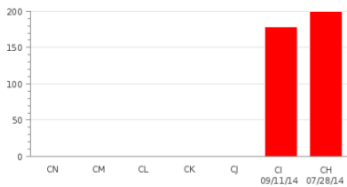
Activities of Daily Living (ADL)
Able to perform almost all (90%) of the ADL involving self care. Able to perform all (100%) of the daily activities involving cooking and light housekeeping... Your ability to perform activities of daily living has declined 5% since July 28, 2014.

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%

MTAP Physical Ability Score
07/28/14 Comparison — 07/28/14 Comparison — 09/11/14 Current

MTAP Converted Functional Score
40 80 120 160 199 200
CN CM CL CK CJ CI CH
CMS Severity Modifier Comparison

Progress
CN CM CL CK CJ CI 09/11/14 CH 07/28/14

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

3760 Convoy Street • San Diego, CA • 92111 • (858) 573-9368
http://www.spineandsport.com

Provider Signature: _____

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.

How to Assign G-codes & print <u>Functional Assessment</u>

☐ 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
Self Care	G8987	G8988	G8989
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			
MTAP Calibrated to Medicare Severity Modifiers			
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**

Vert Mooney Research Foundation
3760 Convoy Street, Suite 101
San Diego, CA 92111
Phone (858) 279-7548
http://www.mtapsystems.com

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."