

**OUHSC Reliability Training for the School Outcomes Measure (SOM)
and the Pediatric Evaluation of Disability Inventory – Computer Adaptive Test (PEDI-CAT)**

RELIABILITY TRAINING INSTRUCTIONS FOR SSCs

PLEASE CONTACT AMANDA PORTER IF YOU HAVE ANY QUESTIONS OR NEED ANY ASSISTANCE

PRIOR TO TRAINING DATE:

- * Determine date/time/location (try to get the most folks at the most central location)
 - Anticipate 5 hours (½ hour before, 4 hours of training, and ½ hour after training)
 - Contact and secure training site (MAKE sure your site has WIFI)
 - + Prepare for table and chairs for each participant, and an AV area with screen for you to hook up your laptop/IPAD and present
 - + Get name/contact info from Administrator and IT person, so you will have on day of training
- * Develop participant agenda for your dates/times /location (see attached sample)
- * Send email to participants giving training date/time/location, agenda, and your contact information, and the agenda as soon as you confirm with location, and as you recruit additional participants
- * Send reminder email (see attached sample) to participants, within one week of training, with time/location, your contact information, and the following attachments:
 - Agenda (see attached sample)
 - OUHSC Research Study Introduction ppt -find on research page -
[http://alliedhealth.ouhsc.edu/Departments/RehabilitationSciences/CenterofExcellence/LeeMitchenerTolbertCenter/SCHOOLOUTCOMESMEASURE\(SOM\)%E2%84%A2RESEARCH.aspx#18862741-reliability-training](http://alliedhealth.ouhsc.edu/Departments/RehabilitationSciences/CenterofExcellence/LeeMitchenerTolbertCenter/SCHOOLOUTCOMESMEASURE(SOM)%E2%84%A2RESEARCH.aspx#18862741-reliability-training) Password SOM_IESgrant for ppts and pdf. documents. The reliability videos were sent to you through email. Use your OUHSC user name and password to open the reliability videos.
 - PEDI Overview ppt (find on research page)
 - SOM Overview ppt (find on research page)
 - PEDI–CAT Items for Reliability (find on research page)
 - SOM Items for Reliability (find on research page)
- * Copy one for each participant to bring to training (might want to copy 1-2 extra):
 - PEDI–CAT Items for Reliability (find on research page)
 - SOM Items for reliability (find on research page)
 - PEDI-CAT and SOM Reliability Excel sheets (find on research page). NOTE these sheets

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are both in the same EXCEL book/file, but on different sheets. Open and print both sheets
- Consent AND HIPAA form (therapist)

- * Make a sign-in/contact sheet (see Sample Sign-in Sheet)
- * Watch all three voiceover ppts and both videos, and review PEDI-CAT items, SOM items, and EXCEL Rating Form, so you are familiar and comfortable with materials
- * Make sure you have access to all materials on your electronic device

TRAINING DAY:

- * Arrive at least ½ hour early
 - Bring the copied PEDI-CAT and SOM Items for Reliability forms, and the PEDI-CAT and SOM Excel Sheets for participants, a few extra agendas, therapist consent and HIPAA forms, the therapist sign-in sheet, and a couple of extra pens/pencils
- * Set-up your computer/IPAD. Test your internet connection and the play/audio of the ppts and videos
- * Set up room for participants (chairs where they can see and hear, and tables for writing on)
- * Set out Training materials at their seats, or where you can easily pass out as needed
 - Make sure they write their name/initials/or some identifying mark on both the Excel score sheets
- * Introduce yourself as therapists arrive
- * Keep time and follow Agenda (similar to instructions on Research Page, Reliability Training):

8:00 – 8:15	Introduction to the Research Project [<i>OUHSC Research Study Introduction</i>]
8:15 – 9:00	Instructions and Practice Scoring the PEDI-CAT [<i>PEDI-CAT Overview; 1st child on PEDI-CAT Reliability Video (GMFCS Level III); PEDI-CAT Items for Reliability</i>]
9:00 – 9:45	Reliability Videos for the PEDI-CAT [2 nd and 3 rd children on <i>PEDI-CAT Reliability Video (GMFCS Level I,IV); PEDI-CAT Items for Reliability, PEDI-CAT Reliability Excel Sheet</i>]
9:45-10:00	Break
10:00 – 10:30	Instructions and Practice Scoring SOM [<i>SOM Overview; 1st part of SOM Reliability Video; SOM Items for Reliability</i>]
10:30 – 11:30	Reliability Videos for the SOM – this section will likely bleed into the above section as you will be discussing students then having them rate students, then showing students and having them rate students. [<i>2nd part of SOM Reliability Video; SOM Items for Reliability; SOM Reliability Excel Sheet</i>]
11:30 – 12:00	Next Steps [See below- you can use this time to explain what will happen next - Find out, if you don't already know, the participants computer/IPad situation. Who will need individual or group PEDI-CAT log-ons. *Make sure you have a) all of the PEDI-CAT and SOM <u>Excel sheets</u> with their names on

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both! b) Signed Therapist Consent and HIPPA forms, and c) the completed sign in/contact sheet.

- * Plan to stay for a while after the training, as there will likely be questions
- * Clean-up, gather your supplies, and notify any facility contact that you are leaving, as you typically would

AFTER TRAINING & NEXT STEPS:

* Scan and email all of the therapist participants PEDI-CAT and SOM Excel spreadsheets to Amanda (Amanda-porter@ouhsc.edu) AND Laura (laura-ramseyer@ouhsc.edu)

- Safoah will run the therapist reliability scores (ICCs and Kappa's) and Amanda will get back to you within a week, sending you the therapist scores and letting you know who is reliable and who needs to review some items to become reliable
- After you receive the reliability scores from Amanda, contact your therapists. You will assist them in becoming reliable, like Amanda did with you, in a group, or individually, by phone or in person.
- Email updated therapist reliability responses to Amanda and Laura. And again, within a week, Amanda will let you know the therapists scores.
- Once reliable, you can assist the therapists with student recruitment and caseload randomization

* Email Amanda and let her know that the training was completed and how many consent forms you received. Also let her know who has PCs, MACs, IPADs, so we can get the log ons for each participant.

- We will let you know how the therapists will receive the PEDI-CAT
- You will assist them onto the REDCap to begin student data collection

DATA COLLECTION:

* Student data collection begins at the start of the school year (Aug-Sept), mid year (Dec-Feb), and at the end of the school year (May-June). You will monitor their data collection.

*Once the therapist has a student recruited (consent and HIPAA signed), you ask the therapist the student's grade and GMFCS level.

*You will go to the REDCAP website: <https://bbmc.ouhsc.edu/>. You will then log in with your OUHSC username and password.

- In REDCAP you click on My Projects at the top left.
- Then click on Validating the School Outcomes Measure (SOM)
- Next click on Add/Edit records on the left hand side under the Data Collection section

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- Then click on the “Add new record” button in the center of the screen
- This will take you to the new record home page, click on the “Initial Form-SSC, Initiate Student Record” circle button
- This will open the “Initial Form- SSC” for you to complete for the new student (see below)
- Fill in all fields:

Initial Form - SSC Save & Stay
-- Cancel --

Adding new REDCap Record ID 220-3

Event Name: **Initiate Student Record**

REDCap Record ID 220-3

[SOM REDCap Instructions for SSCs](#)

Warning: Open the document in a new tab or window. To open the document in a new window, right mouse click on the link (on the IPAD, press the link until you see a drop-down list) and select "Open link in new window" from the drop-down list.

Attachment: [REDCap SSC Instructions.docx](#) (2.75 MB)

Check Capacity

Student's School Level reset

* must provide value

Preschool/Elementary
 Middle/Junior/High School

[Click on the link below to open the Gross Motor Function Classification System Instructions.](#)

Warning: Open the document in a new tab or window. To open the document in a new window, right mouse click on the link (on the IPAD, press the link until you see a drop-down list) and select "Open link in new window" from the drop-down list.

Attachment: [GMFCS-ER_English.pdf](#) (0.04 MB)

Student Gross Motor Function Classification System Level (GMFCS) reset

* must provide value

Level I
 Level II
 Level III
 Level IV
 Level V

On the next question, click the button to the right that says "Randomize". The Randomization Module in REDCap is being using to determine capacity. Any reference to "Randomize" in the built-in REDCap messages is related to capacity calculation.

See the capacity report for current numbers.

Is there study capacity for this student?

Form Status

Complete?

- After you fill in the Student’s School Level and GMFCS Level, click the “Randomize” button, this will let you know if the study still needs students in that age group/GMFCS level
- If there is room a new portion of the form will open (see below). Fill in all fields. Remember for the student ID you are using the following format:
 - Student school level (1-Preschool/ Elementary and 2-Middle/Junior/High school (Secondary)
 - State of SSC

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- GMFCS level
- Redcap record ID (on the top of the form)

Initiate Student Record

Creation of the Student ID

The student ID incorporates the following student information:
 Student School Level (1=Preschool/Elementary, 2=Secondary School)
 State in which student resides
 GMFCS level
 REDCap Record ID

For example, an Elementary student with GMFS level of 1 from CA and REDcap record ID 222 would have a student ID **1CA1222**

Student ID (H)
* must provide value

Date Initial Form Completed (H) M-D-Y
* must provide value

State Where Student Resides (H)
* must provide value

- CA
- IL
- NM
- NY
- OK
- PA
- Other

reset

SSC (H)
* must provide value

- Dawn James - CA
- Theresa Carroll - IL
- Marybeth Barkocy - NM
- Chingwen Victoria Chu - NY
- Jennifer Moyano - OK
- Mindy Macrone-Wojton - PA
- Other

reset

Therapist's ID (H)
* must provide value

Therapist's Email Address (H)
* must provide value

Form Status

Complete? (H)

- You will provide the therapist with the student ID. The therapist MUST keep track of which IDs belong to which students.
- For this study, the therapist ID can be any four digit numeric code that you create. For example you might want to use 0101 (for school one, therapist one). You MUST keep a log of these IDs for your records.
- After you have completed the form change the drop down to "Complete" and then click on "Save & Exit Form.
- The therapist will automatically receive an e-mail with a link to complete the SOM survey.