

# **PT CPI WEB 2.0**

# **INFORMATIONAL PACKET**

**Presented by Physical Therapy Clinical Education Department**

**Winston-Salem State University**

Greetings CCCEs & CIs:

Thank you for providing our student with his/her clinical education internship at your facility. WSSU PT program, as well as other programs, is now utilizing the web-based CPI measurement tool for Clinical Instructors (CI) and students. **\*Special Note: Although you may have used the online CPI (version 1.0) with rotations in 2009, there is a new version to the online CPI (version 2.0). Please follow this link to access CPI v 2.0 - <https://cpi2.amsapps.com>.**

Each CI must complete the training module to use the tool. The training will take approximately 1.5 - 2 hours to complete. You can access the training using the following link. The link for the APTA website is [www.apta.org](http://www.apta.org). The link for the course is [http://iweb.apta.org/Purchase/ProductDetail.aspx?Product\\_Code=LMS-38&Token=A05862E1-6F21413D-BCB6-1BCA896FFC25&ContinueShoppingUrl=SearchCatalog.aspx](http://iweb.apta.org/Purchase/ProductDetail.aspx?Product_Code=LMS-38&Token=A05862E1-6F21413D-BCB6-1BCA896FFC25&ContinueShoppingUrl=SearchCatalog.aspx). If you run into any problems with the PT CPI training or the APTA Learning Center, please contact APTA at 1-800-999-2782 x 3395 or at [learningcenteradmin@apta.org](mailto:learningcenteradmin@apta.org).

Each CI will need to provide an e-mail address to access the program once registration is complete. If you do not have an e-mail address, there are free services provided by gmail.com or yahoo.com to establish an account. Please let us know if this will cause any hardship. Your login for the online CPI will be your full email address (example: [happyCI@gmail.com](mailto:happyCI@gmail.com)). After you have entered your email address, if you do not have a password, you will need to create a password. To do so, click on the 'I forgot or do not have a password' link on the login page at <https://cpi2.amsapps.com> and follow the prompts. If you have an account already established using the web-based CPI, please let us know.

The following instructions have been adapted from instructions sent to us from Academic Management Systems (AMS) for the online CPI for your review. The instructions include information on...

1. APTA Training; steps needed for the first time logging in (updating information and verifying APTA Training)
2. How to login to PT CPI Web 2.0
3. How to edit, review, and sign-off on the CPI

Please review the site at your convenience. Our students have taken the training course and are well prepared to use this tool. The Department of Physical Therapy at Winston-Salem State University, again, would like to extend our thanks to your facility in advance for accepting, and exploring the opportunity of clinical experiences for our MPT students, as well as our other healthcare related programs.

If you have any questions or concerns, please feel free to contact Sophia Bamby or me via email ([martinjg@wssu.edu](mailto:martinjg@wssu.edu)) / ([rhoneyam@wssu.edu](mailto:rhoneyam@wssu.edu)) or phone (336) 750-8602/ (336) 750-3398.

Sincerely,

*Jennifer Martin*

Jennifer Martin, PT, DPT, GCS, DCE

## **Before Clinical Internship Begins:**

1. Complete the online PT CPI training module at the APTA Learning Center
  - You will not be able to access PT CPI Web without completion of the module
  - CE credit available
  - Please allow approximately 1.5 – 2 hours to complete.
    - We suggest downloading Appendix C, once you are ready to take the assessment section.
    - You can break the learning module into portions.
2. The link for the APTA website is [www.apta.org](http://www.apta.org).  
The module link is <http://www.apta.org/PTCPI/TrainingAssessment/>.

**\*Please note there are different login instructions for APTA members and nonmembers (see enclosed).**

- If you run into any problems with the PT CPI training or the APTA Learning Center, please contact APTA at 1-800-999-2782 x 3395 or at [learningcenteradmin@apta.org](mailto:learningcenteradmin@apta.org).
3. Verify APTA Training/Start the CPI (If you have previously have done this, please go to *Editing the CPI*)  
**PLEASE NOTE: You must first complete the APTA Training on PT CPI Web in order for the University to link the assigned student to you per the PT CPI Web.**
  4. Login to PT CPI Web 2.0 at <https://cpi2.amsapps.com>
    - Your **username is your email address** provided by you to the school you are working with.
    - **If you had a password in PT CPI Web 1.0, it should still work in 2.0.** If you did not have a password, or forgot your password, please click on the **'I forgot or do not have a password' link** and follow the instructions to set/reset your password. **PLEASE NOTE: Make sure to close out of any internet browsers containing PT CPI Web 2.0 prior to accessing the link in your email as this may result in an error when trying to set/reset your password.**
  5. Update Information (If you have previously have done this, please go to *Editing the CPI*)
    - Click on the 'My Info' tab to update your information. You must update the APTA Data Release Statements found in the Data Authorization section.
    - When you are done editing, hit 'Update'.

# Once Clinical Internship Begins:

Login to PT CPI Web 2.0 at <https://cpi2.amsapps.com>

Verify APTA Training/Start the CPI

**PLEASE NOTE: You must first complete the APTA Training on PT CPI Web in order for the University to link the assigned student to you per the PT CPI Web.**

- If you have previously have done this, please go to *Editing the CPI*
- If you have not had the opportunity to complete the training as instructed in the section '*Before Clinical Internship Begins*', please follow the directions on the page to take the APTA PT CPI Training.)
- If the email address you took the training with is different than your username, you will be prompted to enter the email address registered with APTA.
- If you are having issues verifying you have completed the training, please contact PT CPI Web Support at [ptcpiwebsupport@academicmanagement.com](mailto:ptcpiwebsupport@academicmanagement.com). Please provide your name, email address used to take the training, and the date you passed the training.

## Editing the CPI

- Once you have verified you have completed the APTA PT CPI Training, you will see all 18 sections of the CPI.
  - You can edit one section at a time by clicking on 'Edit Now' to the right of the CPI.
  - You can edit all sections at the same time by clicking on 'Edit All' at the top of the Edit column.
- Click on 'View Sample Behaviors', 'View Introduction', and 'View Instructions' to view the details of how to fill out the CPI.
- Mouse over any underlined word to view an APTA glossary definition. This is available for the Performance Dimensions and the Anchor Points on the APTA Rating scale.
- Add comments to the comment box and select the rating for the student on the slider scale.
- When you are done editing a section, click on the '**Section Sign Off**' box and hit '**Save**'.  
**Be sure to save your work!! If you leave the page without saving, your comments could be lost!!**

## VERY IMPORTANT for Midterm and Final Evaluations:

### Signing off on the CPI

- Once all sections are marked as '**Completed**', please sign-off on your CPI. You can sign-off on the CPI by clicking on the '**Evaluations**' tab and clicking on the '**Sign Off**' link.
- Once you sign off on your CPI, you are **unable to edit** it further. Your student will be able to see your CPI **only** if they have also signed off on their CPI. **Please make sure you and the student both sign-off on the CPI.**

### **Viewing your CPI with your Student and Signing-Off on your student's CPI**

- Click on the '**Evaluations**' tab.
- Click on '**View**' in the Actions column.
- Use the filters to see the comments from both student and CI at once.
- In the '**Evaluations**' tab you will see a link to **sign-off** on your student's CPI indicating you have discussed the performance with your student. Please make sure that you sign-off on the student's CPI; not signing-off on their CPI will leave the student without a complete grade for the DCE to report (mid-term/final).

### **Additional Features:**

#### **Creating a Critical Incident Report (only to be used as needed)**

- To create a Critical Incident Report, click the link that says '**Critical Incident**'
- Fill out the report appropriately
- Once you hit '**Save**', the report will be sent to the CCCE, ACCE/DCE and student.
- Any completed Critical Incident Reports can be found in the '**Critical Incidents**' tab.

#### **Adding Post-Assessment Comments to the CPI:**

- In the '**Evaluations**' tab you will see a link to sign-off on your student's CPI indicating you have discussed the performance with your student. Once you and your student have signed-off on each other's CPI, you can add overall comments by clicking on '**View**' and adding comments.

## Getting Started With the APTA Learning Center For PT CPI Course Participants

### APTA Members/Current or Former APTA Customers

#### 1. Login to [www.apta.org](http://www.apta.org)

- Enter your username and password and select "click here to continue:" (<https://www.apta.org/APTALogin.aspx>)
- Under <https://www.apta.org/apta/profile/MyProfile.aspx> make note of the email address associated with your [apta.org](http://www.apta.org) account you will need to use the same address to verify your training completion in PT CPI Web.

#### 2. **Important!** It is essential that you do not purchase or register for courses in the APTA Learning Center using more than one account number. If you've forgotten your password or were at one time an APTA member, go to <http://www.apta.org/APTA/ForgotMyPassword/ForgotMyPasswordGetEmail.aspx> to have it emailed to you OR contact 800/999-2782, ext 3395 for assistance.

#### 3. Set up your computer

- Enable pop-ups for <http://www.apta.org> and <http://learningcenter.apta.org>. (Make sure pop-ups are enabled both in your Internet browser and in your Google/Yahoo/AOL toolbar, if installed. Learn how: <http://learningcenter.apta.org/oht.aspx#q1>).

#### 4. "Purchase" the free PT CPI online course

- To access the PT CPI online course, go to: [http://learningcenter.apta.org/free\\_membercourses.aspx](http://learningcenter.apta.org/free_membercourses.aspx) (this is the "Free Member" course catalog, accessible from the public course catalog) in the APTA Learning Center, then "purchase" the free course through the online shopping cart.

#### 5. Take the PT CPI online course

- After purchasing the course, go to **My Courses** [http://learningcenter.apta.org/My\\_Courses.aspx](http://learningcenter.apta.org/My_Courses.aspx) within the APTA Learning Center.

#### 6. Print CEU certificate

- Claim credit and print your 0.2 CEU certificate through **My Courses** [http://learningcenter.apta.org/My\\_Courses.aspx](http://learningcenter.apta.org/My_Courses.aspx) at the APTA Learning Center.

#### 7. Access the PT CPI Web site

- To access PT CPI Web 2.0, please click: <https://cpi2.amsapps.com>.

The academic program with whom you affiliate can provide you with your username (the email address provided to them). If you do not have a password, you will need to use the 'I forgot or do not have a password' link to establish a password. *The password to login to PT CPI Web 2.0 is NOT the same as the password used to login to the APTA Web site.*

### New Customers/Never Been an APTA Member

#### 1. Create an account at [www.apta.org](http://www.apta.org)

- Register at [apta.org](http://www.apta.org): <https://www.apta.org/APTALogin.aspx>. Complete the required information and write down your username and password.
- *Please make a note of the e-mail address that you use when completing this registration information as you will need to use the same email address to verify your training completion in PT CPI Web.*

#### 2. Set up your computer

- Enable pop-ups for <http://www.apta.org> and <http://learningcenter.apta.org>. (Make sure pop-ups are enabled both in your Internet browser and in your Google/Yahoo/AOL toolbar, if installed. Learn how: <http://learningcenter.apta.org/oht.aspx#q1>).
- **Important!** You are now ready to purchase the free online course.

#### 3. "Purchase" the free PT CPI online course

- To access the PT CPI online course, go to: [http://learningcenter.apta.org/free\\_membercourses.aspx](http://learningcenter.apta.org/free_membercourses.aspx) (this is the "Free member" course catalog, accessible from the public course catalog) in the APTA Learning Center, then "purchase" the free course through the online shopping cart.

#### 4. Take the PT CPI online course

- After purchasing the course, go to **My Courses** [http://learningcenter.apta.org/My\\_Courses.aspx](http://learningcenter.apta.org/My_Courses.aspx) within the APTA Learning Center.

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#### 6. Access the PT CPI Web site

- To access PT CPI Web 2.0, please click: <https://cpi2.amsapps.com>.

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