

Clinical Performance Instrument (CPI)

Clinical Instructor User Guide

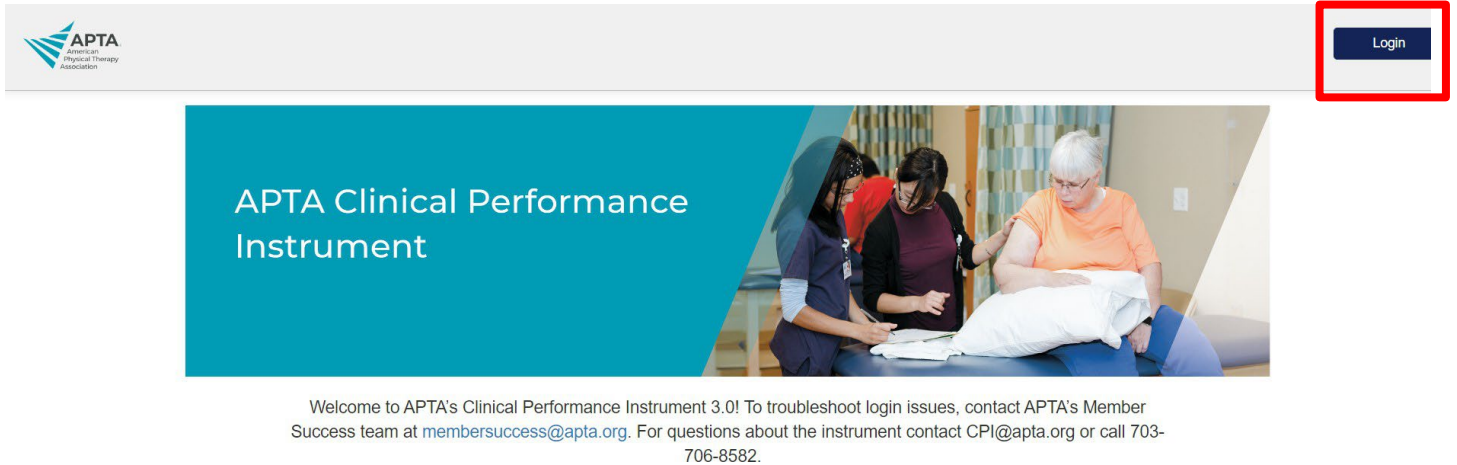
3/08/2024

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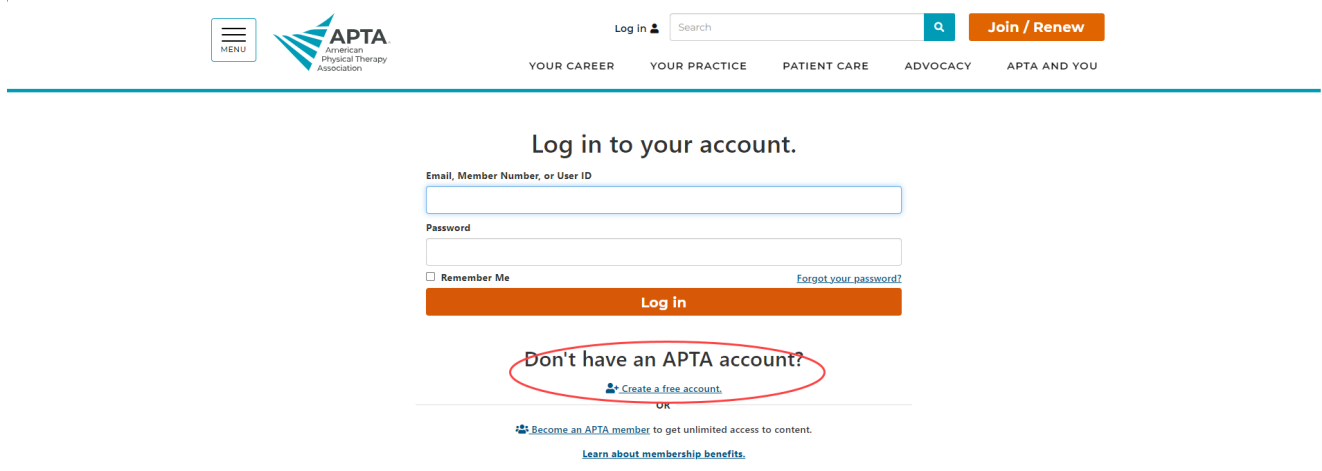
Login

Go to <https://cpi.apta.org>
Click **Login**.



Welcome to APTA's Clinical Performance Instrument 3.0! To troubleshoot login issues, contact APTA's Member Success team at membersuccess@apta.org. For questions about the instrument contact CPI@apta.org or call 703-706-8582.

Log in to your account using your APTA login credentials.

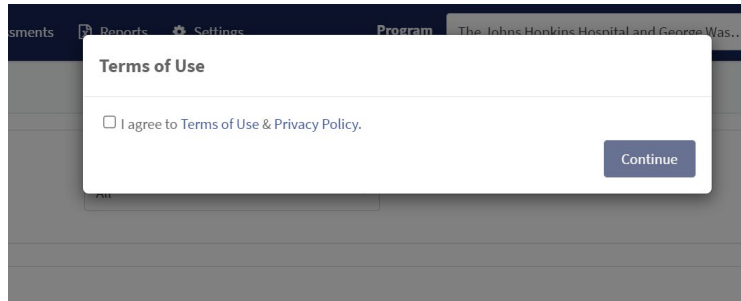


Log in to your account.

Don't have an APTA account?
[Create a free account.](#)

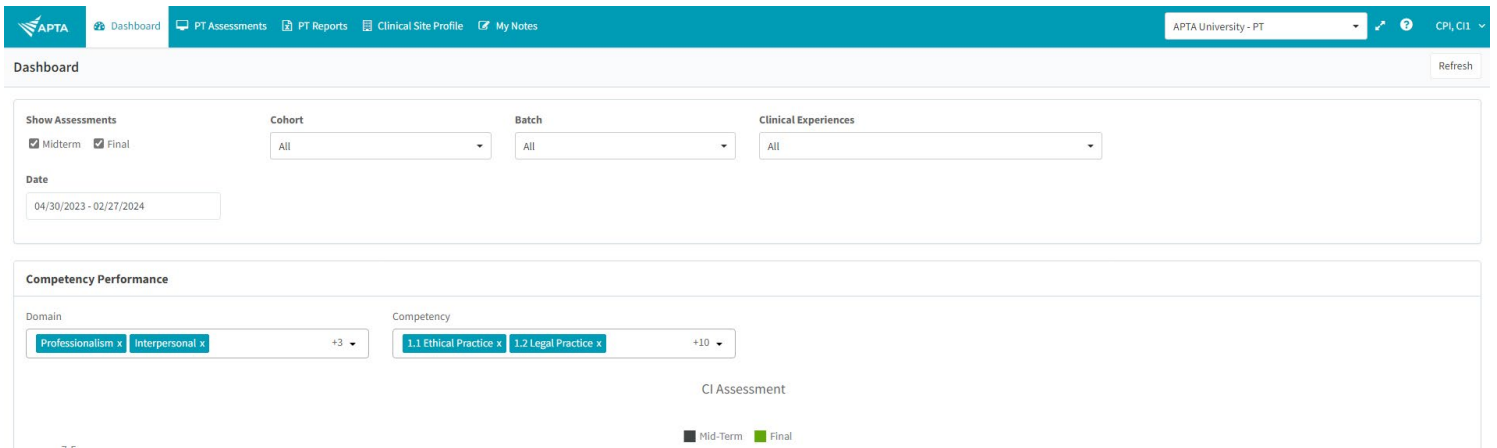
For login questions/issues: Email membersuccess@apta.org or call 800-999-2782 (APTA). This includes situations of multiple APTA accounts, password reset, and updating email addresses. You may also update your email address by going to [Contact Information](#). Please do not create a new account if one currently exists in the system.

Agree to the **Terms of Use**.


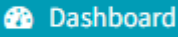





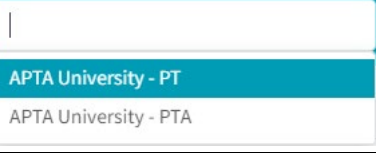





The **Dashboard** appears.

Note The Clinical Instructor will only see students they are associated with. If the CI is associated with **multiple programs**, use the program dropdown menu in the top right to switch programs.

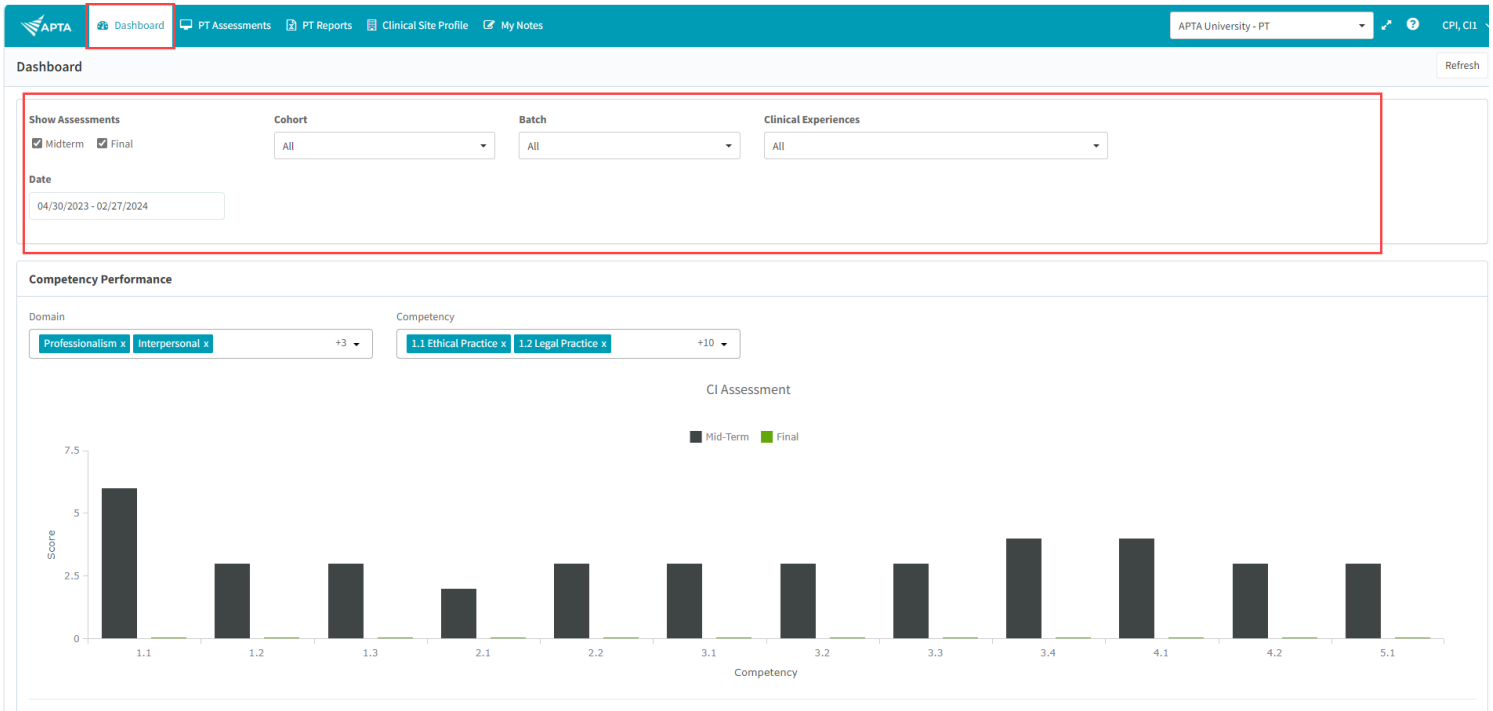


Menu Options

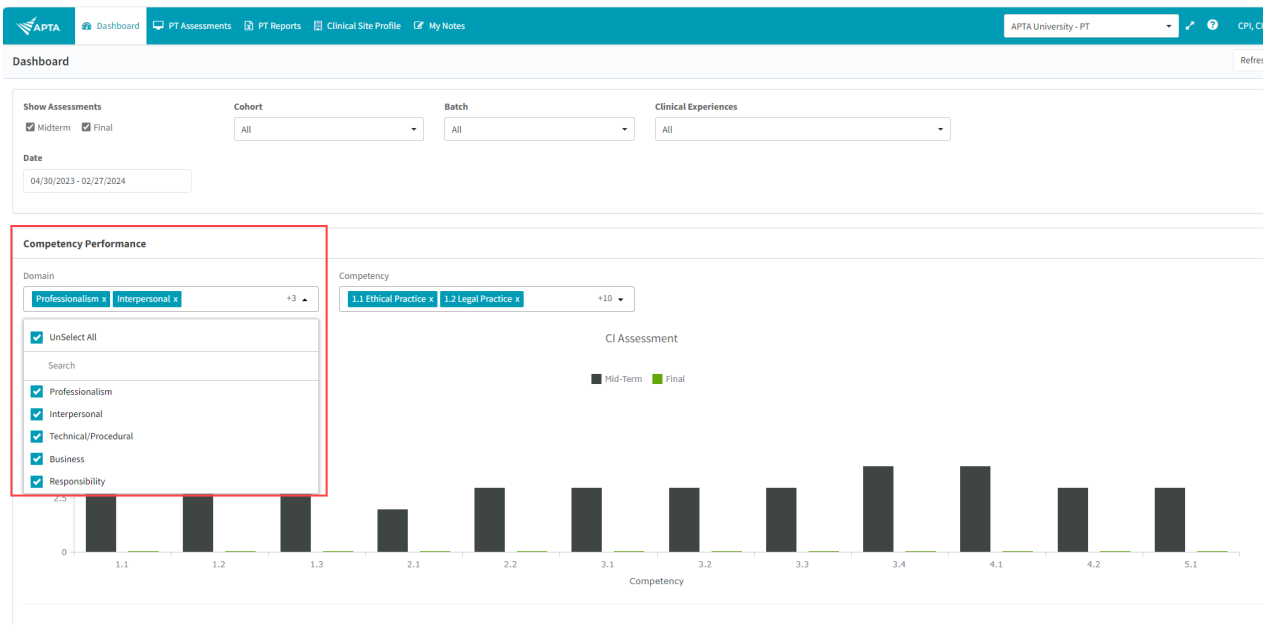
	
	<p>The Dashboard shows a comprehensive and dynamic view of student competency levels. Use the dashboard filters to sort information by Mid-Term or Final Assessment, Cohort, Batch, Clinical Experience and Student.</p>
	<p>The Assessments page is where Active Student and CI CPI evaluations can be viewed and where Significant Concerns are documented.</p>
	<p>The Reports page provides a quick snapshot of the completed Student and CI CPI evaluations and a way to download the information into an Excel Spreadsheet.</p>
	<p>The Clinical Site Profile is where the CSIF lives. This page shows all completed CSIF profiles for sites associated with your program.</p>
	<p>The Settings tab is where you manage sites for which your are the SCCE and can view clinical experiences associated with those sites.</p>
	<p>The My Notes area is available for all users to keep private notes while in the CPI 3.0.</p>
	<p>This dropdown is used to switch between multiple programs to which you are associated.</p>
	<p>Click to enter/exit full screen.</p>
	<p>Click to access User Guides.</p>
	<p>Click your User name dropdown to:</p> <ul style="list-style-type: none"> • View your user profile • Log Out of the system

Dashboard

The Competency.AI dashboard shows a comprehensive and dynamic view of student competency levels. Use the dashboard filters to sort information by Mid-Term or Final Assessment, Cohort, Batch, Clinical Experience and Student.



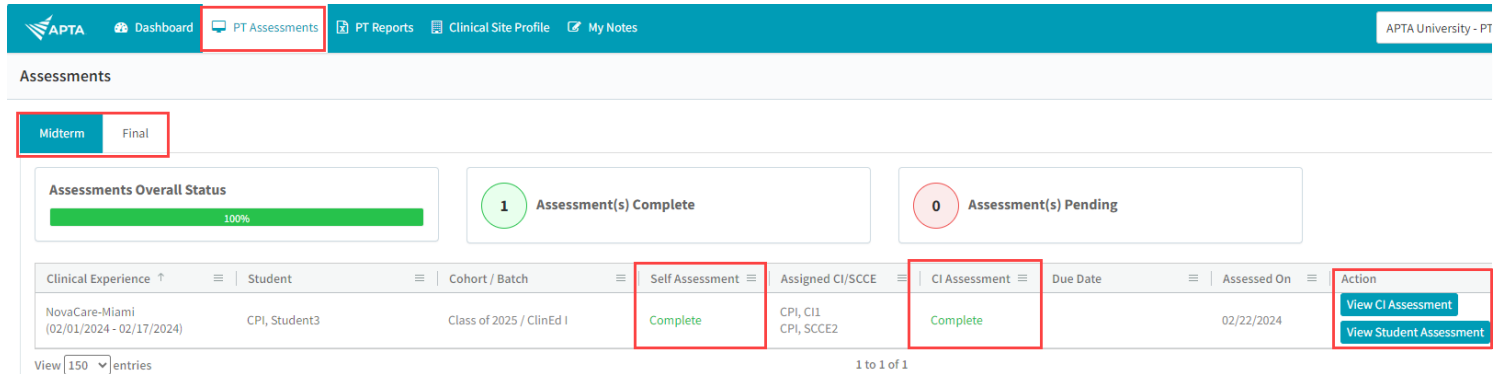
Select specific Domains and Competencies and mouse-over to see the score for each competency for additional information.



PT/PTA Assessment

PT Assessments are assigned by the DCE.

Use PT Assessments to complete or review assessments and track assessment completion progress.



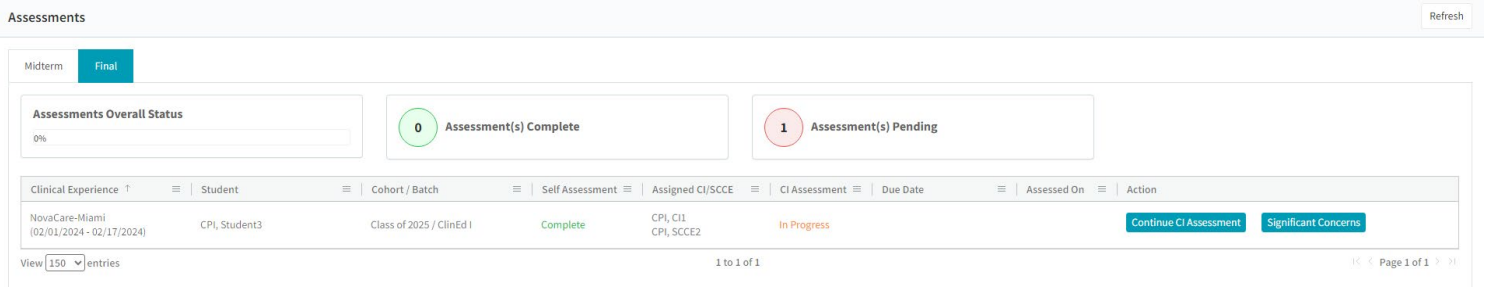
The screenshot shows the APTA PT Assessments dashboard. The navigation bar includes 'Dashboard', 'PT Assessments', 'PT Reports', 'Clinical Site Profile', and 'My Notes'. The 'PT Assessments' tab is active. Below the navigation bar, there are filters for 'Midterm' and 'Final'. The 'Assessments Overall Status' section shows a 100% completion rate. A summary box indicates '1 Assessment(s) Complete' and '0 Assessment(s) Pending'. A table lists assessment details for a student:

Clinical Experience ↑	Student	Cohort / Batch	Self Assessment	Assigned CI/SCCE	CI Assessment	Due Date	Assessed On	Action
NovaCare-Miami (02/01/2024 - 02/17/2024)	CPI, Student3	Class of 2025 / ClinEd 1	Complete	CPI, C11 CPI, SCCE2	Complete		02/22/2024	View CI Assessment View Student Assessment

View 150 entries | 1 to 1 of 1

Start, Continue or View Assessments

APTA Rubric evaluations have been created and mapped by APTA administrators. Click the Action for your selected student to Start or Continue an Assessment. If the assessment is complete, click the Action to View the CI Assessment. You will not be able to view the student's assessment until you have completed your own assessment.



The screenshot shows the APTA PT Assessments dashboard with a different student. The 'Assessments Overall Status' section shows 0% completion. A summary box indicates '0 Assessment(s) Complete' and '1 Assessment(s) Pending'. A table lists assessment details for a student:

Clinical Experience ↑	Student	Cohort / Batch	Self Assessment	Assigned CI/SCCE	CI Assessment	Due Date	Assessed On	Action
NovaCare-Miami (02/01/2024 - 02/17/2024)	CPI, Student3	Class of 2025 / ClinEd 1	Complete	CPI, C11 CPI, SCCE2	In Progress			Continue CI Assessment Significant Concerns

View 150 entries | 1 to 1 of 1 | Page 1 of 1

Verify the student’s name and evaluation (Midterm or Final), then complete the rubric by selecting the appropriate response for each criterion. **Clicking on a rating will automatically save the rating for that criterion. You must click to another area after making a comment for it to auto-save.**

NOTE: 2 CIs Completing Assessments.

It is important to note that if there are two CIs paired with a student, they will be working on a single assessment. The portal does not support multiple users simultaneously working on an assessment. CIs will need to coordinate and add their rating and comments at different times so when they click "Save as Draft," their work will be saved in the assessment. Click "Save as Draft" regularly to refresh the page and save the contents.

The CIs will have to agree on a rating for each criterion. If one CI submits the assessment, the other CI will no longer be able to edit it, so make sure they confirm with each other prior to submission. Please have each CI sign off on their individual comments so that they can be differentiated during assessment review.

Student: CPI, Student3 CI: CPI, C11; CPI, SCCE2		Class of 2025 / ClinEd I NovaCare-Miami (02/01/2024 - 02/17/2024)				← Back	Save as Draft	Submit
Final PT Assessment - Clinical Instructor In Progress		PT CPI Instructions: For each performance criterion, review all descriptors and click the numbered box for the rating that best matches the student's typical behaviors. The supervision/caseload and sample behaviors span across two performance levels. When deciding between two performance levels (ex: 1 vs 2) consider where there is a preponderance of evidence and make your rating at that level. Once you click submit, you will not be able to make edits. Contact the DCE to unlock your assessment if needed.						
Performance Criteria		Beginning Performance (1)	Advanced Beginner Performance (2)	Intermediate Performance (3)	Advanced Intermediate Performance (4)	Entry-Level Performance (5)	Beyond Entry-Level Performance (6)	
Professionalism 1.1: Ethical Practice Hide Description <i>Practices according to the Code of Ethics for the Physical Therapist; demonstrates respect for self, the patient/client, and colleagues in all situations.</i>		1	2 ✓	3	4	5	6	
Comparative Rating(s) CI Midterm: 6 Student Midterm: 2		Supervision/Caseload: Not required for this performance criterion. Sample Behaviors (NOT an exhaustive list) • Acknowledges that there are ethical practice standards by which they should abide. • Identifies obvious unethical behaviors that occur in the clinical setting. • Identifies, acknowledges, and accepts responsibility for their actions. • Maintains patient/client confidentiality. • Engages in a polite and respectful manner with patients/clients and colleagues. More Behaviors		Supervision/Caseload: Not required for this performance criterion. Sample Behaviors (NOT an exhaustive list) • Articulates most of the policies and procedures of their clinical practice setting (e.g., OSHA, HIPAA). • Articulates most of the elements of the Code of Ethics for the Physical Therapist. • Reports clinical errors without prompting from the CI. • Gathers objective information to support questions regarding any potentially unethical More Behaviors		Supervision/Caseload: Not required for this performance criterion. Sample Behaviors (NOT an exhaustive list) • Abides by the policies and procedures of the clinical practice setting (e.g., OSHA, HIPAA). • Adheres to the elements of the Code of Ethics for the Physical Therapist. • Consistently identifies unethical behaviors. • Uses resources (e.g., hospital ethics committee) for addressing and resolving ethical More Behaviors		
Professionalism 1.1: Ethical Practice - Areas of Strength*		more comments						

Scroll to the end of the rubric to add comments for an **Overall Summary**, **Number of Days Absent**, and **Days Absent Comments**. You cannot type alphabetical values in the Number of Days Absent box.

Overall Summary (Please include the student's strengths and areas for further development.)*

Number of Days Absent*

Days Absent Comments*

Once you click Submit, the CPI 3.0 is complete and you will not be able to make edits. Please review your selections and comments, then click Submit.

Save your Rubric

Clicking on a rating will automatically save the rating for that criterion. You must click to another area after making a comment for it to auto-save.

Save As Draft allows you to save an incomplete rubric without publishing it to other areas in Competency.AI. Rubrics saved as a draft will remain **in progress** until edits are complete and submitted.

Submit Once you click submit the rubric is **complete**. You will not be able to make any edits. Please review your comments and selections carefully, then click **Submit**.

Back brings you back to the PT Assessments page.

Notes: If you need to make edits to your assessment, please contact the program administrator to have them unlock the assessment.

If you are affiliated with a military program, you may experience errors when completing the assessment due to firewall restrictions. Please attempt to access the assessment from a different WiFi network prior to reaching out to support.

Significant Concerns

Throughout the clinical experience, students and CIs may submit “Significant Concerns” to the DCE/ADCE. These comments pertain to incidents that have occurred throughout the clinical experience or situations that are of concern to the student or clinical instructor(s). They can submit these concerns at any time.

When a Significant Concern is reported, the DCE and ADCE will receive an automated email notification. The Significant Concern button will populate as a red button next to the assessment—clicking on it will open the dialog box.

Significant Concerns
Student : CPI, StudentA
CI : CPI, CI1; CPI, SCCE1
Class of 2024 / Clin Ed 1
APTA Center (02/01/2024 - 02/17/2024)
✕

CPI, SCCE1 (SCCE) test 2 <small>Sent to : CPI, DCEA (DCE)</small>	02/21/2024 4:52 PM
CPI, SCCE1 (SCCE) Hi <small>Sent to : CPI, DCEA (DCE)</small>	02/21/2024 4:49 PM
CPI, DCEA (DCE) thanks! <small>Sent to : CPI, CI1 (CI); CPI, SCCE1 (CI)</small>	02/21/2024 4:49 PM
CPI, CI1 (CI)	02/05/2024 1:34 PM

Performance Concern(s), Unsafe Event(s), Incident(s) to be Recorded

Add Comments here

Send email to CI
 Send email to Student

Cancel
Save As Draft
Submit

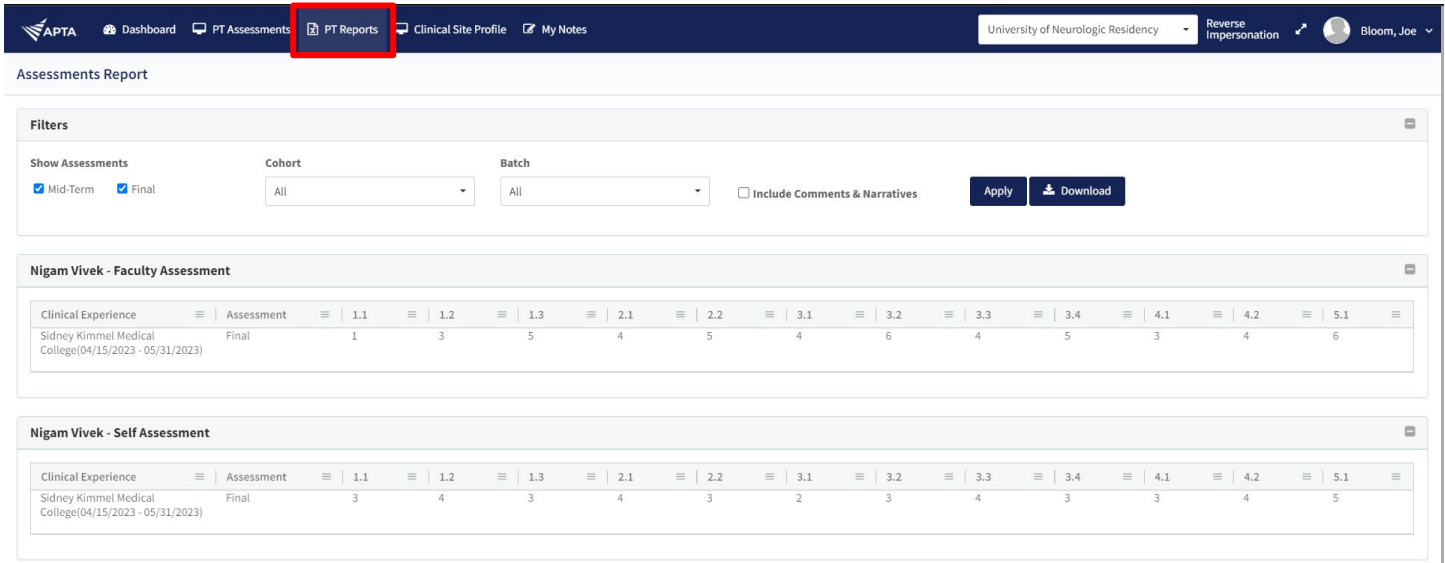
Here, you can review your comments and any replies that have been shared with you.

Please note: The Significant Concerns box functions as a notification service, not a communication service.

PT/PTA Reports

PT/PTA Reports allows the CI to view and download scores and comments. The CI can only view and download information for students he/she is associated with.

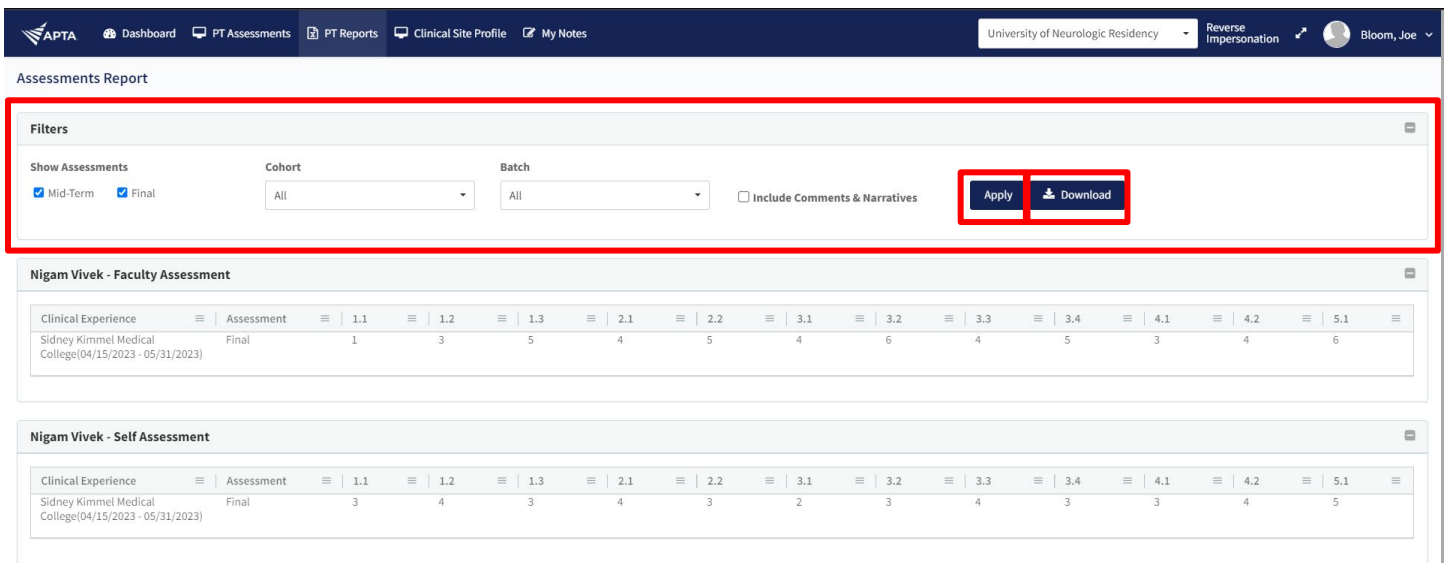
1. Click PT Reports or PTA Reports



The screenshot shows the APTA dashboard with the 'PT Reports' menu item highlighted in a red box. The dashboard includes navigation links for Dashboard, PT Assessments, PT Reports, Clinical Site Profile, and My Notes. The user is identified as Bloom, Joe, and the institution is the University of Neurologic Residency. The main content area displays an 'Assessments Report' with filters for Show Assessments (Mid-Term and Final), Cohort (All), and Batch (All). There are 'Apply' and 'Download' buttons. Below the filters, two assessment tables are shown: 'Nigam Vivek - Faculty Assessment' and 'Nigam Vivek - Self Assessment', both for Sidney Kimmel Medical College (04/15/2023 - 05/31/2023). The Faculty Assessment table shows scores for 1.1 through 5.1, and the Self Assessment table shows scores for 1.1 through 5.1.

2. Use the filter to create your desired report

- Check "Include Comments & Narratives" to view and download comments and narrative made in both CI Assessments and Student Self Assessments.
- You MUST click **Apply** to apply the filters
- Download** creates an excel version of your results



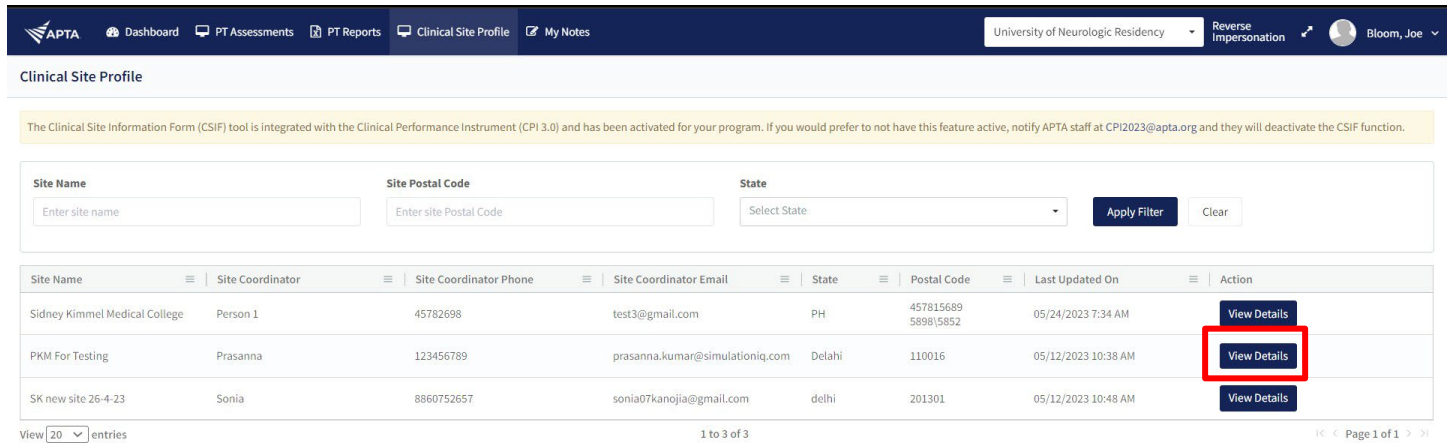
This screenshot is identical to the one above, but with a red box highlighting the filter section and the 'Apply' and 'Download' buttons. The 'Include Comments & Narratives' checkbox is currently unchecked.

Clinical Site Profile

The Clinical Site Profile allows the CI to view CSIF (Clinical Site Information Form) details previously completed for each clinical site they are associated with.

Note The CI may NOT edit clinical site information. If there is no completed CSIF for a site, it will not appear in this list.

Click View Details to view site details.



The Clinical Site Information Form (CSIF) tool is integrated with the Clinical Performance Instrument (CPI 3.0) and has been activated for your program. If you would prefer to not have this feature active, notify APTA staff at CPI2023@apta.org and they will deactivate the CSIF function.

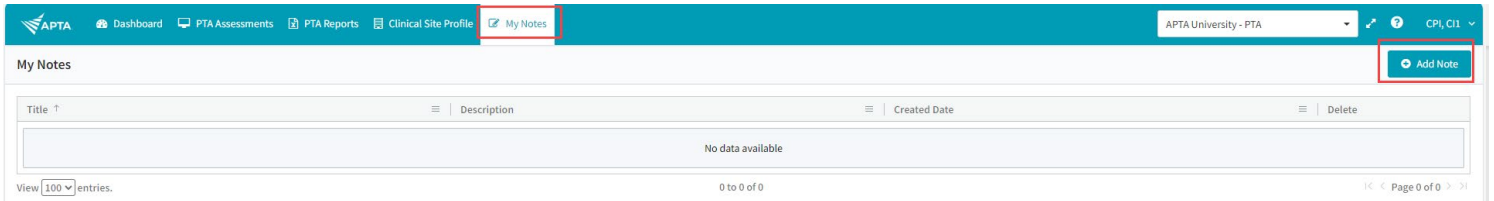
Site Name	Site Postal Code	State		
<input type="text" value="Enter site name"/>	<input type="text" value="Enter site Postal Code"/>	<input type="text" value="Select State"/>	<input type="button" value="Apply Filter"/>	<input type="button" value="Clear"/>

Site Name	Site Coordinator	Site Coordinator Phone	Site Coordinator Email	State	Postal Code	Last Updated On	Action
Sidney Kimmel Medical College	Person 1	45782698	test3@gmail.com	PH	457815689 5898\5852	05/24/2023 7:34 AM	<input type="button" value="View Details"/>
PKM For Testing	Prasanna	123456789	prasanna.kumar@simulationiq.com	Delahi	110016	05/12/2023 10:38 AM	<input type="button" value="View Details"/>
SK new site 26-4-23	Sonia	8860752657	sonia07kanojia@gmail.com	delhi	201301	05/12/2023 10:48 AM	<input type="button" value="View Details"/>

View entries 1 to 3 of 3 Page 1 of 1

My Notes

Use **+Add Note** to keep personal notes. Notes are NOT visible to any other user.



My Notes

Title ↑	Description	Created Date	Delete
No data available			

View entries 0 to 0 of 0 Page 0 of 0

For questions, comments or concerns about the CPI please email CPI@APTA.org or call (800) 999-2782 x8582.

APTA CPI 3.0 CI & SCCE Getting Started Guide

Welcome to CPI 3.0! Please see the instructions below on how to get started.

Before Logging In to the CPI 3.0 Platform:

- You must have an APTA account to access the CPI 3.0 system.
 - o If you have previously had an APTA account, we encourage you to use that account vs creating a second account. Having multiple APTA accounts may cause issues when trying to access the CPI 3.0 system.
 - To update your information on a previous APTA account, visit apta.org, click the “Log In” button at the top middle of the screen, enter your credentials, click the “My Profile” button on the top right of the screen, click “My Account” at the top left of the screen, and “Contact Information”.
 - If you cannot remember the password to your previous account, click the “Forgot your password?” button above the orange “Log in” button. Follow the prompts to reset your APTA account password.
 - For APTA username and password issues, please contact APTA’s Member Success team at membersuccess@apta.org or 800-999-2782 from 8am-6pm ET Monday - Friday.
 - o If you do not have an APTA account, please visit apta.org and click “Log In” at the top middle of the page. Under the orange “Log in” button, you will see the options to “Become an APTA member” or “Create a free account”. Follow the prompts to create an APTA account.
- Take the free **APTA CPI 3.0 – CI/SCCE Training** in APTA’s Learning Center.
 - o Link: <https://learningcenter.apta.org/products/apta-cpi-30-ciscce-training>
 - o This course includes training for both PT and PTA students.
- **IMPORTANT:** When logged into the Learning Center, click on the “profile” tab on the left side of the screen. The email address listed on this screen is the email address associated with your APTA account. **Send this email address to the educational program to grant you access to the CPI 3.0.**

How to Log In to the CPI 3.0 Platform:

- Go to the CPI 3.0 platform: <https://cpi.apta.org/login>
- Click on the “Login” button in the top right of the screen. This will take you to the APTA Login page.
- Enter your APTA Login credentials. This is the same username and password you used to take the CPI 3.0 Training on APTA’s Learning Center.
 - o **Potential Error Messages:**
 - “Invalid Username or Password”
 - For APTA username and password issues, please contact APTA’s Member Success team at membersuccess@apta.org or 800-999-2782 from 8am-6pm ET Monday - Friday.
 - If you cannot remember your account password, click the “Forgot your password?” button above the orange “Log in” button. Follow the prompts to reset your APTA account password.
 - “This account is not associated with any program or user role.”
 - Contact the educational program to gain access to the CPI 3.0 portal.
 - “Access denied due to not completing the CPI 3.0 Training. Please complete the CPI 3.0 Training at (website) to gain access to the system. Once you have completed the training, please refresh your screen to update the CPI 3.0 system to grant you access.”
 - If you have not completed the **APTA CPI 3.0 – CI/SCCE Training**, please review the instructions above on how to complete the training.
 - If you have completed **APTA CPI 3.0 – CI/SCCE Training**, please contact the CPI 3.0 team at cpi@apta.org or 800-999-2782 x8582.
- Read and agree to the Terms of Use & Privacy Policy.
- That is it! You are in the CPI 3.0 portal and will be brought to your dashboard page.

After Logging On to the CPI 3.0 Platform:

- To access the CI and SCCE user guides, click on the white circle with a blue question mark icon at the top right of the screen. These instructions will explain the different functions of the CPI 3.0 system.
- If there is a CPI 3.0 system issue, APTA will add a message on the CPI 3.0 portal Login page (<https://cpi.apta.org/login>). We will remove the message when the issue is resolved.
- For any questions about the CPI 3.0 tool, please contact the CPI 3.0 Team at CPI@apta.org or 800-999-2782 x8582