Clinical Performance Instrument (CPI)

Adjunct Faculty User Guide

3/08/2024
Table of Contents

Login ........................................................................................................................................................................ 3
Menu Options .......................................................................................................................................................... 5
Dashboard ............................................................................................................................................................... 6
PT/PTA Assessment ................................................................................................................................................ 7
PT/PTA Reports ....................................................................................................................................................... 8
Clinical Site Profile ................................................................................................................................................... 9
My Notes .................................................................................................................................................................. 9
Login

Go to https://cpi.apta.org

Click Login.

Log in to your account using your APTA login credentials.

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. Users can also update their email address themselves 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 Adjunct Faculty Member will only see students they are associated with.
## Menu Options

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📊</td>
<td><strong>Dashboard</strong> 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.</td>
</tr>
<tr>
<td>🕒</td>
<td>The <strong>Assessments</strong> page is where Active Student and CI CPI evaluations can be viewed and where Significant Concerns are documented.</td>
</tr>
<tr>
<td>📊</td>
<td>The <strong>Reports</strong> page provides a quick snapshot of the completed Student and CI CPI evaluations and a way to download the information into an Excel Spreadsheet.</td>
</tr>
<tr>
<td>🗓️</td>
<td>The <strong>Clinical Site Profile</strong> is where the CSIF lives. This page shows all completed CSIF profiles for sites associated with your program.</td>
</tr>
<tr>
<td>☕️</td>
<td>The <strong>My Notes</strong> area is available for all users to keep private notes while in the CPI 3.0.</td>
</tr>
<tr>
<td>💼</td>
<td>Click to enter/exit full screen.</td>
</tr>
<tr>
<td>📚</td>
<td>Click to access <strong>User Guides</strong>.</td>
</tr>
</tbody>
</table>
| 📨 | Click your **User name dropdown** to:  
  - View your user profile  
  - Log Out of the system |
Dashboard

The Compency.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 review assessment assignment and track assessment completion progress. You can view in progress assessments, but cannot edit.
PT/PTA Reports
PT/PTA Reports allows the adjunct faculty to view and download scores and comments. The adjunct faculty can only view and download information for students they are associated with.

Click PT Reports or PTA Reports

User the filter to create your desired report
a. Check “Include Comments & Narratives” to view and download comments and narrative made in both Faculty Assessments and Student Self Assessments.
b. You MUST click Apply to apply the filters
c. Download creates an excel version of your results
Clinical Site Profile
The Clinical Site Profile allows the adjunct faculty to view CSIF (Clinical Site Information Form) details previously completed for each clinical site to which their program is associated.

*Note* Adjunct faculty 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 a site’s CSIF.

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

For questions, comments or concerns about the CPI please Email CPI@APTA.org or call (800) 999-2782 x 8582.