Clinical Performance Instrument (CPI)

Clinical Instructor User Guide
Login

Go to https://cpi.apta.org

Click Login.

Log in to your account using your APTA login credentials.
Agree to the **Terms of Use**.

The **Dashboard** appears.

*Note* the Clinical Instructor will only see students he/she is associated with.

For login issues: Email [CPI@APTA.com](mailto:CPI@APTA.com) or call 703-684-2782

**Menu Options**

- **Dashboard**
  - Click to enter/exit full screen.
- **Clinical Site Profile**
  - Click to access **User Guides**.
- **My Notes**
  - Click your **User Profile** photo to:
    - Update 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 complete or review assessments and track assessment completion progress.

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 Faculty Assessment.
Verify the student’s name and evaluation (MidTerm or Final), then complete the rubric by selecting the appropriate response for each criteria.

Add criteria level comments on Areas of Strength, Areas for Development and Remediation Plans by clicking the comment icon for each criteria. Then Save.
Scroll to the end of the rubric to add comments for an Overall Summary and Performance Concerns.

Check the Send Email to DCE box to send an email notification to the DCE if you have an item of significant concern.

Save your Rubric

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 pending status 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. CHANGES WILL NOT BE SAVED
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

2. Use 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 CI to view the detail previously created for each clinical site he/she is associated with. *Note* the CI may NOT edit clinical site information.

Click View Details to view site details.

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

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For questions, comments or concerns about the CPI please Email [CPI@APTA.com](mailto:CPI@APTA.com) or call 703-684-2782.