

# Clinical Performance Instrument (CPI)

## PT/PTA Student User Guide

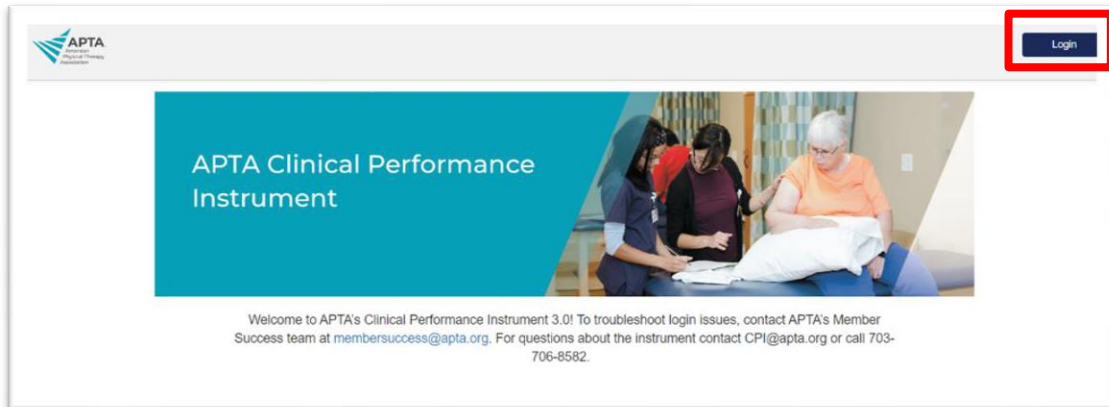
**3/11/2024**

## Table of Contents

Login .....	3
Menu Options .....	4
Dashboard.....	5
PT/PTA Assessment .....	6
Start, Continue or View Assessments .....	6
Save your Rubric.....	7
Significant Concerns.....	8
Clinical Site Profile .....	9
My Notes .....	9
Training Videos .....	9
PT/PTA Student Getting Started Guide .....	10

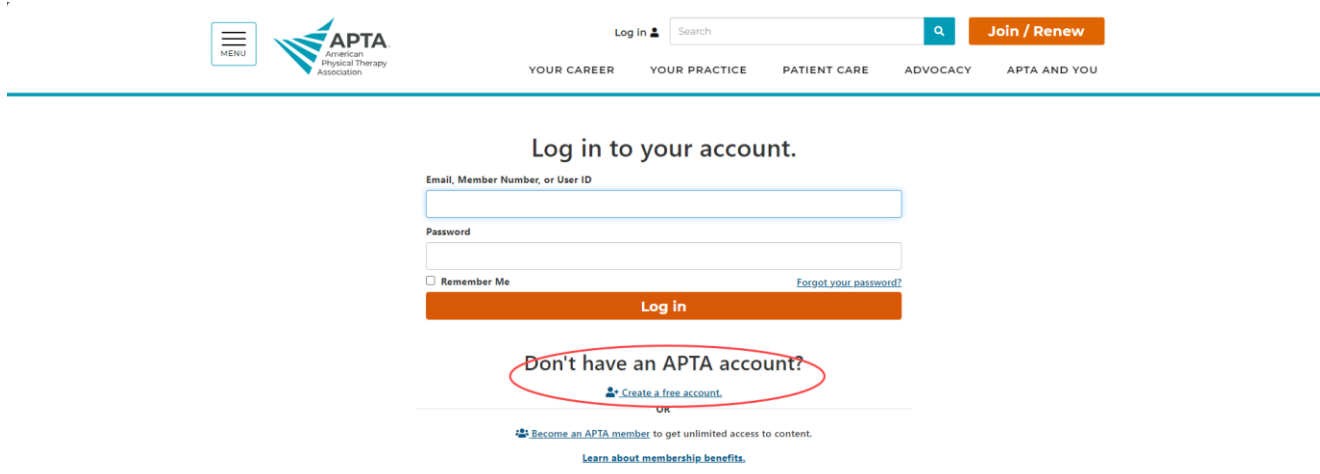
## Login

Go to <https://cpi.apta.org>

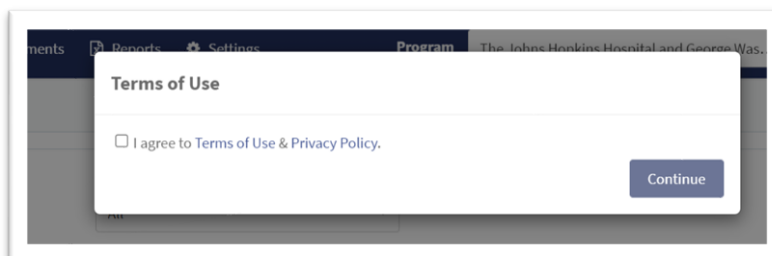


Click Login.

Log in to your account using your APTA login credentials. Please make sure that you have completed the training using the email address that was used to add you to the system. If these emails are different, you will receive an error message and must contact the DCE for additional assistance.



Agree to the **Terms of Use**.



**For login questions/issues:** Email [membersuccess@apta.org](mailto: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.

## Menu Options

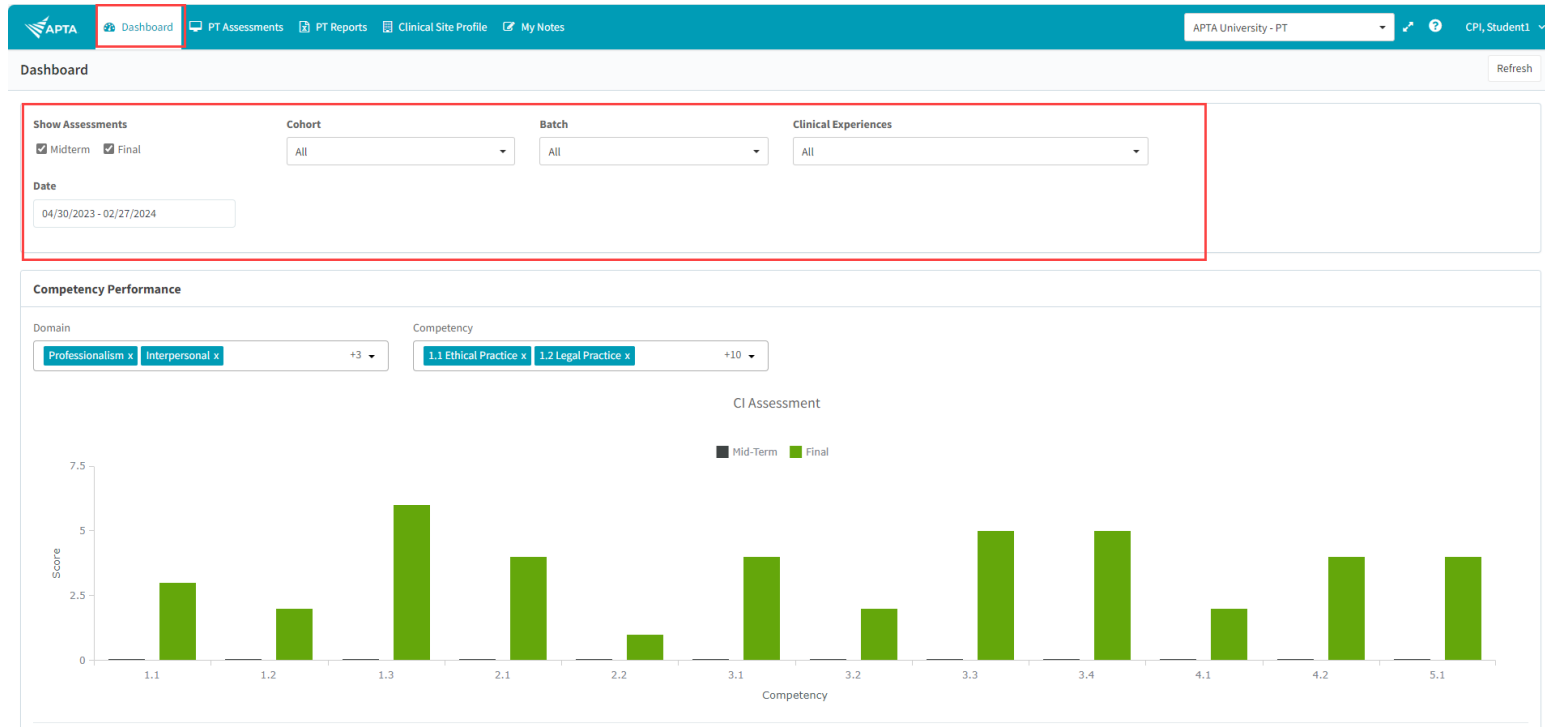
	<a href="#">Dashboard</a>	<a href="#">PT Assessments</a>	<a href="#">PT Reports</a>	<a href="#">Clinical Site Profile</a>	<a href="#">My Notes</a>	APTA University - PT			CPI, Student1
--	---------------------------	--------------------------------	----------------------------	---------------------------------------	--------------------------	----------------------	---	---	---------------

<div>Dashboard</div>	The <b>Dashboard</b> 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.
<div>PT Assessments</div> <div>PTA Assessments</div>	The <b>Assessments</b> page is where Active Student and CI CPI evaluations can be viewed and where Significant Concerns are documented.
<div>PT Reports</div> <div>PTA Reports</div>	The <b>Reports</b> page provides a quick snapshot of the completed Student and CI CPI evaluations and a way to download the information into an Excel Spreadsheet.
<div>Clinical Site Profile</div>	The <b>Clinical Site Profile</b> is where the CSIF lives. This page shows all completed CSIF profiles for sites associated with your program.
<div>My Notes</div>	The <b>My Notes</b> area is available for all users to keep private notes while in the CPI 3.0.
<div></div>	Click to <b>enter/exit full screen</b> .
<div></div>	Click to access <b>User Guides</b> .
<div>CPI, Student1</div>	Click your <b>User name dropdown</b> to: <ul style="list-style-type: none"><li>View your user profile</li><li>Log Out of the system</li></ul>

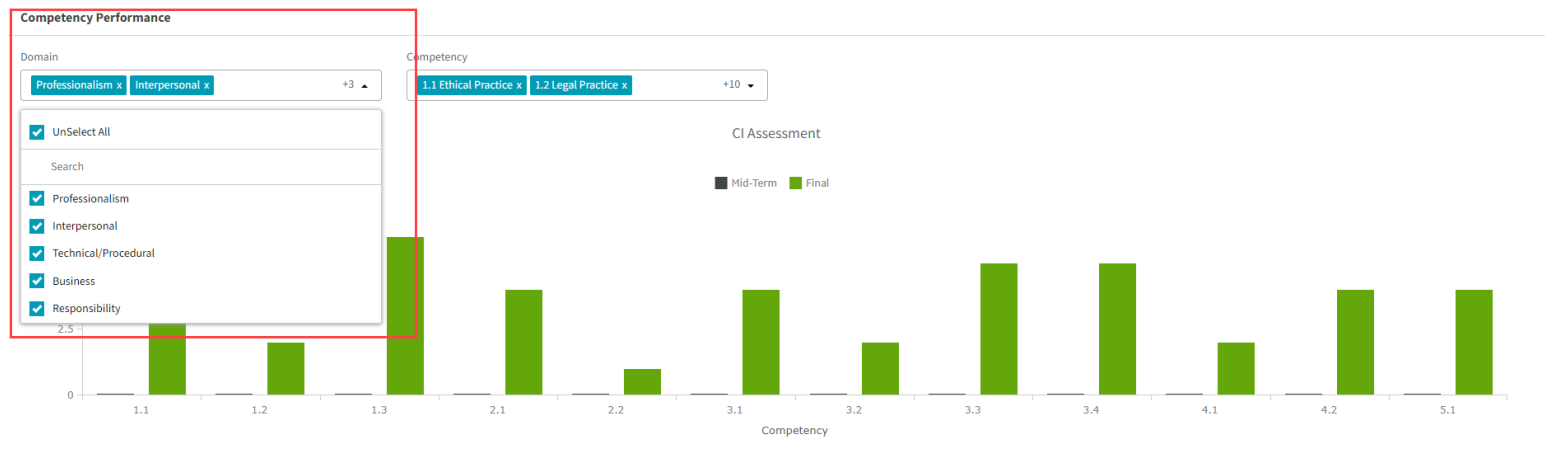
## Dashboard

The CPI 3.0 dashboard shows a comprehensive and dynamic view of student competency levels.

Use the dashboard filters to sort information. PT/PTA students will only see their own personal information on the student dashboard.



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



## PT/PTA Assessment

PT/PTA Assessments are assigned by the DCE. Use PT/PTA Assessments complete or review assessments and track assessment completion progress.

Assessments									
<div> <div>Midterm</div> <div>Final</div> </div>									
Clinical Experience ↑	Student	Cohort / Batch	Self Assessment Status	Assigned CI/SCCE	CI Assessment	Due Date	Assessed On	Action	
APTA Center (12/01/2023 - 01/02/2024)	CPI, Student1	Class of 2024 / ClinEd III	In Progress	CPI, C13	In Progress		02/01/2024	Continue Self Assessment	Significant Concerns
NovaCare-Miami (01/02/2024 - 02/02/2024)	CPI, Student1	Class of 2024 / ClinEd III	In Progress		Not Started			Continue Self Assessment	Significant Concerns
<div>View 150 entries</div> <div>1 to 2 of 2</div> <div>Page 1 of 1</div>									

## Start, Continue or View Assessments

APTA Rubric evaluations have been created and mapped by APTA administrators. Click the action to **Start** an assessment, or click “Continue Self Assessment” once the assessment has been opened. This button will change to read “View Self Assessment” when completed.

Assessments									
<div> <div>Midterm</div> <div>Final</div> </div>									
Clinical Experience ↑	Student	Cohort / Batch	Self Assessment Status	Assigned CI/SCCE	CI Assessment	Due Date	Assessed On	Action	
APTA Center (12/01/2023 - 01/02/2024)	CPI, Student1	Class of 2024 / ClinEd III	In Progress	CPI, C13	In Progress		02/01/2024	Continue Self Assessment	Significant Concerns
NovaCare-Miami (01/02/2024 - 02/02/2024)	CPI, Student1	Class of 2024 / ClinEd III	In Progress		Not Started			Continue Self Assessment	Significant Concerns
<div>View 150 entries</div> <div>1 to 2 of 2</div> <div>Page 1 of 1</div>									

- Verify the name and evaluation (Midterm vs 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.
- Click “View Description” to see the description of each criterion.
- Click “More Behaviors” to see all sample behaviors for each criterion.
- Add criteria level comments on **Areas of Strength** and **Areas for Development**. You must click to another area after making a comment for it to auto-save.

Student: CPI, Student1  
CI: CPI, CI3;

Class of 2024 / ClinEd III  
APTA Center (12/01/2023 - 01/02/2024)

Back
Save as Draft
Submit

Midterm PT Assessment - Student  
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 View Description	1	2	3 ✓	4	5	6
	Supervision/Caseload: Not required for this performance criterion.		Supervision/Caseload: Not required for this performance criterion.		Supervision/Caseload: Not required for this performance criterion.	
	<b>Sample Behaviors (NOT an exhaustive list)</b> <ul style="list-style-type: none"> <li>Acknowledges that there are ethical practice standards by which they should abide.</li> <li>Identifies obvious unethical behaviors that occur in the clinical setting.</li> <li>Identifies, acknowledges, and accepts responsibility for their actions.</li> <li>Maintains patient/client confidentiality.</li> <li>Engages in a polite and respectful manner with patients/clients and colleagues.</li> </ul> More Behaviors		<b>Sample Behaviors (NOT an exhaustive list)</b> <ul style="list-style-type: none"> <li>Articulates most of the policies and procedures of their clinical practice setting (e.g., OSHA, HIPAA).</li> <li>Articulates most of the elements of the Code of Ethics for the Physical Therapist.</li> <li>Reports clinical errors without prompting from the CI.</li> <li>Gathers objective information to support questions regarding any potentially unethical</li> </ul> More Behaviors		<b>Sample Behaviors (NOT an exhaustive list)</b> <ul style="list-style-type: none"> <li>Abides by the policies and procedures of the clinical practice setting (e.g., OSHA, HIPAA).</li> <li>Adheres to the elements of the Code of Ethics for the Physical Therapist.</li> <li>Consistently identifies unethical behaviors.</li> <li>Uses resources (e.g., hospital ethics committee) for addressing and resolving ethical</li> </ul> More Behaviors	
	<b>Professionalism 1.1: Ethical Practice - Areas of Strength*</b> <ul style="list-style-type: none"> <li>Articulates most of the elements of the Code of Ethics for the Physical Therapist</li> </ul>					
	<b>Professionalism 1.1: Ethical Practice - Areas of Development*</b> <ul style="list-style-type: none"> <li>Need to work on identifying clinical errors</li> </ul>					

- Scroll to the end of the rubric to add comments for an **Overall Summary**.

Overall Summary\*

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.

If you need to make edits to your assessment, please contact your DCE/ACCE to have them unlock the assessment.

## 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 I  
APTA Center (02/01/2024 - 02/17/2024)

CPI, SCCE1 (SCCE)

test 2

Sent to : CPI, DCEA (DCE)

CPI, SCCE1 (SCCE)

Hi

Sent to : CPI, DCEA (DCE)

CPI, DCEA (DCE)

thanks!

Sent to : CPI, CI1 (CI); CPI, SCCE1 (CI)

CPI, CI1 (CI)

02/21/2024 4:52 PM

02/21/2024 4:49 PM

02/21/2024 4:49 PM

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.

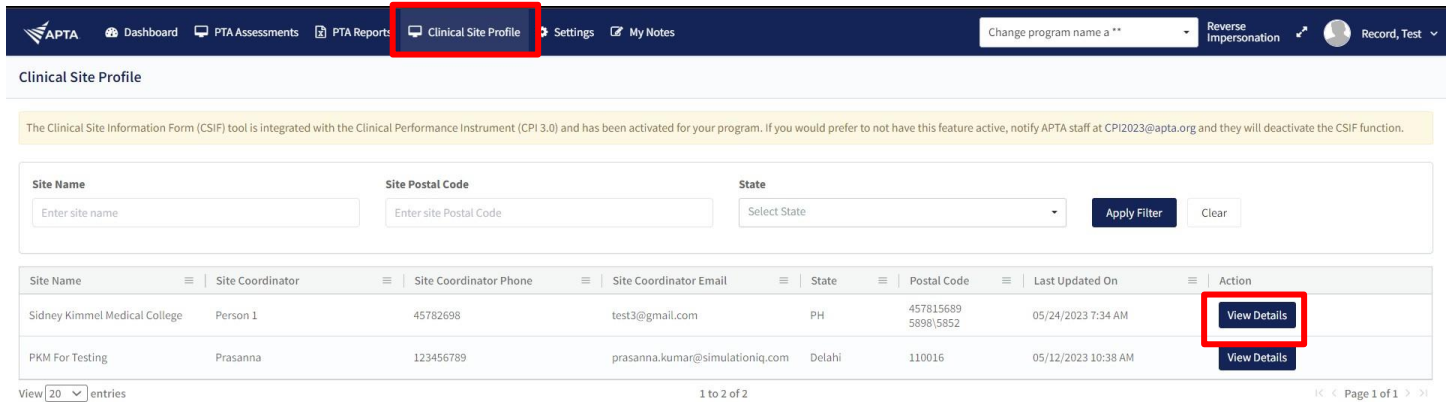


## Clinical Site Profile

The Clinical Site Profile allows the student to view CSIF (Clinical Site Information Form) details previously completed for each clinical site to which their program is associated.

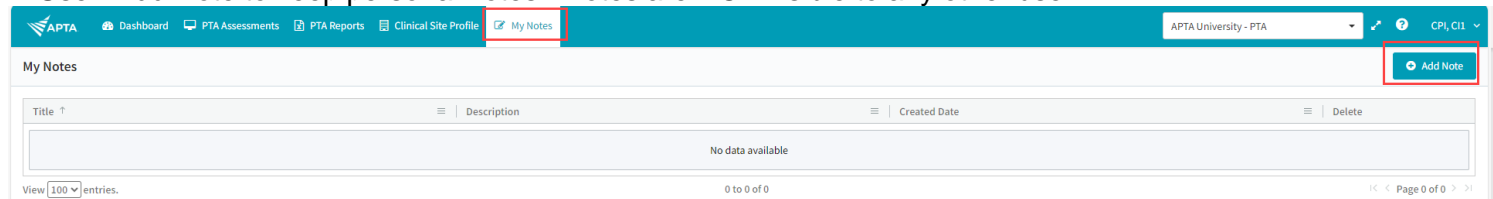
**\*Note\*** Students may NOT edit clinical site information. If there is no completed CSIF for a site, it will not appear in this list.

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.



## Training Videos

[PTA Student Rubric Training Video](#)

[PT Student Rubric Training Video](#)

[Reporting Significant Concerns in CPI 3.0](#)

For questions, comments or concerns about the CPI please email [CPI@APTA.org](mailto:CPI@APTA.org) or call (800) 999-2782 x 8582.

## PT/PTA Student 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](https://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](mailto: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](https://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.
  - o Confirm with your educational program which email address you should use (i.e. school or personal email address).
- Take the free **APTA CPI 3.0 – PT Student Training** or **APTA CPI 3.0 – PTA Student Training** in APTA’s Learning Center.
  - o PT Students: <https://learningcenter.apta.org/products/apta-cpi-30-pt-student-training>
  - o PTA Students: <https://learningcenter.apta.org/products/apta-cpi-30-pta-student-training>
- 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.

### 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](mailto: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 – PT Student Training (for SPTs)** or **APTA CPI 3.0 – PTA Student Training (for SPTAs)**, please review the instructions above on how to complete the training.
      - If you have completed **APTA CPI 3.0 – PT Student Training (for SPTs)** or **APTA CPI 3.0 – PTA Student Training (for SPTAs)**, please contact the CPI 3.0 team at [cpi@apta.org](mailto: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 PT/PTA Student User Guide, 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 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](mailto:CPI@apta.org) or 800-999-2782 x8582