Clinical Performance Instrument (CPI)

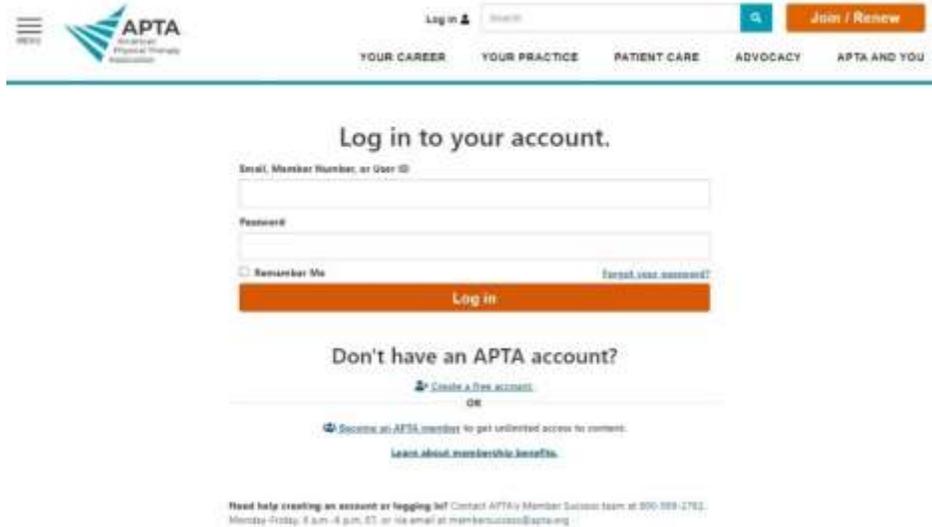# Site Coordinator of Clinical Education (SCCE) User Guide

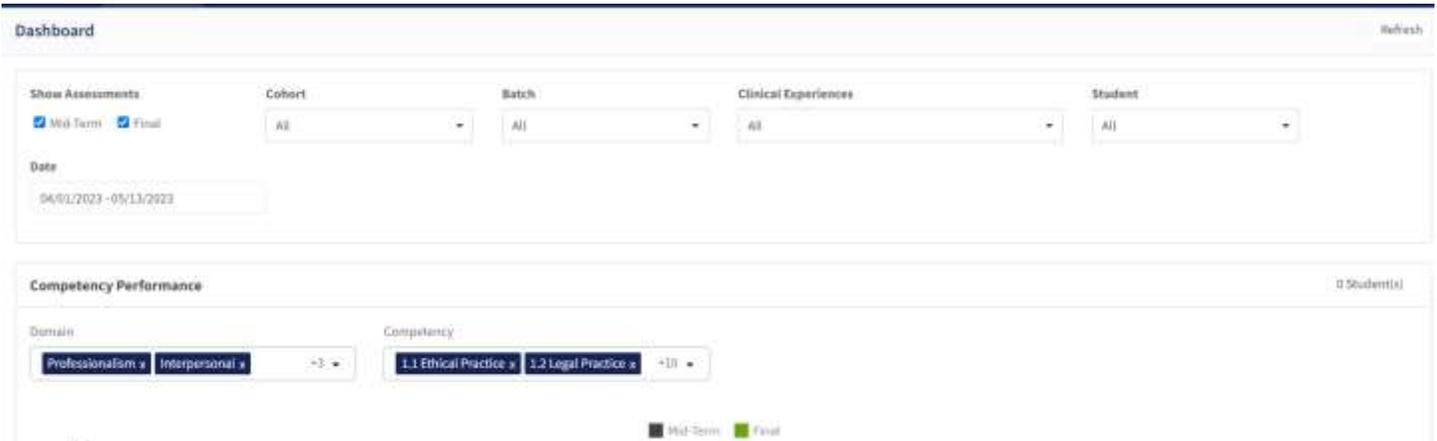# Login

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

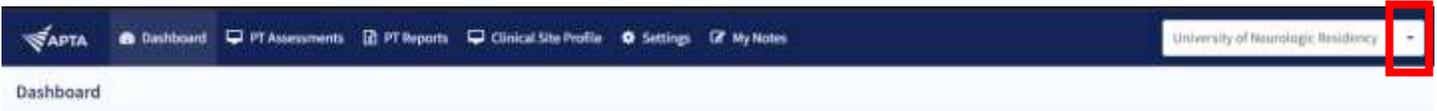Log in to your account using your APTA login credentials.

Agree to the **Terms of Use**.

The **Dashboard** appears.

*SCCE will be only able to see data for the program(s) he or she is associated with. If the SCCE is associated with **multiple programs**, use the program dropdown menu to switch programs.*

For login issues: Email CPI@APTA.ORG or call 703-706-8582.

Menu Options

|	
⤢	Click to **enter/exit full screen**.
❓	Click to access **User Guides**.
👤	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.
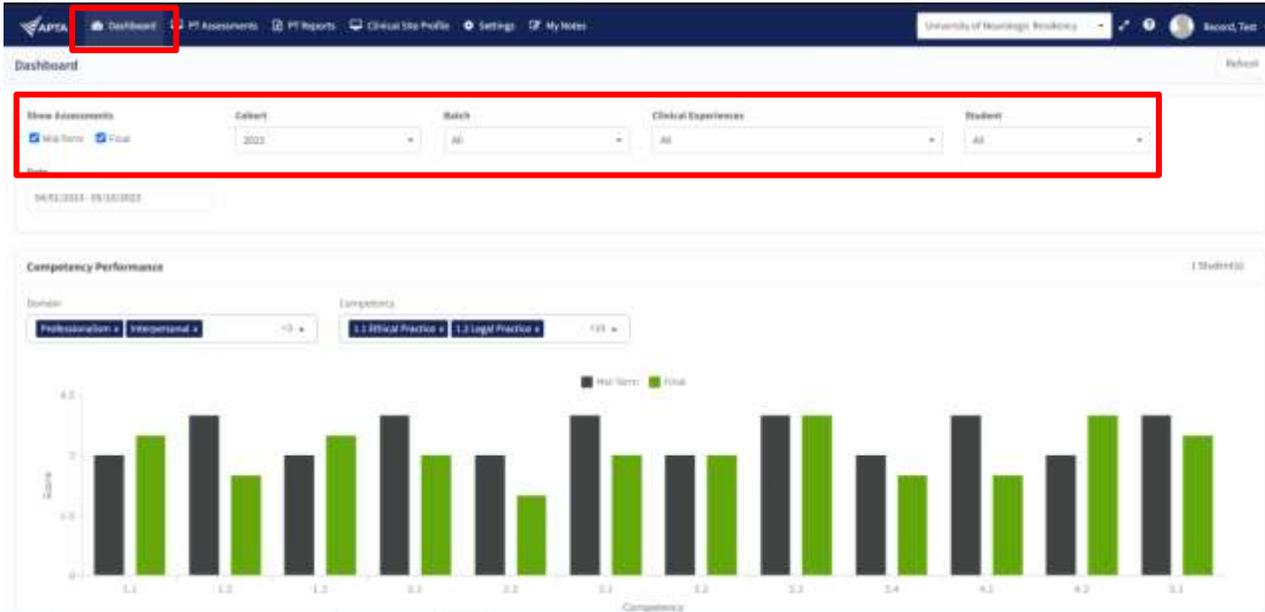
Select specific Domains and Competencies and mouse-over each competency score for additional information.
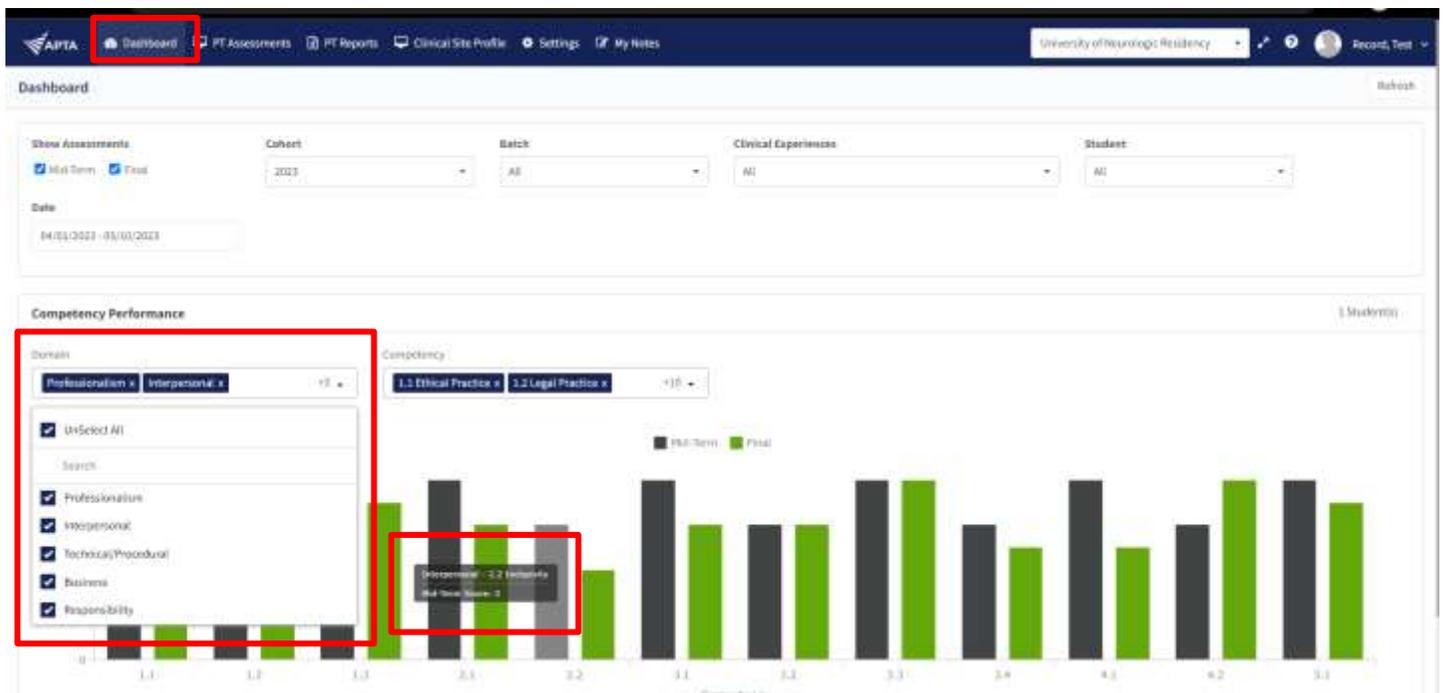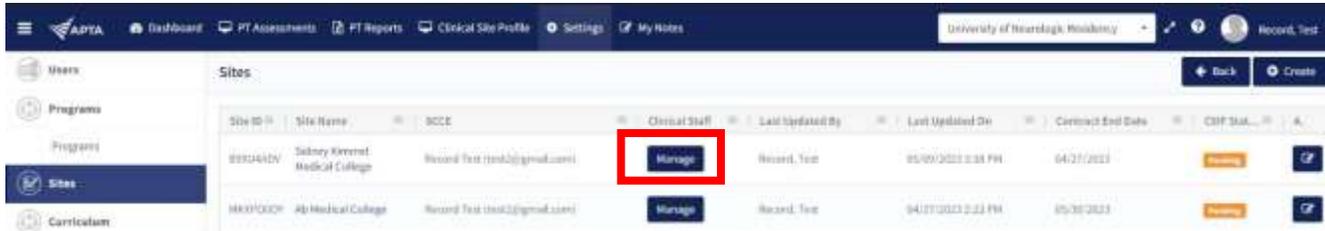
Clinical Sites

> **IMPORTANT!** Clinical Sites must be manually entered into the system to avoid duplications and incorrect data. Sites must be created by adding/uploading clinical rotations.
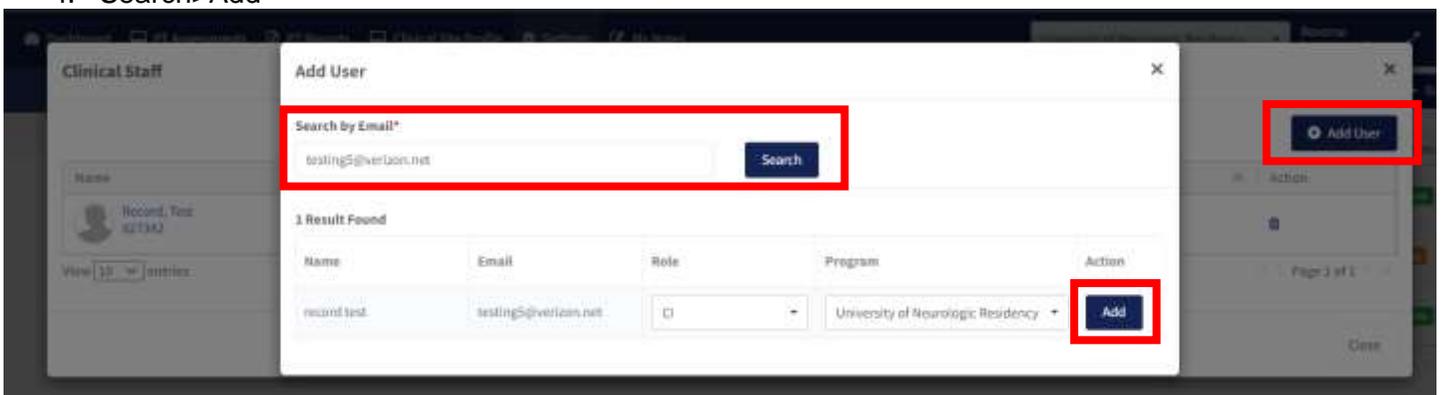
Manage Clinical Staff

1. Under the **Clinical Staff** column, click **Manage** to manage site clinical staff information.
   *This will open a new window*

2. Click **+Add User**
3. Look up and the email address of the CI (must be the email address associated with their APTA account). Please contact your DCE to verify CI email address if no results are found.
4. Search>Add

5. Use the trash can to delete clinical staff associated with this site.
   This action will disassociate the CI from the site. It WILL NOT remove them from the system
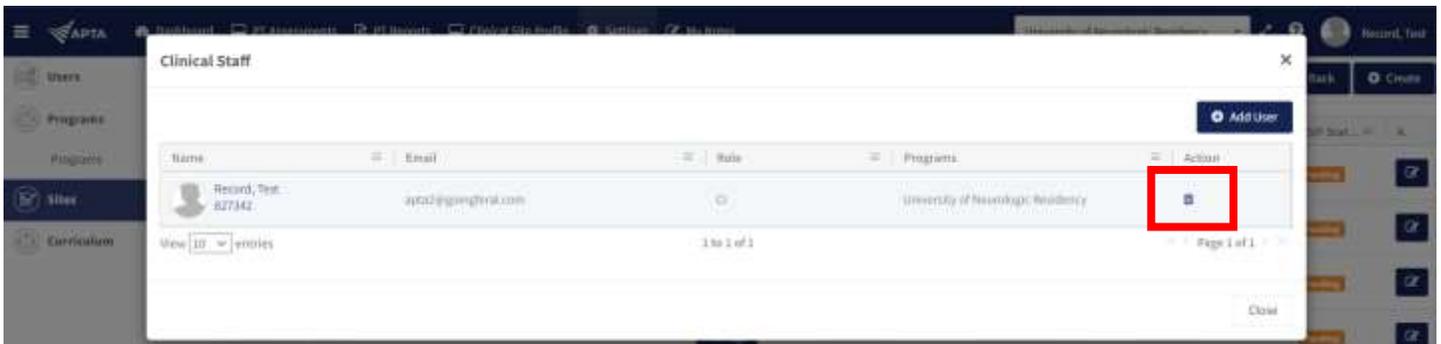
Edit Clinical Site Information

Editing and maintaining the integrity of Clinical Site Information is the responsibility of the SCCE.

1. Click the edit icon to add and edit FULL site information

2. This edit screen is divided into sections which can be expanded and collapsed. Use the commands or **+** and **−** icons to expand and collapse these fields.


3. Complete each section and SAVE.

Saving site information

Save As Draft allows you to save incomplete site information without publishing it to other areas in Competency.AI. Sites saved as a draft will remain in **pending** status until edits are complete.

**Save & Mark as Complete** means site information is **complete** enough to share with other areas of Competency.AI

Back to Sites brings you back to the Sites page in Settings. **CHANGES WILL NOT BE SAVED**
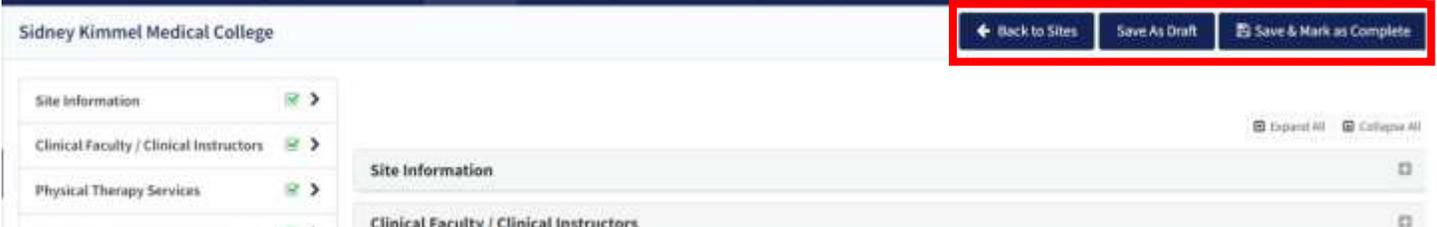
PT/PTA Reports

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

1. Click **PT Reports** or **PTA Reports**
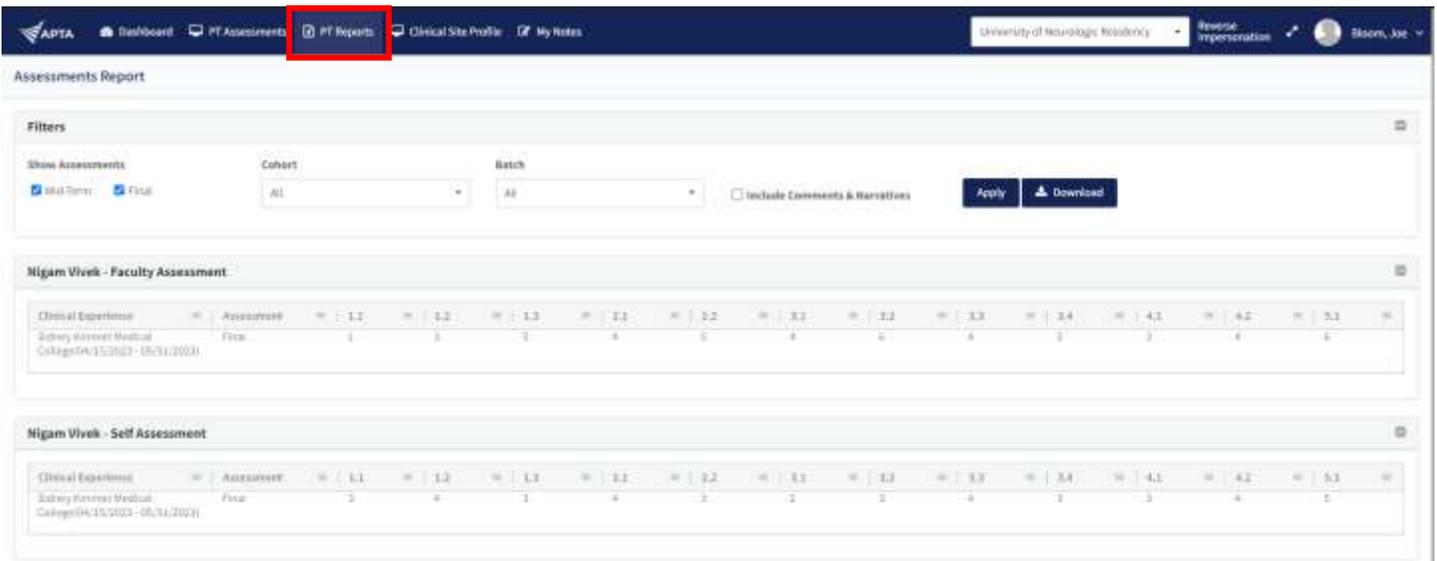
2. User the filter to create your desired report
   a. Check "Include Comments & Narratives" to view and download comments and narrative made in both Faculty Assessments and Student Self Assessments.
   b. You MUST click **Apply** to apply the filters
   c. **Download** creates an excel version of your results

Clinical Site Profile

The Clinical Site Profile allows the SCCE to view the detail previously created for each clinical site he/she is associated with.

Note the SCCE may NOT edit clinical site information from this tab. To make edits or changes please return to the Settings tab.

Click View Details to view site details.

My Notes

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

For any questions or concerns regarding the CPI, please contact CPI@APTA.ORG or call 703-706-8582.