

## PTA CPI Web 2.0 Instructions for a CI

Login to PTA CPI Web 2.0 at <https://cpi2.amsapps.com>

1. Your **username is your email address** provided to the school you are working with.
2. **If you had a username/password with a Physical Therapy program, it will also work with the Physical Therapy Assistant programs.** If you did not have a password, or forgot your password, please click on the **'I forgot or do not have a password'** link and follow the instructions to set/reset your password. **PLEASE NOTE: Make sure to close out of any internet browsers containing PTA CPI Web 2.0 prior to accessing the link in your email as this may result in an error when trying to set/reset your password.**

**Update Information (If you've previously have done this, please go to Editing the CPI)**

1. Click on the **'My Info'** tab to update your information. You **must update the APTA Data Release Statements** found in the Data Authorization section.
2. When you are done editing, hit **'Update'**.

**Verify APTA Training/Start the CPI (If you've previously have done this, please go to Editing the CPI)**

1. **Click on your student's name in the 'My Evaluations'** section on your home page or click on the Evaluations tab and then hit 'Edit'. **If you do not see your students name listed, and have previously used CPI Web for a PT student, click on 'PTA' in the upper right hand corner to switch to the PTA CPI Web view.**
2. You are prompted to verify if you have completed the APTA PTA CPI Training. **If you have completed the training, please click the 'I have completed the APTA PTA CPI online training and assessment.'** button.
  - a. If you have not completed the training, please follow the directions on the page to take the APTA PTA CPI Training.
  - b. If the email address you took the training with is different than your username, you will be prompted to enter the email address registered with APTA.
  - c. If you are having issues verifying you've completed the training, please contact PTA CPI Web Support at [ptacpiwebsupport@academicmanagement.com](mailto:ptacpiwebsupport@academicmanagement.com). Please provide your name, email address used to take the training, and the date you passed the training.

**Editing the CPI**

1. Once you have verified you have completed the APTA PTA CPI Training, you will see all 14 sections of the CPI.
  - a. You can edit one section at a time by clicking on **'Edit Now'** to the right of the CPI.
  - b. You can edit all sections at the same time by clicking on **'Edit All'** at the top of the Edit column.
2. Click on **'View Sample Behaviors'**, **'View Introduction'**, and **'View Instructions'** to view the details of how to fill out the CPI.

3. Mouse over any underlined word to view an APTA glossary definition. This is available for the Performance Dimensions and the Anchor Points on the APTA Rating scale.
4. **Add comments to the comment box and select the rating for the student on the slider scale. For the Interventions, please make sure to select whether a skill was Performed, Observed, or Not Available.**
5. When you are done editing a section, click on the **'Section Sign Off' box and hit 'Save'.** **Be sure to save your work!! If you leave the page without saving, your comments could be lost!!**

### **Signing off on the CPI**

1. Once all sections are marked as 'Completed', please sign-off on your CPI. You can sign-off on the CPI by clicking on the **'Evaluations' tab and clicking on the 'Sign Off' link.**
2. **Once you sign off on your CPI, you are unable to edit it further.** Your student will be able to see your CPI only if they have also signed off on their CPI.

### **Viewing your CPI With your Student and Signing-Off on your student's CPI**

1. Click on the **'Evaluations'** tab.
2. Click on **'View'** in the Actions column.
3. Use the filters to see the comments from both student and CI at once.
4. In the **'Evaluations'** tab you will see a **link to sign-off** on your student's CPI indicating you've discussed the performance with your student.

### **Additional Features:**

#### **Creating a Critical Incident Report (only to be used as needed)**

1. To create a Critical Incident Report, click the link that says **'Critical Incident'**
2. Fill out the report appropriately
3. Once you hit **'Save'**, the report will be sent to the CCCE, ACCE and student.
4. Any completed Critical Incident Reports can be found in the **'Critical Incidents'** tab.

#### **Adding Post-Assessment Comments to the CPI:**

1. In the **'Evaluations'** tab you will see a **link to sign-off** on your student's CPI indicating you've discussed the performance with your student. Once you and your student have signed-off on each other's CPI, you can add overall comments by clicking on **'View'** and **adding comments.**

If you have any questions, comments or run into any issues using PT CPI Web, please contact Support at [ptacpiwebsupport@academicmanagement.com](mailto:ptacpiwebsupport@academicmanagement.com).

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