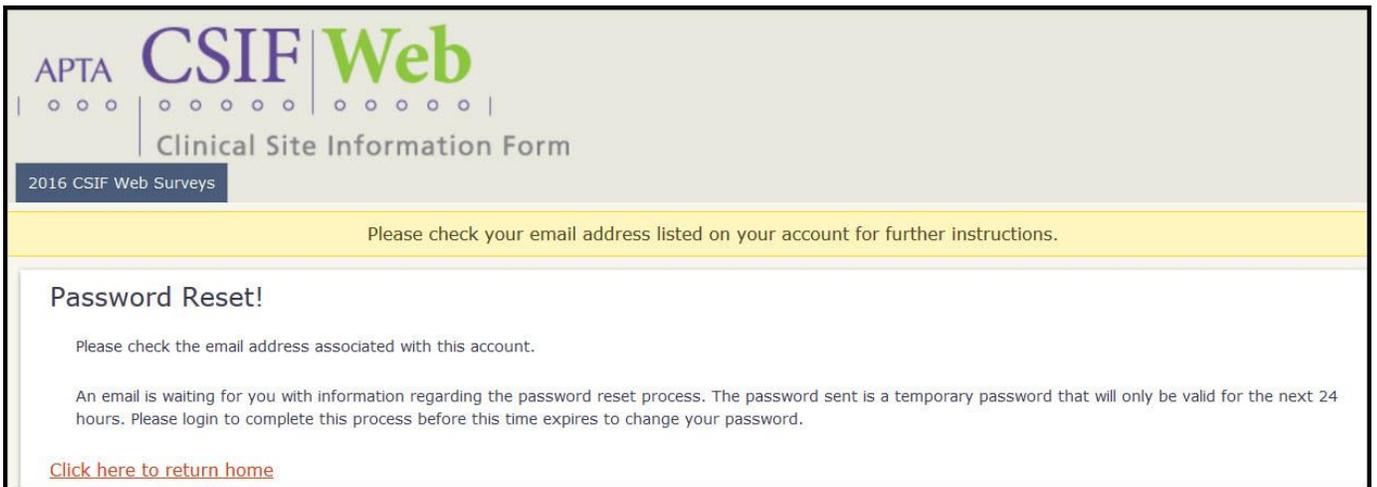


APTA CSIF Web Instructions for a CCCE

Log into APTA CSIF Web at <https://csifweb.amsapps.com>

1. Your **username is your email address** provided to the school you are working with.
2. **If you have previously created a password in PTA CPI Web or PT CPI Web, please use that case-sensitive password to log into CSIF Web.** If you do not have a password or forgot your password, please follow these steps to create your password:
 - i. Go to the CSIF Web address (<https://csifweb.amsapps.com>).
 - ii. Click on the link "I forgot or do not have a password".
 - iii. Enter your User Name in the box provided.
 - iv. Click on the Continue button.
 - v. Check your email account inbox for further instructions on how to set/update your password.



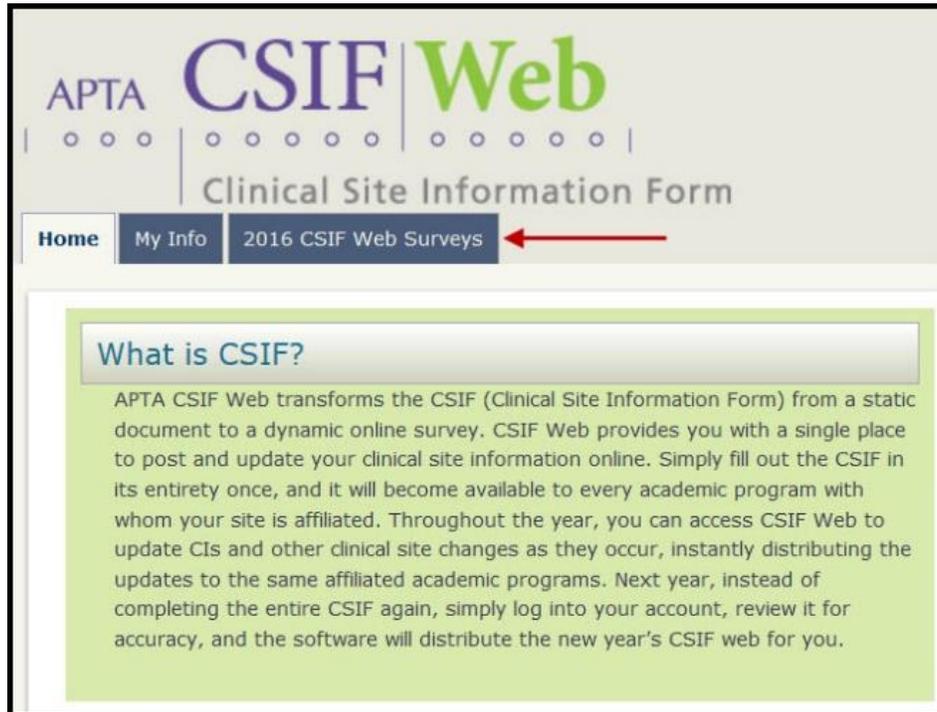
The screenshot shows the APTA CSIF Web interface. At the top, it says "APTA CSIF Web" with a logo consisting of three vertical bars of dots. Below that is "Clinical Site Information Form". A blue box on the left says "2016 CSIF Web Surveys". A yellow banner across the top of the main content area says "Please check your email address listed on your account for further instructions." Below this is a white box with the heading "Password Reset!". The text inside the box says: "Please check the email address associated with this account." followed by "An email is waiting for you with information regarding the password reset process. The password sent is a temporary password that will only be valid for the next 24 hours. Please login to complete this process before this time expires to change your password." At the bottom of the box is a red link: "Click here to return home".

PLEASE NOTE: Make sure to close out of any internet browsers containing CSIF Web prior to accessing the link in your email as this may result in an error when trying to set/reset your password. The link to change/create your password that is included in this message will expire 24 hours after the message has been created. If you try to access the link after 24 hours, you will receive a notification that the temporary authorization link is invalid. If this should occur, you will need to click on the 'I forgot or do not have a password' link located on the login page for CSIF Web to receive a new password reset link.

3. Once you enter and confirm your password and hit the Save button, you'll be re-directed to the CSIF Web login page. Please use your **username and case-sensitive password** to login.
4. If you do not recall your username and password, please contact CSIF Web Support at: csifwebsupport@liaisonedu.com

Completing your CSIF for the first time:

1. After first logging into CSIF Web (<https://csifweb.amsapps.com>), click on the '20XX CSIF Web Surveys' tab on your home page. (Example: In the year 2016, the tab would say '2016 CSIF Web Surveys') It is located near the top of the screen.



2. You will then be connected to the 'Current Site Surveys' page. Select your clinical site from the drop-down menu (if you are the CCCE for multiple sites, please select the site you wish to edit).
 - i. Once you click on your clinical site, the name of your site will be displayed. You will see the statement: 'There is no currently active survey for (the name of your specific site). Who do you wish to work on this survey?' All CCCEs that are registered in CPI Web will default to have access to edit the CSIF and will have a checkmark next to their name. If you would like to designate one or more of your CIs to have access to fill out the CSIF, please check the box next to their name.

PLEASE NOTE: If you do not see your particular clinical site in the drop-down menu, please contact CSIF Web Support at: csifwebsupport@liaisonedu.com

3. Click on 'Start New Site Survey' button to begin completing the CSIF.
4. You will see a screen with an overview of all the topic categories and their associated sections followed by a list of "Clinical Staff working on this CSIF survey:" and "Students available to fill out survey:". If you wanted to edit the clinical staff or students that would have access to edit the CSIF, you would simply check or uncheck their name and then select the 'Update Reporters' button.

PLEASE NOTE: Students will automatically be checked as having access to edit the CSIF when they are assigned to attend your clinical site for their clinical experience. They will no longer have access to edit/complete the CSIF after they sign-off on their Final CPI in CPI Web.

5. **Click on one of the red topic names** to access the sections that need to be completed or click directly on one of the sections to edit that particular section.
6. In the **'Action'** column (the last column on the right), click on **'Edit Now'** to enter or revise information associated with a particular section (if you clicked directly on a particular section earlier, that section will open and be editable immediately).
7. To complete the CSIF, you will need to type information into the appropriate fields, and select check boxes, radio buttons/circles and options from a drop-down menu.

PLEASE NOTE: CSIF Web now has an **Auto-Save feature! When you enter in data or select information from a list or drop-down menu and then move on to the next field, the previous field will have a spinner to indicate that it is saving and it will show **'Site Survey update is in progress...'** near the top and bottom of the screen. Once that field has been saved, the spinner will change into a green check mark and it will show **'Site Survey is successfully updated.'** near the top and bottom of the screen. This process will occur for each question that is updated.**

Site Survey update is in progress...

Section Title

CCCE Sign Off

Information For the Academic Program

Information For the Academic Program

Person Completing CSIF *

Joe Smith

E-mail address of person completing CSIF *

joe.smith@demo.com

8. At the end of each section, look for the **'Section Sign Off'** message. Click the box that says: **'This section has been completed.'**

PLEASE NOTE: If you do not click on the 'This section has been completed' box for each section, those sections will be considered to be 'In Progress.'

9. When you are finished editing a section and click the box that says: **'This section has been completed.'**, the red **'X'** for that section on the topic list page will change to a green **'check mark ✓.'** The *Last Update* column will show the Date and Time that the section was last updated.
10. Click on another topic tab on the top of the page to continue completing the CSIF or, if you are finished editing the CSIF, log out by clicking on the **Log Out** button in the upper right hand corner of the page.

New Clinical Instructor section in the Teaching Faculty tab:

1. When editing the Clinical Instructor section, you will see an alphabetical list of all of the CIs at your site.

Clinical Instructor Information

Provide the following information on all PTs or PTAs employed at your clinical site who are CIs.

CI Name Followed By Credentials	CI Username	Actions
King, Ailisa K	Ailisa.King@demo.com	 Edit CI Remove CI
Masters, Querida F	queridamasters@yahoo.com	 Edit CI Remove CI
Meyer, Jon	jon.meyer@demo.com	 Edit CI Remove CI
Michaels, Henry	Henry.Michaels@demo.edu	 Edit CI Remove CI
Reynolds, James	james.reynolds@demo.com	 Edit CI Remove CI
Robinson, Kevin	kevin.robinson@demo.com	 Edit CI Remove CI
Swift, John	john.swift@demo.com	 Edit CI Remove CI

[Add New CI](#)

2. Click on the **magnifying glass icon** in order to **expand** the details for a particular CI for viewing. Once selected, the icon will change to a **red X** which can be selected to **collapse** the details for that CI.

CI Name Followed By Credentials	CI Username	Actions
King, Ailisa K	Ailisa.King@demo.com	 Edit CI Remove CI

Clinical Instructor Information

PT/PTA Program from Which CI Graduated	
Year of Graduation	
Highest Earned Physical Therapy Degree	PTA Associate Degree
Highest Earned Degree	Associate degree
No. of Years of Clinical Practice	
No. of Years of Clinical Teaching	
No. of Years Working at this Site	
Licensing/Registration Status	
License/Registration Number	
State of Licensure/Registration	
APTA Credentialed CI	NO
APTA Advanced Credentialed CI	NO
Other CI Credentialing	NO
ABPTS Certified Clinical Specialist	OCS, GCS, PCS, NCS, CCS, SCS, ECS, WCS
APTA Recognition of Advanced Proficiency for PTAs	Aquatic, Cardiopulmonary, Geriatric, Integumentary, Musculoskeletal, Pediatrics, Education
APTA Member	NO

Masters, Querida F	queridamasters@yahoo.com	 Edit CI Remove CI
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3. Click on the **Edit CI** button to access an edit page with the same look and feel as the Edit page in CPI Web. Any updates made here will be reflected in CPI Web and vice versa.
4. When you are finished making edits to the record, click on the **Update** button near the bottom of the page. If no edits are made, click on the red **'Return to Survey'** link in the upper right hand corner of the page.
5. If you need to add a new CI, click on the green **Add New CI** button, fill out the fields for the CI, and then click on the **Create** button near the bottom of the page. This CI will now appear in your list.
6. If a CI is no longer working at the clinical site, click on the red **Remove CI** button and click on **OK** to confirm removal and they will be removed from your site while still maintaining any evaluations that were completed previously.

If you oversee multiple clinical facilities, you may utilize the 'Copy Existing Site Survey' feature:

1. After you have completed your first CSIF, click on the drop-down box where it says: **'Select a Site.'**
2. Select a new site whose CSIF you wish to complete from the drop-down box.
3. You will see two buttons at the bottom of the page for the new site you selected. **'Start New Site Survey'** and **'Copy Existing Site Survey.'**
4. Click on the **'Copy Existing Site Survey'** button.
5. You will be connected to a **Clone Site Survey** page.
6. The page will say: **'Create CSIF for (the site that you selected) as a copy of the CSIF for': (a list of all your CSIFs that have been started/completed will be displayed)**
7. Select the radio button/circle of the site that you wish to copy your CSIF information from.
8. Click on the **'Copy Site Survey'** button.
9. The information from your original completed CSIF will copy over into the blank CSIF.

PLEASE NOTE: The information from the 'Information for the Academic Program' section in the Site Information tab and the 'Information about the Clinical Teaching Faculty' and 'Clinical Instructor Information' sections in the Teaching Faculty tab WILL NOT COPY OVER. These sections should be populated based on the information found in CPI Web.

10. Click on each of the section links and make any necessary updates for that particular site.
11. Be sure to check off the **Section Sign-Off** boxes for each section.

To download, save, or print out a copy of your completed CSIF, please follow the below instructions:

1. **Log into CPI Web** (<https://cpi2.amsapps.com/>) using your same username and password for CSIF Web.
2. After you have logged into CPI Web, click on the **'Sites'** tab.
3. On the **'Sites'** tab, you will see the name of your site(s) and the corresponding CSIF status in the **'CSIF Completion Status'** column.
4. Click on the **'[Export to PDF]'** icon.
5. Click on the **'Proceed to Downloads Page'** link or go to the **Downloads** tab. **(Please be advised that it could take anywhere from a few seconds or longer to generate your CSIF depending on how much information is contained in your document.)**
6. After your CSIF has been generated, click on the **'Download'** link from the **Downloads** tab. Once your CSIF downloads, it will display in a PDF format on your system.
7. Please **'Save'** the PDF to your computer. To do this, drag your mouse to the bottom of the page and click on the **'Disk'** icon. This will prompt a **'Save As'** box to appear on your screen. Please **'Save'** your CSIF to an appropriate file on your computer.
8. Although the system is not designed for a print format since this is a web-based design, should you need to **'Print'** a copy of your CSIF, drag your mouse to the bottom of the page and click on the **'Printer'** icon. This will prompt a **'Print'** box to appear on your screen that you can "Print" to the designated printer connected to your computer.

Verifying Student Changes Made to Your CSIF:

1. You will receive an automated email notification from csifwebsupport@liaisonedu.com informing you that your student has submitted your site's CSIF and your review/approval verification is required.
2. To complete the verification process, log into CSIF Web. (<https://csifweb.amsapps.com/>)
3. Click on the '**20XX CSIF Web Surveys**' tab on your home page. (Example: In the year 2016, the tab would say '**2016 CSIF Web Surveys**')
4. Select your site from the drop-down menu.
5. Once you have reviewed and approve of your student's changes, go to the '**Site Information**' tab.
6. Click on the '**Edit Now**' link associated with the **CCCE Sign Off** section.
7. Select the checkbox that says: '**This survey has been reviewed**'.
8. After the spinner icon turns into a green check mark, indicating the sign-off has been saved, you can then logout by clicking on the **Log Out** button in the upper right hand corner of the page.

Updating Your CSIF:

1. After first logging into CSIF Web (<https://csifweb.amsapps.com>), click on the '**20XX CSIF Web Surveys**' tab on your home page. (Example: In the year 2016, the tab would say '**2016 CSIF Web Surveys**')
2. From the '**Current Site Surveys**' page, select your clinical site from the drop-down menu.
3. **Click on one of the red topic names** to access the sections that need to be completed or click directly on one of the sections to edit that particular section.
4. In the '**Action**' column (the last column on the right), click on '**Edit Now**' to enter or revise information associated with a particular section (if you clicked directly on a particular section earlier, that section will open and be editable immediately).
5. To complete the CSIF, you will need to type information into the appropriate fields, and select check boxes, radio buttons/circles and options from a drop-down menu.

PLEASE NOTE: CSIF Web now has an **Auto-Save feature! When you enter in data or select information from a list or drop-down menu and then move on to the next field, the previous field will have a spinner to indicate that it is saving and it will show '**Site Survey update is in progress...**' near the top and bottom of the screen. Once that field has been saved, the spinner will change into a green check mark and it will show '**Site Survey is successfully updated.**' near the top and bottom of the screen. This process will occur for each question that is updated.**

6. At the end of each section, look for the '**Section Sign Off**' message. Click the box that says: '**This section has been completed.**' unless it has already been checked previously.

PLEASE NOTE: If you do not click on the 'This section has been completed' box for each section, those sections will be considered to be 'In Progress.'

7. When you are finished editing a section and click the box that says: '**This section has been completed.**', the red '**X**' for that section on the topic list page will change to a green '**check mark ✓.**' The *Last Update* column will show the Date and Time that the section was last updated.
8. Click on another topic tab on the top of the page to continue completing the CSIF or, if you are finished editing the CSIF, log out by clicking on the **Log Out** button in the upper right hand corner of the page.

If you have any questions, comments or run into any issues using APTA CSIF Web, please contact Support at csifwebsupport@liaisonedu.com.