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Intern Placement Tracking (IPT) Tutorial for Field Instructors and Students

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Introduction

IPT (Intern Placement Tracking) is an online data management system. Field instructors and students are expected to use IPT to document, track, and manage information related to fieldwork requirements in any given semester. IPT, a web-based software solution, enables Field Educators (i.e., field instructors/supervisors, field advisors, etc.) and students to effectively and efficiently share and exchange information.

IPT eliminates the need to submit hard copies of student documents as both field instructors and students can prepare, review, and sign documents electronically. Each field instructor and student is given a unique username and password that restricts access to confidential information and documents.

For Field Instructors, logging into IPT provides:

1. Access to necessary student/intern field placement documents
2. Ease of use in reviewing your interns' document submission(s)
3. Access to Field Instructor assigned student list
4. Electronic document signing

For Students, IPT provides:

1. Relevant student information and details
2. Critical field placement documents and assignments
3. Access to agency list, preference, and details
4. Ease of use in reviewing and submitting documents to your assigned Field Placement agency and Field Instructor
5. Field placement and education forms (i.e., Learning Plan and Evaluation)
6. Electronic document signing

The next several pages will help you get started with IPT and teach you how to:

- Set-up your **individual username and password**
- Login to IPT
- Access your assigned students and their respective forms
- Get help with any aspect of the data management system as needed

Getting Started

1. IPT can be accessed at: runipt.com (please bookmark this page).
2. A temporary, personalized default username will be sent to you via a Simmons College representative. On the opening screen, enter that username and the following information:

Please Login to Ipt:

Note: The following information is UPPER / lower case sensitive.

Organization ID

User Name

Password

[Forgot your username or password?](#)

Organization ID: simmons (*all lowercase*)

Default

Username: *enter personal username per the e-mail from Simmons field department*

Default Password: ipt (*all lowercase*)

The first time you log into the data management system using the default username and password above, you will be prompted to set-up your own personal password.

Please make a note of this information and keep it accessible. You will need your personal login (**User Name and Password**) to IPT for completing your Learning Plan and Evaluation each semester.

Contact Information

IPT allows both Simmons School of Social Work and field agency partners to exchange information with each other during the placement process and internship. For IPT to be effective and useful to both students and field instructors, it is essential to keep all demographic and contact information current. Please become familiar with IPT and forward any inquiries or questions to the Field Education Administration at: sswfieldeducation@simmons.edu

Privacy Notice: Though IPT is a web-based system, none of your personal information is available to the general public via search engines such as Google. Your information is password protected and the only people who may view the full content are Simmons School of Social Work faculty and staff. Additionally, students will have exclusive access to their respective field supervisors phone number and e-mail address.

Login Trouble-Shooting

For security reasons, we cannot retrieve your user name or password information. If you forget your user name or password, please click the 'Forgot Your Username or Password' link at the bottom of the login page. You will be prompted to enter:

Please enter the following information to have a password reset link emailed to you.

Organization ID

User Type

Email Address

Organization ID: simmons (*all lowercase*)

User Type: **Field Instructor/Supervisor or Student**

Your email address – you must use the email address you entered into IPT.

This will most likely be your Simmons email.

A reset password link will be emailed to you in 5-10 minutes. If you are still unable to login please contact Field Administration Support at: sswfieldeducation@simmons.edu

IPT Home Page

1. Make sure that **your name** appears in the blue banner, in the upper left-hand corner of the page. If it does not, please contact: sswfielddeduction@simmons.edu
2. In the gray section of the page, on the left-hand side, you should see a link for the following:
 - a. **MY FORMS** - detailed later in this tutorial
 - b. **CHANGE PASSWORD** - if you wish to change your password please use this link

Field Instructors: In the middle of the IPT FIELD INSTRUCTOR HOME PAGE, you should see the following tabs:

- **Home**
- **Field Instructor Detail**
- **Agency Detail**



Students: In the middle of the IPT STUDENT HOME PAGE, you should see the following tabs:

- **Home**
- **Student Detail**
- **Agency List**



For Field Instructors:

Field Instructor Detail Page

The agency **Field Instructor Detail Page** provides the School of Social Work with the most current demographic information about you and your agency. When your profile was created, your name, email, agency and phone number was entered for you.

The screenshot shows a web interface for editing a field instructor's profile. At the top, there are navigation tabs for 'Home' and 'Field Instructor Detail'. Below the navigation, there is a breadcrumb trail 'Home > Field Instructor Detail' and a link 'Upload Picture | Forms'. The main heading is 'Field Instructor Detail: Test Test'. A 'Save' button is located in the top right corner of the form area. The form contains the following fields: Last Name (Test), First Name (Test), Street Address, City, State Zip, Email, Phone, Fax, Cell, Training, MSW (checkbox), BSW (checkbox), and Agency (Test Agency). There is a placeholder for a profile picture. Below the form is a 'Resume' link with a document icon. At the bottom, there is a table titled 'Internship Assignments' with columns for Semester, Student Name, Phone Number, and Student Group. A 'Save' button is also present at the bottom right of the page. A link 'View in printable form' is located at the bottom left.

Please make sure this information is correct and current

For Field Instructors: Photo upload is optional- use your discretion

INTERNSHIP ASSIGNMENTS: This section lists all the students who are currently placed at your respective agency and assigned to you as their FIELD INSTRUCTOR. If you need student contact information, click on “View” to the left of their name and you will then be directed to the **Student Detail Page** where you will find student contact information and their respective field advisor.

For Students:

Student Detail Page

The STUDENT DETAIL PAGE provides the School of Social Work with the most up to date information about you and also allows you to view your internship information. **Please make sure this information is correct and always up to date.**

On this page, we ask you to enter the following contact information:

- Street Address
- City/State/Zip
- Phone
- Birthdate
- Emergency Contact name, phone, address

CSWE Statistics

From the STUDENT DETAIL PAGE click on the CWSE Statistics link and you will be directed to a form with drop down menus:

Home > Student Detail

CSWE Statistics | Forms | Upload Picture

Student Detail: Student Test

Group: alternate

Last Name: Test Birthdate (yyyy-mm-dd):

First Name: Student

Street Address:

City, State Zip:

Emergency Contact:

Emergency Phone:

Home Street Address:

Home City, State Zip:

Group: alternate

Agency Preferences [Status](#)

Field Assignments:

Semester	Agency	Agency Field Instructor	Phone Number	Codes
Spring 2011				
Fall				

Please fill in these statistical categories to the best of your knowledge and hit the save button.

Once you have saved this information, return to your Student Detail page by clicking on the Student Detail tab

Home Student Detail Agency List

Home > Student Detail > CSWE Categories

Student CSWE Statistics: Test,Student

Gender	<input type="text"/>
Age	<input type="text"/>
Racial/ethnic Group	<input type="text"/>
Financial Aid	<input type="text"/>
Fund Type	<input type="text"/>
Enrollment	<input type="text"/>
Field Instruction ... Classification	<input type="text"/>
Fields of Practice	<input type="text"/>
Methods of Practice	<input type="text"/>
Degree	<input type="text"/>
Year	<input type="text"/>

**The School of Social Work provides this information to CSWE in an aggregated format for demographic purposes*

Upload Photo

Home Student Detail Agency List

Home > Student Detail
CSWE Statistics | Forms | Upload Picture

Student Detail: Student Test

Group: alternate

Last Name	<input type="text" value="Test"/>	Birthdate (yyyy-mm-dd)	<input type="text"/>
First Name	<input type="text" value="Student"/>		
Street Address	<input type="text"/>	<input type="text" value="Picture Not Available"/>	
City, State Zip	<input type="text"/>		
Emergency Contact	<input type="text"/>		
Emergency Phone	<input type="text"/>		
Home Street Address	<input type="text"/>		
Home City, State Zip	<input type="text"/>		
Group	<input type="text" value="alternate"/>		

Agency Preferences Status

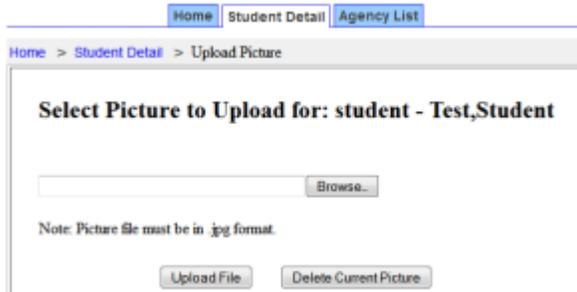
Field Assignments:

Semester	Agency	Agency Field Instructor	Phone Number	Codes
Spring 2011	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Students: The School of Social Work asks that you provide a photo of yourself on this page that will be viewable by the Social Work faculty & staff, and your field instructor.

To upload a photo from your computer click on the Upload Picture link on the top left of the Student Detail page.

You will then be prompted to browse your computer and select the picture you wish to upload. After selecting the picture on your computer, click on: UPLOAD FILE and the file will then be uploaded from your computer to the IPT site, resized (as necessary), and displayed to you on a confirmation page.



The screenshot shows a web browser window with a navigation bar containing 'Home', 'Student Detail', and 'Agency List'. Below the navigation bar, the breadcrumb path is 'Home > Student Detail > Upload Picture'. The main content area has the heading 'Select Picture to Upload for: student - Test,Student'. There is a text input field with a 'Browse...' button to its right. Below the input field, a note states 'Note: Picture file must be in .jpg format.' At the bottom of the form, there are two buttons: 'Upload File' and 'Delete Current Picture'.

Please Note: The picture file must be less than 100MB in size to be uploaded correctly. If your picture is larger than this you must first reduce its size using a picture editor before uploading it to IPT.

Field Assignments (Placement)

On the lower portion of the Student Detail page you will see a section called Field Assignments. This section lists where and when you will be doing your field placement.

Field Assignments are input by the School of Social Work staff. Students are not able to assign their own agencies.

Listed next to the name of your Agency Field Instructor will be their phone number if you need to get in touch with them and don't have their contact information.

If your agency or field instructor information is incorrect, please contact sswfielddeduction@simmons.edu with the correct information.

[Home](#) | [Student Detail](#) | [Agency List](#)

Home > Student Detail
[CSWE Statistics](#) | [Forms](#) | [Upload Picture](#)

Student Detail: Student Test

Group: **alternate**

Last Name: Birthdate (yyyy-mm-dd):

First Name:

Street Address:

City, State Zip:

Emergency Contact:

Emergency Phone:

Home Street Address:

Home City, State Zip:

Group:

Agency Preferences

Field Assignments:

Semester	Agency	Agency Field Instructor	Phone Number	Codes
Spring 2011				
Fall				

Now that you have set up your STUDENT DETAIL PAGE, let's take a look at the Agency List page.

Agency List Page (Placement Process)

Click on the AGENCY LIST TAB to view all of our participating agencies.

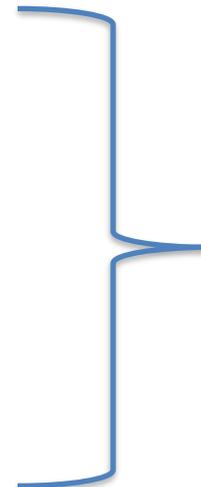
[Home](#) | [Student Detail](#) | [Agency List](#)

Sort | Search

Agency List

(AAB)

- [Academy for Professional Excellence - BHETA - SDSU SSW, Behavioral I](#)
- [Access, Family Justice Center](#)
- [Adult Protective Services - South Bay Adult Day Health Center](#)
- [Adult Protective Services, Inc. - Heartland Adult Day Health Center](#)
- [Adult Protective Services, Inc. - San Diego](#)
- [Age Concerns, Inc., Long Term Care Management](#)
- [Alliance for Children's Rights \(The\)](#)
- [Alpha Behavioral Health Services](#)
- [Alpine Special Treatment Center - IMD](#)
- [Alpine Special Treatment Center - Starting Point, Transitional Age Youth](#)



You can view all agencies by clicking on the A-Z link or only view agencies that begin with certain sections of the alphabet by clicking on those links.

Click on the name of any agency you wish to see. This will direct you to that agency's detail page. Here we have basic information on where the agency is located, along with internship information. All of this information is provided by the Agency itself. The School of Social Work works with our agencies to encourage them to provide detailed information and keep this information current.

Home Student Detail Agency List

Agency List > Agency Detail
PREV | NEXT

Agency Detail: Academy for Professional Excell

Agency	Academy for Professional Excellence - UI L I A - SDSU SSW, Ue
Street Address	6505 Alvarado Road, Suite 107
City, State, Zip	San Diego, CA 92120-5298
Phone	(619) 594-3548
Fax	(619) 594-1118
Agency Web Site:	
Internship Information	Students interning at ACS, Inc. will acquire interviewing and assessment skills including the ability to assess and observe classroom environments, develop reports consistent with observations/findings, follow-up on referrals by conducting teacher interviews, parent interviews (Bio-Psycho-Social) assessments and evaluations. Participate in a Multi-Disciplinary Teaching Team and discuss findings and propose interventions. Students will further be exposed to coaching/hands on interventions in the classrooms, providing clinical feedback to teaching staff and parents on interventions. Opportunities exist for students to participate in pre-service, in-services and staff training/development where they can co-facilitate trainings in the areas of Mental Health in classrooms. Finally, students will be able to develop presentation skills in conducting workshops for parents/participants in a variety of Mental Health related topics including ADHD, Discipline, Stress, Depression, Behavior Interventions, ABA. Students will develop report writing skills including being cognizant of HIPAA requirements and SOAP notes.

Agency Preferences (Placement Process)

Just below the Emergency Contact information fields is the Agency Preferences section. The agency preferences allow you to do some preliminary research on agencies that you think may be a good fit for your practicum in your final year.

Once you select your preferences, you have the ability to rank them in order from 1 to 3 or delete a preference using the commands to the right. **Students should not directly contact any agency inquiring about placement opportunities.** Contact will be made by a Field Faculty member on behalf of the student.

Setting Up Agency Preferences: At the bottom of any Agency Detail page is a link Add Submission. By clicking this link, your Student Detail page will be populated with this

agency as one of your preferences. When you meet with field faculty these agencies will be available for viewing as a starting point for discussions.

Agency Preferences		Status
1	BCBH - Chico Community Counseling Center	Down Delete
2	Passages	Up Down Delete
3	Marsh Junior High School	Up Down Delete

Sorting Agencies

IPT allows students to sort agencies using a variety of criteria. To access this function, go to the Agency List page by clicking on the Agency List tab. Next, hit the sort link located on the top left of the page.

The “sort” page provides a number of parameters for searching agencies including Agency Name, Address, BSW, MSW, Location Code (city), and Primary Classification. Select the criteria for your sort and the system will list agencies based on your preferences. For example, you can search using MSW and Location Code as your parameters and then hit the save button. The resulting sort will list all agencies and indicate whether that agency accepts MSW students and the city where the agency is located.

The sorting function is very helpful when doing your initial research for the best fit for your placement.

Select Agency Sorting Options

Sort By	And Then By	And Then By
<input type="text" value="Agency Name"/>	<input type="text" value="Address"/>	<input type="text" value="Primary Classification"/>
<input type="button" value="Do Sort"/>		

For Field Instructors and Students:

Forms

The FORMS function is one of the most important aspects of IPT and it is imperative that students and field instructors understand and look for scheduled forms.

Home > Form List

Home Field Instructor Detail

Online Forms List For: Test Test

Hide Completed Forms

[Template]

Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
No form batches to display.						

FORMS are online documents that allow students, field instructors, and the field advisors to complete fieldwork material electronically rather than in hardcopy form. Several FORMS will be generated through IPT and it is each user's responsibility to complete their portion of the forms in a timely manner.

- Currently, the only forms generated via IPT are the Learning Plan and Evaluations.
- Email notifications will be sent when forms are generated - so it is very important that you keep your email address up to date.

Students and field instructors are responsible for completing all forms by the scheduled deadlines. In addition to the email notification, Simmons School of Social Work will inform students when a form is generated and ask them to pass the information on to their field instructor.

- To access or view a scheduled FORM, click on the following link:
 - MY FORMS on the left-hand side of the Home Page or in the upper left hand section of the Agency Field Instructor Detail page
 - "VIEW UNCOMPLETED FORMS" will appear in the upper right portion of the screen if forms are incomplete
 - Click on either link to access the ONLINE FORM
- Each scheduled form will be listed along with information regarding the progress of the form. Here you will find a variety of summary information for each

document including: the name of the form, the student name (along with an e-mail link), the status of the form (whether it is active or complete), whose action is needed (student, field instructor, or advisor), and the due date.

- To complete your portion, click on the View link on the left-hand side of the page. This will bring up the form along with fields that must be completed. After filling out the form, you must electronically sign the document by typing your name. Because IPT is a password-protected site, your electronic signature constitutes a binding document.
- Once a form has been signed, please make any necessary changes by emailing: sswfieldeducation@simmons.edu.

Final Note on IPT

A brief tutorial with helpful information is available at:
<https://www.alceasoftware.com/web/home.php>

Click on the “Help” button on the pink horizontal bar at the top right corner of the page.

For problems or assistance with IPT please contact the Field Education Department at sswfieldeducation@simmons.edu or (617) 521-3943.

- Also, please forward any suggestions on how to make IPT more helpful or informative, or if you come across any operational errors.
- In addition, if you have any suggestions that might improve the tutorial, please contact us. We appreciate your suggestions.

Please “save” all documents regularly when working in IPT

Acknowledgements: This tutorial was adapted from the *Intern Placement Tracking (IPT) Tutorial for Students* created by the San Diego State University School of Social Work.