

Intern Placement Tracking (IPT) Tutorial

for Students

SDSU School of Social Work
Field Education Questions
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Introduction

The Intern Placement Tracking (IPT) system is a web-based practicum monitoring system designed to keep track of students placed in internship programs with various agencies. The SDSU School of Social Work implemented IPT in order to more effectively track student placements while providing students a valuable tool allowing students to research prospective field agencies. IPT also provides a paperless solution for tracking and archiving online field forms.

Contact Information

- The IPT system allows both SDSU and field agencies to communicate with students working in practicum. Because of this, it is essential for students & field instructors to keep all information current. Please become familiar with this system and contact Angela or Anne with any questions – swfield@mail.sdsu.edu OR your assigned field faculty.

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 your full information are the SDSU Social Work faculty and staff, and your current field instructor – only after you have been placed in practicum.

Getting Started

- IPT website is located at <https://www.alceasoftware.com/web/login.php>. Please bookmark this page for easy reference.
- There are three fields required for login: organization ID, user name, password. All information entered in these fields is upper/lower case sensitive.
- The Organization ID for anyone using the SDSU IPT system is: sdsu
- The School of Social Work will supply all students with a unique default user name & password **in the first week of school**. If you did not receive this information please contact Anne Evosevich : swfield@mail.sdsu.edu .
- *Students moving from the BSW to the MSW program or students going into their second year of the MSW program should use their same log in information from the previous year. This does not apply to any SDSU students this first year. (2012)*

Please Login to Ipt:

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

Organization ID

User Name

Password

[Forgot your username or password?](#)

Getting Started cont'd.

- When you first login to IPT using your default user name & password, you are required to set a new user name and password. Your user name and password may be anything you like, just make sure to write down the information for future reference. Please remember that user name and password are case sensitive.
- Once you have done this you will be directed to the IPT home page

Change account login information

New Login Name

New Password

Confirm New Password

Trouble Logging in?

- For security reasons, we cannot retrieve either your user name or password information.
- If you forget your user name or password please click on the 'Forgot your username or password' link at the bottom of the login page - <https://www.alceasoftware.com/web/login.php>.
- You will be prompted to enter three things:
 - (1) Organization ID: sdsu
 - (2) User Type: Student
 - (3) Your SDSU email address
- A password reset link will be emailed to you.
- If after trying this you are still unable to login, please contact Anne : swfield@mail.sdsu.edu

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

Organization ID

User Type

Email Address

IPT Home Page

- First make sure that your name appears in the upper left hand of the page. If it does not, please contact Anne : swfield@mail.sdsu.edu .
- The home page contains a link on the left – My Forms (detailed later in this tutorial).
- Located just above the welcome message you will see three tabs: Home, Student Detail and Agency List.

Your name should appear here

The screenshot shows the IPT Home Page interface. At the top left is the San Diego State University logo. To its right, the text reads "SDSU School of Social Work". Below this, it says "Logged in: Candy Elson LCSW Field Director". In the top right corner, there are links for "Logout" and "Help". Below the header, there are three tabs: "Home", "Student Detail", and "Agency List". The "Student Detail" tab is currently selected. Below the tabs, the text "Welcome to Intern Placement Tracking" is displayed. On the left side, there is a vertical menu with two items: "My Forms" and "Change Password".

Student Detail Page

- The student detail page serves to provide the School of Social Work with the most current contact 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

* We request that you set up an SDSU email address. This is more secure and avoids email going into spam. You can have your campus email forwarded to your personal account. To set up an sdsu email address go to web-portal & click on “get an email account.”.

SDSU School of Social Work
Logged in: Candy Elson LCSW
Field Director

Logout | Help

Home Student Detail Agency List

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				

CSWE Statistics

- From the Student Detail page click on the CSWE Statistics link and you will be directed to a form with drop down menus.

Home Student Detail Agency List

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

Field Assignments:

	Agency Field Instructor	Phone Number	Codes

Home Student Detail Agency List

Home > Student Detail > CSWE Categories

Student CSWE Statistics: Test,Student

Gender:

Age:

Racial/ethnic Group:

Financial Aid:

Fund Type:

Enrollment:

Field Instruction ... Classification:

Fields of Practice:

Methods of Practice:

Degree:

Year:

- 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.

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

Upload Photo

- The School of Social Work asks that you provide a photo of yourself on this page that will be viewable only 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. The file will then be uploaded from your computer to the IPT site, resized if necessary, and displayed to you on a confirmation page.

Home Student Detail Agency List

Home > Student Detail > **Upload Picture**

Student Detail: Student Test

Group: **alternate** Save

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

First Name:

Street Address: Picture Not Available

City, State Zip:

Emergency Contact:

Emergency Phone:

Home Street Address:

Home City, State Zip:

Group:

Agency Preferences Status

Field Assignments:

Semester	Agency	Agency Field Instructor	Phone Number	Codes
Spring 2011				
Fall				

Home Student Detail Agency List

Home > Student Detail > Upload Picture

Select Picture to Upload for: student - Test,Student

Browse...

Note: Picture file must be in .jpg format.

Upload File Delete Current Picture

- Please note that 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

- 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 practicum.
- Field Assignments are input by the School of Social Work staff. Students aren't able to link their own practicum 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 practicum agency or field instructor information is incorrect, please contact Anne at swfield@mail.sdsu.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 Status

Field Assignments:

Semester	Agency	Agency Field Instructor	Phone Number	Codes
Spring 2011				
Fall				

Agency List Page (practicum agency research)

- Now that you have set up your Student Detail page, let's take a look at the Agency List page. Click on the Agency List tab to view all of our participating agencies.
- 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 investigate. This will direct you to that agencies detail page. Here we have basic information on where the agency is located, and 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

The screenshot displays two views of the Agency List page. On the left is the main 'Agency List' page, and on the right is the 'Agency Detail' page for the 'Academy for Professional Excellence'.

Agency List Page:

- Navigation: Home, Student Detail, Agency List
- Sort | Search
- Agency List
- Alphabetical links: A-Z, AAB, CDE, FGH, IJK, LMN, OPQ, RST, UVW, XYZ
- Agency List (AAB)
- Academy for Professional Excellence - BHETA - SDSU SSW, Behaviora 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 Yout

Agency Detail Page: Academy for Professional Excellence

Navigation: Home, Student Detail, Agency List

Agency List > Agency Detail

PREV | NEXT

Agency	Academy for Professional Excellence - U L I A - SDSU SSW, De
Street Address	6575 Alvarado Road, Suite 107
City, State Zip	San Diego, CA 92120-2298
Phone	(619) 594-3546
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 ggg-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 ARHD, Discipline, Stress, Depression, Behavior Interventions, ABA. Students will develop report writing skills including being cognizant of HIPAA requirements and SOAP notes.

Agency Preferences

- Just below the Emergency Contact information fields is the Agency Preferences section. The agency preferences allow you to do some preliminary research on agencies where 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** contact any agency inquiring about placement opportunities until after first meeting with the field faculty to discuss the placement process and your practicum interests.

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 for your practicum placement and assists the fieldwork staff with the placement process.

	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

- The IPT system 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 sort. 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
Agency Name ▼	Address ▼	Primary Classification ▼
<input type="button" value="Do Sort"/>		

Forms

- The forms function is one of the most important aspects of the IPT system and its imperative that SDSU students and field instructors understand and look for scheduled forms.
- Forms are online documents that allow students, field instructors, and the field liaisons to complete fieldwork materials 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 a Form in a timely manner.
- Currently, the only forms generated via the IPT system are the Learning Agreement/Plan and the Final Comprehensive Skills Field Evaluation.
- If you have any questions on a Form, please contact Anne : swfield@mail.sdsu.edu OR your assigned field faculty.
- Notifications of when forms are generated are sent via email so it is very important that you keep your email address up to date.
- It is the student and field instructor's responsibility to complete all forms by the scheduled deadlines. In addition to the email notification, the SDSU School of Social Work will let all of our students know when a Form is generated and ask them to pass the information on to each field instructor.

Forms cont'd.

- To access or view a scheduled Form, click on My Forms link on the left hand side of your home page or in the upper left hand section of the Agency Field Instructor Detail page. Also, any form needing action will be indicated by the View Uncompleted Forms link located on the upper right portion of the screen. Click on either link to access your Online Form List.

The screenshot displays the user interface for the SDSU School of Social Work. At the top, the SDSU logo is on the left, and the text "SDSU School of Social Work" is centered. Below this, the user is logged in as "Candy Elson LCSW, Field Director". On the right, there are links for "Logout" and "Help", and a red circle highlights the "View Uncompleted Forms (1)" link. Below the header, there are navigation tabs for "Home", "Student Detail", and "Agency List". The main content area features a "Welcome to Intern Placement Tracking" message. On the left side, there is a vertical menu with three items: "My Forms" (circled in red), "Change Password", and another item that is partially obscured.

Forms cont'd.

- 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 form including the name of the form, the student name, the status of the Form (whether it is new, active, or complete), whose action is needed (Students, Supervisor, or Field Liaison), and the due date for when the Form should be completed.
- 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 required fields for you to fill out. After filling out the Form, you must electronically sign the document by typing your name. Because IPT is a password protected site, meaning only you know your user name and password, your electronic signature constitutes a legally binding document.
- Once a form has been signed, if changes need to be made you will need to email Candy.Elson@mail.sdsu.edu or your assigned field faculty to request the signature be cleared.

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

[Home](#) > [Form List](#)

Online Forms List For: Student Test

Hide Completed Forms

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View	MSW Midterm Progress Report	Spring 2012	Test,Student	active **	1--	Student	2012-01-19	2012-03-08



Click here to complete your portion of the form

Final Note on IPT

- If you have any questions regarding the IPT system, please contact your assigned field faculty or swfield@mail.sdsu.edu
- Also, please forward any suggestions on how to make the IPT site more helpful or informative, or if you come across any operational errors.
- In addition, if you have any suggestions on ways to improve this tutorial, please contact Angela or Anne at swfield@mail.sdsu.edu . We appreciate your suggestions