



California State University  
SAN MARCOS

DEPARTMENT OF  
SOCIAL WORK

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California State University  
**San Marcos**

Master of Social Work Program  
IPT Instruction Manual  
*Agency Field / Task  
Supervisor Version*

## What is IPT?

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IPT (Intern Placement Tracking) is an online database for CSUSM MSW Students and Agency Field Supervisors to complete Learning Agreements and Comprehensive Skills Evaluations for the Field Placement portion of the MSW education. (At this time, Task Preceptors are only offered "View Only" access to student Learning Agreements and Comprehensive Skills Evaluations for continuity of learning. For the purposes of this manual, we will be addressing the full access that the Agency Field Supervisor has.) IPT is a web-based software program used by MSW field programs across the country. IPT allows for easier, more direct completion and discussion of documents amongst Field Seminar Professors, Agency Field/Task Supervisors, and MSW students.

IPT eliminates the need to submit paper copies of Learning Agreements and Comprehensive Skills Evaluations, as both Agency Field Supervisors and students can prepare, review and sign documents electronically. Each Agency Field Supervisor and student will have a unique password that restricts access to each document, assuring the confidentiality of this information.

As an Agency Field Supervisor, your IPT login provides access to necessary documents for your interns, including the ability to review your interns' submissions, complete the Agency Field Supervisor sections, and electronically sign these documents.

Details below address how to log in to the IPT system and set up your individual username and password, how to access the individual Learning Agreement and Comprehensive Skills Evaluations for each of your students, and how to get help if you have any problems with the IPT system or need assistance with the forms.

NOTE: The IPT database does not always work well with Safari. If you have a Mac computer and are having problems with Safari, try Mozilla Firefox or Internet Explorer.

## Setting Up Your IPT Access

1. Go to [www.runipt.com](http://www.runipt.com)
2. A temporary, personalized, default username will be sent to you by e-mail from a CSUSM representative. On the opening screen, enter that username and the following information:

**Organization ID:** csusm (*all lowercase*)

**Default Username:** *enter personal username per your e-mail from CSUSM Field Liaison*

**Default Password:** ipt (*all lowercase*)

The first time you log in using the default username and password above, you'll be prompted to set up your personal password. Please make a note of this information and keep it accessible, as you will need your personal login information any time you want to access your students' Learning Agreements or complete their Comprehensive Skills Evaluations in the IPT system.

## Signing Your Documents

Some of these documents you will sign only once, but some will require signatures for each section or different semesters of the document. It is important to note that you should **only** sign the section that you and your student are working on. Please **do not** sign any section of a document until it is fully completed. **Once you sign a document, it becomes locked and you will not be able to make any changes after signing the document.** If you have questions about the *content* of the document, please contact your student's Field Seminar Professor to get your questions answered **before** signing the document.

If due to an error an item needs to be edited after signature, please contact the Field Department Administrative Assistant to assist you. Such modifications require special access and new signatures by both the student and the Agency Field Supervisor.

# Student Learning Agreement

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NOTE: Be sure to save your work frequently on the Learning Agreement, by clicking the "Save Work" box at the end of each section.

**The instructions below explain how to access and complete the Student Learning Agreement form (generally completed about four weeks after the student's start date with your agency):**

1. Go to [www.runipt.com](http://www.runipt.com) and on the opening screen, enter the Organization ID, your Username and your Password.
2. On the "Home" page for IPT, you will see a gray box on the left side of the screen. Click on "My Forms" and a list appears with a Learning Agreement, titled either "Foundation Year Learning Agreement or Comprehensive Skills Evaluation" (for first year students) or "Advanced Year Learning Agreement and Comprehensive Skills Evaluation" (for second year students). If you are the Agency Field Supervisor for more than one CSUSM MSW student intern, you will find one such document for each CSUSM MSW intern.
3. Click on "View" in the left column and you can access each student's individual Learning Agreement form. This form is the working draft to be used by both you and your student.
4. The student drafts Sections I through V, the "Orientation Checklist". As an Agency Field Supervisor, you complete "Section VI "Agency Field Supervisor Teaching Plan". Be sure to click the "Save Work" button at the end of each section.
5. Review and discuss the Learning Agreement content with your intern (the intern's content and your content.). Make any final changes *before* signing, as your signature locks this portion of the document and prevents further changes.
6. Sign the Learning Agreement document by typing in your name under the "Signatures" heading for "Agency Field Supervisor", in *one place only*: **at the end of the "Orientation Checklist" section**. Be sure to save your work by clicking the "SAVE WORK" box anywhere on the document. The database will automatically date your signature.

7. In the case that an item needs to be edited after signature, please contact the Field Department Administrative Assistant to adjust the content. Please be aware that such modifications require special access and new signatures by both the student and the Agency Field Supervisor.

## Comprehensive Skills Evaluation

NOTE: Be sure to save your work frequently on the Learning Agreement, by clicking the "SAVE WORK" box at the end of each section.

**The instructions below explain how to access and complete the Comprehensive Skills Evaluation (fall and spring semesters), a form in which you provide ratings of your student's progress on mastering each of the social work competencies.**

**IMPORTANT NOTE: The Comprehensive Skills Evaluation form is included within the Learning Agreement document. You must complete this form for your student intern(s) at the end of *each semester*.**

1. Go to [www.runipt.com](http://www.runipt.com) and on the opening screen, enter the Organization ID, your Username and your Password.
2. On the "Home" page for IPT, you will see a gray box on the left side of the screen. Click on "My Forms."
3. Click on "View" in the far left column to access the student's Learning Agreement and Comprehensive Skills Evaluation form titled "Foundation Year Learning Agreement and Comprehensive Skills Evaluation" (for first year students) or "Advanced Year Learning Agreement and Comprehensive Skills Evaluation" (for second year students). **Again, the Comprehensive Skills Evaluation is included within each student's Learning Agreement document.**
4. Scroll down in the Learning Agreement past the "MSW Program Guidelines and Limitations for Field Placement" page to the section titled "Foundation Year Comprehensive Skills Evaluation" (for first year students) or "Advanced Year Comprehensive Skills Evaluation" (for second year students).
5. Review the "Instructions for Rating Interns" and "Narrative Sections."
6. Beginning with "Competency #1", review the statements describing the student performance areas (Practice Behaviors) to be rated for that Competency (for

example, “Advocate for client access to the services of social work” – Advanced Year students only). Locate the heading for the applicable rating column, either “Fall or Spring”.

7. For each numbered statement, rate the intern (per the 1 to 5 rating scale as provided), using the drop down menu, in the fall column if you are evaluating at the end of fall semester, and in the spring column if you are evaluating at the end of the spring semester. Review to assure that you have placed the appropriate rating in the box for the applicable semester. Be sure to save your work by clicking the "**SAVE WORK**" box at the end of each section.

Fill in the “Comments” box after each competency as appropriate (*required* for any competency ratings of 1). Be sure to save your work by clicking the "**SAVE WORK**" box at the end of each section.

9. After completing the competency ratings, proceed to the next section headed “FIELD INSTRUCTOR NARRATIVE OF STUDENT PERFORMANCE”. In the area applicable to the current semester (Fall Semester or Spring Semester) summarize the intern’s overall performance for that semester, including strengths and areas needing further development.
10. Click the “SAVE WORK” box frequently, to save your work on each section. *Do not* sign the document until after you have reviewed your evaluation with your student.
11. Review and discuss the content of the document with the student. Make any final changes *before* you and the student sign, as your signature locks this section of the document and prevents further changes.
12. Sign the document by typing your name in the gray box above the “Agency Field Supervisor” heading for that semester. Your student will also sign the form in the area below yours, but will have to log in using their unique username and password. The database will automatically date any signatures.
13. If due to an error an item needs to be edited after signature, please the Field Administrative Assistant. Such modifications require special access and new signatures by both the student and the Agency Field Supervisor.

## Technical Assistance with IPT

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NOTE: All document CONTENT questions should be directed to your student's Field Seminar Professor!

Where to find a tutorial and getting help with problems logging in or difficulty navigating forms:

**For a brief tutorial with helpful information**, go to the IPT “Home” page. 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 administrator of the IPT Database for the MSW Program in the CSUSM Department of Social Work.

**Email:**

**Phone :**