

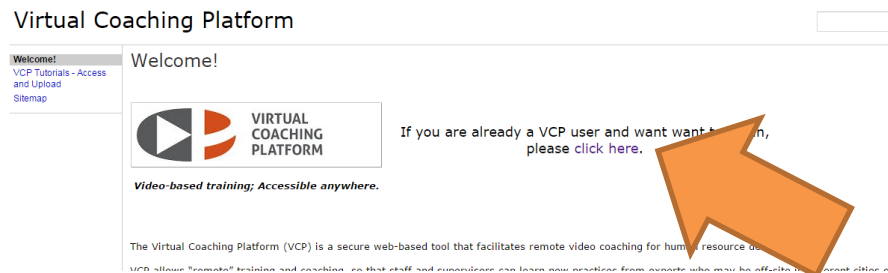
Quick Reference for NWIC Coaches – Part 1

Some helpful VCP Vocabulary:

- Administrator/Supervisor/User – these are the three main roles a person can have in VCP.
 - Administrator (Kim Estep): Has control over all VCP site functions.
 - **Supervisor (NWIC Coaches): Has control over some VCP site functions but only over their group of trainees (users).**
 - Users (NWIC trainees): Can only access content that they upload or content that is shared with them from a VCP Administrator or VCP Supervisor.
- File – material that is uploaded into VCP (i.e.: Plan of Care documents, audio recordings, etc.)
- Preparation – files can be ‘prepared’ by including a set of COMET questions about the file and assigning scorers. Think of preparations as the things you are rating paired with the questions you are rating them with.
- Tags – You can use tags to help organize files and preparations. Think of these like labels in gmail.
- Clips – You can select portions of audio that reflect some important idea and save them to a library. These portions are known as ‘clips.’
- Group – This is a set of VCP users that a VCP supervisor manages. As a supervisor, you can only share content with your group or with other supervisors.
- Status – the current state of a preparation through the scoring process. A preparation is ‘assigned’ as soon as it is assigned and until a scorer looks at it and clicks finish. At that point a preparation is ‘Completed.’ There are other statuses you can assign a preparation after it is marked as ‘reviewed.’

Logging In (please watch the log-in tutorial available at vcponline.com)

- Access VCP in your browser (use Chrome for best results): <http://nwic.vcponline.com> If you arrive at the following page, click the link to access the log in screen:

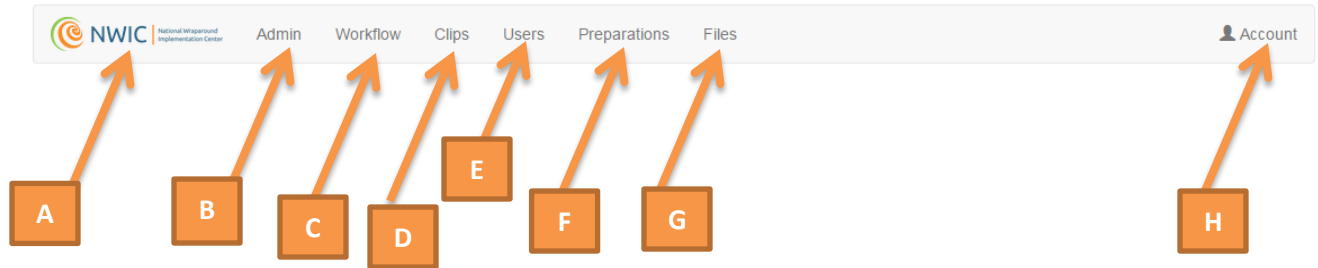


- Enter your VCP user name (email address) and password. If you ever forget your password, you can always reset it by clicking on the link shown below). **NOTE:** *On your first log in, you will be asked to agree to the End User License Agreement. Scroll to the bottom of the page, check the box to indicate you agree, then click ‘Submit’. You will then be asked to change your password. Please choose a password that you will remember but will be hard for others to guess.*



Home page

- Once you have logged in, you will be taken to your home page. You will see a menu of options – these represent things you can do as part of your role as a ‘supervisor’ in VCP. They are briefly described below and discussed in greater detail later in this document.



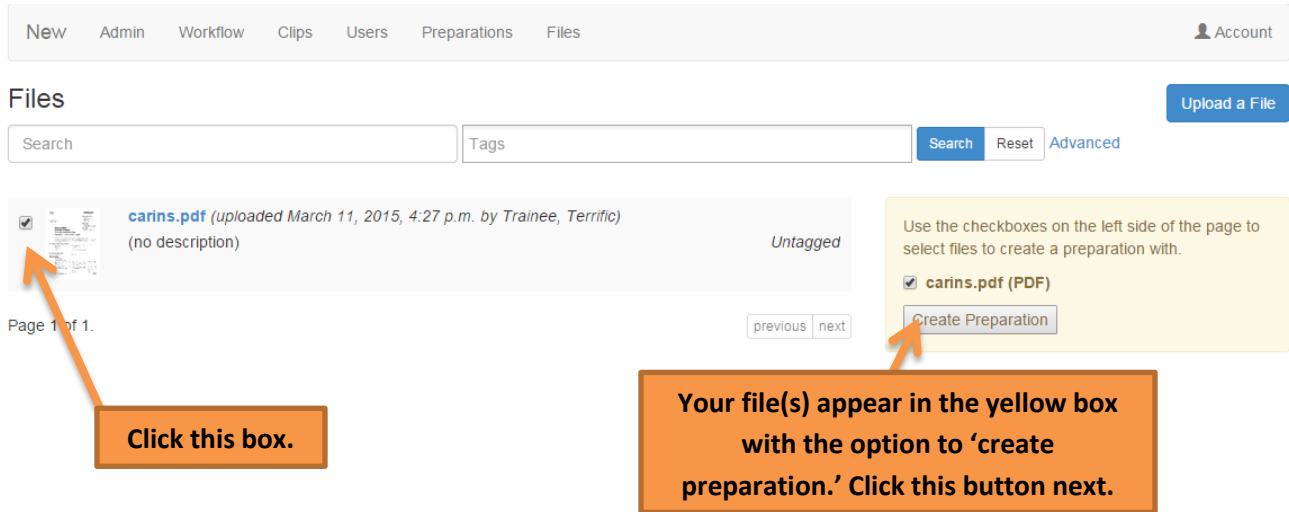
- A = Click the NWIC logo to return to your home page at any time.
- B = Admin – shows you the entire list of preparations you and your group have access to. The list can appear sorted one of three ways: by preparation, by user and by status.
- C = Workflow – these are lists of preparations you are working on. There are two workflow lists: ‘Needs to be Scored’ (preparations you need to score) and ‘Completed’ (preparations you have scored and clicked on the ‘finish’ button).
- D = Clips – where you can find your library of clips
- E = Users – where you can find information about users in your group
- F = Preparations – a list of all the preparations in your group, sorted by name. You can find out all the information about a preparation here and quickly edit preparations or assign people to score.
- G = Files – a list of all the files uploaded by or shared with your group. You would also upload files here.
- H = Account – access your own account from here or log out of VCP.

NWIC COACH INITIATED COMETS

Upload files (please watch the upload tutorial available at vcponline.com)

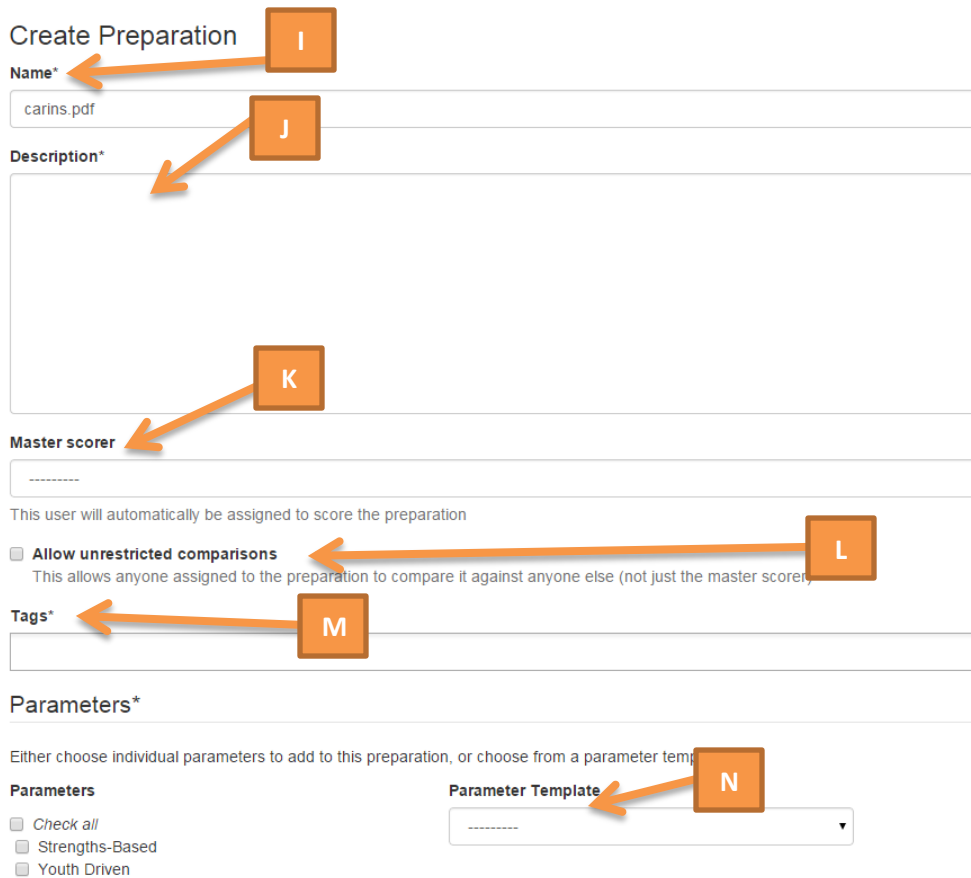
Make a preparation with DOCUMENTS ONLY:

- STEP 1: On the Files page, choose the file you want to use by clicking on checkbox to the left of the file name(s):



The screenshot shows the 'Files' page in the NWIC system. At the top, there are navigation tabs: New, Admin, Workflow, Clips, Users, Preparations, Files, and an Account link. Below the tabs, there's a search bar and a 'Tags' input field. A file named 'carins.pdf' is listed with a checked checkbox on the left. A yellow callout box highlights the file name and the 'Create Preparation' button. An orange callout box points to the checkbox with the text 'Click this box.' Another orange callout box points to the 'Create Preparation' button with the text 'Your file(s) appear in the yellow box with the option to 'create preparation.' Click this button next.'

- STEP 2a: After clicking on 'Create Preparation' you will be taken to this screen. Fill out the information as follows:



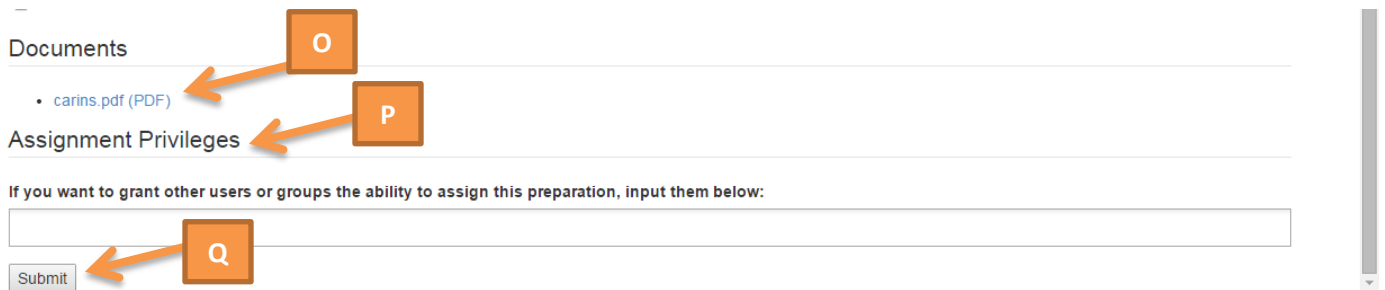
The 'Create Preparation' form contains the following fields and callouts:

- Name***: A text input field containing 'carins.pdf'. Callout **I** points to the label.
- Description***: A large text area. Callout **J** points to the label.
- Master scorer**: A text input field. Callout **K** points to the label.
- Allow unrestricted comparisons**: A checkbox with the label 'Allow unrestricted comparisons' and a subtext 'This allows anyone assigned to the preparation to compare it against anyone else (not just the master scorer)'. Callout **L** points to the checkbox.
- Tags***: A text input field. Callout **M** points to the label.
- Parameters***: A section with a dropdown menu labeled 'Parameter Template'. Callout **N** points to the dropdown.

At the bottom left, there are three unchecked checkboxes: 'Check all', 'Strengths-Based', and 'Youth Driven'.

- I = Name - Give the preparation a name. By default, the (or one of the) file name(s) will appear here. Please use the NWIC COMET naming convention as follows:
 - Example for a file uploaded by Jill Smith from Maryland on March 13, 2015:
 - **MD 2015 03 13 Smith**
 - 2 letter state abbreviation and a space
 - 4 digit year and a space
 - 2 digit month and a space
 - 2 digit day and a space
 - Last name of the person uploading
 - And if you upload more than one thing in a day, put another number after your last name. For example: if Jill Smith uploaded two things on March 13, 2015, the file names would be:
 - **MD 2015 03 13 Smith 1**
 - **MD 2015 03 13 Smith 2**
- J = Description – You must enter a description. It doesn't have to be long, but should give enough information so that someone can understand what this preparation was about. (Please don't include family/youth last names or other identifiers.)
- K = Master Scorer – This is person who will be like the 'answer key.' All other scorers will compare their scores against this person. For instance, if you want your trainees to be able to compare their scores against you, put yourself as the master scorer.
- L = Do NOT check this box.
- M = Tags – you can assign a tag to preparation to make it easier to find later on. Clicking inside the box will pull up a list of tags available for use.
- N = Parameter Template – Here's where you'll put the COMET questions to go with your files. There are 9 different sets of COMET questions available depending on the scenario (Document Review, Observation, Supervision) and phase of Wraparound (1&2, 3, 4). When you click on the down arrow, you can choose the list that best fits your situation.

- Step 2b: Scrolling down the page further will present you with more items to complete.
 - If you are doing a COMET on DOCUMENTS ONLY, then you will see this:



- O = This is a list of all the documents you are using to make this preparation. Each file name is a link to the pdf. You can click on this link to see the document again.
- P = Assignment Privileges – If you want to give someone else the permission to assign the preparation, choose that person's name from this list. Most likely you will not use this.
- Q = Once you have entered all the information for parts I through Q above, click submit. You will be taken to the assignment page, where you can assign scorers to the preparation.

- Step 3: Assigning a preparation to be scored.

Updated!

Assignments for: *carins.pdf*

Available Scorers

Enter a name or group in the box below to make an assignment.

R

Assigned Scorers

No users have been assigned to this preparation

S

Submit

- R = Clicking here will give you the list of users you can assign to score the preparation. Choose the individual user or group you want to assign the preparation to by choosing from list that appears when you click in the box.
- S = Click 'submit' to confirm your choices. You'll now see:

Assigned Scorers

Check the box to **remove** the assignment.

WARNING: Removing an assignment will delete all scores from the user/group on this preparation.

Trainee, Terrific

test, user

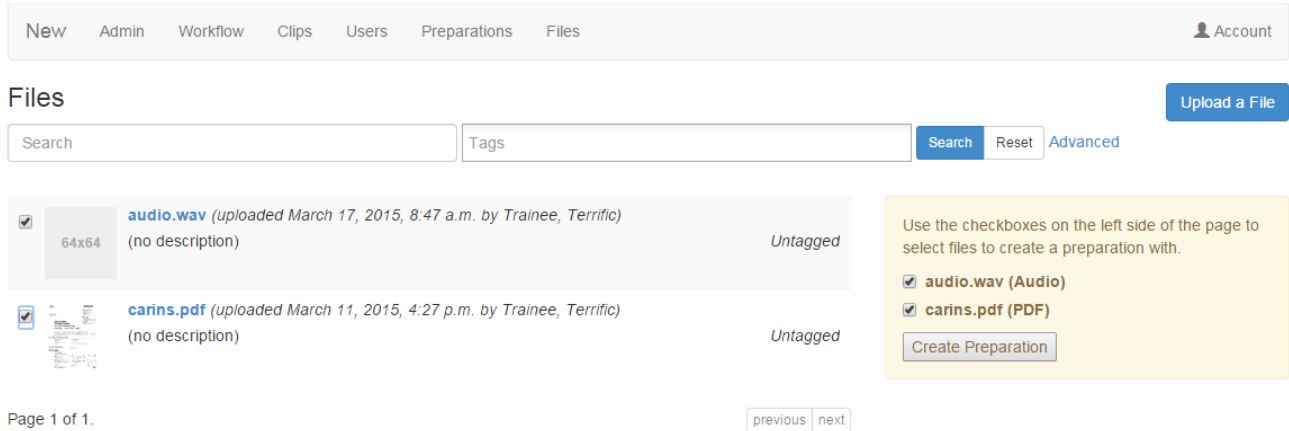
Submit

You'll see your choices under 'Assigned Scorers.' If you've made a mistake, you can check the box next to a person's name and click 'submit' to remove them. You can also add more people as scorers.

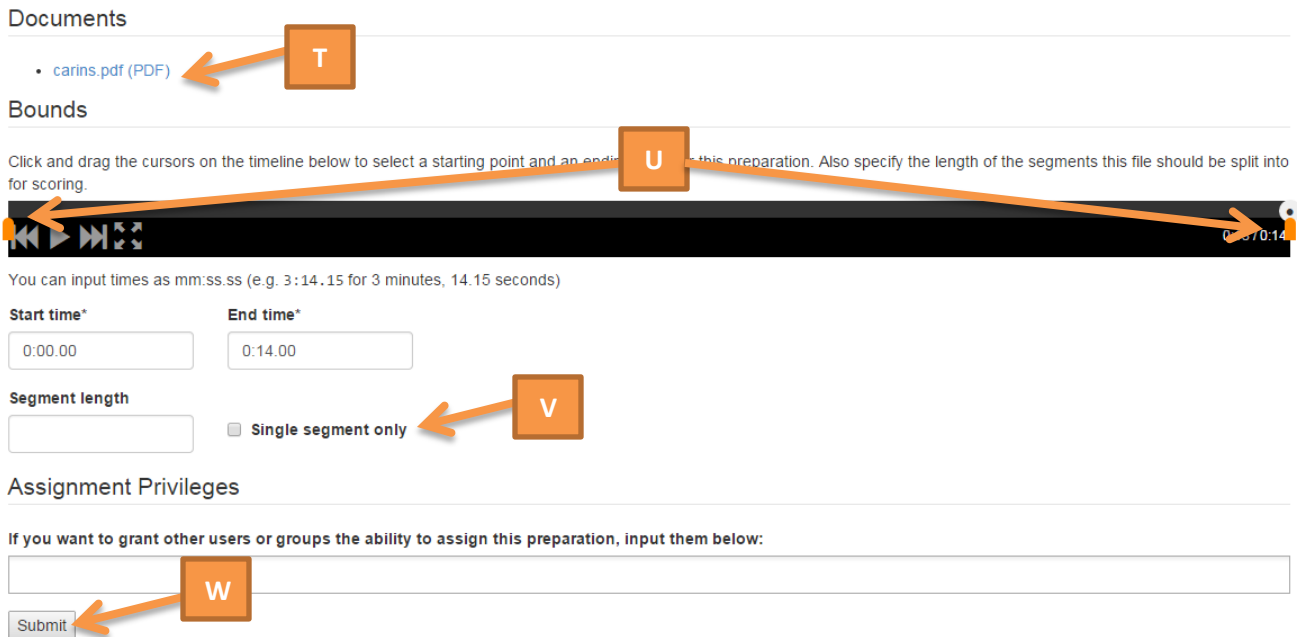
Once you've assigned people, they will get an email alert about the preparation being ready in their workflow queue.

Make a preparation with DOCUMENTS AND AUDIO FILES:

- Step 1: On the Files page, choose the files you want to use by clicking on checkbox to the left of the file names (this is an example of a preparation with a document and an audio file. (NOTE: You can only have one audio file in a preparation, but as many documents as you want.):



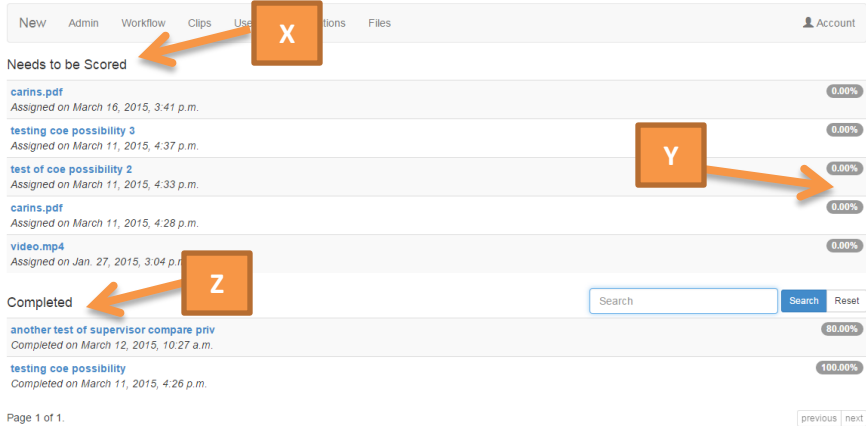
- Step 2a: Same as with DOCUMENTS ONLY.
- Step 2b: Scrolling down the page further will present you with more items to complete.



- T = This is a list of all the documents you are using to make this preparation. Each file name is a link to the pdf. You can click on this link to see the document again.
- U = You can 'crop' the audio file by dragging the orange markers at the beginning and end of the audio file. Sometimes the beginning of the audio is not important (rustling papers, people walking in the room, etc.) so you crop out this extra part while making the preparation.
- V = Click the box next to 'Single segment only.'
- W = See the above description about assignment privileges and click submit. You'll be taken to the same assignment page as above.

Scoring Preparations:

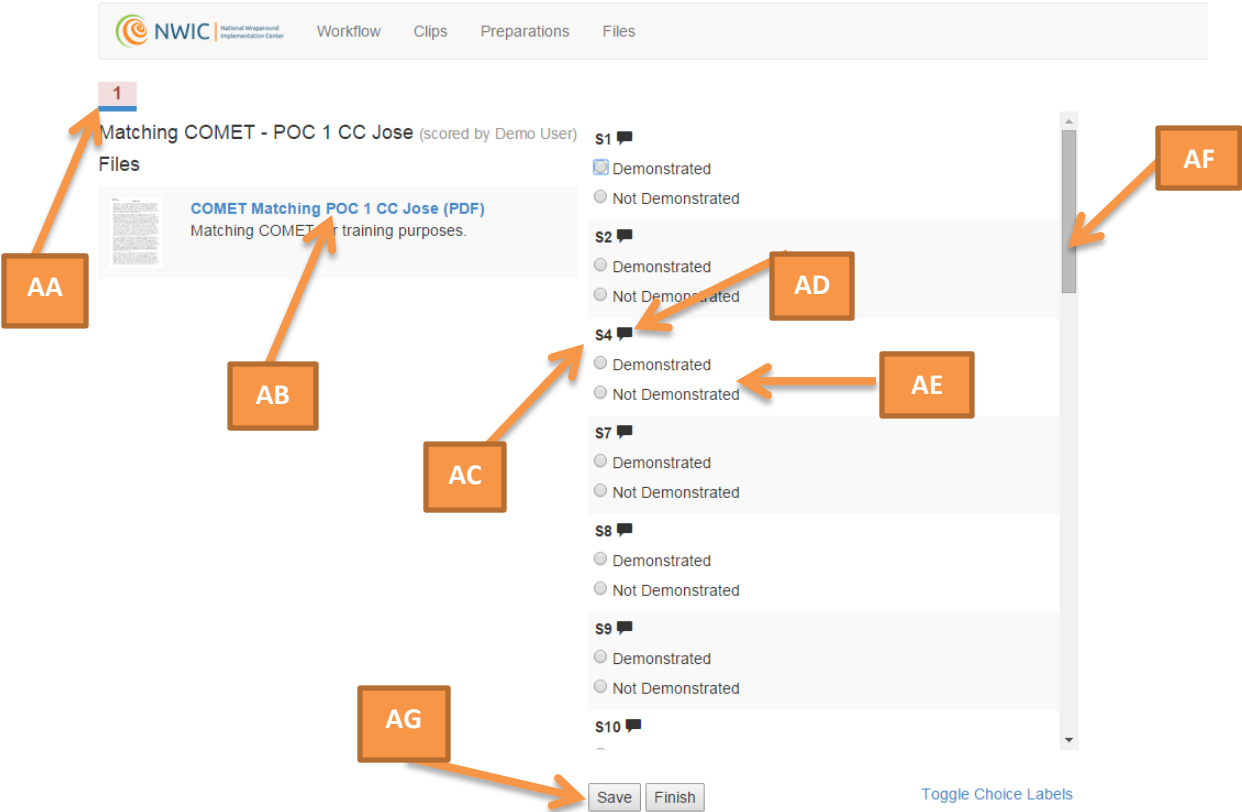
- Clicking on “Workflow” from the menu bar will take you to your workflow queue.



- X = Needs to be Scored – These are preparations assigned to you that you haven’t started or haven’t finished scoring
- Y = Percent Completeness – This shows the percentage of COMET items in the preparation that have saved answers (for instance, if there were 10 items and 7 were scored and saved, then the percentage of completeness would be 70%.)
- Z = Completed – After you score a preparation and click finish, your preparation moves to this list.

Scoring Screen Overview

- The different parts of the scoring screen are illustrated below:



- AA – Completeness indicator: The indicator is red when you have not saved your work or you have not entered any scores. It turns yellow if you have saved your work but haven't entered scores for all the COMET items. It turns green when you have saved your work and have entered scores for all the COMET items. (For more on saving and finishing, see 'G' below.)
- AB – Document Title: Click this link to see the document. It will open in another tab in your browser. You can move this tab into another window if you want to have the document open and the scores available at the same time. You can also toggle back and forth between the tabs.
- AC – COMET Item Name: These relate to the COMET item's number in the scoring manual. If you hover your mouse over the name, the title of the item will appear. Refer to the manual for a full description of each item.
- AD – COMET Item Comment Box: If you want to leave a comment about why you picked the score you did, you can do so by clicking on this icon. A text box will open up and you can type your comment in it. NOTE: At the end of the list of COMET items, you will see a comment box in which you can type a general comment.
- AE – COMET Item Choices: To indicate a score for a COMET item, click on the radio button next to your choice.
- AF – Scroll Bar: You can scroll through the list of COMET items to access all of them.
- AG – Save and Finish Buttons: Save your work in progress by clicking on the 'Save' button. You will still be able to change scores you have saved. It is recommended that you save your work periodically to avoid losing work in case you are somehow disconnected from the internet. You can also save your work if you need to log out and come back to VCP later. Finishing your work will lock in your scores. Click 'Finish' after you have saved your work and you are sure you want the scores you've chosen and the comments you've written. (Before you click Finish, make sure the Completeness Indicator is green – meaning that you've saved a score for each one of the items.)
 - After you click 'Finish', the preparation will move to your 'completed' list and your trainees will be able to compare their scores to yours (only after they click finish). You can also go back into the preparation from your Completed list and change your scores if needed.
 - After your trainee clicks 'Finish', s/he will not be able to change scores unless you send the preparation back to them (more on that later).

Comparisons

VCP gives you and your trainees the ability to compare scores as soon as a COMET is finished by the NWIC coach and the trainee. The ‘at-a-glance’ comparison gives you a very quick overview of how consistently an NWIC trainee’s scores matched an NWIC coach’s scores.

Step 1: Choose the preparation you want to compare:

- In the administrative overview, choose the preparation you want to compare:

The screenshot displays the 'Administrative Overview' page with the 'By Preparation' tab active. A list of preparations is shown, including 'another test of supervisor compare priv', 'carins.pdf', and three others. The 'carins.pdf' preparation is highlighted with an orange box. Three orange callout boxes labeled AH, AI, and AJ point to specific rows in the list. AH points to the 'another test of supervisor compare priv' row, AI points to the 'carins.pdf' row, and AJ points to the 'Terrific, Trainee' row. A yellow callout box on the right explains that checkboxes on the left can be used to select preparations/users for data export or report generation. A filter section on the right includes a search box and a 'Show Archived' checkbox.

- AH = This the name of the preparation that has been scored by 2 trainees and a coach. The trainees are “Terrific, Trainee” and “Tremendous, Trainee” – the coach is “NWIC, Coach” (NOTE: The orange box will not appear on your screen – it is only there to highlight this preparation and all of the people who scored it.)
- AI = This is the preparation scored by an NWIC coach. You can tell it is complete because of the yellow box with the check mark and the 100% in the grey oval to the right.
- AJ = Completed preparation scored by a trainee – to compare your scores to this trainee, click on the trainee’s name (in this case, ‘Terrific, Trainee’). You’ll be taken to the screen shown below, in step 2.

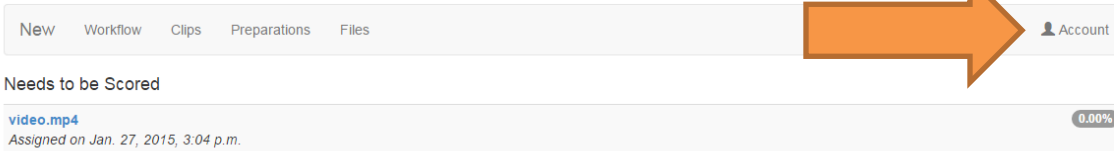
Step 2: How to interpret the comparison page:

The screenshot shows a comparison interface for a PDF file named 'carins.pdf'. At the top, a navigation bar includes 'New', 'Admin', 'Workflow', 'Clips', 'Users', 'Preparations', 'Files', and 'AL'. The 'AL' label is annotated with an orange box and an arrow pointing to the 'Files' tab. Below the navigation bar, the file name 'carins.pdf' is shown with '(scored by Trainee Terrific)' and 'Overall agreement: 25% (when compared against Coach NWIC)'. The 'Files' section contains a thumbnail of the PDF, annotated with an orange box 'AK' and an arrow. The main content area displays a comparison of responses for 'Strengths-Based', 'Youth Driven', and 'Testing value change' sections. 'Strengths-Based' has 'Not Demonstrated' selected (green highlight). 'Youth Driven' has '-Demonstrated' selected (red highlight with a crossed-out 'D'). 'Testing value change' has '+1' selected (red highlight with a crossed-out '1'). Below these are 'Good' (with '-OK' selected, red highlight) and a 'Here's what to do next...' text area. At the bottom, there are buttons for 'Save', 'Send Back', 'Mark with Tag', 'Toggle Choice Labels', and 'Compare'. Annotations 'AM', 'AN', and 'AO' are orange boxes with arrows pointing to the 'Strengths-Based', 'Youth Driven', and 'Testing value change' sections respectively.

- AK = Shows the overall % agreement between coach and trainee. In this example, the coach and the trainee agreed on 25% of their item responses. (NOTE: This percentage only reflects the % agreement on multiple choice type questions.)
- AL = Describes how the comparison is shown. In this example, the trainee’s (user test) scores will be crossed out and highlighted in red if they don’t match the coach’s (Supervisor Super).
- AM = Shows an item where the coach and trainee matched. (Both marked “N/A” for this one.)
- AN = Shows an item where coach and trainee DID NOT match. Here, the coach’s choice appears in the green highlight and the trainee’s choice is crossed out and highlighted in red.
- AO = Item comments written by Coach and Trainee appear here. After the text of the comment, the author is identified in italics.

Logging out

- Once you are finished scoring and comparing (or if you need to leave your computer before you finish), please log out of VCP. This will ensure no one else can access VCP from your computer with your user name and password.
- You can log out by clicking the 'Account' button in the upper right side of your screen:

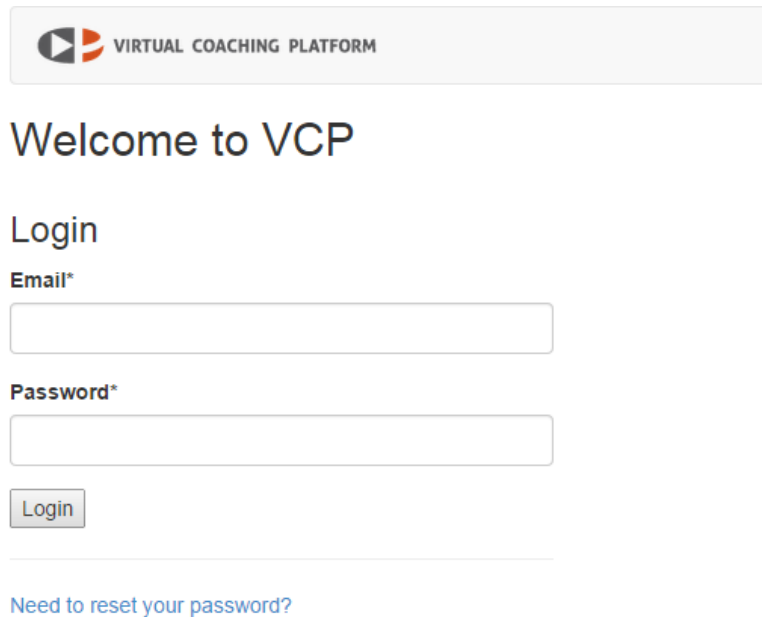


- Choose 'log out':



Troubleshooting & Technical Assistance

- If you are having problems viewing videos in VCP, it is most likely one of the following:
 - Browser - Are you using Chrome as your internet browser? If not, try installing Chrome and open VCP in Chrome.
 - Network security - Are you trying to access VCP from a work computer? Sometimes agencies have firewalls and other software that blocks streaming video. This would be something to take up with your agency's tech team. Please refer your tech team to John if the need arises (use the contact information below).
 - Internet connection - Streaming video online takes a bit of bandwidth, so if you have a slow or otherwise limited connection, you won't be able to watch videos. This is another issue you could take up with your agency's tech team. Again, please refer your tech team to John if the need arises (use the contact information below).
- If you forgot your log-in credentials:
 - Remember that your user name is your email address.
 - And you can always reset your password from the log-in page.



VIRTUAL COACHING PLATFORM

Welcome to VCP

Login

Email*

Password*

Login

[Need to reset your password?](#)



Just click here!

IMPORTANT: If you discover that someone may have been able to access VCP using your username and password, please change your password immediately and call John.

John's contact info
Email: jdo@pdx.edu
Phone: 503-725-9619