



# Virtual Coaching Platform (VCP) Guide

## Log In

1. Log into the VCP at: <https://nwic.vcponline.com/>

2. Enter your VCP user name (email address) and password.

*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.*

**VIRTUAL COACHING PLATFORM**

### Welcome to VCP

**Login**

Email\*

Password\*

Login

[Need to reset your password?](#)

3. Once you have logged in, you will be taken to your home page.

**NWIC** | United Way

Workflow Clips Preparations Files Account

#### Needs to be Scored

2015 09 30 Tropical Marquez 0.00%

Assigned on Sept. 30, 2015, 9:06 a.m.

#### Completed

TX 2015 08 27 100.00%

Completed on Sept. 28, 2015, 3:42 p.m.

TX\_2015\_9\_11 100.00%

Completed on Sept. 28, 2015, 11:20 a.m.

TX 2015 08 26 100.00%

Completed on Sept. 17, 2015, 2:03 p.m.

Here, you will see what you have submitted and what is still pending ("Needs to be Scored"). At any time, you can click on "Workflow" and it will bring you back to this page.

## UPLOAD FILES

1. Click on "Files":

NWIC | National Workgroup  
Improvement in Justice

Workflow Clips Preparations **Files** Account

**Needs to be Scored**

2015 09 30 Tropical Marquez 0.00%  
Assigned on Sept. 30, 2015, 9:06 a.m.

**Completed**

TX 2015 08 27 100.00%  
Completed on Sept. 28, 2015, 3:42 p.m.

TX\_2015\_9\_11\_ 100.00%  
Completed on Sept. 28, 2015, 11:20 a.m.

TX 2015 08 26 100.00%  
Completed on Sept. 17, 2015, 2:03 p.m.

**NOTE: Please ensure all documents have been REDACTED and are in PDF format. VCP will not upload Word documents.**

2. Click on "Upload a File".

NWIC | National Workgroup  
Improvement in Justice

Workflow Clips Preparations Files Account

**Files**

Search Tags Search Reset Advanced

☐ 2015 08 27 Tropical (no description) Untagged (uploaded Sept. 17, 2015, 12:28 p.m. by Marquez, Rebecca)

☐ 64x64 2015 08 27 Tropical (no description) Untagged .WMA (uploaded Sept. 17, 2015, 11:54 a.m. by Marquez, Rebecca)

☐ 64x64 2015 08 27 Tropical (no description) Untagged .WMA (uploaded Sept. 17, 2015, 11:53 a.m. by Marquez, Rebecca)

☐ 64x64 2015 08 27 Tropical (no description) Untagged .WMA (uploaded Sept. 17, 2015, 11:53 a.m. by Marquez, Rebecca)

☐ TTBH COACHING DOCS.pdf (no description) Untagged (uploaded Aug. 27, 2015, 3:40 p.m. by Marquez, Rebecca)

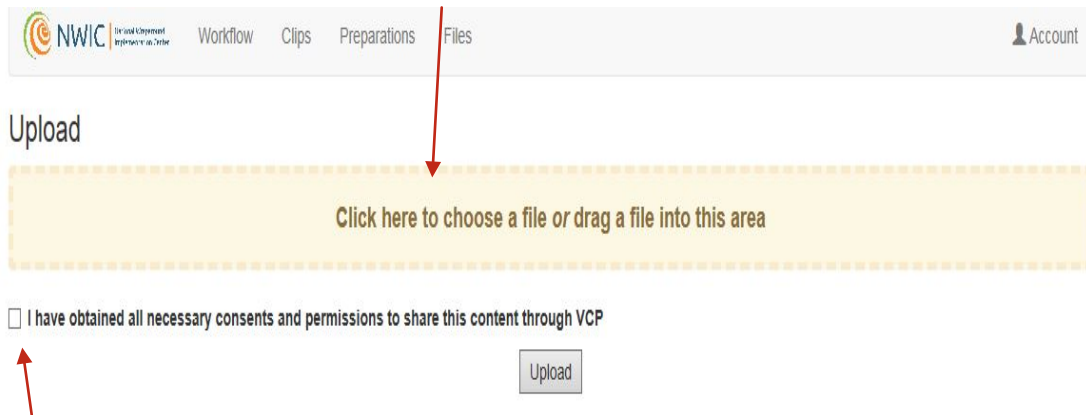
☐ TTBH COACHING DOCS (2).pdf (no description) Untagged (uploaded Aug. 27, 2015, 3:40 p.m. by Marquez, Rebecca)

Use the checkboxes on the left side of the page to select files to create a preparation with.

☐ TTBH COACHING DOCS.pdf (PDF)

Notice that this page contains all your uploaded files.

3. Follow instructions in the box.



The screenshot shows the NWIC (National Wetland Inventory) interface. At the top, there is a navigation bar with the NWIC logo and the text 'The National Wetland Inventory on the Web'. To the right of the logo are links for 'Workflow', 'Clips', 'Preparations', and 'Files'. Further right is an 'Account' link with a user icon. Below the navigation bar, the word 'Upload' is displayed. A large yellow dashed box contains the text 'Click here to choose a file or drag a file into this area'. Below this box is a checkbox with the text 'I have obtained all necessary consents and permissions to share this content through VCP'. To the right of the checkbox is an 'Upload' button. A red arrow points from the 'Files' tab in the navigation bar down to the yellow dashed box. Another red arrow points from the bottom of the page up to the checkbox.

NWIC The National Wetland Inventory on the Web Workflow Clips Preparations Files Account

Upload

Click here to choose a file or drag a file into this area

☐ I have obtained all necessary consents and permissions to share this content through VCP

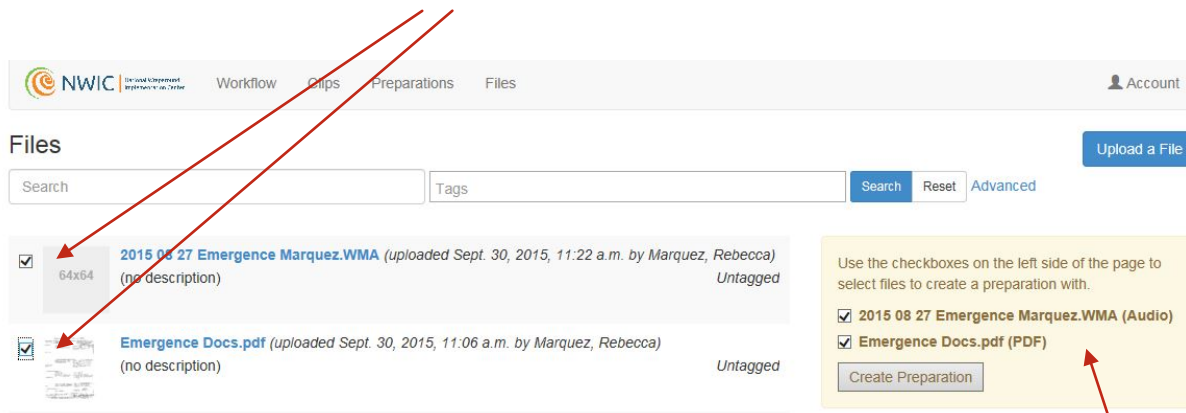
Upload

Don't forget to check this box.

4. You will automatically be returned to the "Files" page.  
*Depending on the size of the file(s), it may take a few minutes to appear.  
If it does not appear, you may need to return to your homepage first  
(Click on "Workflow" button at the top of the page) and then return to  
your "Files" page.*

## CREATE A CREST/SAS “Preparation”

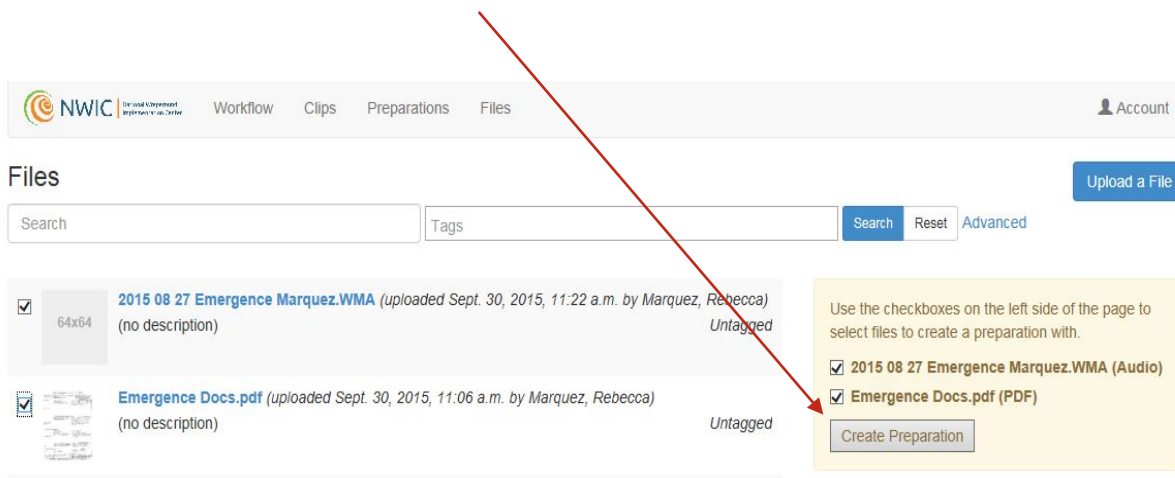
1. From the “Files” page, check the box next to the document(s) used in your wrap supervision session.



When you check the box, that document will automatically appear here.

Click on BOTH the document(s) and audio file from the supervision session to create a CREST.

2. When you see both the document(s) and audio file in the yellow box, click on “Create Preparation”.



### 3. You will now go to this screen.

The screenshot shows the 'Create Preparation' form in the NWIC system. Callout A points to the 'Name\*' field. Callout B points to the 'Description\*' text area. Callout C points to the 'Master scorer' dropdown menu. Callout D points to the 'Tags\*' field. A red prohibition sign is placed over the 'Allow unrestricted comparisons' checkbox, which is currently checked. The 'Parameters\*' section shows a list of checkboxes for 'Check all', 'CREST 1 - Introduce the task', and 'CREST 2 - Why do you want it done that way?'. A 'Parameter Template' dropdown is also visible.

- A. **Name the preparation.** To ensure feedback, please name your preparation with this format: TX Year Month Day Organization Your Last Name  
(Example: TX 2015 10 01 MYLMHA Marquez)
- B. **Provide a brief description that includes the date of the wrap supervision session and name of the wrap facilitator with whom the session was conducted.**
- C. **Select the TIEMH specialist assigned to your center.** (Currently, Rebecca Marquez or Bonnie Evans.) **Do NOT click in the box that says, “Allow unrestricted comparisons”**
- D. **Click in “Tags” box, scroll down and select “CREST andSAS”, then type in your Center’s name (ex: MyLMHA) in the Tags**

This close-up shows the 'Tags\*' dropdown menu. The list includes 'CoastalPlains', 'COMET', 'CREST', 'CRESTandSAS', 'CRESTonly', 'CRESTtest', 'Document', and 'Document'. A red arrow points to 'CRESTandSAS'. Below the dropdown, there are checkboxes for 'PPSP S4', 'PPSP S5', 'PPSP S6', 'PPSP S7', 'PPSP S8', and 'PPSP N1'.

## E. Click in Parameter Template and select “CRESTandSAS” from list.

☐ **Allow unrestricted comparisons**  
This allows anyone assigned to the preparation to compare it against anyone else (not just the master scorer)

Tags\*

Parameters\*

Either choose individual parameters to add to this preparation, or choose from a parameter template.

Parameters	Parameter Template
<input type="checkbox"/> Check all	<input type="text" value="Parameter Template"/>
<input type="checkbox"/> CREST 1 - Introduce the task	
<input type="checkbox"/> CREST 2 - Why do you want it done that way?	
<input type="checkbox"/> CREST 3 - Demonstrate the task	
<input type="checkbox"/> CREST 4 - When	
<input type="checkbox"/> CREST 5 - Set a Follow-Up	
<input type="checkbox"/> SAS 1a - Communication Level (Values Integration)	
<input type="checkbox"/> SAS 1b - Communication Level (Values Translation)	
<input type="checkbox"/> SAS 2a - Coaching Level (Transfer of Skill)	
<input type="checkbox"/> SAS 2b - Coaching Level (Focus on Skill Acquisition)	
<input type="checkbox"/> SAS 3a - Analysis Level (Data Driven Decision Making)	
<input type="checkbox"/> SAS 3b - Analysis Level (Generalization)	
<input type="checkbox"/> S1	

## F. The PDF file will be found under “Documents” and the audio will be under “Bounds”.

Documents

- Emergence Docs.pdf (PDF)

Bounds

Click and drag the cursors on the timeline below to select a starting point and an ending point for this preparation. Also specify the length of the segments this file should be split into for scoring.

You can input times as mm:ss.ss (e.g. 3:14.15 for 3 minutes, 14.15 seconds)

Start time\*  End time\*

Segment length  ☐ Single segment only

Assignment Privileges

If you want to grant other users or groups the ability to assign this preparation, input them below:

You can select audio start time and end time OR click on “single segment only” to include entire audio segment.

## G. Click on Submit.

Documents

- Emergence Docs.pdf (PDF)

Bounds

Click and drag the cursors on the timeline below to select a starting point and an ending point for this preparation. Also specify the length of the segments this file should be split into for scoring.

You can input times as mm:ss.ss (e.g. 3:14.15 for 3 minutes, 14.15 seconds)

Start time\*  End time\*

Segment length  ☐ Single segment only

Assignment Privileges

If you want to grant other users or groups the ability to assign this preparation, input them below:

4. You will automatically be taken to this page. Select your name under “Available Scorers” ....

NWIC | Local Government  
Assignment Center

Workflow Clips Preparations Files Account

Updated!

Assignments for: 2015 10 01 Mylmha Marquez

Master Scorer
Marquez, Rebecca

Available Scorers
Enter a name or group in the box below to make an assignment.
<input type="text"/>

Assigned Scorers
No users have been assigned to this preparation

Submit

....and click submit!

5. The screen will return to your homepage and the preparation will now be listed under “Needs to be Scored”.

NWIC | Local Government  
Assignment Center

Workflow Clips Preparations Files Account

Needs to be Scored

2015 10 01 Mylmha Marquez Assigned on Sept. 30, 2015, 12:31 p.m.	0.00%
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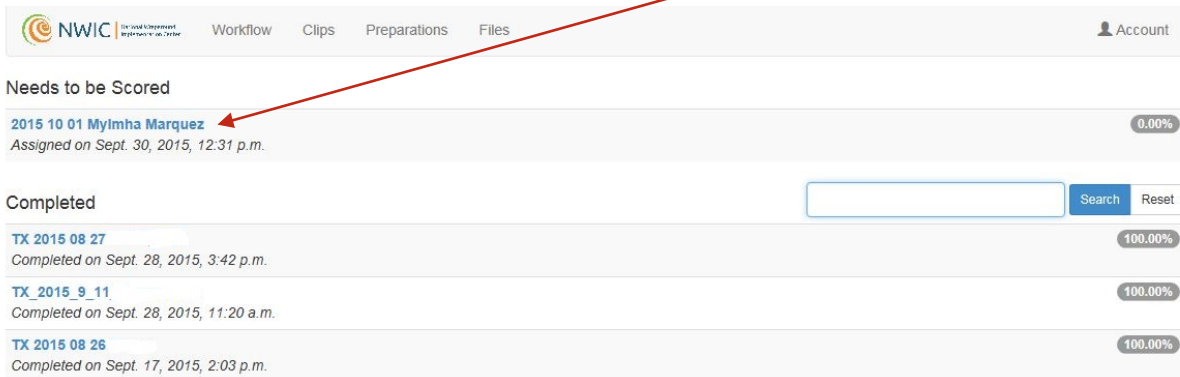
Completed

TX 2015 08 27 Completed on Sept. 28, 2015, 3:42 p.m.	100.00%
TX_2015_9_11 Completed on Sept. 28, 2015, 11:20 a.m.	100.00%
TX 2015 08 26 Completed on Sept. 17, 2015, 2:03 p.m.	100.00%

Search Reset

## Complete the CREST

1. From your home screen, click on the named preparation.



NWIC | The World Government Preparation to an Order

Workflow Clips Preparations Files Account

Needs to be Scored

2015 10 01 Mylmha Marquez (scored by Rebecca Marquez) 0.00%

Assigned on Sept. 30, 2015, 12:31 p.m.

Completed

TX 2015 08 27 100.00%

Completed on Sept. 28, 2015, 3:42 p.m.

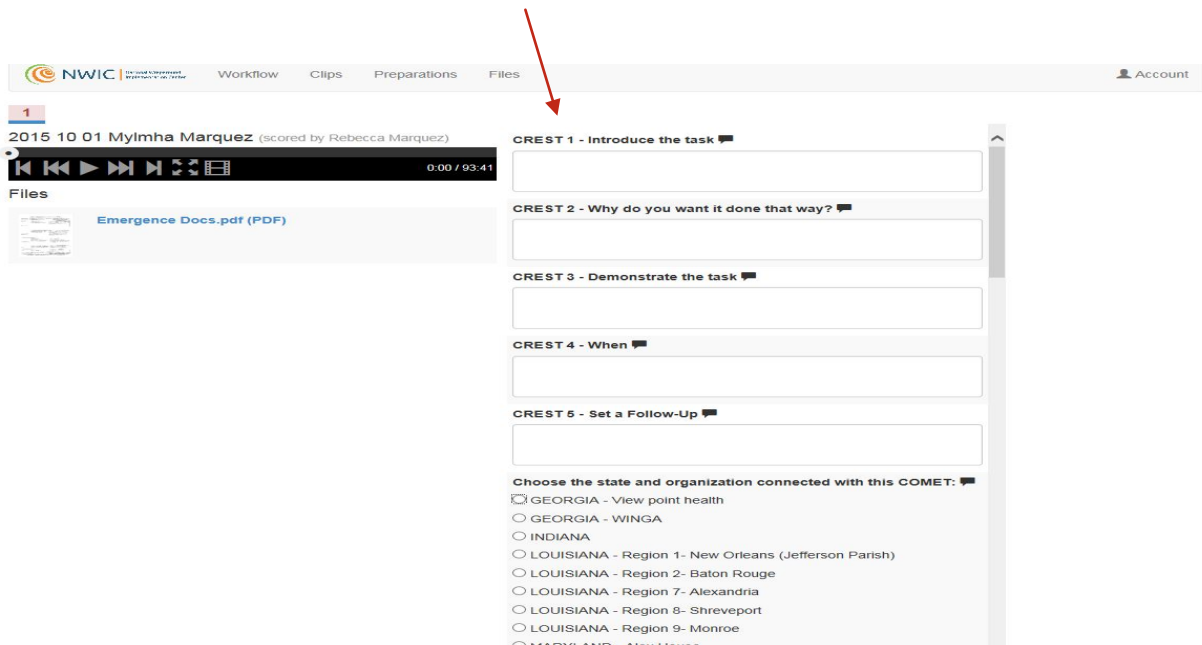
TX 2015 9 11 100.00%

Completed on Sept. 28, 2015, 11:20 a.m.

TX 2015 08 26 100.00%

Completed on Sept. 17, 2015, 2:03 p.m.

2. Fill out each section of the CREST.



NWIC | The World Government Preparation to an Order

Workflow Clips Preparations Files Account

1

2015 10 01 Mylmha Marquez (scored by Rebecca Marquez)

0:00 / 03:41

Files

Emergence Docs.pdf (PDF)

CREST 1 - Introduce the task

CREST 2 - Why do you want it done that way?

CREST 3 - Demonstrate the task

CREST 4 - When

CREST 5 - Set a Follow-Up

Choose the state and organization connected with this COMET:

☒ GEORGIA - View point health

☐ GEORGIA - WINGA

☐ INDIANA

☐ LOUISIANA - Region 1- New Orleans (Jefferson Parish)

☐ LOUISIANA - Region 2- Baton Rouge

☐ LOUISIANA - Region 7- Alexandria

☐ LOUISIANA - Region 8- Shreveport

☐ LOUISIANA - Region 9- Monroe

☐ MARYLAND - Alex House

3. Scroll down and complete the SAS on yourself.

**CREST 5 - Set a Follow-Up**

**SAS 1a - Communication Level (Values Integration)**

- ☐ 0-No evidence of values in discussions with staff (values not being referred to or referenced in everyday conversations)
- ☐ 1-Values are evident in the organization & typically through formal activities at least 50% of the time
- ☐ 2-Values discussed frequently through incidental coaching/supervisory interactions 90-100% of the time (values are referred to and referenced in everyday conversations)

**SAS 1b - Communication Level (Values Translation)**

- ☐ 0-No evidence of staff behaviors being linked to values (no connection to why they are doing what you asked)
- ☐ 1-Staff behaviors are tied to values in coaching/supervisory interactions at least 50% of time
- ☐ 2-Staff behaviors seamlessly tied to values in all coaching/supervisory interactions 90-100% of the time (clear connection to why they are doing what you asked)

4. Scroll down and complete the rest of the form, starting by clicking on your center.

- ☐ TEXAS - Asian Texas County Integral Care YES Waiver
- ☐ TEXAS - Bluebonnet LMHA
- ☐ TEXAS - Center for Health Care Services (Bexar County) YES Waiver
- ☐ TEXAS - Children's Partnership (Travis County)
- ☐ TEXAS - Emergence Health Network
- ☐ TEXAS - Gulf Coast LMHA
- ☐ TEXAS - Harris County LMHA
- ☐ TEXAS - Heart of Texas LMHA
- ☐ TEXAS - Pathways
- ☐ TEXAS - Pecan Valley LMHA
- ☐ TEXAS - Tarrant County LMHA
- ☐ TEXAS - Tarrant County YES Waiver
- ☐ TEXAS - Texana LMHA

5. Fill in the name of the facilitator, your name and the date of the coaching (wrap supervision) session.

NWIC | Northwest Indian Center  
Workflow Clips Preparations Files Account

1  
2015 10 01 Mylmha Marquez (scored by Rebecca Marquez)

0:00 / 93:41

Files  
Emergence Docs.pdf (PDF)

Care Coordinator/Facilitator's FIRST NAME. [text input]

Care Coordinator/Facilitator's LAST NAME. [text input]

Care Coordinator/Facilitator's SUPERVISOR'S FIRST NAME [text input]

Care Coordinator/Facilitator's SUPERVISOR'S LAST NAME [text input]

What was the date of this coaching session? (MM/DD/YYYY format) [text input]

Who is your coach? [dropdown menu]

Leave a comment [text input]

Save Finish Toggle Choice Labels

The next section lists NWIC coaches. DO NOT CLICK on any of the names. TYPE the name of the TIEMH coach assigned to your center. (Bonnie, Rebecca or Lee Ann at this time.)

Finally, you can "Save" your work if you wish to continue revising it at a later time or review it before you submit. OR You can click on "Finish" which will submit it to your TIEMH coach, as well as move it to "Completed" on your home page.

NWIC | Northwest Indian Center  
Workflow Clips Preparations Files Account

No preparations have been assigned to you to score!

Completed [search bar] Search Reset

Date	Time	Score
TX 2015 08 27	Completed on Sept. 28, 2015, 3:42 p.m.	100.00%
TX_2015_9_11_	Completed on Sept. 28, 2015, 11:20 a.m.	100.00%
TX 2015 08 26	Completed on Sept. 17, 2015, 2:03 p.m.	100.00%