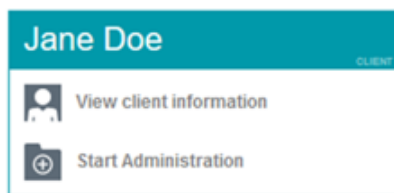


Title: WPS Online Evaluation System - Create SPM/SPM-P Quick Tips Report

Description: How to use SPM/SPM-P Quick Tips reporting on the Online Evaluation System. Once you have your initial score report for the SPM/SPM-P you can then produce a Quick Tips report. This option is only available if you have purchased the SPM/SPM-P Quick Tips.

Instructions

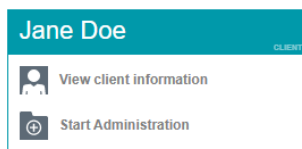
1. Login to the Online Evaluation System at <http://platform.wpspublish.com>
2. Click into the Client's name.



My Clients

Name
Jane Doe


3. Click into the SPM/SPM-P under **Administered Assessments** to the right of *My Clients*.



My Clients

Name
Jane Doe

Search:




 Create New Client

Client Home



Client Information

First Name	Last Name	ID	Gender
Jane	Doe	1003	Female
Date of Birth			Email
February	3	2015	

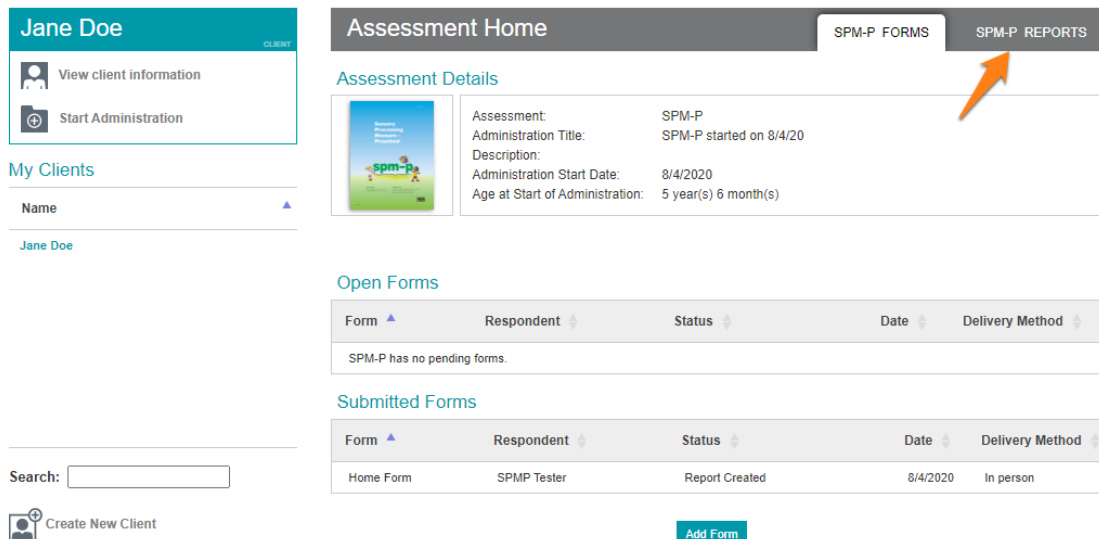
Current Age: 5 years 6 months

[Start Administration](#)   

Administered Assessments

Assessment	Last Updated	
ABAS-3	8/3/2020	
SPM-P	8/4/2020	

4. Click into the **SPM/SPM-P Reports** tab while in the *Assessment Home* area.



Jane Doe CLIENT

View client information
Start Administration

My Clients

Name

Jane Doe

Search:

Create New Client

Assessment Home SPM-P FORMS **SPM-P REPORTS**

Assessment Details

Assessment: SPM-P
Administration Title: SPM-P started on 8/4/20
Description: SPM-P
Administration Start Date: 8/4/2020
Age at Start of Administration: 5 year(s) 6 month(s)

Open Forms

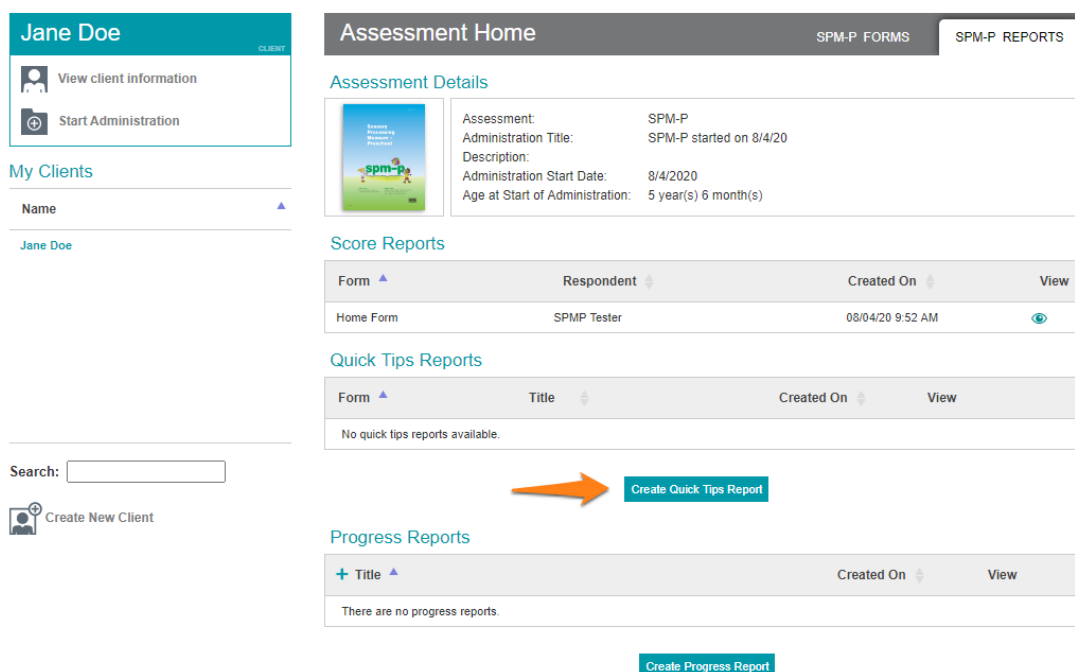
Form	Respondent	Status	Date	Delivery Method
SPM-P has no pending forms.				

Submitted Forms

Form	Respondent	Status	Date	Delivery Method
Home Form	SPMP Tester	Report Created	8/4/2020	In person

Add Form

5. Find and click the button titled **Create Quick Tips Report**.



Jane Doe CLIENT

View client information
Start Administration

My Clients

Name

Jane Doe

Search:

Create New Client

Assessment Home SPM-P FORMS **SPM-P REPORTS**

Assessment Details

Assessment: SPM-P
Administration Title: SPM-P started on 8/4/20
Description: SPM-P
Administration Start Date: 8/4/2020
Age at Start of Administration: 5 year(s) 6 month(s)

Score Reports

Form	Respondent	Created On	View
Home Form	SPMP Tester	08/04/20 9:52 AM	

Quick Tips Reports

No quick tips reports available.

Create Quick Tips Report

Progress Reports

There are no progress reports.

Create Progress Report

6. Select the SPM/SPM-P rating form from which you wish to generate a Quick Tips Report and click **Next**. This will open the **Quick Tips Report Wizard**. Use the drop-down menus in the upper left screen to filter items.

Quick Tips Report Wizard - Step 2 - Select Item(s)

Jane Doe CLIENT SPM-P ASSESSMENT Home Form FORM

Filter View Selected | View All | Select All | Deselect All | Default Order Search:

SPM-P Scale Sensory Vulnerability Item Score

<input type="checkbox"/>	SPM-P Scale	Sensory Vulnerability	Item #	SPM-P Item	Item Score	Response
<input type="checkbox"/>	Balance and Motion	Overresponsive	56	Seems excessively fearful of movement, such as going up and down stairs or riding swings, teeter-totters, slides, or other playground equipment.	4	Always
<input type="checkbox"/>	Balance and Motion	Overresponsive	57	Avoids balance activities, such as walking on curbs or on uneven ground.	4	Always
<input type="checkbox"/>	Balance and Motion	Postural control	58	Falls out of a chair when shifting his or her own body.	4	Always
<input type="checkbox"/>	Balance and Motion	Postural control	59	Fails to catch himself or herself when falling.	4	Always
<input type="checkbox"/>	Balance and Motion	Underresponsive	60	Seems not to get dizzy when others usually do.	4	Always
<input type="checkbox"/>	Balance and Motion	Seeking	61	Spins and whirls his or her body more than other children.	4	Always
<input type="checkbox"/>	Balance and Motion	Overresponsive	62	Shows distress when his or her head is tilted away from the upright, vertical position.	4	Always
<input type="checkbox"/>	Balance and Motion	Perception	63	Shows poor coordination and appears to be clumsy.	4	Always
<input type="checkbox"/>	Balance and Motion	Postural control	64	Leans on other people or furniture when sitting or when trying to stand up.	4	Always

Showing 75 of 75 items

Previous Next Cancel

7. Continue to give your report a title and description and choose **Finish**.
8. The report will then be generated.
9. If you have any trouble, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at support@wpspublish.com.