

This article provides detailed instructions for accessing and utilizing placement reports to manage and review student placements effectively. It guides users through the process of selecting placements, generating various reports, and understanding the different data fields available within these reports. The goal is to help administrators track slot utility, view placement details, and monitor placement statuses in real-time or through periodic updates.

You have placement reports available to view your slot utility, the locations that have provided slots, and quickly access placement details for your students.

1. Select Placements from your left-hand menu or dashboard



2. Select your desired course or placement group.

1. You can also select a placement group to manage multiple courses at a time.

Course Offerings

Placement Groups [+ Add Group](#)

- Class of 2024
- Class of 2023
- Class of 2021
- Class of 2022\*

Course number  Search 1

Results found : 4

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT ↓
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall	Class of 2023
DPT 850	Clinical Practice II*	2021 - 2022	2nd Year	Summer	Class of 2023
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring	Class of 2023

3. If you selected a placement group, click Placements for Group.

Course Offerings

Placement Groups [+ Add Group](#)

- Class of 2024
- Class of 2023**
- Class of 2021
- Class of 2022\*

**Class of 2023** ✎ 🗑️

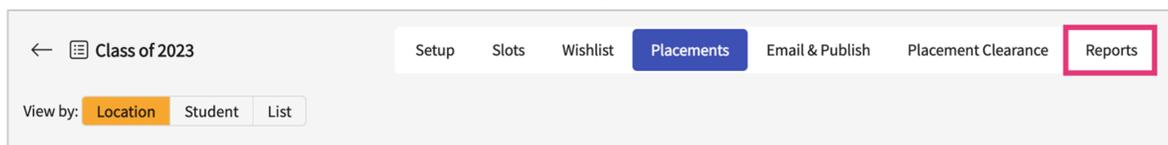
Class of 2023

**Placements for Group**

Search course offering

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

4. Select Reports from the ribbon at the top of the page.



5. You will see the following reports available. The reports you see listed will vary in name depending on your discipline:

1. View for PT and PTA programs:

REPORTS NAME	DESCRIPTION
<a href="#">Number and Variety of clinical sites (Standard 2C)</a>	This report pulls from the settings associated with slots provided during the selected rotations and represents the number of slots filled versus those offered
<a href="#">Number and Variety of clinical slots (Standard 8F)</a>	This report pulls the total number of slots offered by individual locations across selected rotations
<a href="#">Comprehensive placement report</a>	This report contains detailed information of all placements. It is updated with placement information every 24 hours.

2. View for all other programs:

REPORTS NAME	DESCRIPTION
<a href="#">Distribution of slots across settings</a>	This report pulls from the settings associated with slots provided during the selected rotations and represents the number of slots filled versus those offered
<a href="#">Distribution of slots across locations</a>	This report pulls the total number of slots offered by individual locations across selected rotations
<a href="#">Comprehensive placement report</a>	This report contains detailed information of all placements. It is updated with placement information every 24 hours.

6. The Distribution of Slots Across Settings / Number and Variety of Clinical Sites (Standard 2C) report will allow you to view how many slots were offered vs. filled for specific rotations. Select the rotations you'd like to include and click Download Report.

1. Please note, the rotations available for you to select will depend on the course offering/placement group you selected.
2. *This report is updated on a weekly basis.*

← **Number and Variety of clinical sites (Standard 2C)**

This report pulls from the settings associated with slots provided during the selected rotations and represents the number of slots filled versus those offered. This report is updated with latest information every week. Last updated on: May 19, 2023, 4:21:28 AM

Search

Clear all

- Clinical Practice I
- Clinical Practice II\*

[Download report](#)

7. The downloaded report will look a bit like this:

Setting	Count of unique locations	Clinical Practice I	Clinical Practice II*	Clinical Practice III	Clinical Practice IV
<b>Total Slots Used/Total Slots Offered</b>	<b>26</b>	<b>11 / 16</b>	<b>14 / 24</b>	<b>11 / 13</b>	<b>11 / 12</b>
Outpatient	11	5 / 5	4 / 6	4 / 5	1 / 1
Setting not known	1	0 / 0	0 / 6	0 / 0	0 / 0
Acute Care	9	2 / 3	0 / 1	2 / 2	5 / 6
Other	3	0 / 0	3 / 3	1 / 1	0 / 0
Rehab	6	1 / 2	3 / 3	1 / 1	3 / 3
Home Health	8	1 / 3	2 / 3	2 / 3	0 / 0
School Based	3	1 / 2	2 / 2	0 / 0	0 / 0
Sub-Acute	3	1 / 1	0 / 0	1 / 1	2 / 2

8. The Distribution of Slots Across Locations / Number and Variety of Clinical Slots (Standard 8F) report will show you how many slots were offered for each rotation by each location.

1. Please note, the rotations available for you to select will depend on the course offering / placement group you selected.

2. This report is updated on a weekly basis.

← **Number and Variety of clinical slots (Standard 8F)**

This report pulls the total number of slots offered by individual locations across selected rotations. This report is updated with latest information every week. Last updated on: May 18, 2023, 5:58:10 PM

Select Rotation

Clinical Pract... ▼

Include Cancelled Slots

[Download report](#)

Search

Clear all

- Clinical Practice I
- Clinical Practice II\*
- Clinical Practice III
- Clinical Practice IV

9. The report will look a bit like this:

<b>Total Slots Offered</b>	67				
<b>Locations</b>	26				
<b>Location</b>	<b>Clinical Practice I</b>	<b>Clinical Practice II*</b>	<b>Clinical Practice III</b>	<b>Clinical Practice IV</b>	<b>Total Slots Offered</b>
<b>Total Slots Offered</b>	<b>16</b>	<b>24</b>	<b>13</b>	<b>12</b>	<b>65</b>
Northern Community Central	0	0	0	1	1
Sheltercare Community Health	0	0	0	1	1
Caremark Orthopedics	1	0	0	1	2
Northern Community Ambulatory Care	0	0	0	1	1
Allsports - Warren	1	0	1	1	3
Modern Wellness	1	0	1	1	3
Adaptial - Wellington	0	0	2	1	3
Newlife Ambulatory Care	0	0	0	4	4
Preferred Care	0	0	0	1	1
Newlife Orthopedics	0	1	3	0	4
Community General	0	0	1	0	1
Mercy Central	1	1	2	0	4
Briar County Farms	0	0	1	0	1
Newlife Hospital	0	0	2	0	2
Abundant Health*	2	16	0	0	18
Tendercare Home Health	0	2	0	0	2
Centralmark Medical	0	1	0	0	1
Community General	0	1	0	0	1
Crestview Central	0	1	0	0	1
Total Therapy Solutions	0	1	0	0	1
Community Ambulatory Care	1	0	0	0	1
Abundant Urgent care	3	0	0	0	3
Abundant Health - Main Hospital	4	0	0	0	4
Crestview Orthopedics	1	0	0	0	1
Orthopedic Experts	1	0	0	0	1

10. The Comprehensive Placement Report will give you all the information you need to track placements.

1. Please note, the rotations included in this report will depend on the course offering / placement group you selected.

Download to excel
Filter report

← Comprehensive placement report
Last updated on: May 24, 2023, 10:38:40 PM

This report is updated with placement information every 24 hours.

Student First Na...

STUDENT NAME ↑	STUDENT COHORT	STUDENT GROUP	STUDENT PHONE	STUDENT EMAIL	SITE NAME	LOCATION NAME
Dawson, Spencer	Class of 2025	Residential	(555) 555-5555	spencer.dawson@exxat.com	Abundant Health*	Abundant - Ambulatory Care - In
Jaylee, Valerie	Class of 2022*	Residential	(555) 555-5555	Valerie.Jaylee@exxat.com	Community General	Community Ambulatory Care
Torres, Allison	Class of 2025	Residential	(555) 555-5555	allison.torres@exxat.com	Community General	Community Ambulatory Care

Edit columns

## Comprehensive Placement Reports

The placement list report is intended to give you all the information you need when reviewing placement information.

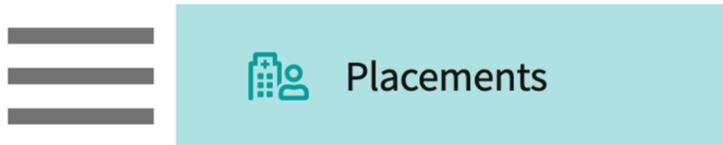
We currently have two versions of this report:

- [Placement List Report](#)
- [Comprehensive Placement Report \(Live\)](#)

These reports have very similar information; however, the main difference is that the Comprehensive Placement Report is updated every 24 hours, the Comprehensive Placement Report (Live) is updated real-time, and the Program Level Comprehensive Report (Live) shows real-time updates of all placements done for all rotations & course offerings.

- [Comprehensive Placement Report - Live](#)
- [Program Level Comprehensive Report - Live](#)

1. Select Placements from your left-hand menu or dashboard.



2. Select your desired course or placement group.

1. You can also select a placement group to manage multiple courses at a time.

 A screenshot of the 'Course Offerings' page. On the left is a sidebar with 'Placement Groups' and a '+ Add Group' button, listing 'Class of 2024', 'Class of 2023', 'Class of 2021', and 'Class of 2022\*'. The main area has a search bar and a table with 4 results. The table has columns: COURSE NUMBER, COURSE NAME, ACADEMIC YEAR, PROFESSIONAL YEAR, TERM, and COHORT. The row for 'DPT 900 Clinical Practice III\*' is highlighted with a red box.
 

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT ↓
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall	Class of 2023
DPT 850	Clinical Practice II*	2021 - 2022	2nd Year	Summer	Class of 2023
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring	Class of 2023

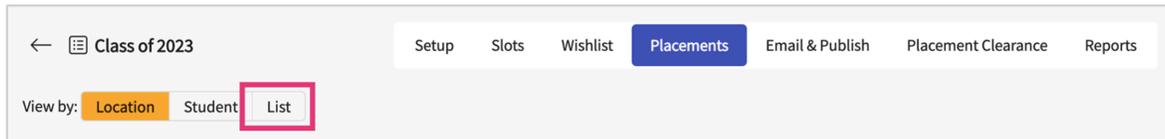
3. If you selected a placement group, click Placements for Group.

 A screenshot of the 'Class of 2023' page. The sidebar on the left has 'Class of 2023' highlighted with a red box. The main area shows a 'Placements for Group' button highlighted with a red box, a search bar, and a table of course offerings.
 

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

## **Placement List Report**

1. On the Placements page, click List.



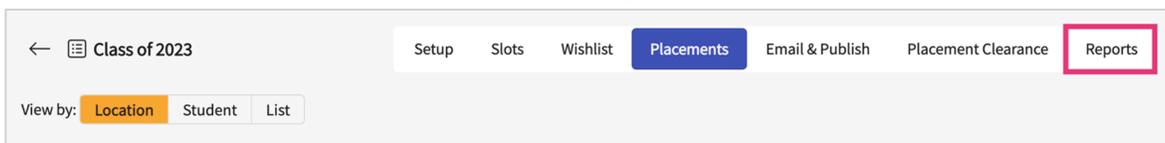
2. The report will be displayed. Click **Placement ID** to view all the placement related details. For more information, go to [Placement 360](#).

The screenshot shows a table with the following columns: PLACEMENT ID, STUDENT NAME, STUDENT EMAIL, SITE NAME, LOCATION NAME, LOCATION ADDRESS, and ACTION. The table contains five rows of data.

PLACEMENT ID	STUDENT NAME	STUDENT EMAIL	SITE NAME	LOCATION NAME	LOCATION ADDRESS	ACTION
PM20471425	Hurley, Dianna	dianna.hurley@example.com	Abundant Health*	Abundant - Urgent Care (Geocoding Enabled)*	1315 10th St, Sacramento, CA, 95814	
PM89823435	Rivers, Kelly	kelly.riversapt@example.com	Auton Physical Therapy	Auton Therapy	7351 Fieldstone St., Grovetown, GA, 30013	
PM20395607	Sanders, Sarah	sarah.sandersapt@example.com	Alliance Medical Center*	Alliance Medical Center - Med Surg (Geocoding Enabled)*	200 N Spring St, Los Angeles, CA, 90012	
PM84059788	Smith, Carolyn	carolyn.smithapt@example.com	Abundant Health*	Abundant - Ambulatory Care (Geocoding Enabled)*	1685 Main St, Santa Monica, CA, 90401	
PM20491874	Student, Mock	ananya.potturi@example.com	NovaCare Rehabilitation	Nova Care Hospital	19 W Highland Ave., Philadelphia, PA, 19118	

## Comprehensive Placement Report

1. Select Reports from the ribbon at the top of the page.



2. Click on Comprehensive Placement Report (live) to see real-time updates of any changes made or you can also use the Comprehensive Placement Report for more customizing options.

The screenshot shows a table with the following columns: REPORTS NAME and DESCRIPTION. The table lists several reports, with 'Comprehensive placement report' and 'Comprehensive placement report [live]' highlighted with red boxes.

REPORTS NAME	DESCRIPTION
Number and Variety of clinical sites (Standard 2C)	This report pulls from the settings associated with slots provided during the selected rotations and represents the number of slots filled versus those offered
Number and Variety of clinical slots (Standard 8F)	This report pulls the total number of slots offered by individual locations across selected rotations
Comprehensive placement report	This report contains detailed information of all placements. It is updated with placement information every 24 hours.
Non-consecutive Placement Calendar View (by location)	This is a calendar view report showing only the students who are attending non-consecutive placements at a given location.
Comprehensive placement report [live]	This live report offers comprehensive information on all placements made within the selected placement group or course offering. Additional customization options coming soon.
Placement report by site/location	This report displays all placement details for a given site/location and rotation combination as a downloadable excel. A live screen for this report will be coming soon.

3. The report will be displayed.

← Comprehensive placement report								
This report is updated with placement information every 24 hours.					Last updated on: May 24, 2023, 10:38:40 PM			
Student First Na...	Search					📄	🔗	🔍
STUDENT NAME ↑	STUDENT COHORT	STUDENT GROUP	STUDENT PHONE	STUDENT EMAIL	SITE NAME	LOCATION NAME		
Dawson, Spencer 🔍	Class of 2025	Residential	(555) 555-5555	spencer.dawson@exxat.com	Abundant Health* 🔍	Abundant - Ambulatory Care - In 🔍		
Jaylee, Valerie 🔍	Class of 2022*	Residential	(555) 555-5555	Valerie.Jaylee@exxat.com	Community General 🔍	Community Ambulatory Care		
Torres, Allison	Class of 2025	Residential	(555) 555-5555	allison.torres@exxat.com	Community General 🔍	Community Ambulatory Care		

Here is a breakdown in fields available within each report:

<b>Fields Available</b>	<b>List Report</b>	<b>Comprehensive Placement Report</b>
Student Name	✓	✓
Student Cohort	✗	✓
Student Group	✗	✓
Student Phone	✗	✓
Student Email	✓	✓
Site Name	✓	✓
Location Name	✓	✓
Location Address	✓	✓
Setting	✓	✓
Rotation	✓	✓
Course Offering	✓	✓
Placement Dates	✓	✓
Program Requirements	✗	✓
Site/Location Contacts	✓	✓
Clinician Information	✓	✓
Placement Faculty	✓	✓
Placement Status	✓	✓
Placement Notes – Shared with Students	✗	✓
Placement Notes – Internal Use Only	✗	✓
Placement Publish Status	✓	✓
Student Attestations	✗	✓

There are two more reports available for a holistic view of the placements.

**1. Program Level Comprehensive Placement Report (Live)** - This real-time report provides a complete overview of all placements within the program. Stay informed with the latest data on placement activity.

**2. (University) Tenant Level Comprehensive Placement Report** - This report gives you a holistic view of placements made across all programs in the university. This interactive report also provides detailed insights into placement trends, enabling you to select multiple programs for in-depth analysis.

- **Program Level Comprehensive Placement Report (Live)**

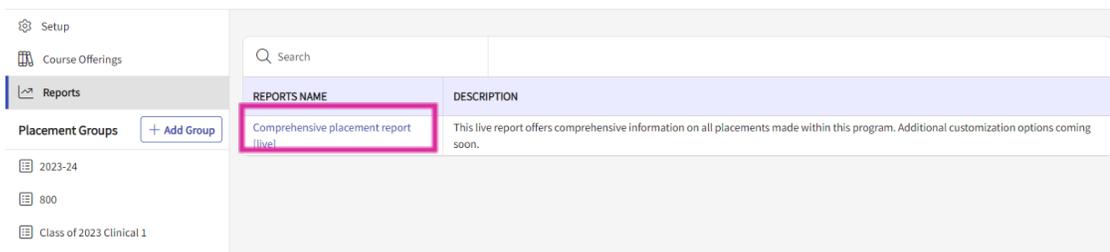
1. Select Placements from your left-hand menu or dashboard.



2. Click on Reports on the top left of the screen to see the Program Level Comprehensive Report (Live).



3. Click on Comprehensive placement report [live] to view the report for all placements done on the program level (All Rotations & Course Offerings)



4. Once clicked on the report name, the report will open as shown below, you can extract the report by clicking the export button on the top right of the screen.

← Comprehensive placement report [live]

Select Printings 

STUDENT NAME	STUDENT ID	STUDENT ADDRESS	STUDENT COHORT	STUDENT GROUP	STUDENT PHONE	STUDENT EMAIL	SITE NAME
Glover, Kevin	4314	-	Class of 2025	-	-	keving@example1.com	Progress Hospital Center
Glover, Kevin	4314	-	Class of 2025	-	-	keving@example1.com	Blossom Medical Center
Glover, Kevin	4314	-	Class of 2025	-	-	keving@example1.com	Apollo Medical Centre
Glover, Kevin	4314	-	Class of 2025	-	-	keving@example1.com	Adena Regional Medical Centre

Items per page: 50 | 1 - 50 of 77 | < 1 2 > >|

- **University Level Comprehensive Placement Report**

1. Select Placement Reports once you login to the (University)Tenant Level dashboard.

Tenant App Ask Leo <sup>beta</sup> Ayaz Memon Excat Sales ()

**Say Hello to Prism!**  
We are thrilled to announce that "Version 4" is now [Prism](#)! Prism brings it all together and provides you with access to every feature Excat has to offer all in one place - start exploring today. Our [Help Center](#), [YouTube channel](#) and [Support teams](#) can help you along the way.

 **User Management**

Manage Users and Roles for your University

 **Compliance Management**

Review compliance documents setup for the programs of this institution.

 **Contracts & Sites Management**

Find contact information, contracts, availability and clearance requirements for clinical sites.

 **Placement Report**

View consolidated placements report across programs.

2. Click on dropdown to select programs you wish to see in the report.

← Comprehensive placement report [live]

Search

STUDENT NAME	STUDENT ID	STUDENT ADDRESS	STUDENT COHORT	STUDENT GROUP	STUDENT PHONE	STUDENT EMAIL	PROGRAM
Abbott, Grace	7031-41	100 Garfield Ave, Pasadena, CA, 91101	Class of 2022*	Suburban Campus	(212) 867-5309		
Abbott, Grace	7031-41	100 Garfield Ave, Pasadena, CA, 91101	Class of 2022*	Suburban Campus	(212) 867-5309		
Abbott, Grace	7031-41	100 Garfield Ave, Pasadena, CA, 91101	Class of 2022*	Suburban Campus	(212) 867-5309	Grace.AbbottPA@example.com	PA

Program

PT

PA

OT

Nursing

SocialWork

CRNA

PublicHealth