E-Value Users Manual

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Contact Information

For questions related to implementation, about E*Value, or to offer suggestions:

Client Services .......................................................... 612-253-0130 x216
clientservice@advancedinformatics.com

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Quinn Montgomery ................................................. 612-253-0130 x211
qmontgomery@advancedinformatics.com
What is E*Value?
E*Value is a web-based evaluation system designed to help manage one's medical education program. Being completely web-based, important information about evaluations, procedures, and the schedule is available to authorized users 24 hours a day from any computer with Internet access.

Why is E*Value needed?
Accreditation: National accreditation bodies, such as the Accreditation Council for Graduate Medical Education (ACGME), require attending physicians to submit evaluations about each of the trainees they supervise. In addition, as part of their rotation, trainees may be required to evaluate the educators and the other trainees with whom they interact, as well as the sites and rotations themselves. E*Value helps solve the evaluation compliance issue.

Ease of Use: E*Value was developed to help manage, collate, and analyze the overwhelming volume of information associated with a medical education program. Most users will be able to submit this information conveniently from their place of work or from home. It is hoped that E*Value will be easy for all to use, allow for a better rate of compliance, provide useful information to the program and its participants, and save everyone time in the process.

Managing Quality: E*Value allows you to submit required program evaluations electronically. Electronic submission can reduce paperwork as well as send evaluation information directly to the appropriate person in a more timely fashion. The evaluation information submitted through E*Value is placed into a database from which valuable reports are produced and informative analyses made.

By providing feedback about the medical education program and its participants, you play an important part in shaping and improving the quality of the medical education program. One of the most important goals of the program is to provide you with a valuable learning experience. Your feedback plays a vital role in being able to meet this goal.

There are three main sections of E*Value:

User Menu - Here evaluations are completed and procedures logged

Administration - The Administration menu list contains all of the pieces of functionality that will be used by the person responsible for administering this program. Please note that if these job functions are divided amongst several users the menu items can be assigned to different roles. Contact your Client Service Consultant for more information.

Reports - The reports to which a user has access differs based on the user's role. Please contact your Administrator for clarification on the reports to which you should have access.
Logging In
To enter E*Value, you must first connect to the Internet with a browser.

Once the browser has opened, type E*Value's web address, https://www.e-value.net, into the address locator space near the top of the browser screen and press Enter or Go.

Because E*Value is a secure web-site, you may be warned about its secure nature. Click "Continue". Once E*Value's web-site appears, take a moment to bookmark this site.

Type in your login name and password, and then click the "Login" button.

*If your institution has provided you with a Login Name, Password, and Institution Code combination other than your E*Value Login Name and Password, please enter that. Leave the Institution Code blank to log in using your E*Value credentials.

If you have forgotten your login/password click on the link labeled ‘Forget your login information?’. You will see a screen similar to this one:
1. Type in the characters that appear in the colored box. In this case the characters are ‘uvyux’. This is a security measure that prevents your email address from being copied by other sites.

2. Enter in your email address. This must be the email address on file for you in E*Value.

3. Click Request Login

Once you have clicked Request Login you will receive an email from Client Service. This email will contain a link with your login and password information encrypted in it. When you click on this link you will be logged in and directed to the Password Change screen so that you can create a new login and/or password.

Please note that the link is live for only ONE DAY. If you do not log in and change your password you will need to go back to the login screen and request your login again.

After you have successfully logged in, E*Value will greet you and display your email address, your rank (such as PGY1, Associate Professor) and roles within the program. You will see who you have assigned as your advisor/advisee. If any of this information is incorrect, you should ask your administrator to correct it.

You will also see how many evaluations you have due, how many you have completed, and how many procedures you may have logged.
**Browsers**
The three most common commercial browsers used are Netscape, Firefox and Microsoft Internet Explorer. A browser allows you to view the text and graphics within a file written in HTML format. Browsers are often available for free by downloading them from their company web-sites.

E*Value requires that you have cookies and JavaScript enabled and that you have any form fill applications disabled. Browsers differ on how to change these settings and may even change how the settings are made from one version of a browser to another. If you need assistance in enabling JavaScript or Cookies or in disabling Form Fill, please contact your program’s IT help desk or ask your Client Service Consultant for assistance.
Quick Start

Open your browser from an Internet-connected computer. Into the Address space, type:  
https://www.e-value.net

To log in, type in your login name and password, then click the "Login" button. If you do not  
have your login name or password click the “Forget your login information” link. On the  
next screen enter the security word as it appears on the screen. Then enter your email  
address and click Request Login. You will be sent an email which will contain a link. Clicking  
on the link will automatically log you in and take you to the Password Change screen. The  
link will only be good for 24 hours.

To change your password, click on the "Password Change" option on the left side of your  
screen. Type in your new password. Click the "Change Password" button. Passwords should  
be at least 6 characters in length and no longer than 10 and can be made up of a  
combination of letters and numbers. Passwords are not case sensitive.

To complete an evaluation, click on the "Pending" option in the "Evaluations" submenu on the  
left side of your screen. Your evaluations are grouped by activity with your oldest  
evaluations listed first.

Next, click on the "Edit Evaluation" link next to an evaluation. You may be required to  
complete the oldest evaluations first. If so, newer evaluations will remain in queue until your  
older ones are completed.

To remove an evaluation, click the "Suspend" link next to an evaluation. You will be prompted  
to provide a reason why you are requesting removal of the evaluation. This message will be  
sent to your E*Value administrator who will delete it from E*Value.

To save an evaluation, click on the "Save for Later" button at the bottom of the evaluation. This  
will save the answers but will not leave the evaluation in a pending state. You may come  
back to this evaluation later to make modifications before submitting it.

To submit a completed evaluation, click on the "Submit" button at the bottom of the  
evaluation. If you have not answered mandatory questions, E*Value will let you know and  
will highlight the incomplete mandatory questions in red. Once submitted, an evaluation  
can no longer be edited.

To view the evaluations you have submitted, click on the "Completed" button in the  
"Evaluations" submenu on the left side of your screen. Click on the evaluation you wish to  
view.

To log a procedure/diagnosis, click on the "PxDx" menu option on the left side of your  
screen. Complete the fields provided. The supervisor you indicated will be sent an e-mail  
notice of your procedure and be requested to validate your claim. If the supervisor does  
not validate your procedure claim, you will be sent an e-mail notice.

View other reports by clicking the "Reports" menu button on the left side of your screen.

To log out of E*Value, click the "Log Out" menu button on the left side of your screen. If you  
leave E*Value to visit another web-site and attempt to return via the browser's "Back"  
button, E*Value will require you to log back in again.
Aggregated Performance Analysis

You may view aggregated evaluation information by choosing the "Trainee Performance" or "Educator Performance" (depending on your role) option in the "Performance" submenu on the left side of your screen. When you request this option, you will be given the ability to indicate some report filters that allow you to view different snapshots of your performance:

1. Select the period of time for which you want to capture data. These dates default to the last three months as of today.
2. Should the dates in #1 capture the date the evaluations were requested (Request Date), the date the evaluations were completed (Completed Date), the date the rotation started (Time Frame Start Date) or the date rotation ended (Time Frame End Date)?
3. If your program has granted you access, you will be able to view performance reports by rank. Select one, multiple or All Ranks. (See the Performance by Rank Report example below) The resulting report will break down the answers by the rank selected.
4. Do you want to see evaluation information from a particular site or all sites?
5. Do you want to see evaluation information for a particular group of activities? These activity groups must first be defined and setup by your Administrator in order for them to be available to you.

6. Do you want to see evaluation data for a particular activity (rotation)? You can use the filter provided to locate a particular activity. You can use the drop down box to limit your list of activities to only those that are active or inactive.

7. You can view information from a particular type of evaluation, multiple types or all evaluations. You may only want to know what your nurses said about your trainees, for example, so you would select the Nurse of Trainee Evaluation Type.

8. Question Groups must first be created by your Administrator in order to be viewable here. This feature was originally created in response to the ACGME core competencies. This allows your program to view performance data for a particular group of questions regardless of which evaluation form the question was asked in.

9. This list fills based on the selection in #8. If no question groups have been created, then no questions appear here.

10. You can view this report for a predefined group of people. People Groups are created by your Administrator.

11. You can view this report based on the subject’s rank. This is useful if you want an aggregated report for all of your PGY1s, for example.

12. When you make a selection the form should automatically refresh. You can click here if it does not.

13. This is where you can select to view only one individual. If you have no other role other than trainee or an educator (such as Activity Director or Program Director) then the only name that will appear in this list is your own. You will only be able to view data about yourself.

14. You can generate this report as either a web page (HTML) or as an Excel file.

If you have been granted access to view data about your trainees across programs you will have an additional filter option.

Program:

<table>
<thead>
<tr>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>[All Programs]</td>
</tr>
<tr>
<td>Cardiovascular Disease</td>
</tr>
<tr>
<td>Internal Medicine</td>
</tr>
</tbody>
</table>

You will be able to select the program from which you would like to view data. So if, for example, you wanted to know how your Internal Medicine residents were doing when scheduled into the Cardiology program you would select the Cardiovascular Disease program.

Selecting a program other than yours will fill your user list with only your trainees. If you select your own program you will be able to select to view information about trainees from other programs, provided you have been granted the appropriate access.

Please consult the Administration manual for details on how to grant access to data by and about your trainees and trainees from other programs.

Once you have made your selections click Next to generate the report.
Your customized report will reveal the following information:

1. The Question ID number is provided to assist with troubleshooting.
2. Question topic and text are displayed.
3. The Zero Count is the number of times the 0 option (Not Applicable, Insufficient Contact to Judge, etc) have been selected.
4. Applicable Answers are the number of times that the question was answered with a response that will be calculated into the statistics.
5. The mean of the applicable answers for this question.
6. The scale that this question uses.
7. The variation from the average score received for this question.

Below the scaled questions you will find the multiple choice questions.

8. Question topic and text are displayed
9. Multiple choice answer options are listed
10. Number of times each answer is chosen is displayed.

Performance by Rank Report

<table>
<thead>
<tr>
<th>Question ID</th>
<th>Question</th>
<th>Evaluator Rank</th>
<th>Zero Count</th>
<th>Applicable Answers</th>
<th>Mean</th>
<th>Scale</th>
<th>Std</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010485</td>
<td>Availability</td>
<td>PGY1</td>
<td>0</td>
<td>58</td>
<td>4.64</td>
<td>1 to 5</td>
<td>0.58</td>
</tr>
<tr>
<td>1010485</td>
<td>Availability</td>
<td>PGY2</td>
<td>0</td>
<td>66</td>
<td>3.94</td>
<td>1 to 5</td>
<td>0.76</td>
</tr>
<tr>
<td>1010486</td>
<td>Knowledge Base</td>
<td>PGY1</td>
<td>0</td>
<td>68</td>
<td>4.67</td>
<td>1 to 5</td>
<td>0.47</td>
</tr>
<tr>
<td>1010486</td>
<td>Knowledge Base</td>
<td>PGY2</td>
<td>0</td>
<td>66</td>
<td>4.55</td>
<td>1 to 5</td>
<td>0.59</td>
</tr>
<tr>
<td>1010487</td>
<td>Willingness to teach</td>
<td>PGY1</td>
<td>0</td>
<td>58</td>
<td>4.55</td>
<td>1 to 5</td>
<td>0.68</td>
</tr>
<tr>
<td>1010487</td>
<td>Willingness to teach</td>
<td>PGY2</td>
<td>0</td>
<td>66</td>
<td>4.49</td>
<td>1 to 5</td>
<td>0.66</td>
</tr>
</tbody>
</table>
At the top of the report are three links

- Clicking on this link will show you additional information for each question.
  The default display will be of a Frequency Distribution graph.

### Patient Care: Data Gathering (H&P, Labs, Radiology)

<table>
<thead>
<tr>
<th>Average Score</th>
<th>Minimum Maximum</th>
<th>Applicable Answers</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.45</td>
<td>1/5</td>
<td>205</td>
<td>1 to 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Answer Value</th>
<th>Answer Choices</th>
<th>Answer Count</th>
<th>Percent of All Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>N/A Did Not Observe</td>
<td>72</td>
<td>25.99%</td>
</tr>
<tr>
<td>1</td>
<td>Needs Improvement</td>
<td>1</td>
<td>0.36%</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>1</td>
<td>0.36%</td>
</tr>
<tr>
<td>3</td>
<td>Meets Expectations</td>
<td>20</td>
<td>7.22%</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>66</td>
<td>23.83%</td>
</tr>
<tr>
<td>5</td>
<td>Far Exceeds Expectations</td>
<td>117</td>
<td>42.24%</td>
</tr>
</tbody>
</table>

You will have the option of viewing the data in a pie graph
Or a Line Graph

Patient Care: Data Gathering (H&P, Labs, Radiology)

<table>
<thead>
<tr>
<th>Average Score</th>
<th>Minimum Maximum</th>
<th>Applicable Answers</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.45</td>
<td>1/5</td>
<td>205</td>
<td>1 to 5</td>
</tr>
</tbody>
</table>

![Line Graph Image]

Or a Bar Graph

Patient Care: Data Gathering (H&P, Labs, Radiology)

<table>
<thead>
<tr>
<th>Average Score</th>
<th>Minimum Maximum</th>
<th>Applicable Answers</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.45</td>
<td>1/5</td>
<td>205</td>
<td>1 to 5</td>
</tr>
</tbody>
</table>

![Bar Graph Image]

Or a Horizontal Bar Graph
Clicking All will display the Freq Dist, Pie, Line, Bar and Horizontal Bar Graphs.

If you would like to see a specific graph format for an individual question click on the appropriate graph link under that question. If you would like all questions to display in a specific graph format then click the appropriate graph link at the top of the page.

- Clicking on this link will display for you're the comments associated with the report parameters you chose to generate the performance report.

- Clicking on this link will display a chart that plots the responses to each question asked over a period of time.
Combined Aggregated Performance/Comments Report

This report is available to all users who have access to both the Performance and Comments reports.

This report can only be run for one user at a time.

To run this report create an Aggregated Performance Report as detailed above. Below the performance analysis will appear a link labeled ”Show Comments”. Click on this link to have the comments appear on the same page.
This is how the report would appear:

<table>
<thead>
<tr>
<th>Question ID</th>
<th>Question</th>
<th>Zero Count</th>
<th>Applicable Answers</th>
<th>Mean</th>
<th>Scale</th>
<th>Std</th>
</tr>
</thead>
<tbody>
<tr>
<td>51050</td>
<td>RELATIONSHIP WITH NURSES Ability to form working relationship with Nurses</td>
<td>0</td>
<td>4</td>
<td>5.00</td>
<td>1 to 6</td>
<td>0.82</td>
</tr>
<tr>
<td>51051</td>
<td>INITIATIVE AND DEPENDABILITY</td>
<td>0</td>
<td>4</td>
<td>4.25</td>
<td>1 to 6</td>
<td>1.50</td>
</tr>
<tr>
<td>51052</td>
<td>ATTITUDE</td>
<td>0</td>
<td>4</td>
<td>5.00</td>
<td>1 to 6</td>
<td>0.82</td>
</tr>
<tr>
<td>51053</td>
<td>PROFESSIONAL APPEARANCE AND BEHAVIOR</td>
<td>0</td>
<td>4</td>
<td>5.25</td>
<td>1 to 6</td>
<td>0.96</td>
</tr>
<tr>
<td>51054</td>
<td>REHABILITATION TEAM PARTICIPATION AND LEADERSHIP</td>
<td>0</td>
<td>4</td>
<td>5.00</td>
<td>1 to 6</td>
<td>0.82</td>
</tr>
<tr>
<td>51055</td>
<td>RECORD KEEPING (ORDERS, CHARTS)</td>
<td>0</td>
<td>4</td>
<td>4.50</td>
<td>1 to 6</td>
<td>1.29</td>
</tr>
<tr>
<td>51056</td>
<td>OVERALL EFFICIENCY</td>
<td>0</td>
<td>4</td>
<td>5.00</td>
<td>1 to 6</td>
<td>0.82</td>
</tr>
<tr>
<td>51057</td>
<td>HEALTH CARE SYSTEMS AND PATIENT CARE</td>
<td>0</td>
<td>4</td>
<td>4.75</td>
<td>1 to 6</td>
<td>0.50</td>
</tr>
<tr>
<td>51058</td>
<td>HEALTH CARE SYSTEMS AND RESIDENT ROLES</td>
<td>0</td>
<td>4</td>
<td>4.75</td>
<td>1 to 6</td>
<td>0.96</td>
</tr>
</tbody>
</table>

**AREAS OF STRENGTH:**

<table>
<thead>
<tr>
<th>Subject: Mary Tester, PGY3</th>
<th>Date: 02/17/2004</th>
<th>Activity: Gen rehab</th>
<th>Evaluator: Nurse Tester, Nurse</th>
<th>View Complete Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Friendly and approachable for staff, good with patients is persistent with nursing if samples or stats etc have not been collected but is tactful in the way she asks! Continues to follow up until things are complete. Does ask questions about COE so seems willing to improve the process</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject: Mary Tester, PGY3</th>
<th>Date: 06/10/2004</th>
<th>Activity: Spine</th>
<th>Evaluator: Nurse Tester, Nurse</th>
<th>View Complete Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff #1 evaluation pleasant and cooperative kind and understanding with patients polite with everyone Staff #2 evaluation very kind and upbeat</td>
<td></td>
</tr>
</tbody>
</table>