Welcome to E*Value

UCSF GME Webinar 4.0
Pre-Pop Setup for Milestones
Milestones Webinar 4.0

Goal: Inform CCC About Each Trainee’s Performance

• Using Pre-Populated (Pre-Pop) Forms is one way to distill Milestones data collected during a semi-annual period.

• Pre-Pop Setup is a final (but optional) step in the Milestones setup process.

Review from Past Webinars

• Locating Semi-Annual Milestones form
• Utilizing Question Groups
• Understanding Scale Types
Distill the Milestones Data

- Pre-Populated (“Pre-Pop”) Forms is an *advanced* setting available in E*Value.

- It is one way to **distill down the Milestones data** that was collected during a semi-annual period.

- This feature allows Milestones data to display in a **pending** semi-annual evaluation form about a trainee.
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A Status Update

- Pre-Populated (“Pre-Pop”) Forms is not a report.
- The average of past questions displays in a pending evaluation to inform the evaluator’s assessment of the trainee.
- Pre-pop is like a status update regarding where each trainee stands at the time of the final review by the CCC.
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Mapped to Display an Average

End-of-Rotation Data About Trainees \{ ...mapped to display an average in ... \} Pending Semi-Annual Milestones Form of the Trainee

**SOURCE Qs:**
Data from Px evaluations, end-of-rotation evals, or direct observations about the trainee.

**DESTINATION Qs:**
Milestones Questions in the semi-annual evaluation about the trainee.
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SOURCE Qs Average: Data from previous evaluations

DESTINATION Qs: Semi Annual Milestones Qs
Pre-Pop Is Optional

- Pre-Pop Setup is a final (but optional) step in the Milestones setup process.
- You and your program director can decide whether to use a Pre-Populated Form.
- You may run reports at **Evaluations > Trainee Reports** and find Milestones data without pre-pop.
- The GME office does not require that you use a pre-populated form. But if you want to use this feature, the GME Help Desk will assist you with the setup process.
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Knowing Your Scale Types

Visit Evaluations > Setup > View Evaluation Setup. Highlight eval types about the trainee. Next. Select a # to preview forms. Familiarize yourself with scale types:

- **5-Level Milestones scale with ½ point increments**: (= 9 buttons)
- **5-point scale**
- **9-point scale**
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Knowing Your Scale Types

You may decide not to use pre-pop if you are using a variety of scales:

- 5-Level Milestones scale with ½ point increments
- 5-point scale
- 9-point scale

Perhaps your program has the same scale type on source and destination questions. Conversion of that data, when mapped and averaged, will make more sense in the pre-populated destination evaluation.
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Identifying the Destination Form

Evaluations > Setup > Pre-Populated Forms

Create New Template:

Select the Destination “Activity” and your Destination form “Evaluation Form Type.”

The destination form is going to be the pending form where averages of past evaluation Qs will be pre-populated.

Template Label:

“Semi Annual Milestones”
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Defining Template Parameters

*Evaluations > Setup > Pre-Populated Forms*

Data will come from "all applicable evaluators" if you want to include data from other educator evaluators.

Do not use "this time frame only" if you want data to come from other time frame blocks also. Set the amount of days you want go back to collect data, such as **183 days** (~6 months).
Assign Source Questions

Evaluations > Setup > Pre-Populated Forms

Destination Setup: View the list of Qs in the destination form that you selected.

- Select **Available Form Types** and **Available Activities** for the source Qs you want to map. Use various evaluation types and activities; include only options where the trainees are evaluated. *Do not include self evaluation data.*

- **Alternatively,** filter for a question in the evaluation form type and activities selected. View Questions. Check the box to “Include Questions No Longer in Use.”

- **Destination Question and Type:** If the source Q ID matches the destination Q ID, use the “Quick Add” filter to locate the question. If you have question groups, use them.
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Schedule Users: CCC Semi Annual Activity

When viewing the schedule, click the notebook to “Show Evaluations” and check the status. When the evaluations have been assigned for the CCC chair to complete, you can view that evaluator’s pending evaluations:

Evaluations > Manage > Enter Answers/Grades

Filter for Evaluator’s Last Name

“Edit Evaluation” to View.
Milestones Webinar 3.1 Review

Activity & Evaluation Form

Evaluations > Setup > View Evaluation Setup

- Look at the activity dropdown menu to see if you already have an activity such as this one:
- “CCC Semi-Annual Milestones Activity”

View Evaluation Setup

<table>
<thead>
<tr>
<th>Filter Template:</th>
<th>{Select a Template}</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Group:</td>
<td>{All Activity Groups}</td>
</tr>
<tr>
<td>Activity Filter:</td>
<td>{Active Activities}</td>
</tr>
<tr>
<td>Activity:</td>
<td>{All Activities}</td>
</tr>
</tbody>
</table>

- Evaluation Type: URURO - CCC - Semi-Annual Resident Evaluation (Milestones)
Milestones Webinar 3.1 Review

Activity & Evaluation Form

Evaluations > Setup > View Evaluation Setup

• Or, select the evaluation type in your program: (“Resident - Milestones” or “Fellow – Milestones”) and “next” to see where your Milestones form is linked.

View Evaluation Setup

If you need an activity created, contact your GME Help Desk.
Milestones Webinar 3.1 Review

Activity & Evaluation Form

Evaluations > Setup > View Evaluation Setup

• Or, select the evaluation type in your program: (“Resident -Milestones” or “Fellow – Milestones”) and “next” to see where your Milestones form is linked.

View Evaluation Setup

To display and/or print a blank Evaluation for review, just click on the link below. After the form appears, use the print icon to print a hard copy of the Evaluation.

<table>
<thead>
<tr>
<th>Activity</th>
<th>RESIDENT - MILESTONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Evaluations PREVIEW (not for scheduling)</td>
<td>117617</td>
</tr>
<tr>
<td>CCC - Semi-Annual Resident Evaluation (Milestones)</td>
<td>117617</td>
</tr>
</tbody>
</table>

If you need an activity created, contact your GME Help Desk.
Milestones Webinar 2.2 Review

Utilizing Question Groups

Question Groups

<table>
<thead>
<tr>
<th>Group Description</th>
<th>Group Type</th>
<th>Edit Group</th>
<th>Assign Questions</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS1</td>
<td>Trainee Question</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MK1</td>
<td>Trainee Question</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assign Questions

MK1

Search:  • Historical (old answers)  • Currently Used Questions  • Both
Keyword/ID:  [text field]  Search By:  • Text  • Question  • Form

Available Questions:  Sort By:  • Topic  • ID

Selected Questions:  Sort By:  • Topic  • ID

ID: 2238516: Inhalant Allergy — Medical Knowledge
ID: 1844795: Medical Knowledge / Knowledge and Appliance
ID: 1849153: Medical Knowledge and Application of Knowledge
ID: 2263148: Medical Physics — Medical Knowledge
Utilizing Question Groups

When you “Assign Questions” to your group, search by Evaluation Form, Question (Q ID), or by Text (Question Topic wording).

**Best Practices:** Know the Q ID # you wish to add. Search by sub-competency abbreviation (if you had included those in your question topic wording).
Thank You

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Visit E*Value’s Help Manual for additional resources.

For future questions and assistance:
**UCSF GME EValue Help Desk**, San Francisco
GMEevalue@medsch.ucsf.edu

Webinar slides and video will be posted:
http://medschool2.ucsf.edu/gme/Evalue/webinars.html