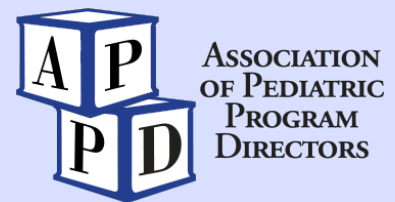


APPD CBME Data Hub

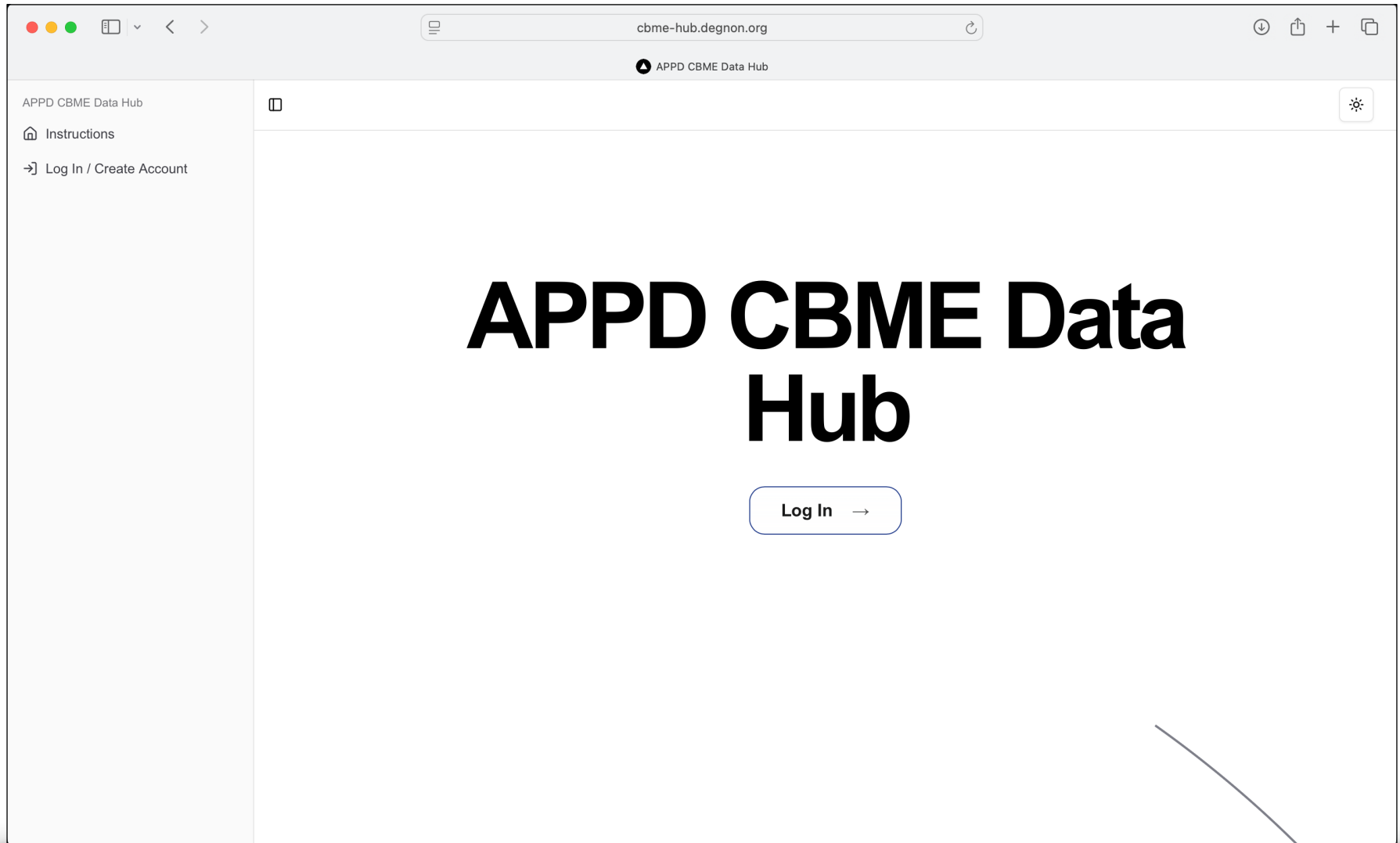
Log In →

User Guide



Version: September 23, 2025

<https://cbme-hub.degnon.org/>



**Please let us know if you have questions or
encounter challenges!**

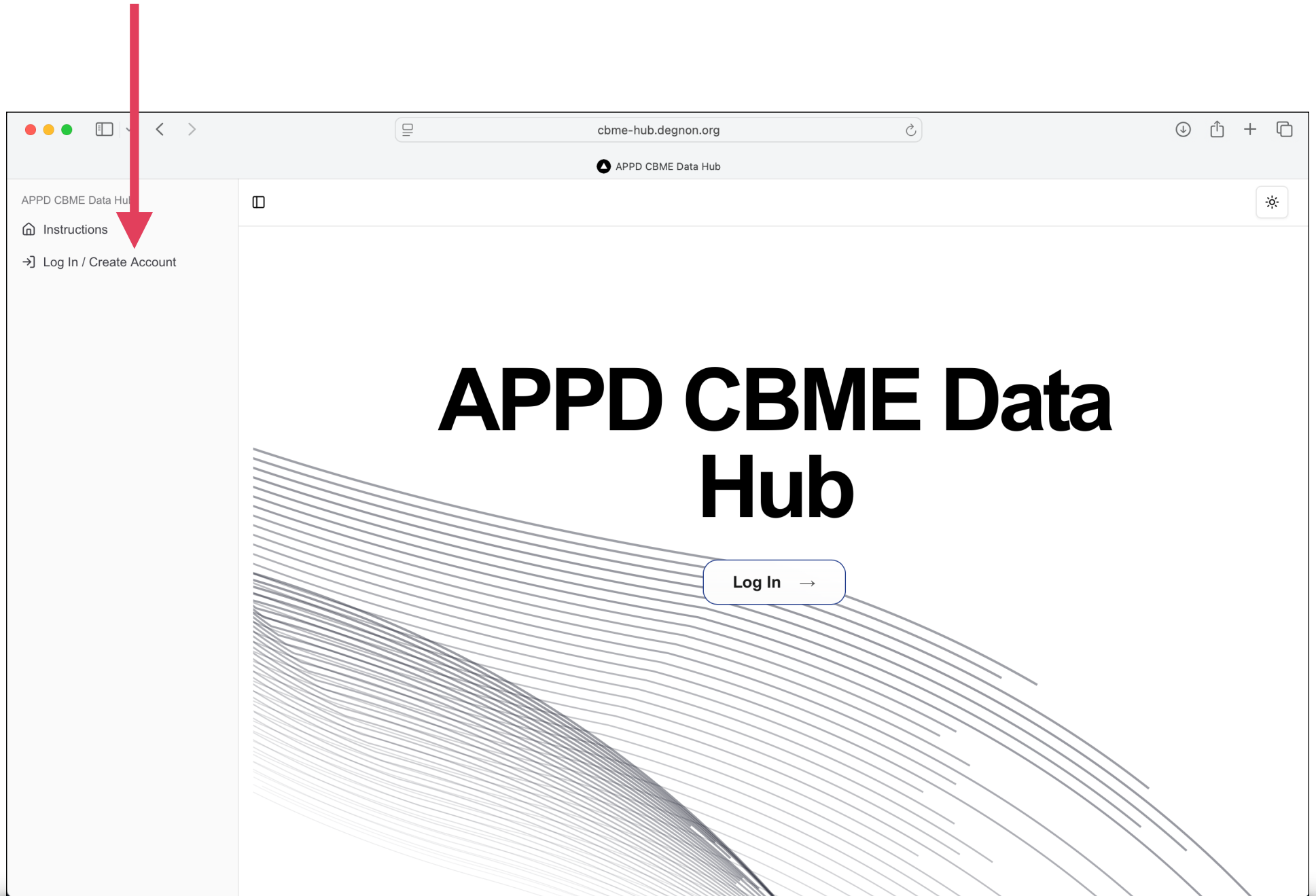
Dan Schumacher, MD, PhD, MEd

APPD CBME Data Hub Director

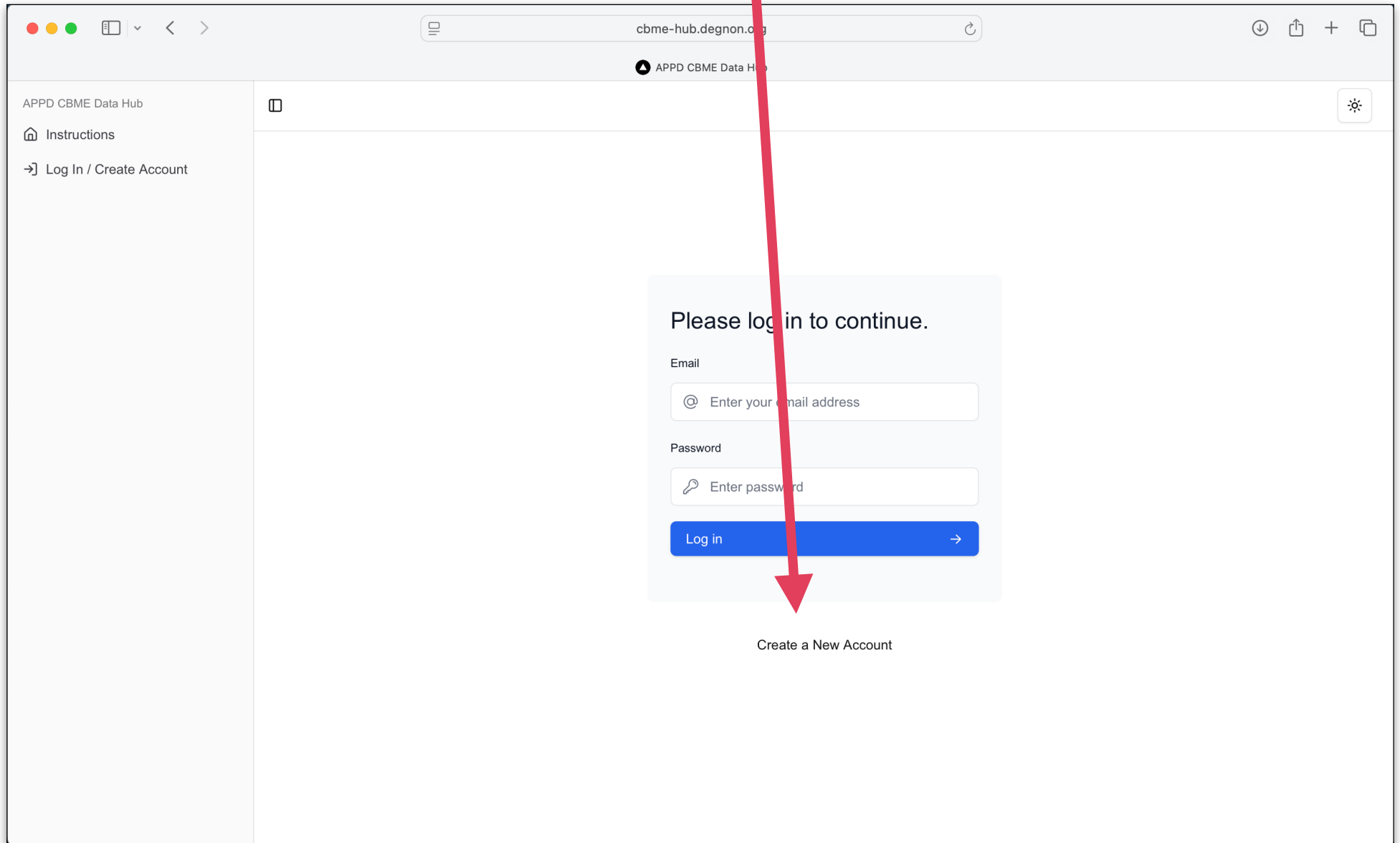
daniel.schumacher@cchmc.org

Creating an Account

Click on Log In/Create Account



Click on Create a New Account



The screenshot shows a web browser window with the URL `cbme-hub.degnon.org`. The page title is "APPD CBME Data Hub". On the left sidebar, there are links for "Instructions" and "Log In / Create Account". The main content area displays a login form with the heading "Please login to continue.". The form includes fields for "Email" (with a placeholder "Enter your email address") and "Password" (with a placeholder "Enter password"). Below these fields is a blue "Log in" button with a right arrow. A red arrow points from the top of the page down to the "Create a New Account" link, which is located below the login form.

APPD CBME Data Hub

Instructions

Log In / Create Account

Please login to continue.

Email

Enter your email address

Password

Enter password

Log in →

Create a New Account

Enter Your Information

The screenshot shows a web browser window with the URL `cbme-hub.degnon.org`. The page title is "APPD CBME Data Hub". On the left sidebar, there are links for "Instructions" and "Log In / Create Account". The main content area displays a registration form titled "Please complete all fields." with the following fields:

- Email: `dan@appd.org`
- First Name: `Daniel`
- Last Name: `Schumacher`
- Program: `Cincinnati Children's Hospital Medical Cent...` (indicated by a red arrow from the text "Search/Select Your Program Here")
- Specialty: `General pediatrics residency` (indicated by a red arrow from the text "Select 'General pediatrics residency' here")
- Password: `Enter password`
- Re-enter Password: `Confirm password`

At the bottom of the form is a blue button labeled "Create Account" with a right-pointing arrow.

The landing page upon logging in provides information and instructions for APPD CBME Data Hub use

The screenshot shows a web browser window with the URL `cbme-hub.degnon.org`. The page title is "APPD CBME Data Hub". On the left is a sidebar with a user profile for "Cincinnati Children's Hospital Medical Center" and a list of navigation items: "Instructions", "Trainee Data", "EPA Import", "User Settings", and "Log Out". The main content area is titled "Instructions" and contains the following text:

Selected Program: Cincinnati Children's Hospital Medical Center Pediatrics Residency

The Data Hub allows programs to upload entrustable professional activity (EPA) supervision levels that are determined by clinical competency committees (CCCs) and receive two things in return: 1) recommended ACGME milestone levels, and 2) summary of EPA practice readiness (i.e., ready for unsupervised practice).

The recommended milestones and EPA practice readiness summaries can be downloaded in two formats:

1. An Excel spreadsheet containing information for multiple trainees (such as all trainees in a program)
2. A PDF document that displays EPAs, milestones, and readiness data for each trainee in a manner intended to be shared with individual trainees. These PDF reports will contain historical data (i.e., In Spring 2026, data for Fall 2025 and Spring 2026 will be included if both have been reported to the Data Hub).

The EPA to milestones predictions are currently based on the Crosswalk study of over 5000 residents and nearly 200,000 CCC-determined EPA supervision levels. There is a place for you to leave feedback about these milestones recommendations when you receive them from the system, which allows us to learn about how to improve them for you in the future. The EPA practice readiness designation reflects that you reported a trainee was ready for unsupervised practice (level 5 on the EPA supervision scale). Though this is simply a reflection back of EPA data you reported to us, we include this to reinforce that you should consider EPA practice readiness, ready for unsupervised practice, and level 5 of the EPA supervision scale as synonymous.

We require that you [download this properly formatted template](#), which has dropdowns for each EPA that show the possible options. It also has the correct formatting of the "assessmentdate" column.

If this is your first time using the system or if you need to add new trainees to the system (such as adding new interns each year), please navigate to the Programs tab, select "Import Trainees," and follow the instructions there before uploading EPA data.

Once your trainees are added to the system and you are ready to upload EPA data, you can upload that data in the EPA Data tab. Please follow these instructions for how to format the EPA data upload spreadsheet:

Name the workbook "[programid]-[season]-[year].xlsx". For example, University of Somewhere-Fall-2024.xlsx

It should have a single sheet

The sheet's first row will be ignored.

The sheet's second row should contain these columns:

- programid** - your program's name, for reports
- assessmentdate** - the date the EPAs were collected/determined. This column must be formatted as Text, not as Date, but the text in each cell should be of the form "mm/dd/yyyy".
- name or program-assigned ID** - You can enter either trainees' actual names or program-assigned identifiers in this field. The name/identifier used in this field will appear on dashboards and reports. If you choose a program-assigned identifier, you can create any alphanumeric combination you choose.
- pgy** - the trainee's PGY at the date of assessment (a number)
- season** - "Fall" or "Spring" - the academic season at the date of assessment
- mapping** - the word "GENERAL"

A set of columns **EPA 1, EPA 2, ..., EPA 12**, containing the EPAs observed, using the following scale:

- Observation only/performed by supervisor (1 on the 5-point scale)
- Perform as a co-activity with the supervisor (2a)
- Perform with a supervisor in the room and ready to step in as needed (2b)
- Perform with close support and oversight (3a)
- Perform with moderate support and oversight (3b)
- Perform with limited support and oversight (4)
- Perform without supervision (5)

An EPA that was not observed should be assigned the value "0" for the learner.

The remaining rows should be learner data, with one row per learner per assessment period.

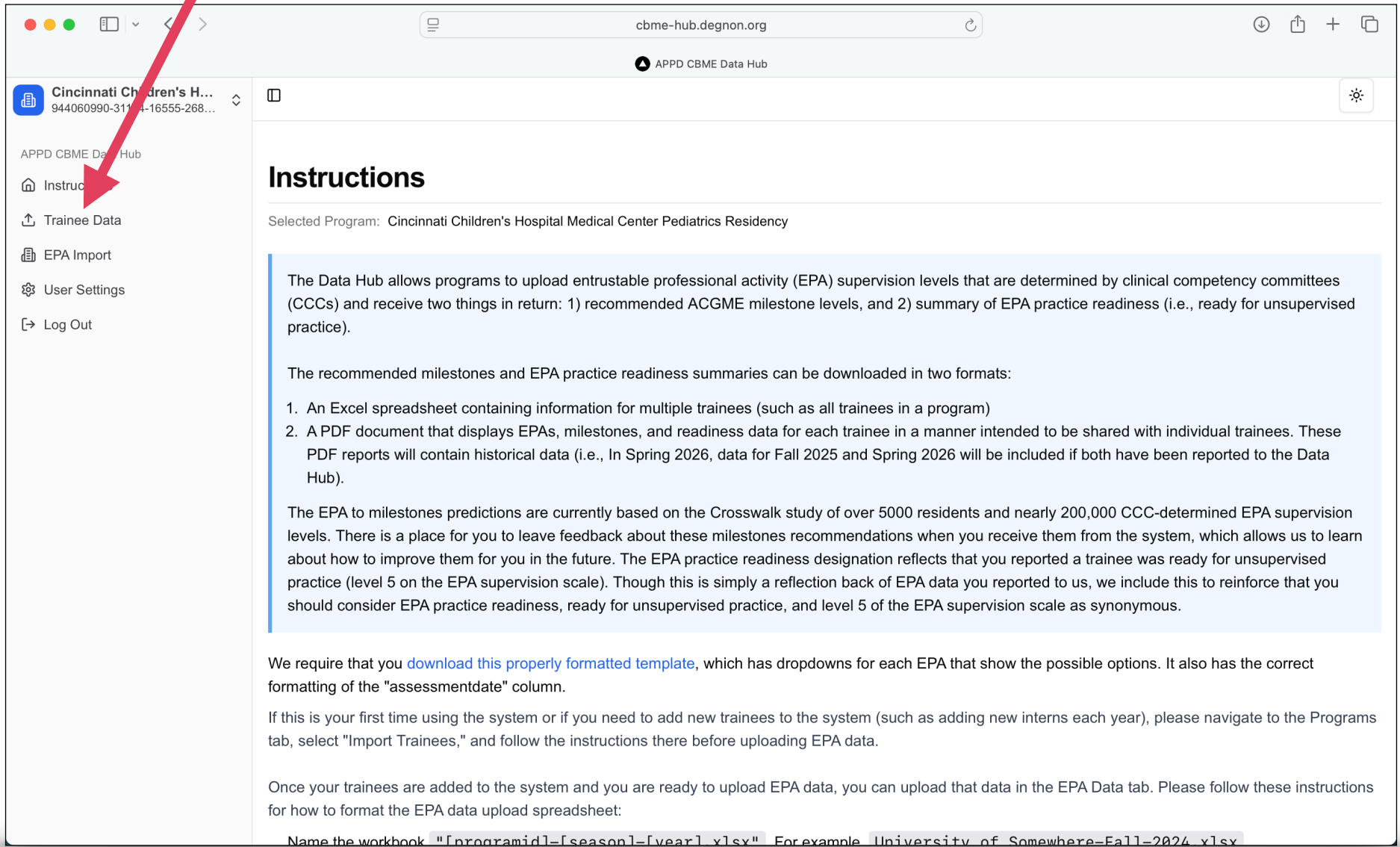
NOTES:

The CBME Data Hub is an educational tool (like your RMS), not a research tool. So, you don't need IRB approval to use it. The APPD CBME Data Hub will share de-identified data with APPD LEARN for the purposes of research to improve the recommendations made by the system. Research using the de-identified data will be conducted under IRB-approved protocols and will not use resident identifiers.

Milestone and EPA practice readiness should be reviewed by a CCC as one component of submission of official milestones or determination of official

Importing Trainees

Click on Trainee Data



The screenshot shows a web browser window with the URL `cbme-hub.degnon.org`. The page title is "APPD CBME Data Hub". On the left sidebar, there is a list of navigation links: "Instructions", "Trainee Data", "EPA Import", "User Settings", and "Log Out". A red arrow points to the "Trainee Data" link. The main content area is titled "Instructions" and contains the following text:

Selected Program: Cincinnati Children's Hospital Medical Center Pediatrics Residency

The Data Hub allows programs to upload entrustable professional activity (EPA) supervision levels that are determined by clinical competency committees (CCCs) and receive two things in return: 1) recommended ACGME milestone levels, and 2) summary of EPA practice readiness (i.e., ready for unsupervised practice).

The recommended milestones and EPA practice readiness summaries can be downloaded in two formats:

1. An Excel spreadsheet containing information for multiple trainees (such as all trainees in a program)
2. A PDF document that displays EPAs, milestones, and readiness data for each trainee in a manner intended to be shared with individual trainees. These PDF reports will contain historical data (i.e., In Spring 2026, data for Fall 2025 and Spring 2026 will be included if both have been reported to the Data Hub).

The EPA to milestones predictions are currently based on the Crosswalk study of over 5000 residents and nearly 200,000 CCC-determined EPA supervision levels. There is a place for you to leave feedback about these milestones recommendations when you receive them from the system, which allows us to learn about how to improve them for you in the future. The EPA practice readiness designation reflects that you reported a trainee was ready for unsupervised practice (level 5 on the EPA supervision scale). Though this is simply a reflection back of EPA data you reported to us, we include this to reinforce that you should consider EPA practice readiness, ready for unsupervised practice, and level 5 of the EPA supervision scale as synonymous.

We require that you [download this properly formatted template](#), which has dropdowns for each EPA that show the possible options. It also has the correct formatting of the "assessmentdate" column.

If this is your first time using the system or if you need to add new trainees to the system (such as adding new interns each year), please navigate to the Programs tab, select "Import Trainees," and follow the instructions there before uploading EPA data.

Once your trainees are added to the system and you are ready to upload EPA data, you can upload that data in the EPA Data tab. Please follow these instructions for how to format the EPA data upload spreadsheet:

Name the workbook "[programid]=[season]=[year].xlsx". For example, University of Somewhere-Fall-2024.xlsx

Click on Import Trainees

Cincinnati Children's H...
944060990-31164-16555-268...

APPD CBME Data Hub

Instructions

Trainee Data

EPA Import

User Settings

Log Out

My Programs

Program Name	Institution	Specialty	Trainees	Actions
Cincinnati Children's Hospital Medical Center Pediatrics Residency	Cincinnati Children's Hospital Medical Center	General pediatrics residency	5 trainees	Import Trainees

Simply Make a Spreadsheet With Your Trainees Using the Properly Formatted Example Spreadsheet (1), Choose this File (2), and Click “Import Trainees” (3)

The screenshot shows a web browser window with the URL `cbme-hub.degnon.org`. The page title is "APPD CBME Data Hub". On the left, there is a sidebar with the following items: "Cincinnati Children's H..." (with a truncated ID), "APPD CBME Data Hub", "Instructions", "Trainee Data", "EPA Import", "User Settings", and "Log Out".

The main content area is titled "Import Trainees". It contains the following text:

To add trainees to the system, please upload a spreadsheet with the following columns: `name_or_program_assigned_ID`, `encrypted_learn_ID`, and `trainee_start_date`.

We require that you use this properly formatted [Example Spreadsheet](#) **1**

Encrypted LEARN IDs (fourth column of the spreadsheet) allow the APPD CBME Data Hub to share de-identified data with APPD LEARN. This ability is important to our efforts to continually improve the milestones and EPA readiness predictions made by the APPD CBME Data Hub through integration with other data APPD LEARN receives (such as actual ACGME-reported milestones and ABP/SIMPL Pilot assessments). You can generate these encrypted LEARN IDs [here](#) (please note that this site is for generating encrypted LEARN IDs for use with the APPD CBME Data Hub, which are different than regular LEARN IDs).

Below the text, there is a "File" section with a file selection interface:

- 2** A text input field with the placeholder "Choose File no file selected".
- 3** A blue button labeled "Import Trainees" with a right-pointing arrow.

Below the button, there is a note: "(Only distinct trainees based on NPI will be imported)."

Success!

Select a Program

APPD CBME Data Hub

Instructions

Import Data

Programs

User Settings

Log Out

cbme-hub.degnon.org

APPD CBME Data Hub

Trainee Import Complete

Trainees imported successfully!

1 trainee has been successfully imported and enrolled in the program.

Return to Programs

Your Imported Trainees Will be Listed Here

Cincinnati Children's H...
944060990-31164-16555-268...

APPD CBME Data Hub

Instructions

Trainee Data

EPA Import

User Settings

Log Out

cbme-hub.degnon.org

APPD CBME Data Hub

My Programs

Program Name	Institution	Specialty	Trainees	Actions
Cincinnati Children's Hospital Medical Center Pediatrics Residency	Cincinnati Children's Hospital Medical Center	General pediatrics residency	5 trainees	Import Trainees

All Trainees

Cincinnati Children's Hospital Medical Center Pediatrics Residency
Cincinnati Children's Hospital Medical Center - General pediatrics residency

Name	Email	Enrollment Start	Enrollment End
Chris Childer	N/A	8/30/2025	8/30/2026
Robin Doctor	N/A	8/30/2025	8/30/2026
Doogie Howser	doogie@appd.org	6/23/2025	6/23/2026
Sam Lerner	N/A	8/30/2025	8/30/2026
Pat Rez	N/A	8/30/2025	8/30/2026

5 trainees enrolled in Cincinnati Children's Hospital Medical Center Pediatrics Residency

Importing EPA Data

Navigate to the “EPA Import” Tab (1) to Upload EPA Data, Attach File (2), and Import (3)

The screenshot displays the 'APPD CBME Data Hub' web application. The browser's address bar shows 'cbme-hub.degnon.org'. The left sidebar contains a navigation menu with the following items: 'Instructions', 'Trainee Data', 'EPA Import' (highlighted with a red '1'), 'User Settings', and 'Log Out'. The main content area is titled 'Import Data' and shows the 'Selected Program' as 'Cincinnati Children's Hospital Medical Center Pediatrics Residency'. Below this, the section 'Import New Spreadsheet' contains a 'File' upload area. This area includes a text input field labeled 'Choose File' with the placeholder 'no file selected' (marked with a red '2'), and a prominent blue 'Import' button with a right-pointing arrow (marked with a red '3'). A note below the button states '(Be patient, it may take a little while)'.

cbme-hub.degnon.org

APPD CBME Data Hub

Cincinnati Children's H...
944060990-31164-16555-268...

APPD CBME Data Hub

Instructions

Trainee Data

1 EPA Import

User Settings

Log Out

Import Data

Selected Program: Cincinnati Children's Hospital Medical Center Pediatrics Residency

Import New Spreadsheet

File

2 Choose File no file selected

3 Import →

(Be patient, it may take a little while).

Remember,
the correct
way to format
EPA data for
upload (along
with a
properly
formatted
spreadsheet)
is provided in
the
Instructions
tab

The screenshot shows a web browser window with the URL `cbme-hub.degnon.org`. The page title is "APPD CBME Data Hub". On the left is a sidebar menu with the following items: "Cincinnati Children's H..." (with a subtext "944060990-31164-16555-268..."), "Instructions" (selected), "Trainee Data", "EPA Import", "User Settings", and "Log Out". The main content area is titled "Instructions" and contains the following text:

Selected Program: Cincinnati Children's Hospital Medical Center Pediatrics Residency

The Data Hub allows programs to upload entrustable professional activity (EPA) supervision levels that are determined by clinical competency committees (CCCs) and receive two things in return: 1) recommended ACGME milestone levels, and 2) summary of EPA practice readiness (i.e., ready for unsupervised practice).

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We require that you [download this properly formatted template](#), which has dropdowns for each EPA that show the possible options. It also has the correct formatting of the "assessmentdate" column.

If this is your first time using the system or if you need to add new trainees to the system (such as adding new interns each year), please navigate to the Programs tab, select "Import Trainees," and follow the instructions there before uploading EPA data.

Once your trainees are added to the system and you are ready to upload EPA data, you can upload that data in the EPA Data tab. Please follow these instructions for how to format the EPA data upload spreadsheet:

Name the workbook "[programid]-[season]-[year].xlsx". For example, University of Somewhere-Fall-2024.xlsx

It should have a single sheet

The sheet's first row will be ignored.

The sheet's second row should contain these columns:

- programid** - your program's name, for reports
- assessmentdate** - the date the EPAs were collected/determined. This column must be formatted as Text, not as Date, but the text in each cell should be of the form "mm/dd/yyyy".
- name or program-assigned ID** - You can enter either trainees' actual names or program-assigned identifiers in this field. The name/identifier used in this field will appear on dashboards and reports. If you choose a program-assigned identifier, you can create any alphanumeric combination you choose.
- pgy** - the trainee's PGY at the date of assessment (a number)
- season** - "Fall" or "Spring" - the academic season at the date of assessment
- mapping** - the word "GENERAL"

A set of columns **EPA 1, EPA 2, ..., EPA 12**, containing the EPAs observed, using the following scale:

- Observation only/performed by supervisor (1 on the 5-point scale)
- Perform as a co-activity with the supervisor (2a)
- Perform with a supervisor in the room and ready to step in as needed (2b)
- Perform with close support and oversight (3a)
- Perform with moderate support and oversight (3b)
- Perform with limited support and oversight (4)
- Perform without supervision (5)

An EPA that was not observed should be assigned the value "0" for the learner.

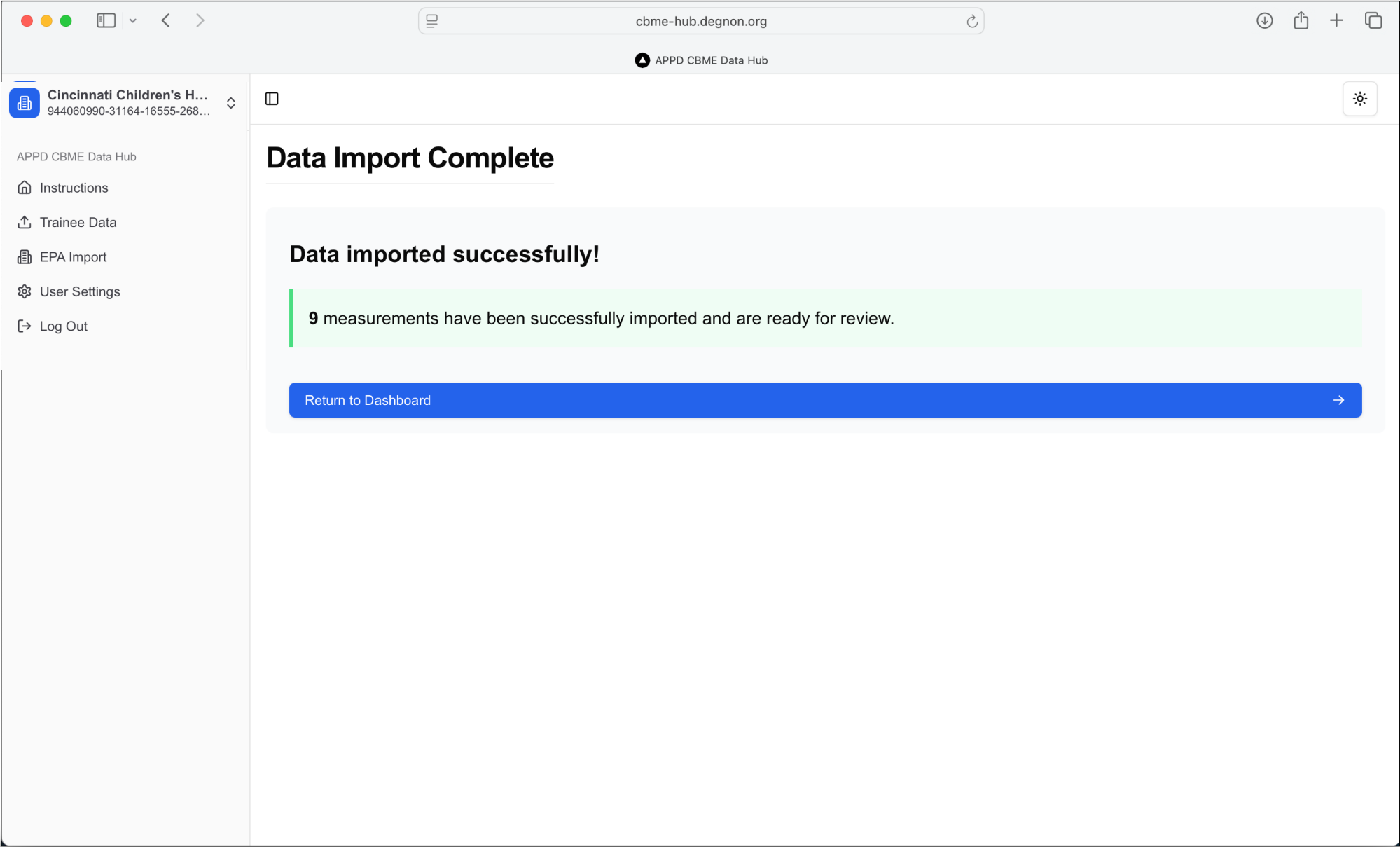
The remaining rows should be learner data, with one row per learner per assessment period.

NOTES:

The CBME Data Hub is an educational tool (like your RMS), not a research tool. So, you don't need IRB approval to use it. The APPD CBME Data Hub will share de-identified data with APPD LEARN for the purposes of research to improve the recommendations made by the system. Research using the de-identified data will be conducted under IRB-approved protocols and will not use resident identifiers.

Milestone and EPA practice readiness should be reviewed by a CCC as one component of submission of official milestones or determination of official

Data Upload Success!



There it is in My “Previous Imports” List

Cincinnati Children's H...
944060990-31164-16555-268...

APPD CBME Data Hub

Instructions

Trainee Data

EPA Import

User Settings

Log Out

cbme-hub.degnon.org

APPD CBME Data Hub

Import Data

Select Program: Cincinnati Children's Hospital Medical Center Pediatrics Residency

Import New Spreadsheet

File

Choose File no file selected

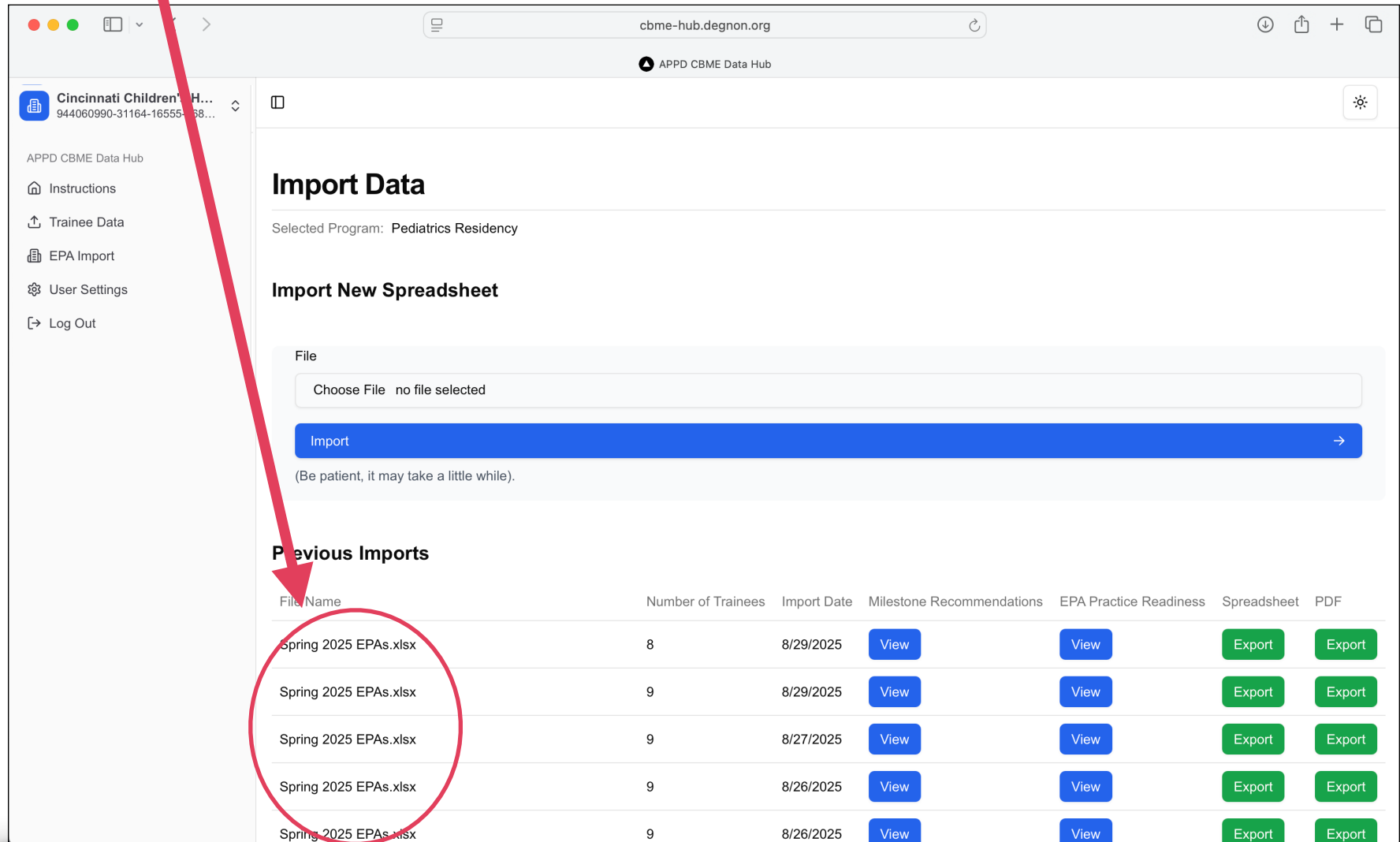
Import

(Be patient, it may take a little while).

Previous Imports

File Name	Number of Trainees	Import Date	Milestone Recommendations	EPA Practice Readiness	Spreadsheet	PDF
Fall 2025.xlsx	4	9/5/2025	View	View	Export	Export

The System Keeps a Log of All of Your Previous Uploads



The screenshot displays the 'APPD CBME Data Hub' interface. The left sidebar contains navigation links: 'Cincinnati Children's H...', 'APPD CBME Data Hub', 'Instructions', 'Trainee Data', 'EPA Import', 'User Settings', and 'Log Out'. The main content area is titled 'Import Data' and shows 'Selected Program: Pediatrics Residency'. Below this is the 'Import New Spreadsheet' section, which includes a file upload area with a 'Choose File' button and an 'Import' button. A message '(Be patient, it may take a little while)' is displayed below the 'Import' button. The 'Previous Imports' section contains a table with the following data:

File Name	Number of Trainees	Import Date	Milestone Recommendations	EPA Practice Readiness	Spreadsheet	PDF
Spring 2025 EPAs.xlsx	8	8/29/2025	View	View	Export	Export
Spring 2025 EPAs.xlsx	9	8/29/2025	View	View	Export	Export
Spring 2025 EPAs.xlsx	9	8/27/2025	View	View	Export	Export
Spring 2025 EPAs.xlsx	9	8/26/2025	View	View	Export	Export
Spring 2025 EPAs.xlsx	9	8/26/2025	View	View	Export	Export

Recommendations & Reports

To View Milestone Recommendations, Click Here

Cincinnati Children's H...
944060990-31164-16555-268...

APPD CBME Data Hub

Instructions

Trainee Data

EPA Import

User Settings

Log Out

cbme-hub.degnon.org

APPD CBME Data Hub

Import Data

Selected Program: Cincinnati Children's Hospital Medical Center Pediatrics Residency

Import New Spreadsheet

File

Choose File no file selected

Import

(Be patient, it may take a little while).

Previous Imports

File Name	Number of Trainees	Import Date	Milestone Recommendations	EPA Practice Readiness	Spreadsheet	PDF
Fall 2025 Data.xlsx	4	8/30/2025	View	View	Export	Export

Milestone Recommendations by Trainee

[illegible]

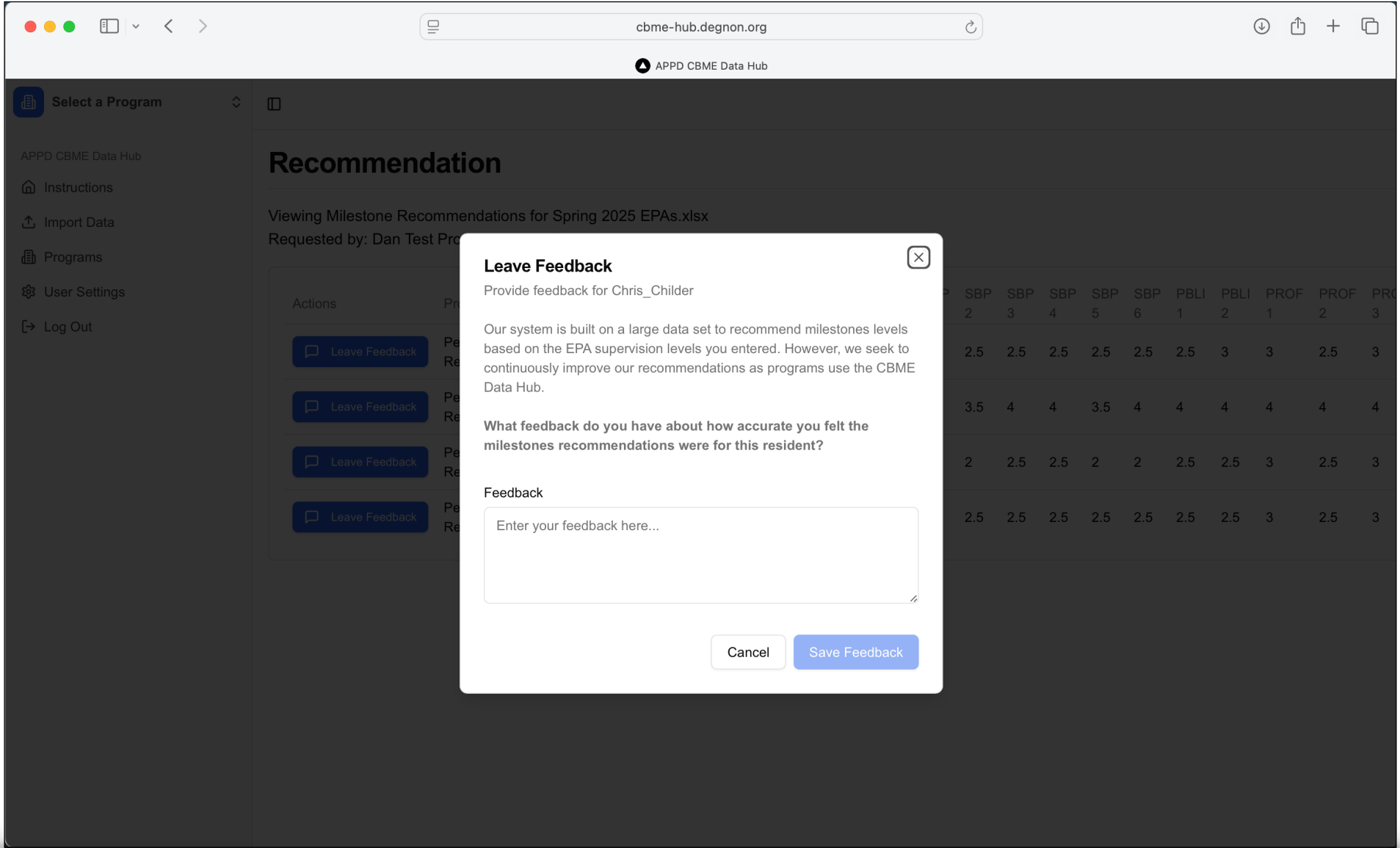
**To Give Us Feedback About Any Recommendations,
Click Here**

The screenshot displays the APPD CBME Data Hub web application. A sidebar on the left contains navigation links: Instructions, Trainee Data, EPA Import, User Settings, and Log Out. The main content area shows a title bar "APPD CBME Data Hub" and a heading "Recommendation". Below this, it states "Viewing Milestone Recommendations for Fall 2025 Data.xlsx" and "Requested by: Daniel Schumacher".

Actions	Program	Name	PGY	Period	PC 1	PC 2	PC 3	PC 4	PC 5	MK 1	MK 2	SBP 1	SBP 2	SBP 3	SBP 4	SBP 5	SBP 6	PBLI 1	PBLI 2	PROF 1	PROF 2	PROF 3
<button>Leave Feedback</button>	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Chris Childer	1	Fall	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	3	2.5	2.5	2.5	2.5	3	3	3
<button>Leave Feedback</button>	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Robin Doctor	3	Fall	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	3	2.5	2.5	2.5	2.5	3	3	3
<button>Leave Feedback</button>	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Sam Lerner	3	Fall	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	3	2.5	2.5	2.5	2.5	3	3	3

A red arrow points from the top-left corner of the browser window towards the "Leave Feedback" button for Chris Childer.

Leave Feedback (if desired)



To View EPA Practice Readiness, Click Here

Cincinnati Children's H...
944060990-31164-16555-268...

APPD CBME Data Hub

Instructions

Trainee Data

EPA Import

User Settings

Log Out

cbme-hub.degnon.org

APPD CBME Data Hub

Import Data

Selected Program: Cincinnati Children's Hospital Medical Center Pediatrics Residency

Import New Spreadsheet

File

Choose File no file selected

Import

(Be patient, it may take a little while).

Previous Imports

File Name	Number of Trainees	Import Date	Milestone Recommendations	EPA Practice Readiness	Spreadsheet	PDF
Fall 2025 Data.xlsx	4	8/30/2025	View	View	Export	Export

EPA Practice Readiness By Trainee

Cincinnati Children's H...
944060990-31164-16555-268...

APPD CBME Data Hub

Instructions

Trainee Data

EPA Import

User Settings

Log Out

cbme-hub.degnon.org

APPD CBME Data Hub

Practice Readiness

Viewing EPA Practice Readiness for Fall 2025 Data.xlsx
Requested by: Daniel Schumacher

Actions	Program	Name	PGY	Period	EPA1	EPA2	EPA3	EPA4	EPA5	EPA6	EPA7	EPA8	EPA9	EPA10	EPA11	EPA12
Leave Feedback	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Chris Childer	1	Fall	No	No	No	No	No	No	Yes	No	No	No	No	No
Leave Feedback	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Pat Rez	2	Fall	No	No	No	No	No	No	Yes	No	No	No	No	No
Leave Feedback	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Robin Doctor	3	Fall	No	No	No	No	No	No	Yes	No	No	No	No	No
Leave Feedback	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Sam Lerner	3	Fall	No	No	No	No	No	No	Yes	No	No	No	No	No

To Give Us Feedback About EPA Practice Readiness Reports, Click Here

Cincinnati Children's H...
944060990-31164-16555-268...

APPD CBME Data Hub

Instructions

Trainee Data

EPA Import

User Settings

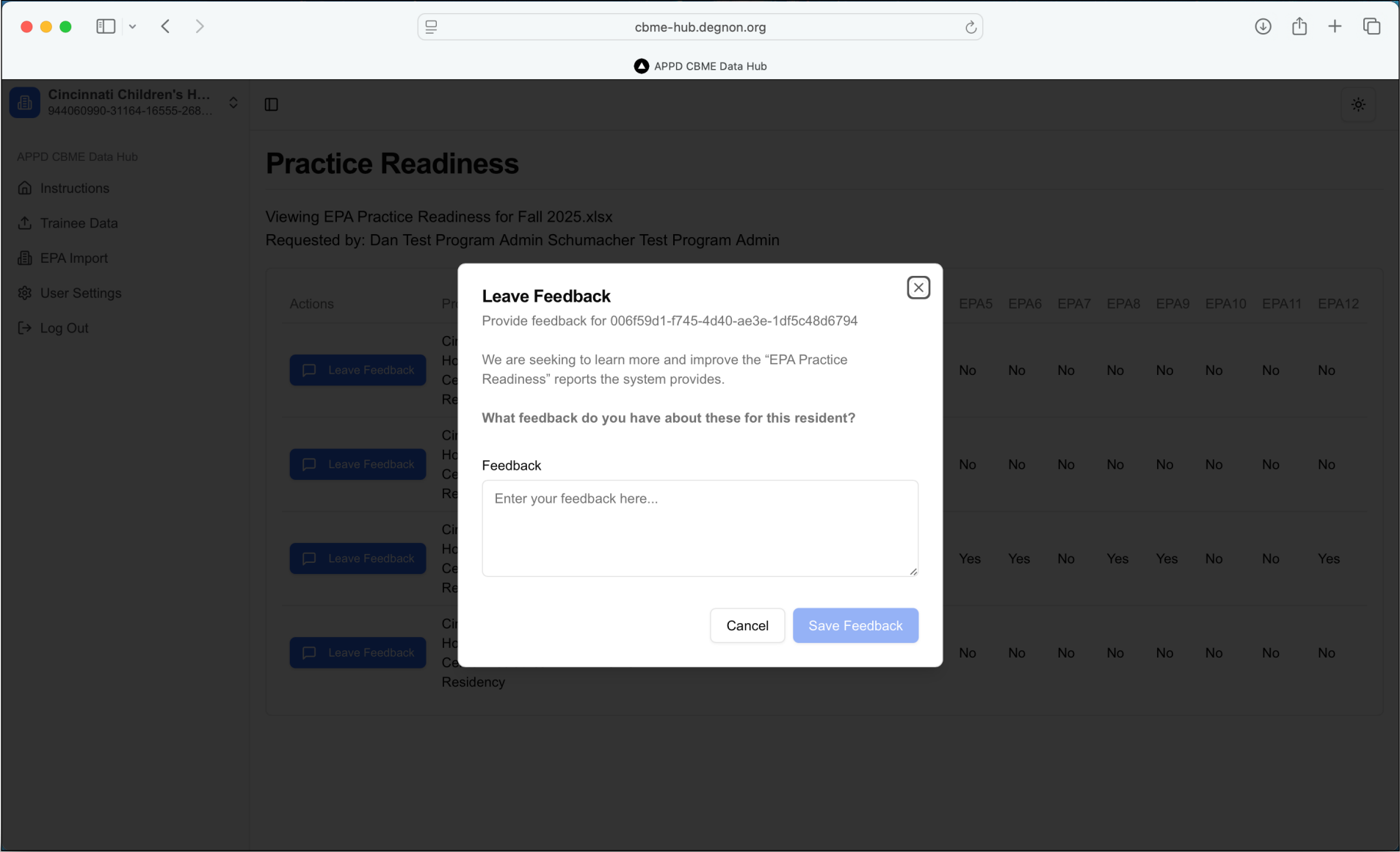
Log Out

Practice Readiness

Viewing EPA Practice Readiness for Fall 2025 Data.xlsx
Requested by: Daniel Schumacher

Action	Program	Name	PGY	Period	EPA1	EPA2	EPA3	EPA4	EPA5	EPA6	EPA7	EPA8	EPA9	EPA10	EPA11	EPA12
Leave Feedback	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Chris Childer	1	Fall	No	No	No	No	No	No	Yes	No	No	No	No	No
Leave Feedback	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Pat Rez	2	Fall	No	No	No	No	No	No	Yes	No	No	No	No	No
Leave Feedback	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Robin Doctor	3	Fall	No	No	No	No	No	No	Yes	No	No	No	No	No
Leave Feedback	Cincinnati Children's Hospital Medical Center Pediatrics Residency	Sam Lerner	3	Fall	No	No	No	No	No	No	Yes	No	No	No	No	No

Leave Feedback (if desired)



You Can Choose to Export Milestone Recommendations and EPA Practice Readiness Decisions in Two Formats:

- 1) Spreadsheet with all trainees included
- 2) PDF reports for each trainee

The screenshot shows the APPD CBME Data Hub interface. The sidebar on the left contains the following links: Instructions, Trainee Data, EPA Import, User Settings, and Log Out. The main content area is titled 'Import Data' and shows the 'Selected Program: Cincinnati Children's Hospital Medical Center Pediatrics Residency'. Below this is the 'Import New Spreadsheet' section, which includes a 'File' upload area with a 'Choose File' button and an 'Import' button. A note below the import button states: '(Be patient, it may take a little while)'. Below the import section is the 'Previous Imports' table.

File Name	Number of Trainees	Import Date	Milestone Recommendations	EPA Practice Readiness	Spreadsheet	PDF
Fall 2025 Data.xlsx	4	8/30/2025	View	View	Export	Export