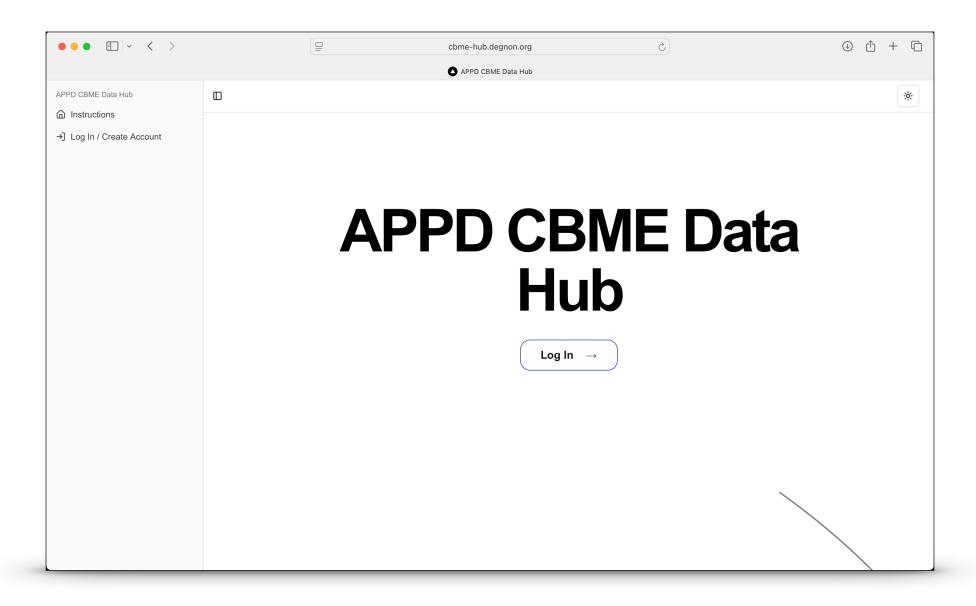


## **User Guide**



### https://cbme-hub.degnon.org/



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

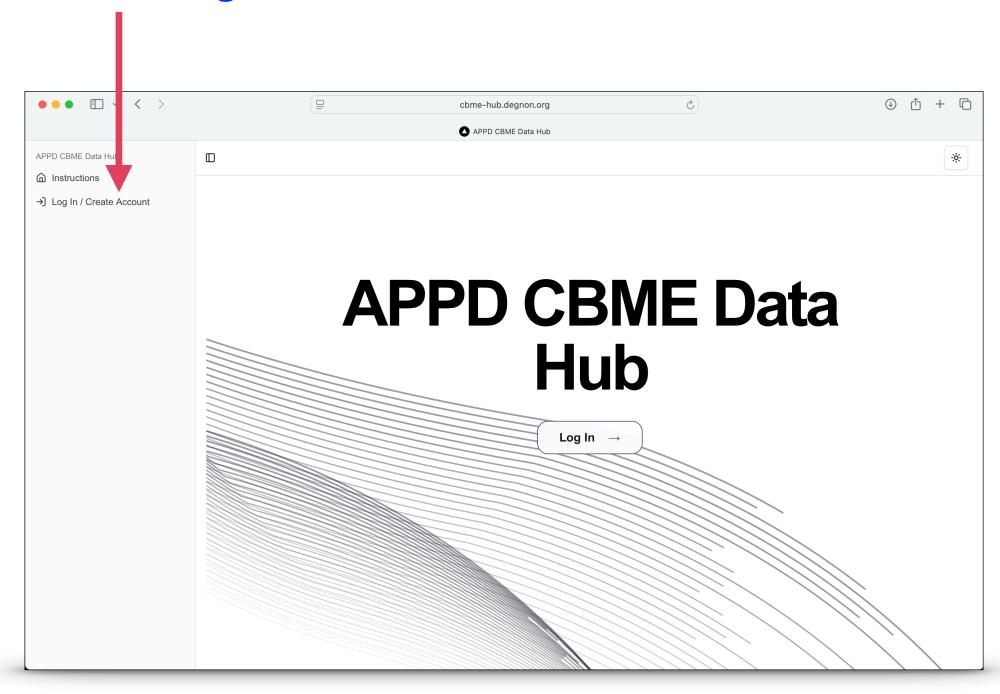
Dan Schumacher, MD, PhD, MEd

**APPD CBME Data Hub Director** 

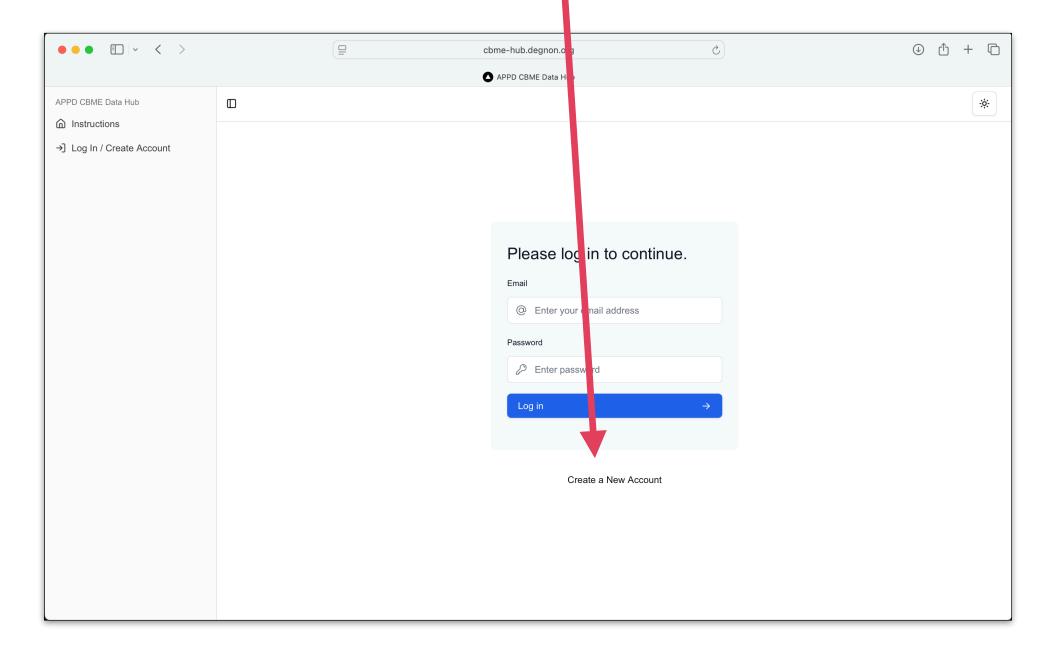
daniel.schumacher@cchmc.org

# Creating an Account

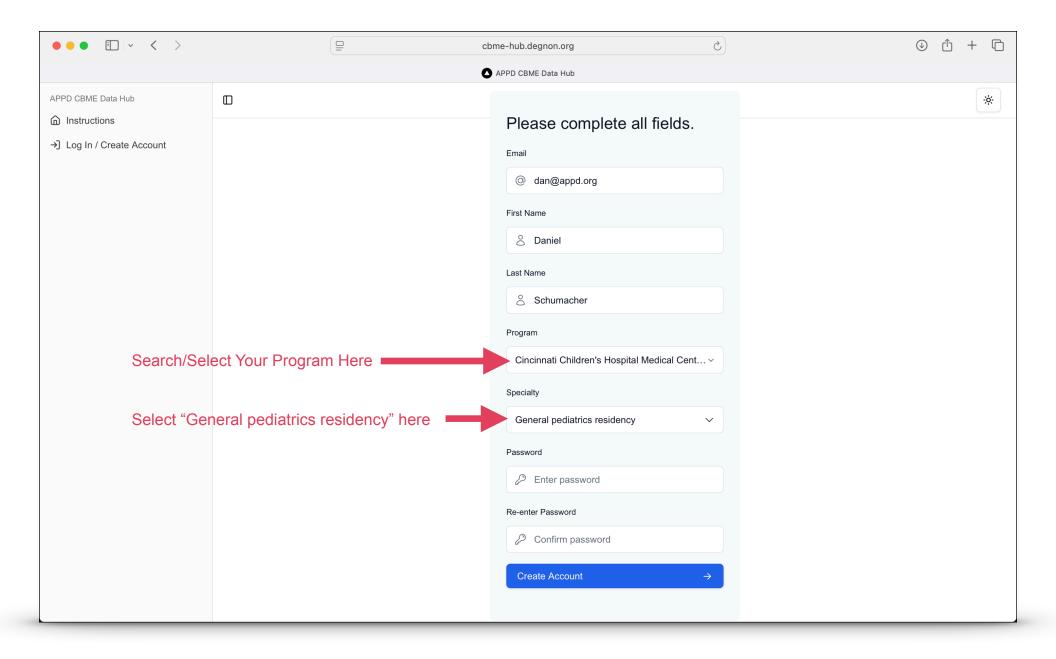
### **Click on Log In/Create Account**



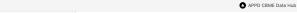
### **Click on Create a New Account**



### **Enter Your Information**



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



Cincinnati Children's H... \$

APPD CBME Data Hub

#### ♠ Instructions

⊕ EPA Import

#### 

[→ Log Out

#### Instructions

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)
- 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 Hub1.

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/yyvv".

firstname - your trainee's first name, for reports

lastname - your trainee's last name, for reports

NPI - the trainee's 10-digit National Provider Identifier

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.

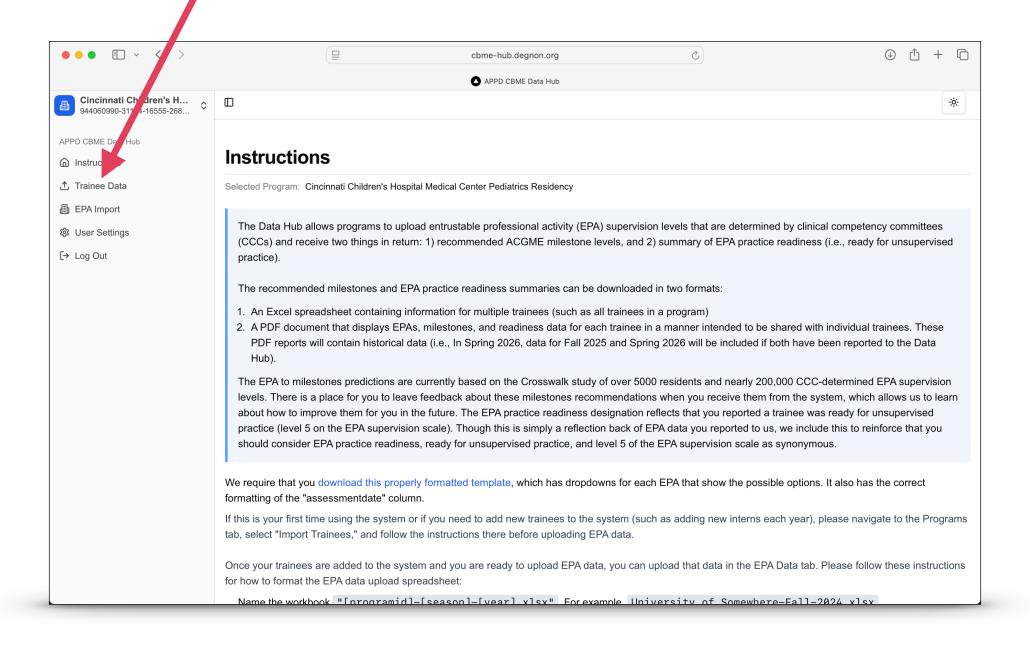
#### NOTE:

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.

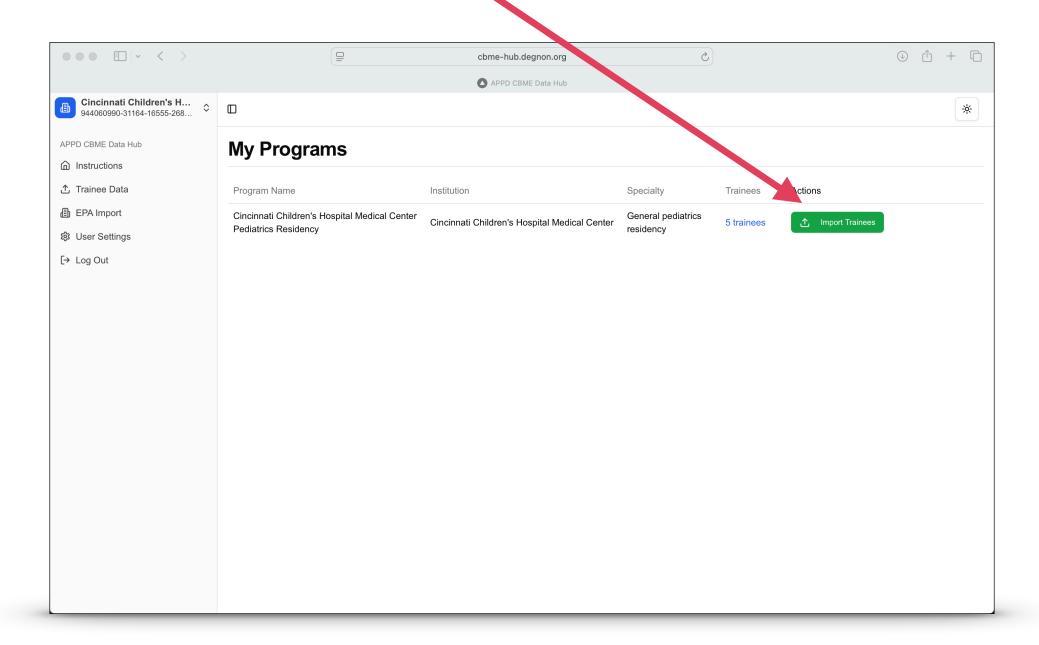
Milestone and EPA practice readiness should be reviewed by a CCC as one component of submission of official milestones or determination of official practice readiness. Our system is built on extensive data to inform the models. However, results are provided "as-is" and you should use at your own risk. No warranty for fitness for any particular purpose is implied or expressed.

# Importing Trainees

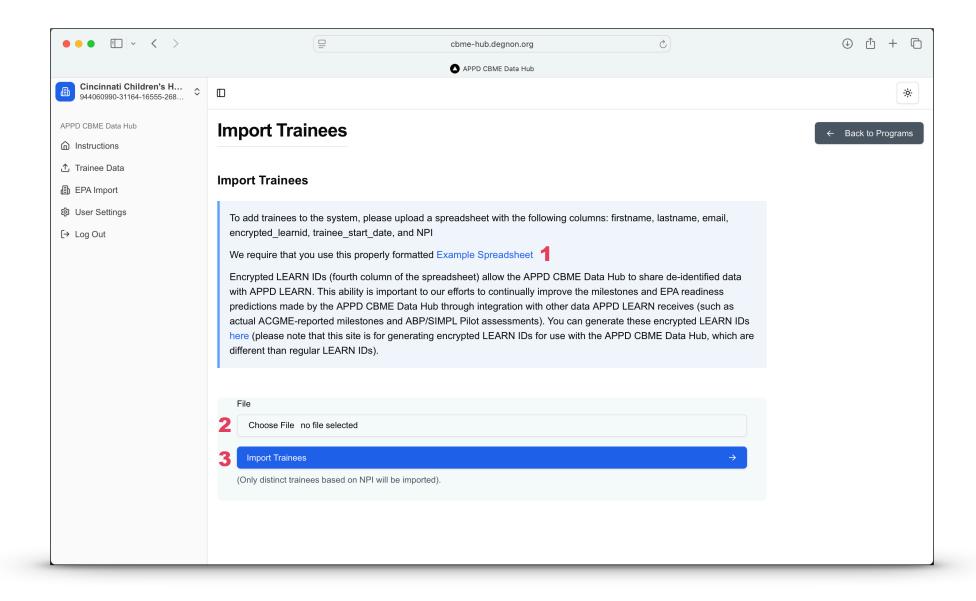
### **Click on Trainee Data**



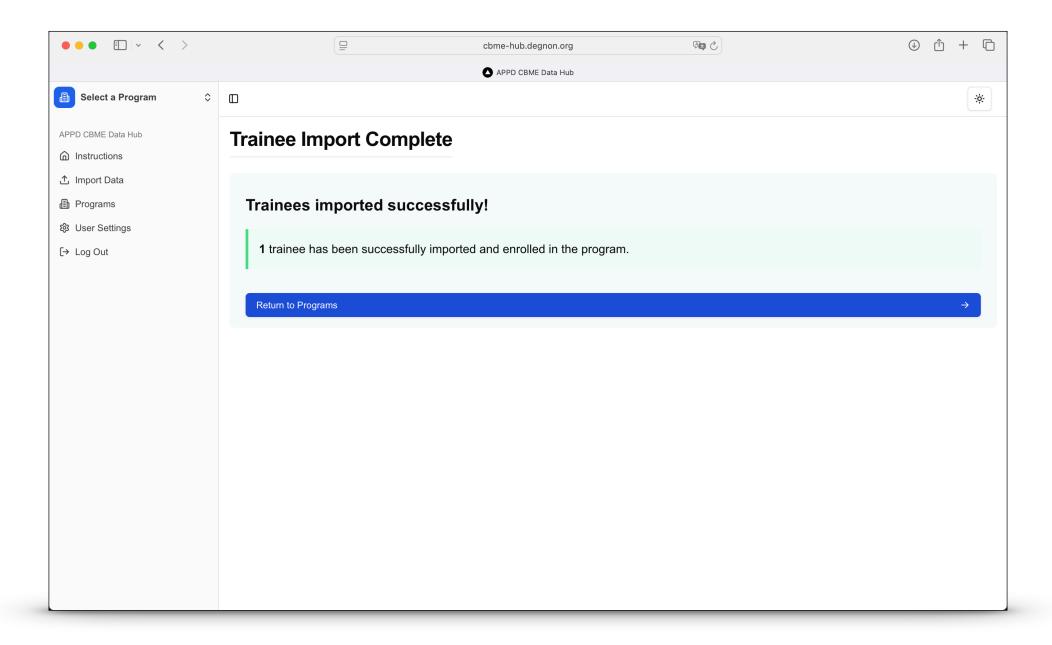
### **Click on Import Trainees**



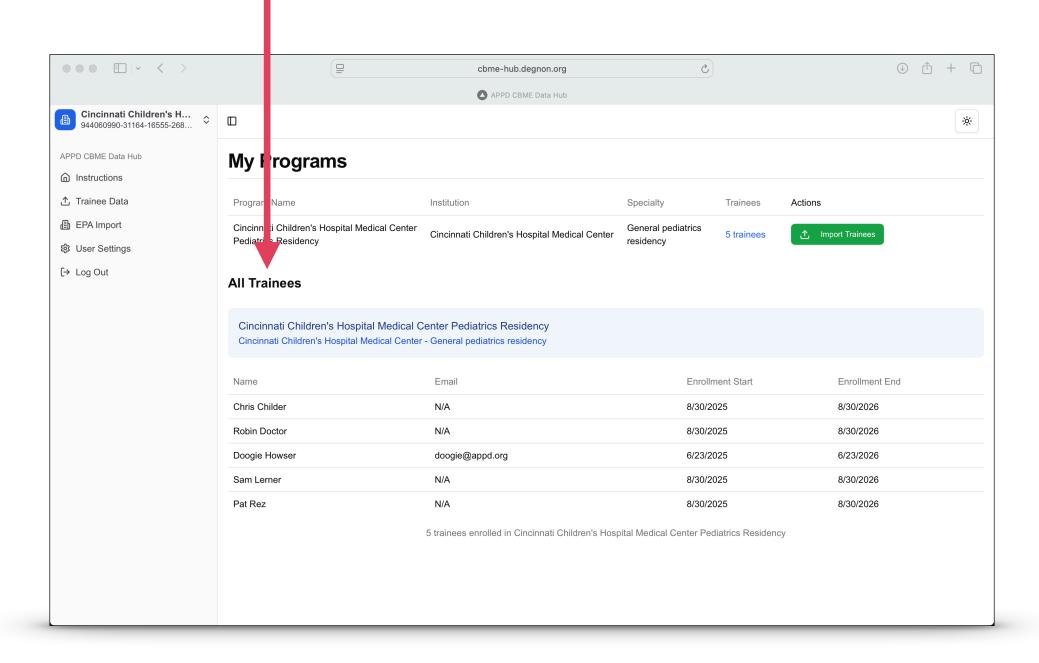
### Simply Make a Spreadsheet With Your Trainees Using the Properly Formatted Example Spreadsheet (1), Choose this File (2), and Click "Import Trainees" (3)



### **Success!**

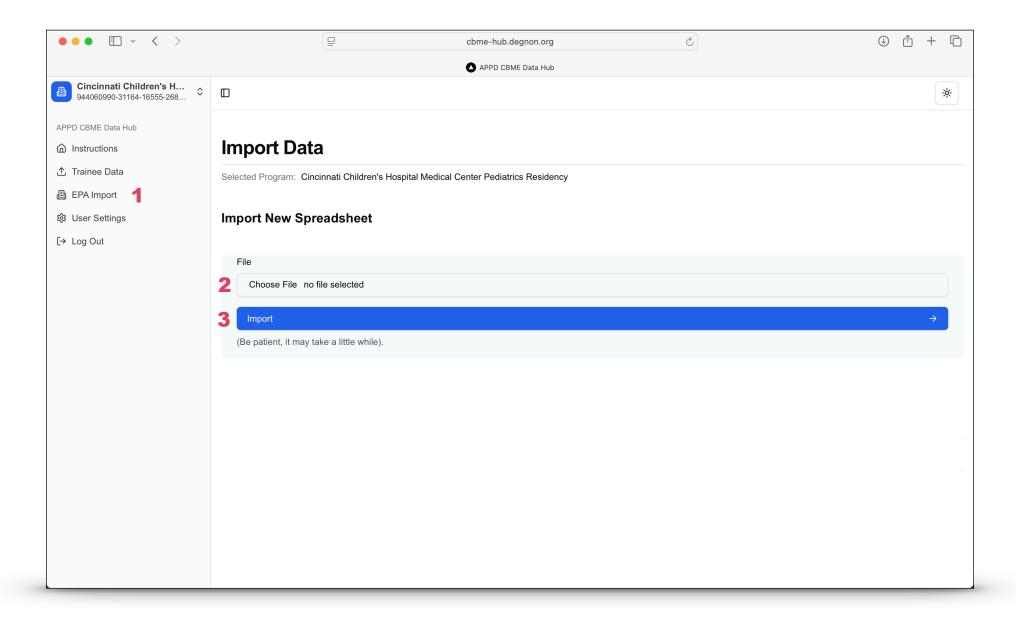


### **Your Imported Trainees Will be Listed Here**

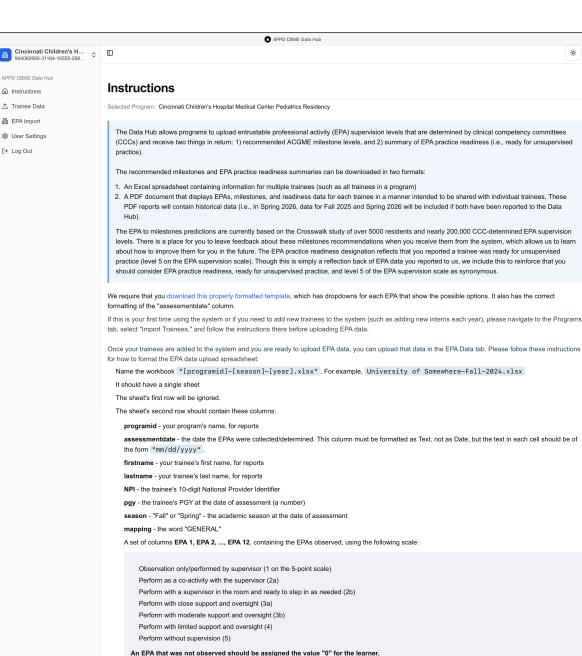


# Importing EPA Data

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



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



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

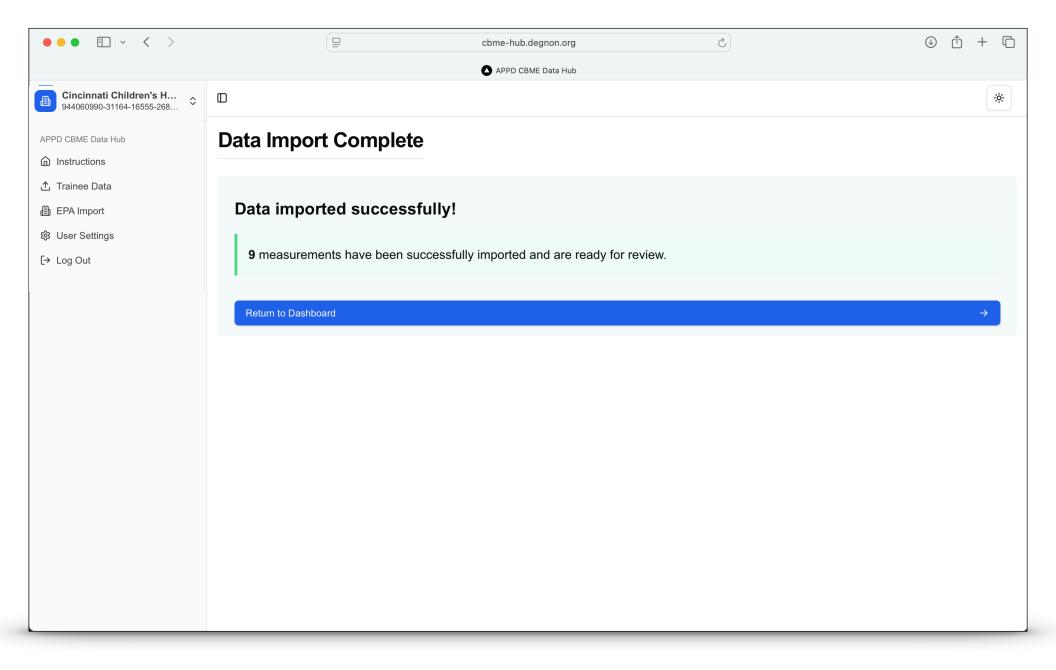
The remaining rows should be learner data, with one row per learner per assessment period.

#### NOTE:

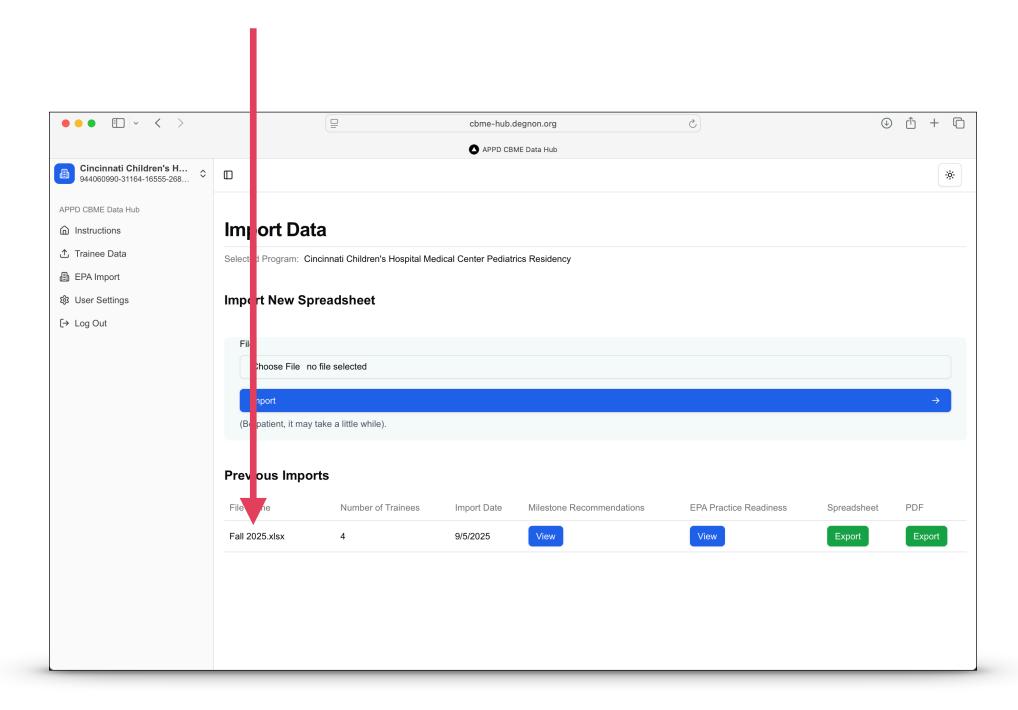
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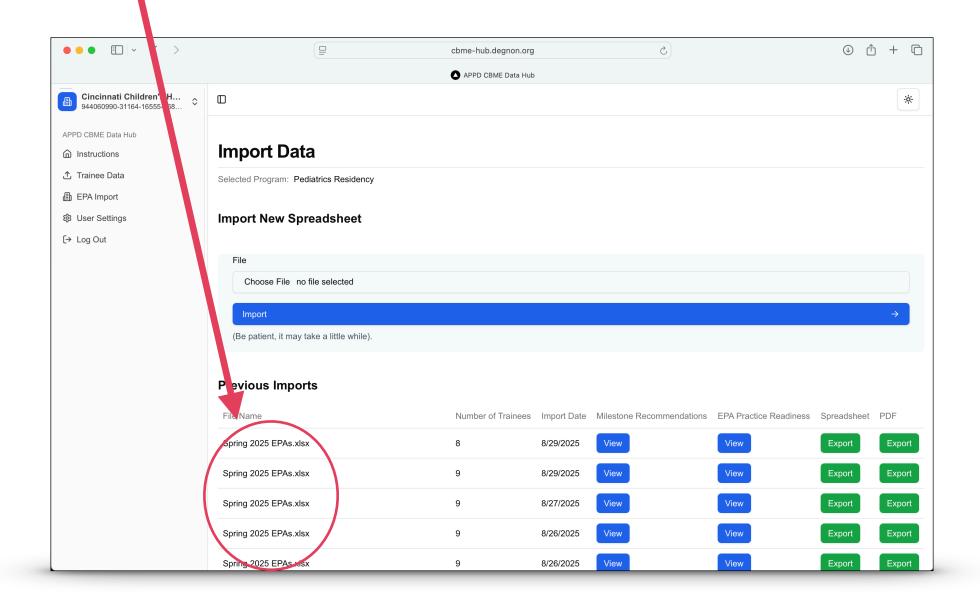
### **Data Upload Success!**



### There it is in My "Previous Imports" List

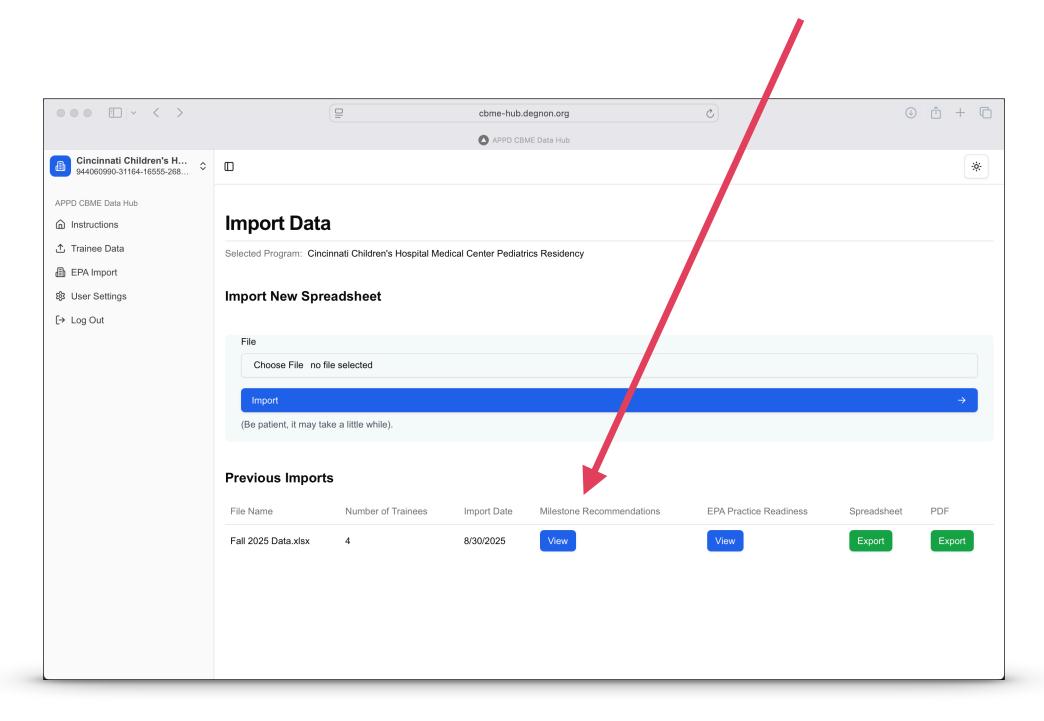


### The System Keeps a Log of All of Your Previous Uploads

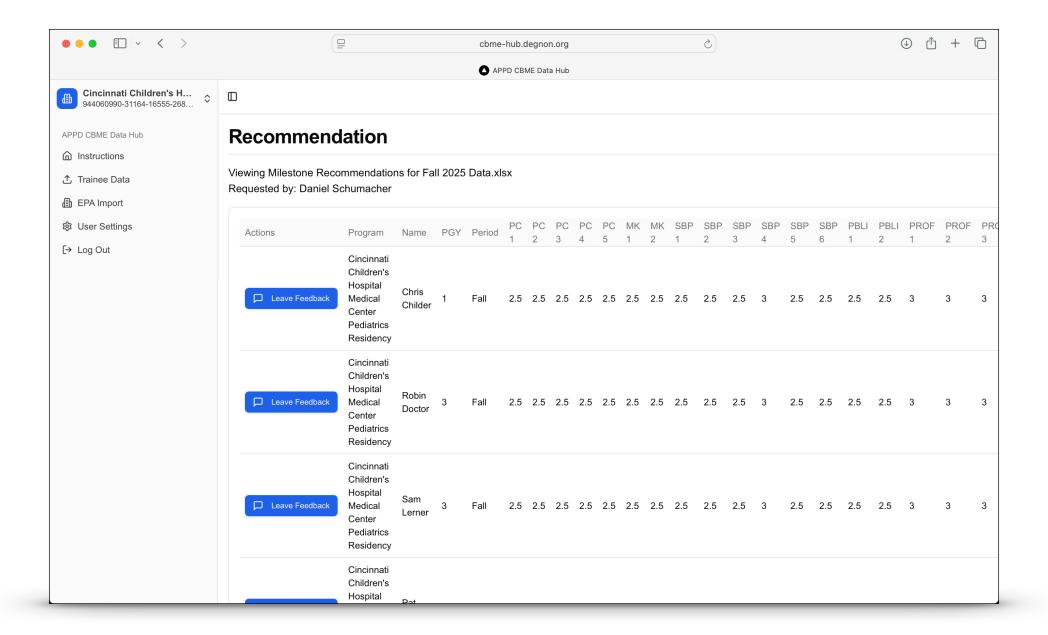


# Recommendations & Reports

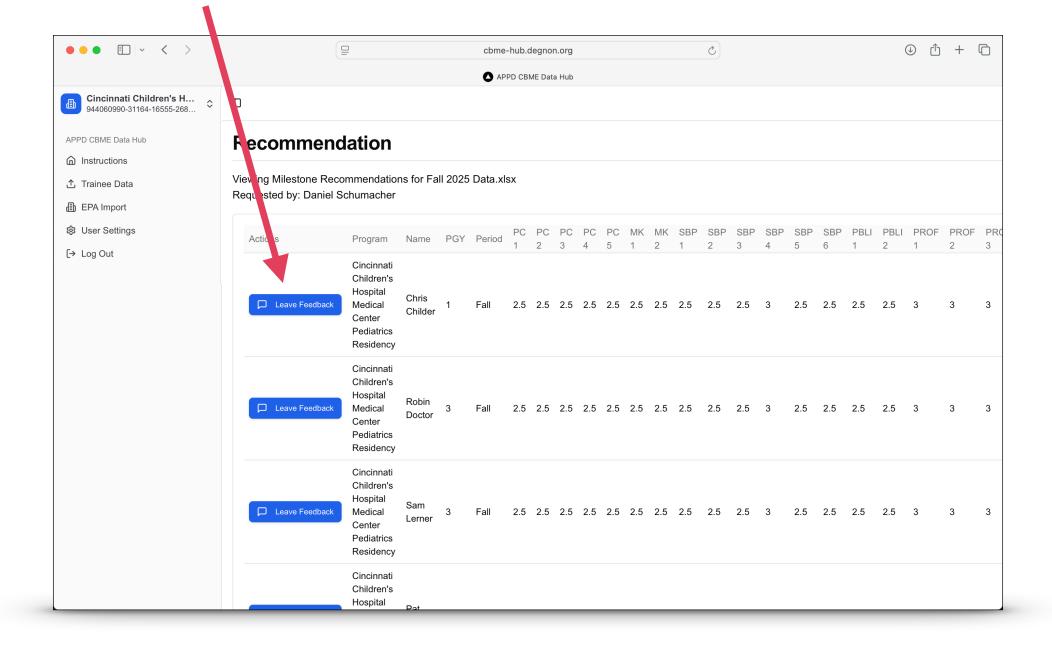
### **To View Milestone Recommendations, Click Here**



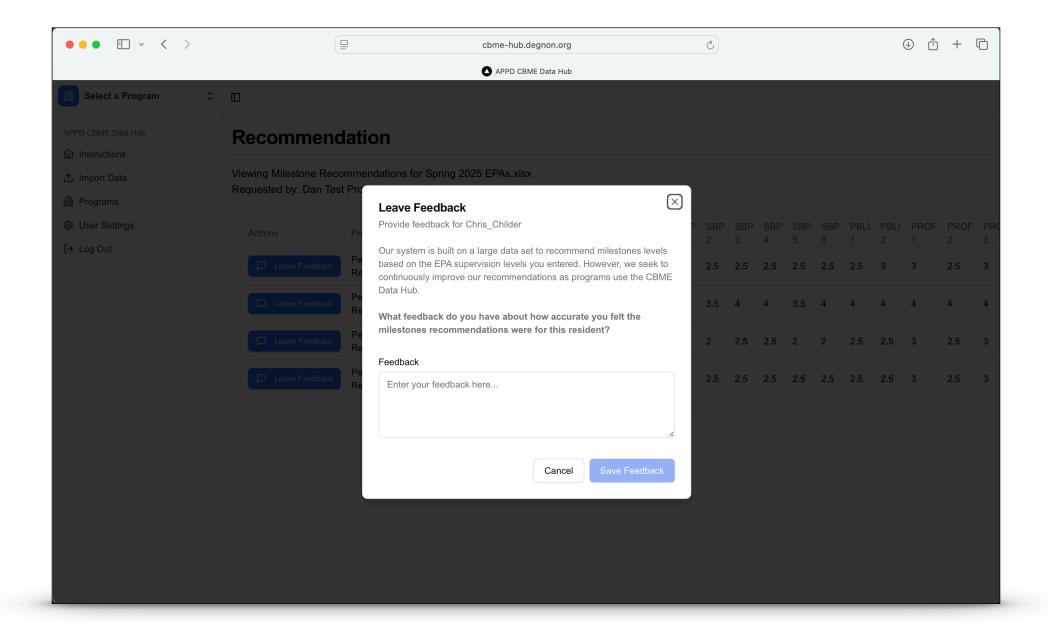
### **Milestone Recommendations by Trainee**



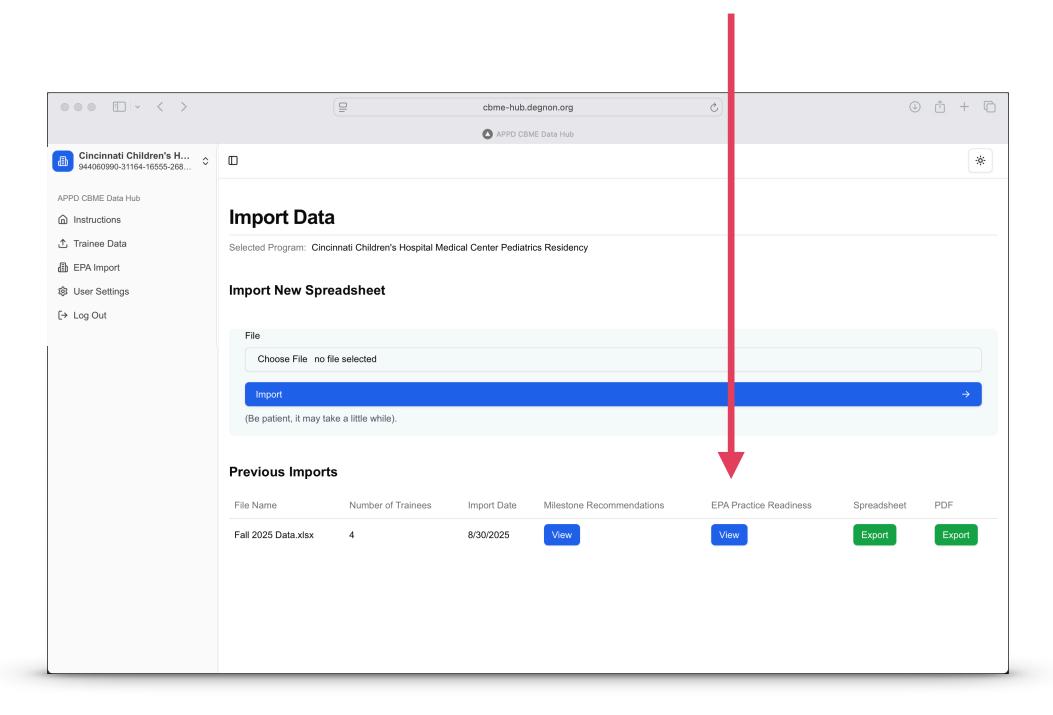
## To Give Us Feedback About Any Recommendations, Click Here



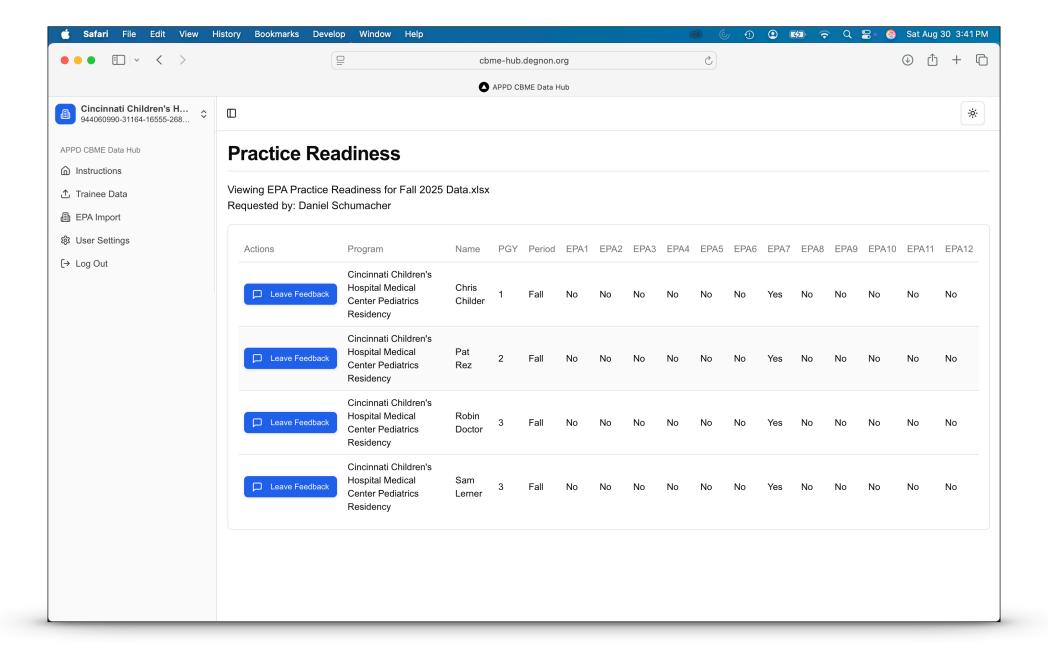
### **Leave Feedback (if desired)**



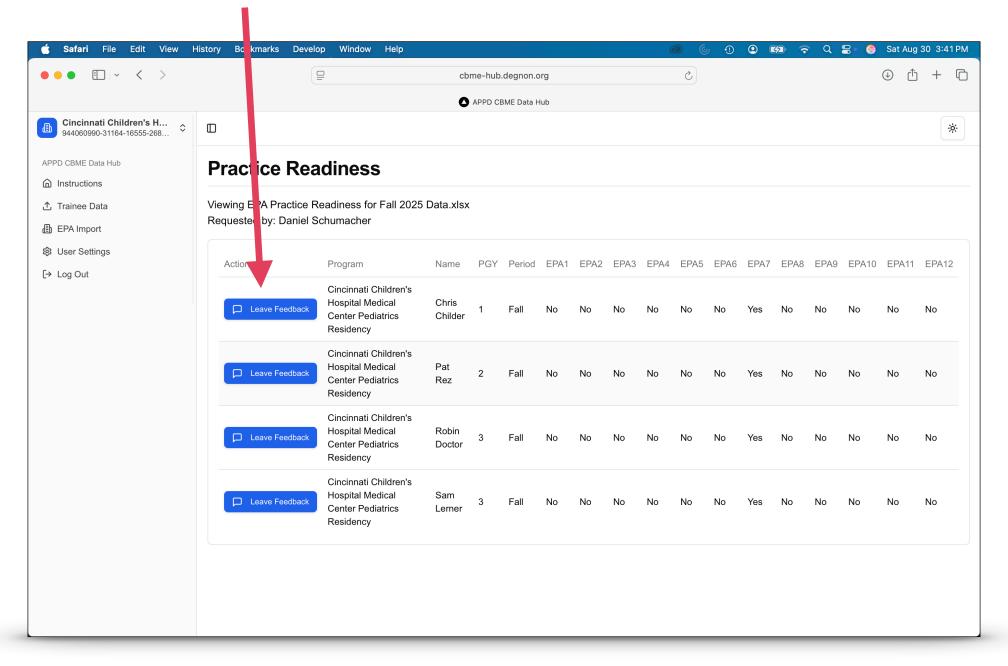
### **To View EPA Practice Readiness, Click Here**



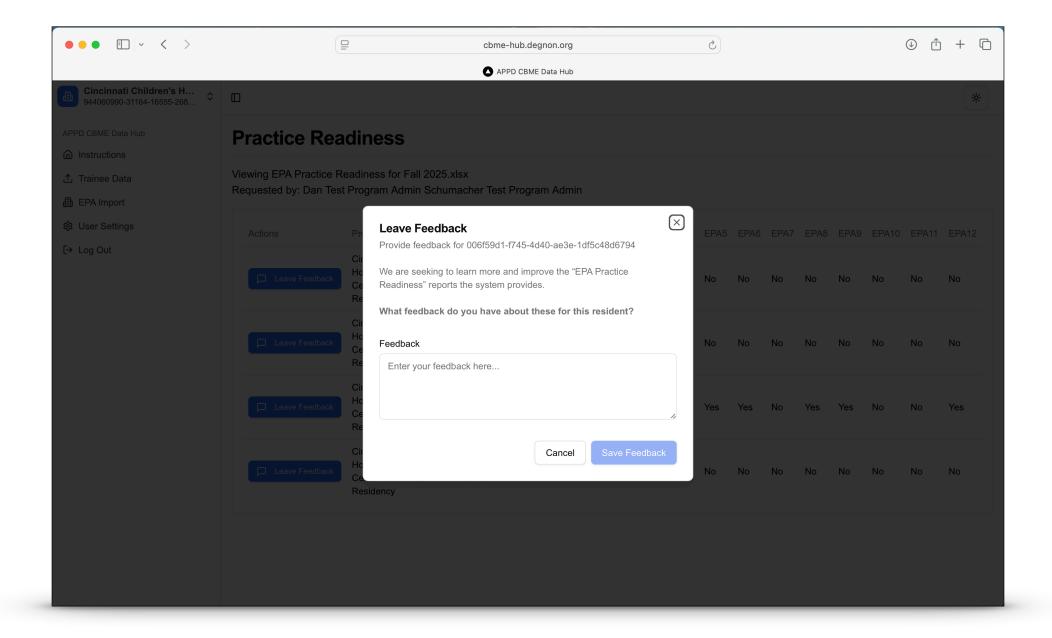
### **EPA Practice Readiness By Trainee**



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



### **Leave Feedback (if desired)**



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

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

