Elentra User Guide: Navigating and Understanding the CBME Program Dashboard - For Program Administrators and Program Directors

Updated to Reflect Impact of Versioning (new section found here)

The CBME Program Dashboard provides an overview of learners’ progress towards meeting EPA requirements by Competency Stage. This guide will help Program Admins and Directors navigate and understand the new data visualizations available on their CBME Program Dashboard.

PGME will enter the EPA requirements based on the targets set by the program in consideration of the Royal College Specialty EPA Guide recommendations.

---

**Step 1**
- Go to the Elentra website: [https://meded.utoronto.ca/](https://meded.utoronto.ca/)

**Step 2**
- Log in to Elentra, by entering your UTORid & password and clicking “log in”. You will be directed to your home page

**Note:**
- If you do not know / have forgotten your:
  - UTORid: please email [PGME.MedEdHelp@utoronto.ca](mailto:PGME.MedEdHelp@utoronto.ca) with your name and program to request this information
  - Password: please visit [https://www.utorid.utoronto.ca/](https://www.utorid.utoronto.ca/) to reset your password. If you are not able to reset your password at this link, please email [PGME.MedEdHelp@utoronto.ca](mailto:PGME.MedEdHelp@utoronto.ca) and include an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password to be reset

---

![Login Screen](https://meded.utoronto.ca/)

---
Step 3
- Once logged in, navigate to the 'My Learners' tab

Step 4
- Scroll down, until you see the Data Filters section. You will be able to sort and search Learners by name and apply PGY level, Competency Stage and EPA filters.

*Please note: The Curriculum Period filter allows you to view the EPA completion results of learners for different academic years. This filter will be defaulted to the current academic year. If you want to see past trainees, you would use this filter to see trainees that have since completed the program.

Step 5
• Apply the desired filters, and the CBME Program Dashboard will populate accordingly for the selected learner group. The CBME Program Dashboard is composed of three tabs:

1. **Assessments by EPA**: This tab provides a cohort overview of EPA assessment completion progress against their targets, as set by the program.

   ![Dashboard Image]

   **A** – Any filters that have been applied to the dashboard will be listed here
   **B** – Displays when the Program Dashboard was last updated
   *Note that the CBME Program Dashboard is updated on a once-nightly basis.*
   **C** – Learner Overview cards enable you to select a single learner’s CBME Dashboard or Assessments by selecting the respective tabs
   **D** – A colour-coded legend describing the completion status of each EPA (i.e. indicating whether the resident has met the overall entrustment and contextual variables (CV) targets for a given EPA, as applicable)

   - **Red** – No Progress. Indicates that the learner has not been assessed on a given EPA
   - **Yellow** – In Progress < 50%. Indicates that the learner has been assessed on a given EPA, but is currently meeting less than 50% of the requirements
• **Blue – In Progress > 50%**. Indicates that the learner has been assessed on the EPA and is meeting more than 50% of the requirements

• **Green – Achieved**. Indicates that the learner has been assessed on a given EPA and is currently meeting all of the requirements, but that the Competence Committee has not yet confirmed successful completion (final sign-off)

• **Green – Approved (with checkmark)**. Indicates that the EPA has been reviewed and signed-off at the Competence Committee level. EPA sign-off is subject to the CC and in consideration of all available evidence. In some cases, an EPA could be signed off without a resident having met all of the program requirements for said EPA (e.g. COVID-19 challenges in achieving assessments but with sufficient evidence triangulated from ITARs, etc. to grant completion).

• **Grey**: All EPAs that are not in the learner’s current or completed stages will appear grey, even if they have assessments that count towards the assessment plan. For example, in the above screenshot Learner Five is in Transition to Discipline, so all EPAs after this stage will appear grey even though they have completed EPAs in FOD. Additionally, their progress in these EPAs (e.g. number of EPAs completed) still displays.

**E** – Overall Total: Displays the total number of assessments completed on the learner (entrusted and non-entrusted). Includes all EPAs for which targets have been programmed in Elentra

**F** – EPA Total: Displays the total number of assessments (entrusted and non-entrusted) completed for a given EPA on a learner

**G** – Requirement fraction: Indicates how many entrusted assessments met the program requirements over the total number of entrustments and contextual variables (CVs) required, if/as applicable
*Please Note: To view a detailed breakdown of the CV requirements for a single EPA, click on the “i” icon in the top right-hand corner of each EPA box. As seen below, the ‘bubbles’ to the right of each requirement will indicate the resident’s progress (numerator) against the total number required (denominator), as applicable. The ‘bubbles’ are colour-coded based on the resident’s status of achievement (green = achieved, red = outstanding).

- You can filter out the completed CVs and view only the CV requirements remaining for a given EPA and resident by sliding the grey “All” toggle button to the right.

2. **Stage Completion Status** – This tab visualizes each learner’s progress towards meeting all of their EPAs within a given Competency Stage. For example, Learner Five below has met the requirements for one out of the four (1 / 4) EPAs in Transition to Discipline (D).
The Competency Stages are represented by the following 1-letter abbreviations:

- Transition to Discipline (D)
- Foundations of Discipline (F)
- Core of Discipline (C)
- Transition to Practice (P)
3. **Program Stats** – This tab displays a bar graph depicting the total number of EPA assessments that have been completed (entrusted and non-entrusted) by each resident – grey “Total Assessments” bar – against the proportion of entrusted assessments that meet the program’s requirements (both overall and contextual variable targets, as applicable) – green “Achieved” bar.
A Note on Versioning

Your National Specialty Committee may eventually decide to revise your EPAs. When the final EPAs are made available, they will be implemented at the start of the learners’ next Competency Stage (thus, resulting in different implementation times for different learners). For example, if the learner is in Foundations of Discipline, they will continue in the same (‘old’) version of their EPAs until they reach Core of Discipline. At this point they will be transitioned into the new EPA version for the rest of their training. If the learner completes EPA assessments ahead of their stage (and thus in the old version), these EPA assessments will show up under the Archived folder on their dashboard once they transition to the new EPA version (see screenshot below, for example).

Learners can click “Archived Assessments” to see a breakdown of the overall entrustment ratings for these assessments, by EPA (as shown below).

Elentra Support
If you require assistance, please do not hesitate to contact the Elentra Help Desk at: PGME.MedEdHelp@utoronto.ca