

Welcome to E*Value

The Office of Graduate Medical Education has arranged for all residency and fellowship programs at UMass to utilize a new web-based system for keeping track of all evaluation data related to residency training. The General Psychiatry Program implemented this program on July 1st and it is now REQUIRED for all evaluations. It is a vast improvement over our old system and is VERY easy to learn to use. Although it is quite easy to learn to use by simply trying out the system on-line, here is a step-by-step guide to the essentials of the new system.

Email address: You may access the system from any computer at any location as long as you have access to your email and to the web. However, you must choose ONE email address to use as your E*Value address and provide this to Vickie White (vickie.white@umassmed.edu) so the system will recognize you.

How to sign on: You can either click on the web address (URL) in the email you receive from Vickie in the Psychiatry Training Office or go to: <https://www.e-value.net>. If you have trouble connecting to this server you may sign on at: <http://www.e-value.net>. We suggest you bookmark this site in your internet software (Netscape Navigator or Internet Explorer). To receive your *temporary* E*Value password, simply enter your email address in the box at the bottom of the page and click the "request password" button. An email will be sent to you immediately with your ID and temporary password.

How to change your password: Click on "Password Change" under the User Menu on the left side of the screen. You may change your user ID and password in the box it indicates and click the respective update buttons.

How to complete evaluations: Click on "Evaluations" under the User Menu on the left side of the screen. Then click on "Pending" under the "Evaluations" button. A table of evaluations you have been assigned will appear on the main body of the page (scroll down if needed). Click on "Edit Evaluation" to bring up the evaluation form and simply select the correct scores from the pull down menus in each area. You may type any length comments in the strengths and weaknesses text boxes at the end of the form. However, if you have to stop typing for a few minutes BE SURE TO PRESS THE "SAVE FOR LATER" BUTTON at the bottom of the page so you won't lose what you have written. E*Value disconnects you after 5 minutes of inactivity as a security feature. We suggest you fill out a preliminary version of the evaluation mid-way through the evaluation period and print it out for discussion with the resident. Make sure to click "Save for Later" at the bottom of the page. When you have completed the evaluation, you must click "SUBMIT" at the bottom of the page. You will receive email notice of the evaluation you need to complete 2 weeks before the end of a PGY-1/2 rotation and 2 months before the end of a PGY-3/4 or psychotherapy supervision period. You will receive a second email on the last day of the evaluation period and a third one 2 weeks later if you have not yet completed the evaluation. Other email reminders will be sent periodically if necessary.

What if I was assigned an evaluation in error? If you are not the faculty member responsible for evaluating the resident listed under your name, simply click the "Suspend" button. A screen will pop up asking you to write a few words to Vickie explaining why you wish to suspend. "Not my resident" is sufficient.

What if I have a terrible memory for faces? Click the “Picture” button on your pending evaluation list and a photo of the resident will appear.

Can I look at evaluations I have written in the past? Yes. Click on the “Completed” button under the word Evaluations in the User Menu on the left.

What is an “On-The-Fly” evaluation? Click “On-The-Fly” under Evaluations in the User Menu on the left to write a brief note of praise or concern about any system member. You will then be asked to specify using pull down menus whether this is a “praise” or “concern” note and whether it is about a trainee or faculty member; in which activity your observation was made; and on what date. These are only seen by the Training Directors and only utilized if they represent part of a pattern. Think of them in the same way as you would catch one of the Training Directors in the hallway to mention a note of praise or concern about someone in the training program.

How do I view evaluations of my teaching or rotation? Click on the “Performance” button under the “Reports” section of the menu on the left. Then click on “Educator Performance” or “Educator Comments” to view a composite of your teaching evaluation scores or written comments about your teaching. Click on “Activity Performance” or “Activity Comments” to see a composite evaluation of the rotation or activity you direct. You will be asked to designate your “role” (e.g. clinical educator or advisor) if you have more than one title and you will have to select the date range and various other identifiers before you click the “Next” button to see your report. You will NOT be able to view evaluative data about yourself or your rotation until there are at least 2 evaluations in the system and you have filled out your own overdue evaluations.

What if I still don’t understand how to use this system? Click on the “Help” button under the User Menu on the left side of the screen. You will be able to read or print out a list of Frequently Asked Questions (FAQ) or a User Manual. You may also contact Vickie in the Training Office at (508) 856-4087 or vickie.white@umassmed.edu.