Elentra User Guide: Resetting EPA Assessment Expiry Dates – For Program Directors and Administrators

Every EPA assessment initiated in Elentra has a 7-day expiry date associated with it. This was implemented in order to encourage more timely completion of EPA assessments and more accurate ratings of resident performance. This decision was made in consultation with key stakeholders, our Best Practices in Evaluation & Assessment (BPEA) committee, and consideration of Elentra assessment completion analyses.

An EPA assessment therefore needs to be completed within 7-days after initiation, otherwise the assessment will become unavailable to both Learners and Assessors. The expiry date can be reset if needed, however, this function is only available to Program Directors and Administrators.

Please note: this enhancement will be effective July 9th. Thus, only EPA assessments triggered after July 9th, will have an expiry.

Learning Objective:
   a) Learn how to reset an assessment expiry date

1. Log in to Elentra using the following website: https://meded.utoronto.ca/

2. Navigate to the Faculty tab on the Tasks & Results Dashboard
3. A view of all faculty associated with your program will appear under the Faculty tab.

4. Select the **View assessment tasks** button of the faculty who you want to reset an assessment expiry date for.
5. Navigate to the **Current Tasks** tab of the faculty’s Assessment Task page

/ My Assessments / Faculty One's Assessments

Facility One's Assessments

<table>
<thead>
<tr>
<th>Current Tasks</th>
<th>Completed Tasks</th>
<th>Upcoming Tasks</th>
<th>Tasks Completed on Faculty</th>
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6. You will see the expiry date listed on each assessment ‘card’, as indicated by the red arrow below. The initial expiry is set to 7 days from the **date of initiation** (i.e. the “Delivered on” date in the screenshot below and **not** the selected date of encounter). To reset the expiry, first select **Go** on the assessment task you want reset.

7. Navigate to the **Reset Expiry** button to extend the expiry date by 7 days from the **date of reset**

If you require assistance, please do not hesitate to contact the Elentra Help Desk at: MedEdHelp.PostMD@utoronto.ca
8. Select the **Reset Expiry** button to confirm that you want the assessment’s expiry date to be extended by +7 days **from the date of reset**.

*For example: If the expiry date for an assessment is July 3 and you reset the task expiry date on July 7, the new expiry will be July 14 (+7 days from the date **you reset the task expiry**).

**A Note on Multiple Resets to Task Expiry**

You **cannot** reset the expiry date multiple times. You may only add an additional 7 days (i.e. 1 reset maximum) to an assessment, in order to allow for a more timely completion and more accurate ratings of resident performance.