Introduction to the ACGME Accreditation Data System

2017 CAMEG Conference

February 24, 2017

Raquel Running, Quality Assurance Coordinator- Surveys and Milestones
ACCREDITATION DATA SYSTEM (ADS)

- A Web-based system that contains critical accreditation data for all sponsoring institutions and programs.
- Serves as an ongoing communication tool with programs and sponsoring institutions and incorporates several ACGME applications and functions.
- Basic set up and password assignment is required to access ADS. DIO, PD and Coordinator
ADS COMPONENTS – COMMON LOGIN

- Secure Login
- VeriSign Secured
  128-bit SSL encryption
- Account Assistance
- Forgot Your Password
ACGME Data Systems can be accessed anywhere with an internet connection using Microsoft Windows or Apple Mac operating systems – includes mobile devices

ACGME supports **IE 11, Mozilla Firefox, Google Chrome, and Apple Safari**.

ACGME no longer supports IE 10 and below!!

Add [*.]ACGME.org as acceptable or allowed site

Add WebADS@acgme.org and ADS@acgme.org as acceptable email
CONTINUOUS DATA REPORTING TIMEFRAME

HOW WILL THIS DATA BE USED?

- ADS ANNUAL UPDATE
  - July - September
- MILESTONE REPORTING
  - May - June
- RESIDENT CASE LOG REPORTING
  - July - June
- RESIDENT / FACULTY SURVEY
  - January - April
- MILESTONE REPORTING
  - November - December
WHAT ARE THE NUMBERS (2015-2016)?

- **ADS Update**
  792 Sponsors, 10,335 Programs, 129,761 Residents 155,001 Physician Faculty, 13,000 Non-Physician Faculty

- **Case Log Reporting**
  14.2 million cases by 47,329 residents

- **Resident Survey**
  118,402/125,128 = 95%

- **Faculty Survey**
  87,058/100,218 = 87%

- **Milestone Reporting**
  9,977 Programs evaluating 127,221 Residents – 2x = 99.9%
ADS AND CASE LOGS LOGIN PAGE

ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION (ACGME)

Sign in to ACGME

Username OR Email

Password

Sign in  Forgot your username/password?

ACGME Links

- Accreditation Data System (ADS)
- ADS - Public
- Case Log System
- ACGME Website
- Application Support
- Resident/Faculty Survey

• Reset token from email expires after 24 hours
SINGLE LOGIN TO ACCESS MULTIPLE ACCOUNTS

Toggle between accounts

ACGME Connect Profile

My Applications
- Application Name: Accreditation Data System (ADS)
  - Application Status: Online

My Organizations
- Organization Code: 4271234507
  - Organization Name: Vascular/Interventional Radiology Test Program
  - Specialty: (427) Vascular and interventional radiology
- Organization Code: 4401234567
  - Organization Name: General Surgery Program Name
  - Specialty: (440) Surgery

FAQs
- Profile Settings
- Change Password
- Contact Support

Annual Update Status: Not Scheduled
Program Director can grant Program Coordinators their own ADS logins
- Associated with email address on file
- Same access as PD (except cannot submit applications)

DIO can grant Coordinators their own ADS logins
- Associated with email address on file
- Same access as DIO
- Up to two users allowed
User Messages

New Messages

Are you receiving ACGME notification emails?
Be sure to add webads@acgme.org to your address book or safe sender list so important notifications such as the Annual Update or Resident and Faculty Survey announcements get to your inbox.

If webads@acgme.org is not in your safe sender list or whitelist, sometimes our notifications may be mistakenly placed in your spam or junk mail folder by your Internet Service Provider (ISP). In this case, please open it and mark it as "not spam".

If you are experiencing any problems, please contact your ISP or spam filter application support and ask how to whitelist webads@acgme.org.

Preliminary Residents
Please note that Otolaryngology and Orthopaedic Surgery residents should not be listed within your ADS account. These residents should be listed within their own specialties as categorical residents.

Minimum Browser Requirements
Due to security concerns identified by Microsoft, ACGME will no longer support Internet Explorer (IE) 8 beginning July 1st, 2014. The discontinued support of IE 8 will apply to the Accreditation Data System (ADS), Case logs, and Surveys. All users are encouraged to upgrade to IE 9, at least, in order to take advantage of its improved security features and stability. Be aware that our systems will work in IE 8 but you may experience decreased user interface experience and functionality. To upgrade, visit the IE downloads page. ACGME will continue to support IE 9, as well as Mozilla Firefox, Google Chrome, and Apple Safari.

Mark all New Messages as Read
SEARCHABLE COMMON ADS FAQS

ADS FAQs available within your ADS account, located in the top right corner
ACCREDITATION REPORTING CYCLE

CASE LOG REPORTING
JULY - SEPTEMBER

MILESTONE EVALUATIONS
MAY - JUNE

RESIDENT AND FACULTY SURVEYS
JANUARY - APRIL

ADS ANNUAL UPDATE
JULY - SEPTEMBER

MILESTONE EVALUATIONS
NOVEMBER - DECEMBER
CASE LOG DATA FLOW

RESIDENTS ENTER CASES

ASSESS SET MINIMUMS

NATIONAL DATA REPORTS CREATED IN ADS

PROGRAMS MONITOR PROGRESS BY UTILIZING REPORTS

RESIDENTS GRADUATE

PROGRAMS VERIFY COMPLETING GRADUATE DATA ACCURACY & ELECTRONICALLY SUBMIT TO ACGME
RESIDENT CASE LOG SYSTEM

- Web-based application developed in 2000 for residents to track clinical experiences – heightened emphasis in NAS
- Procedures and cases grouped into categories created by Review Committees
- Review Committees establish key indicators and minimum expectations
- Review Committees assess program performance and assess residents’ ability to meet the minimums for each key indicator
- A majority of specialties use RCL but not all specialties - https://apps.acgme.org/ads/public/ - Clinical Experience is assessed by all RCs
- Download My Data – at any time
RESIDENT CASE LOG SYSTEM - Continued

Can be used offline
CASE LOG USER GUIDES
NATIONAL DATA REPORTS (CERTAIN SPECIALTIES)

Case Log Statistical Reports

Comparative Case Log Reports *

The comparative Case Log Reports for your graduating residents for the specialties below are available in the ACGME Accreditation Data System (ADS), the reports are in an Adobe Acrobat PDF format.

To access the reports:
1. LOG INTO ADS
2. Go to the "Reports" tab
3. Click "Graduate Resident Case Log Reports"
4. Choose "View" next to "National Reports"

National Reports **

** Specialties not listed either have not been required to submit data to the Review Committee or the Review Committee does not distribute the national reports.

- Neurological Surgery
- Obstetrics and Gynecology
- Ophthalmology
- Orthopaedic Surgery
- Physical Medicine and Rehabilitation
- Surgery
- Surgery Pediatric
- Surgery Vascular
- Surgery Urological
REPORTING CYCLE - ANNUAL UPDATE

CASE LOG REPORTING
JULY - SEPTEMBER

MILESTONE EVALUATIONS
MAY - JUNE

ADS ANNUAL UPDATE
JULY - SEPTEMBER

RESIDENT AND FACULTY SURVEYS
JANUARY - APRIL

MILESTONE EVALUATIONS
NOVEMBER - DECEMBER
COMMON QUESTIONS DURING ANNUAL UPDATE

- For whom do I enter Scholarly Activity?
- How can I add past faculty?
- What are the Faculty CV requirements?
- Why do I have to enter Faculty working for more than 1 program more than once

Print/Save Annual Update PDF after submission and at Year End
FACULTY SCHOLARLY ACTIVITY

Confirm faculty roster contains current physician

Core residency programs: only complete for core physician faculty

Fellowship programs: complete for all physician faculty

Everyone listed needs a response
List activity that occurred during the previous year
RESIDENT SCHOLARLY ACTIVITY

Confirm all residents before completing SA

The list of residents is based on the previous academic year roster

Scholarly Activity is collected on an annual basis. Report activity from the previous (graduates and ≥year 2)
VIEW/PRINT PAST SCHOLARLY ACTIVITY

Resident Scholarly Activity Instructions

You must confirm all residents with an "unconfirmed" status before completing this section. For each resident listed enter scholarly activity done during the previous academic year. First year residents of the program will not appear on the list below.

To add scholarly activity (add one year of activity only), click the "Add" link. If there was no scholarly activity for the previous academic year, click "No Scholarly Activity".

Download Scholarly Activity Template  Download Scholarly Activity FAQs

2014 - 2015

Resident Scholarly Activity

<table>
<thead>
<tr>
<th>Resident</th>
<th>PMID</th>
<th>Conference Presentations</th>
<th>Chapters Textbooks</th>
<th>Participated in Research</th>
<th>Teaching Presentations</th>
</tr>
</thead>
</table>

© Copyright 2017 ACGME
To activate past faculty, go to ‘Past/Inactive Faculty’, open the record and remove ‘Date left program or made inactive.’
FACULTY CV REQUIREMENT

For *Program Applications*, CVs are required for:

- Core physician faculty in specialties
- All physician faculty in subspecialties
- Non-physician faculty (when required)

For programs with *Initial Accreditation*, CVs are required for:

- Core physician faculty in specialties plus SA
- All physician faculty in subspecialties plus SA
- Non-physician faculty (when required)

For program with *Continued Accreditation*, CVs are required for:

- Only the Program Director for all specialties and subspecialties
- Non-physician faculty (when required)
For program with Continued Accreditation, most specialties require CV information for non-physician faculty in addition to the Program Director CV.

FACULTY CV REQUIREMENT: NON-PHYSICIAN FACULTY
DUPLICATE FACULTY

170,754 physician faculty
15.5% (26,548) are faculty in multiple programs
178 (0.67%) are faculty in 5 or more programs
Total Hours worked for 26,548 faculty in multiple programs
89.2% have different hours in each program
258 (1.0%) report working more than 168 hours
SA for Core faculty in multiple programs
33.8% have different SA
11.5% have different PMIDs
Primary Certification for faculty in multiple programs
26.1% have different primary certifications
ADD A NEW FACULTY MEMBER

Instructions

Enter a first and last name and email address and press "Search" to begin looking for the new Faculty Member. If there are multiple records for the same person, choose the one that appears to be the most accurate reflection of the person's current roles. If the person cannot be found using the search feature, click "Add Missing Person".

Add an asterisk (*) for a wildcard search:
Example: to search for John Smith or Jonathan Smith, enter "J" for first name and "Smith" for last name.

Select the New Faculty Member

Joe: and Madden: and jm@jm.com

Name E-mail Role Organization
Joe Madden, MD jm@jm.com Faculty [4003521140] New York University School of Medicine Program Psychiatry program

Search

Select

Previous Page 1 of 1 Next

1 total matches
EDIT NEW FACULTY MEMBER

Degree
Email
NPI number
Medical School of Graduation
Medical School Graduation Year
MAJOR CHANGES AND OTHER UPDATES

Provide a brief update explaining any major changes to the training program since the last academic year, including changes in leadership. This may also include improvements and/or innovations implemented to address potential issues identified during the annual program review. Please limit your response to 8000 characters. (Last Updated: 12/17/2015)

Limit your response to 8000 characters:

☐ No Change Since Last Academic Year (Checking here will remove any text entered above.)
REPORTING CYCLE - MILESTONES

- **Case Log Reporting**
  - July - September

- **Milestone Evaluations**
  - May - June
  - November - December

- **Resident and Faculty Surveys**
  - January - April

- **ADS Annual Update**
  - July - September
MILESTONES - OVERVIEW

• Mid-year reporting begins in November

• Year-end reporting begins in May

• Milestone Evaluations are accessible during the reporting window in ADS under the Milestones tab

• You can review submitted evaluations at any time under the Milestones tab

• Milestones must be entered for all active residents including those who left the program on or after September 1st (for Mid-year) and January 15th (for Year-end)
MILESTONES – DATA COLLECTION

Milestone Evaluations

- All evaluations have been completed
- Current milestone evaluation completion rate: 100.0% - [25 of 25]
- Last milestone evaluation administration: Oct 31, 2013 - Jan 06, 2014
- Compliance rate: 100.0% - [25 of 25]
MILESTONES – REPORTS AND DOWNLOADS

Instructions

Select an Academic Year first, then a Milestone Evaluation Schedule Window you wish to review, then click on the "Search" button. Individual trainee narratives and summary reports are posted shortly after the conclusion of each evaluation window. Milestone forms are always available for review using the "View Evaluation" button next to each trainee. After the close of each evaluation window, a raw data file containing each trainee’s Milestone evaluation data will be available to download.

Academic Year: 2016-2017
Schedule Window: 2016-2017 ACGME Mid-Year Milestone Evaluations

Download Milestone Evaluation Data

Resident | Year In Program | Resident Status | Narrative Report | Summary Report | View Evaluation
--- | --- | --- | --- | --- | ---
[... | 2 | Active Full time | | | ]
[... | 1 | Active Full time | | | ]
[... | 2 | Active Full time | | | ]
[... | 1 | Active Full time | | | ]
[... | 1 | Active Full time | | | ]
Eligibility Requirements – Fellowship Programs

All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, or in an RCPSC-accredited or CFPC- accredited residency program located in Canada. (Core)

Fellowship programs must receive verification of each entering fellow’s level of competency in the required field using ACGME or CanMEDS Milestones assessments from the core residency program. (Core)
Below you will find a list of your current residents and, if available, the last Milestone evaluation form completed by their most recent ACGME accredited core residency training program. A report may not be available if the resident completed core residency training in a program not accredited by the ACGME, if the resident completed core residency training prior to the Milestones implementation, or if the resident's previous training could not be matched to his/her record (based on Name, DOB, SSN, and Medical School or some combination of those elements) when he/she was entered into your program. For those residents below that do not have a milestone report on record, contact the specialty program director to obtain the summative report.

<table>
<thead>
<tr>
<th>Resident</th>
<th>Previous Program</th>
<th>Speciality</th>
<th>Completed Date</th>
<th>Most Recent Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Moe</td>
<td></td>
<td>Report Unavailable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Doe</td>
<td></td>
<td>Report Unavailable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alex Smith</td>
<td>University of New York</td>
<td>Internal medicine</td>
<td>Jun 30, 2014</td>
<td>2013-2014 Year-End</td>
</tr>
<tr>
<td>Bob Brown</td>
<td></td>
<td>Report Unavailable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah Johnson</td>
<td>University of Wisconsin</td>
<td>Internal medicine</td>
<td>Jun 30, 2014</td>
<td>2013-2014 Year-End</td>
</tr>
<tr>
<td>Mike Jones</td>
<td></td>
<td>Report Unavailable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emily Lee</td>
<td>University of Michigan</td>
<td>Internal medicine</td>
<td>Jun 30, 2014</td>
<td>2013-2014 Year-End</td>
</tr>
<tr>
<td>Steven White</td>
<td>Bay Area University Medical</td>
<td>Internal medicine</td>
<td>Jun 30, 2014</td>
<td>2013-2014 Year-End</td>
</tr>
<tr>
<td>David Lee</td>
<td>University of Wisconsin</td>
<td>Internal medicine</td>
<td>Jun 30, 2014</td>
<td>2013-2014 Year-End</td>
</tr>
<tr>
<td>Jane Green</td>
<td></td>
<td>Report Unavailable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Black</td>
<td>University of California</td>
<td>Internal medicine</td>
<td>Jun 30, 2014</td>
<td>2013-2014 Year-End</td>
</tr>
<tr>
<td>Jennifer White</td>
<td></td>
<td>Report Unavailable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>William Brown</td>
<td>University of Texas</td>
<td>Internal medicine</td>
<td>Jun 30, 2014</td>
<td>2013-2014 Year-End</td>
</tr>
<tr>
<td>Matthew橙</td>
<td></td>
<td>Report Unavailable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elizabeth Green</td>
<td></td>
<td>Report Unavailable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael White</td>
<td></td>
<td>Report Unavailable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah Orange</td>
<td></td>
<td>Report Unavailable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary Report
Frequently Asked Milestone Questions

• Why is a specific resident NOT scheduled?
  – Resident may have started off-cycle (Mid-year), or recently been on leave

• Why is a specific resident STILL scheduled?
  – Residents that left the program between September 1\textsuperscript{st} and January 15\textsuperscript{th} are evaluated during the Mid-year reporting window
  – Residents that left the program after January 15\textsuperscript{th} are evaluated during the Year-end reporting window

• Why do I need to enter Milestones into ADS and also my internal resident management system?
  – ACGME data collection is required to be completed within ACGME systems as primary source – working with 8 Boards to reduce reporting burden
REPORTING CYCLE - SURVEYS

- **Case Log Reporting:** July - September
- **Milestone Evaluations:** May - June
- **ADSA Annual Update:** July - September
- **Resident and Faculty Surveys:** January - April
- **Milestone Evaluations:** November - December
SURVEYS – GENERAL INFORMATION

• Program Staff FAQs
• Survey Taker Content and Access Guides
• Link to Access Resident and Faculty Surveys
RESIDENT SURVEY - ADMINISTRATION

• Administered annually – Jan-April (5 week reporting windows)
• Requires accurate resident information in ADS
• All accredited programs and combined specialty programs with residents
• Includes all active residents (resident=fellow)
• Requires 70% compliance - managed by YOU (program staff)
• Instructions must be emailed to your residents within ADS containing links and logins
• Residents assigned default username/password
  - a resident must choose a unique username/password on first login
• Program staff will receive automated email and phone rem
• Reports available 1st week of May
• Expect minor changes 2018; Additional changes 2019
FACULTY SURVEY - ADMINISTRATION

• Administered with Resident Survey – Jan-April (5 week reporting windows)
• Requires accurate faculty information in ADS
• All accredited programs and combined specialty programs with residents
• Requires 60% compliance - managed by YOU (program staff)
• Instructions must be emailed to your faculty within ADS containing links and logins
• Faculty assigned default username/password for each individual program
  - a faculty must choose a unique username/password on first login
  - faculty may be surveyed for more than one program!
• Program staff will receive automated email and phone ren
• Reports available 1st week of May
• Expect minor changes 2018; Additional changes 2019
SURVEYS - NOTIFICATION

ACGME notifies via email

Program Director & Coordinator

https://www.acgme.org/surveys

Programs send survey details to eligible faculty/residents.

Eligible Faculty/ Residents
RESPONSE MANAGEMENT

1201234567 - Example Residency Program
Family Medicine - Chicago, IL

Resident Survey
Currently Scheduled: January 16, 2017 - February 19, 2017
Current Survey Completion Rate: 50.0% - [3 of 5]

- View Current Resident Survey Takers
- Program FAQs
- View Reports

Last Administration Window: January 11, 2016 - February 14, 2016
Compliance Rate: 100.0% - [5 of 5]

Faculty Survey
Currently Scheduled: January 16, 2017 - February 19, 2017
Current Survey Completion Rate: 71.0% - [5 of 7]

- View Current Faculty Survey Takers
- Program FAQs
- View Reports

Last Administration Window: January 11, 2016 - February 14, 2016
Compliance Rate: 85.0% - [6 of 7]

Important Dates
- Annual Update Status:
  - Jul 06, 2016 - Sep 01, 2016
- Next Site Visit:
  - Not Scheduled
- Self Study Date (Approx):
  - Jun 01, 2023
- Faculty Survey Status:
  - Jan 16, 2017 - Feb 19, 2017
- Resident Survey Status:
  - Jan 16, 2017 - Feb 19, 2017

Reference Materials
RESPONSE MANAGEMENT – NOTIFICATION

- Communicate directly with residents and faculty about survey involvement

- Emails sent by YOU using our handy tool within ADS

- Email includes direct links and default survey login information, sent simply and securely from our servers
RESPONSE MANAGEMENT – TRACKING

- **Completed** – survey has been submitted
- **Incomplete** – survey has not yet been saved or submitted
- **Not Submitted** – default survey login has been changed, but survey has not yet been submitted
**REPORTS: PDF AND EXCEL**

**Survey Reports**

Please select the **Academic Year** and **Program**, then click the **Get Reports** button to view the desired Resident and Faculty Survey reports. If available, you will be provided View buttons to access these reports in PDF format aggregated by your program, specialty and the nation as a whole. Reports may be unavailable if your program did not participate for the selected academic year, or the report was not yet being generated.

Beginning in the 2015-2016 academic year, Program-level aggregated data is also available in Excel file format.

<table>
<thead>
<tr>
<th><strong>Academic Year</strong></th>
<th><strong>Program</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>1200421034 - Family medicine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Report Type</strong></th>
<th><strong>Resident</strong></th>
<th><strong>Faculty</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregated by Program [PDF]</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td><strong>Aggregated by Program [Excel]</strong></td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>Aggregated by Specialty</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>Aggregated by Nation</td>
<td>View</td>
<td>View</td>
</tr>
</tbody>
</table>
FREQUENTLY ASKED SURVEY QUESTIONS

• Why can’t I use last year’s username/password?

• Why do I need multiple logins for the Faculty Survey?
  – Usernames and passwords are not stored with our survey data to ensure anonymity; new login information must be chosen each year
  – Separate logins are required – Faculty members will have individualized logins for each program in which they are scheduled
  – Faculty responses will vary by programs
  – Associating multiple surveys with the same user would force the ACGME to programmatically identify individual survey takers when linking them between programs
  – Anonymity is key in ensuring accurate and honest responses
  – All reminder emails contain individual program and specialty name to help identify separate surveys
acgme.org/ads/public
APPLICATION SUPPORT DESK PHONE NUMBER

Phone Number: 312.755.7474

Single point of contact to your respective ADS Representative

1. Select Program or Institution

2. If calling about a Program:
   • Have the first 3 digits of your program number available to enter when prompted by the system
   • Ensures the call will be routed to the correct representative
MEET THE SUPPORT TEAM

Samantha Alvarado
(312) 755-7118
Sponsoring Institutions, Family Medicine, Medical Genetics, Nuclear Medicine, Diagnostic Radiology, Otolaryngology, Hospice & Palliative Medicine, Transitional Year, Combined Programs

Raquel Eng
(312) 755-7120
Anesthesiology, Colon & Rectal surgery, Internal Medicine, Neurological Surgery, Sleep Medicine, Pain Medicine

Kevin Bannon
(312) 755-7111
Allergy and Immunology, Dermatology, Emergency Medicine, Orthopaedic Surgery, Pathology, Preventive Medicine, Plastic Surgery, Psychiatry, Radiation oncology, Physical Medicine & rehabilitation

Tessa Banks
(312) 755-7443
THANK YOU and QUESTIONS