

Updating ADS for Upcoming Accreditation or Recognition Site Visits

Each Site Visit Announcement letter includes “Updating Accreditation Data System (ADS)” instructions for Sponsoring Institutions and programs scheduled for an accreditation or recognition site visit. The Site Visit Announcement letter also includes an ADS upload and update due date. The required updates and uploads must be submitted prior to the ADS due date for inclusion in the materials for the assigned Accreditation Field Representative(s) and Review or Recognition Committee Reviewers. Email any technical issues or questions with ADS to ADS@acgme.org.

Table of Contents: Updating ADS by Accreditation or Recognition Status

Programs

Page 2	Application
Page 3	Initial Accreditation
Page 5	Continued Accreditation and Probationary Accreditation
Page 6	Initial Recognition

Sponsoring Institutions

Page 7	All Statuses
--------	--------------

Updating ADS: Program - Application

Programs must complete the **Site Visit Attestation Statement** and upload it into ADS by the due date on the front page of this letter. The Remote Site Visit Attestation Statement document can be downloaded from the Application Overview tab in ADS by clicking the “Download Attestation – Programs” button. It can be uploaded in the same location in ADS. The Program Director must upload the signed Remote Site Visit Attestation Statement; the Program Coordinator cannot upload the document on the Program Director’s behalf.

The application describing the program has been filed with the ACGME in ADS and is available to the Accreditation Field Representative(s). The application cannot be changed in ADS; however, any critical new or revised information should be reported to the Accreditation Field Representative(s) for inclusion in the Site Visit Report.

Updating ADS: Program - Initial Accreditation

Answer all questions relating to the following topics:

- Mission and Aims (found in the Program Information section)
- Diversity (found in the Program Information section)
- Independent Practice (if applicable)
- Overall Evaluation Methods
- Program Resources (found in the Common Program Requirement Questions section)
- Resident/Fellow Education and Experience (found in the Common Program Requirement Questions section)
- Faculty Development (found in the Common Program Requirement Questions section)
- COVID-19 Pandemic Questions

Review and update all information in ADS previously entered to ensure it is accurate and current. Pay close attention to the instructions on each ADS data entry page as some pages require data from specific date ranges.

- Faculty Scholarly Activity
- Resident/Fellow Scholarly Activity
- Physician and Non-Physician Faculty Roster
 - Ensure the appropriate Specialty Certification section is updated, including the certification type and status
 - Program Director CV
- Resident/Fellow Roster
- Responses to citations (under the Program tab)
- Major Changes and Other Updates (under the Program tab)

Prepare and upload supporting documents as follows:

- From the program page in ADS, open the “Updated Application” tab
- Select “View/Change Uploaded Documents”
- Complete and upload all 14 documents:
 - (1) Specialty-Specific Application Questions; Download a new Specialty-Specific Application Questions document. Update responses from the original application document to the new application form. Ensure that the document represents the program as it is today.
 - (2) [Block Diagram](#); Provide a block diagram for each year of education and training in the program. The number of block rotation months should align with the list of participating sites in ADS. Specialty-specific instructions may also be available.
 - (3) Program Letters of Agreement
 - (4) Goals and Objectives
 - (5) Policy for Supervision of Residents/Fellows
 - (6) Forms Used for Evaluation of Faculty Member
 - (7) Forms Used for Semiannual and Final Evaluations
 - (8) Policy for Clinical and Educational Work Hours
 - (9) Forms Used for Resident/Fellow Evaluation of Program
 - (10) Forms Used for Faculty Evaluation of Program
 - (11) Forms Used for Evaluation of Resident/Fellow by Faculty Member
 - (12) Forms Used for Multi-source Evaluation of Resident/Fellow
 - (13) Policy for Resident/Fellow and Faculty Member Well-Being
 - (14) Programs must complete the **Site Visit Attestation Statement** and upload it into ADS. The Remote Site Visit Attestation

Statement document can be downloaded from the Overview tab in ADS by clicking the “Download Attestation – Programs” button. It can be uploaded in the same location in ADS. The Program Director must upload the signed Remote Site Visit Attestation Statement; the Program Coordinator cannot upload the document on the Program Director’s behalf.

Updating ADS: Program - Continued Accreditation or Probationary Accreditation

Use the instructions below to update ADS.

- Answer all narrative questions relating to the following topics:
 - Mission and Aims (found in the Program Information section)
 - Diversity (found in the Program Information section)
 - Independent Practice (if applicable)
 - Overall Evaluation Methods (under the Program tab)
 - Program Resources (found in the Common Program Requirement Questions section)
 - Resident/Fellow Education and Experience (Resident Appointments) (found in the Common Program Requirement Questions section)
 - Faculty Development (found in the Common Program Requirement Questions section)
 - COVID-19 Pandemic Questions
- Review and update all information in ADS previously entered to ensure it is accurate and current. Pay close attention to the instructions on each ADS data entry page as some pages require data from specific date ranges.
 - Faculty Scholarly Activity
 - Resident/Fellow Scholarly Activity
 - Physician and Non-Physician Faculty Roster
 - Ensure the appropriate Specialty Certification section is updated, including the certification type and status
 - Resident/Fellow Roster
 - Responses to citations (under the Program tab)
 - Major changes and Other Updates (under the Program tab)
 - Participating sites (Sites tab)
 - Clinical Experience and Educational Work (under the Program tab)
- Prepare and upload the following supporting document:
 - [Block diagram](#) (Sites tab; use specialty-specific block diagram instructions if applicable)
 - Programs must complete the **Site Visit Attestation Statement** and upload it into ADS. The Remote Site Visit Attestation Statement document can be downloaded from the Overview tab in ADS by clicking the “Download Attestation – Programs” button. It can be uploaded in the same location in ADS. The Program Director must upload the signed Remote Site Visit Attestation Statement; the Program Coordinator cannot upload the document on the Program Director’s behalf.

Updating ADS: Program - Initial and Continued Recognition

The upcoming site visit will be a recognition site visit, which will assess compliance with only the Osteopathic Recognition Requirements. Update the information in ADS accordingly. If the program has unresolved Osteopathic Recognition citations, the citation responses should be reviewed and updated as necessary in ADS. The responses to citations may be found in ADS, on the Program tab for your program in the Citation section. Go to the Recognition Tab in ADS and click Manage Uploaded documents to upload updated supporting documents:

- 1) Form(s) used for Formative Evaluation of Designated Osteopathic Residents
- 2) Form(s) used for Summative Evaluation of Designated Osteopathic Residents
- 3) Designated Osteopathic Resident Appointment Policy
- 4) Form(s) Used for Evaluation of Program by Osteopathic Faculty
- 5) Form(s) used for Evaluation of Osteopathic Faculty
- 6) Form(s) used for Evaluation of Program by Designated Osteopathic Residents
- 7) Block Diagram
- 8) Osteopathic Recognition Specific Questions
- 9) Programs must complete the **Site Visit Attestation Statement** and upload it into ADS. The Remote Site Visit Attestation Statement document can be downloaded from the Recognition tab in ADS by clicking the “Download Attestation – Programs” button. It can be uploaded in the same location in ADS. The Program Director must upload the signed Remote Site Visit Attestation Statement; the Program Coordinator cannot upload the document on the Program Director’s behalf.

Direct questions about Osteopathic Recognition to Executive Director Tiffany Moss:
312.755.5490.

Updating ADS: Sponsoring Institution - All Statuses

Use the instructions below to update ADS and prepare for the site visit.

- Log into ADS and click the “Site Visits” tab.
- Click the View Institutional Review Questionnaire button to review the IRQ.
- Update all institutional information as needed using the “View/Edit” link at the top of each section.
- Be sure to completely and fully respond to all questions on the IRQ.
- After the IRQ is completed, use the Institutional Review Uploads button on the “Site Visits” tab to upload the IRQ attachments into ADS.
- Sponsoring Institutions must complete the Remote Site Visit Attestation Statement and upload it into ADS. The **Site Visit Attestation Statement** document can be downloaded from the Site Visits tab in ADS by clicking the “Download Attestation –Sponsors” button. It can be uploaded in the same location in ADS. The DIO must upload the signed Remote Site Visit Attestation Statement; the Institutional Coordinator cannot upload the document on the DIO’s behalf.