

Rural Data Enhancement Year 1 Taxonomy of Sponsoring Institutions and Participating Sites Accreditation Data System Walkthrough

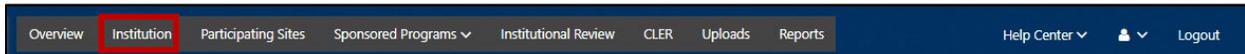
This handout provides a walkthrough of the changes in the Accreditation Data System (ADS) as part of Year 1 of the rural data enhancement (RDE) project, including the updated taxonomy for Sponsoring Institutions and participating sites (Sponsoring Institution-level updates), as well as the identification of participating sites for patient care (program-level update).

Click on a link to see an overview of the desired section of the July 2023 ADS Annual Update:

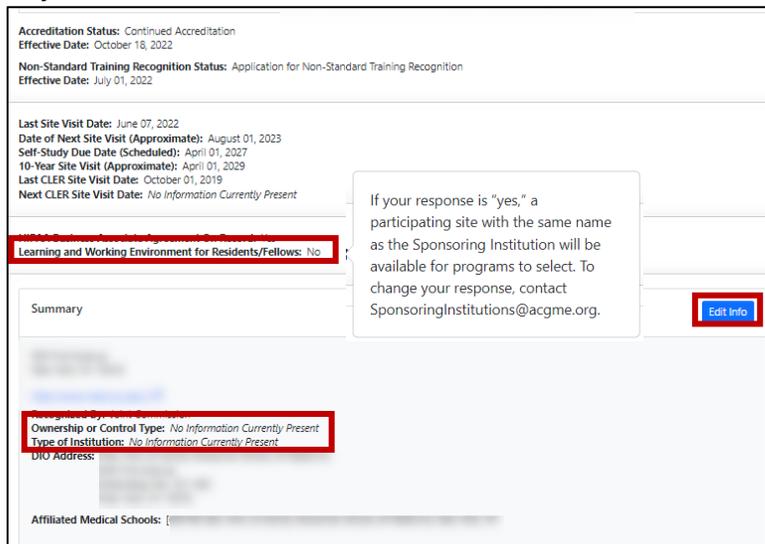
- [Sponsoring Institution Information](#) (including new taxonomy information)
- [Participating Sites \(Sponsoring Institution View\)](#)
- [Participating Sites \(Program View\)](#)

Sponsoring Institution Information

1. Log into ADS as a DIO or institutional coordinator.
2. Click on the “Institution” tab.



3. The “Learning and Working Environment for Residents/Fellows” field shows whether or not the Sponsoring Institution is also a participating site.
 - There will be slight changes in the Sponsoring Institution taxonomy options if the Sponsoring Institution is also listed as a participating site ([see #9 below](#)).
 - Email SponsoringInstitutions@acgme.org to change this answer.
4. Click the “Edit Info” button under “Summary” to update the Sponsoring Institution information, including the new taxonomy fields. *These fields will become required as of July 2024.*



Accreditation Status: Continued Accreditation
Effective Date: October 18, 2022

Non-Standard Training Recognition Status: Application for Non-Standard Training Recognition
Effective Date: July 01, 2022

Last Site Visit Date: June 07, 2022
Date of Next Site Visit (Approximate): August 01, 2023
Self-Study Due Date (Scheduled): April 01, 2027
10-Year Site Visit (Approximate): April 01, 2029
Last CLER Site Visit Date: October 01, 2019
Next CLER Site Visit Date: No Information Currently Present

Learning and Working Environment for Residents/Fellows: No

Summary **Edit Info**

Ownership or Control Type: No Information Currently Present
Type of Institution: No Information Currently Present

DIO Address: [Redacted]

Affiliated Medical Schools: [Redacted]

If your response is “yes,” a participating site with the same name as the Sponsoring Institution will be available for programs to select. To change your response, contact SponsoringInstitutions@acgme.org.

- Updated fields for “Ownership or Control Type,” an open text box to “Name the owning/controlling entity,” and the “Type of Sponsoring Institution” will display under “Sponsoring Institution Information.”

Ownership or Control Type: (Select one)

Indicate the type of organization that operates the Sponsoring Institution/participating site. Definitions for each response can be viewed by hovering over the text. The full data dictionary can also be accessed in the [ADS Help Center](#). If you have questions, contact SponsoringInstitutions@acgme.org.

Government, Federal > [Show Category](#)
 Government, Tribal [More Details](#)
 Government, Non-Federal > [Show Category](#)
 Non-Government, Not-for-Profit > [Show Category](#)
 Investor-Owned, For-Profit > [Show Category](#)
 Physician-Owned, Not Incorporated [More Details](#)

Name the owning/controlling entity for this Sponsoring Institution/participating site: (If Applicable)

Type of Sponsoring Institution: (Select one)

Select the response that best describes the type of Sponsoring Institution/participating site. Definitions for each response by clicking more details. The full data dictionary can also be accessed in the [ADS Help Center](#). If you have questions, contact SponsoringInstitutions@acgme.org.

Medical School [More Details](#)
 General Hospital [More Details](#)
 Specialty Hospital > [Show Category](#)
 Health System [More Details](#)
 Ambulatory Care/Community Health Center [More Details](#)
 Ambulatory Care/Other > [Show Category](#)
 Consortium [More Details](#)
 Governmental Public Health Agency [More Details](#)
 Medical Examiner's Office [More Details](#)
 Military Treatment Facility > [Show Category](#)
 Non-Medical School Educational Foundation/Organization [More Details](#)
 VA Healthcare System Facility > [Show Category](#)

- Click “Show Category” to see sub-types; click “More Details” to see a description/definition. The full Data Dictionary will open in a new tab when clicking the “ADS Help Center” link provided.

Ownership or Control Type: (Select one)

Indicate the type of organization that operates the Sponsoring Institution/participating site. Definitions for each response can be viewed by hovering over the text. The full data dictionary can also be accessed in the [ADS Help Center](#). If you have questions, contact SponsoringInstitutions@acgme.org.

Government, Federal > [Show Category](#)
 Government, Tribal [More Details](#)
 Government, Non-Federal > [Show Category](#)
 Non-Government, Not-for-Profit > [Show Category](#)
 Investor-Owned, For-Profit > [Hide Category](#)
Controlled on a for-profit basis by an individual, partnership, or a profit-making corporation.
 Individual
 Partnership
 Corporation
 Physician-Owned, Not Incorporated [Less Details](#)

Owned by an individual or group of physicians and not incorporated.

7. After selecting an answer for the “Ownership or Control Type,” enter text in the “Name the owning/controlling entity” field.

Government, Federal > [Show Category](#)
 Government, Tribal [More Details](#)
Government, Non-Federal > [Show Category](#)
Non-Government, Not-for-Profit > [Show Category](#)
Investor-Owned, For-Profit > [Show Category](#)
 Physician-Owned, Not Incorporated [More Details](#)

Name the owning/controlling entity for this Sponsoring Institution/participating site: (If Applicable)

8. Under “Type of Sponsoring Institution,” click “Show Additional Type Options” to see additional categories. Selecting “Other (please specify)” will prompt the need to enter text.

Type of Sponsoring Institution: (Select one)

Select the response that best describes the type of Sponsoring Institution/participating site. Definitions for each response by clicking more details. The full data dictionary can also be accessed in the [ADS Help Center](#). If you have questions, contact SponsoringInstitutions@acgme.org

Medical School [More Details](#)
 General Hospital [More Details](#)
Specialty Hospital > [Show Category](#)
 Health System [More Details](#)
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 Medical Examiner's Office [More Details](#)
Military Treatment Facility > [Show Category](#)
 Non-Medical School Educational Foundation/Organization [More Details](#)
VA Healthcare System Facility > [Show Category](#)

Ambulatory Surgery Center [More Details](#)
 End-of-life Care Facility (Hospice) [More Details](#)
 Long-term Care Facility [More Details](#)
 Poison Control Center [More Details](#)
 School (Primary/Secondary/College/University) [More Details](#)
 School of Public Health [More Details](#)
 Sports Venue [More Details](#)
 Blood Collection and Processing Center [More Details](#)
 Reference Laboratory [More Details](#)
 Prison/Jail/Other Carceral Facility [More Details](#)
 Other (please specify)

9. If the Sponsoring Institution is also a participating site (indicated by a “Yes” answer in the “Learning and Working Environment for Residents/Fellows” field – [see #3 above](#)), the following options under “Type of Sponsoring Institution” will *not* be available:

- Health System
- Consortium
- Non-Medical School Educational Foundation/Organization

HIPAA Business Associate Agreement On Record: Yes Learning and Working Environment for Residents/Fellows: Yes
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Type of Sponsoring Institution: (Select one)

Select the response that best describes the type of Sponsoring Institution/participating site. Definitions for each response by clicking more details. The full data dictionary can also be accessed in the [ADS Help Center](#). If you have questions, contact SponsoringInstitutions@acgme.org

Medical School [More Details](#)
 General Hospital [More Details](#)
 Specialty Hospital > [Show Category](#)
 Ambulatory Care/Community Health Center [More Details](#)
 Ambulatory Care/Other > [Show Category](#)
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 School of Public Health [More Details](#)
 Sports Venue [More Details](#)
 Blood Collection and Processing Center [More Details](#)
 Reference Laboratory [More Details](#)
 Prison/Jail/Other Carceral Facility [More Details](#)
 Other (please specify)

10. The “Type of Participating Site” will be auto-populated by the “Type of Sponsoring Institution” selected.

Type of Sponsoring Institution: (Select one)

Select the response that best describes the type of Sponsoring Institution/participating site. Definitions for each response by clicking more details. The full data dictionary can also be accessed in the [ADS Help Center](#). If you have questions, contact SponsoringInstitutions@acgme.org

Medical School [More Details](#)
 General Hospital [More Details](#)
 Specialty Hospital > [Show Category](#)
 Ambulatory Care/Community Health Center [More Details](#)
 Ambulatory Care/Other > [Show Category](#)
 Governmental Public Health Agency [More Details](#)
 Medical Examiner's Office [More Details](#)
 Military Treatment Facility > [Show Category](#)
 VA Healthcare System Facility > [Show Category](#)

Type of Participating Site:
General Hospital (Auto-populated from sponsor selection)

11. Enter the AHA ID and CMS Certification ID (if applicable).

AHA ID: <i>Optional</i>
<input type="text" value="6932180"/>
CMS Certification Number: <i>Optional</i>
<input type="text" value="053301"/>

12. Enter/update the DIO Address.

2. DIO Address		
Address Line 1:* ⓘ	The DIO address should be the most commonly used street address for the primary business location of the Sponsoring Institution.	Address Line 3:
<input type="text"/>	<input type="text"/>	<input type="text"/>
City:*	State:*	Zip Code:*
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

13. Enter/confirm the billing address.

3. Billing Information		
<input checked="" type="checkbox"/> The billing address is the same as the DIO mailing address		
Address Line 1:*	Address Line 2:	Address Line 3:
<input type="text"/>	<input type="text"/>	<input type="text"/>
City:*	State:*	Zip Code:*
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

14. Identify the Primary Site Visit Location. If it is not the same address as the Sponsoring Institution, select the location from the drop-down menu of the Sponsoring Institution's participating sites.

4. Primary Site Visit Location
Is the address of the sponsoring institution the primary site visit location for accreditation/recognition site visits?
<input checked="" type="radio"/> Yes
<input type="radio"/> No

4. Primary Site Visit Location
Is the address of the sponsoring institution the primary site visit location for accreditation/recognition site visits?
<input type="radio"/> Yes
<input checked="" type="radio"/> No
Select a participating site to designate as the location for an accreditation/recognition site visit of the sponsoring institution. Designating a site allows the ACGME to efficiently schedule site visits. The sponsoring institution may change the designation at any time. Designating a site does not preclude the ACGME from visiting other sites as part of a scheduled site visit.
<input type="text" value="Select Primary Site Visit Location"/>

- If “General Hospital” or a sub-type of “Specialty Hospital” is selected as the “Type of Sponsoring Institution,” specify the hospital/medical school relationship under “Medical School Affiliations” using the definitions provided.

5. Medical School Affiliations

Filter Medical School Affiliations

Hospital/Medical School Relationship:
<div style="border: 1px solid #ccc; padding: 2px;"> Not Specified </div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #e0e0e0;"> Not Specified </div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #007bff; color: white;"> Integrated </div> <div style="border: 1px solid #ccc; padding: 2px;"> Independent </div>

Hospital/Medical School Relationship Definitions:

Integrated The hospital is organizationally and administratively integrated with one or more medical schools. The hospital is the principal site for the education of both medical students and post-graduate medical learners from the affiliated medical school; it conducts medical, academic, and/or commercial human subjects research under multiple approved protocols involving patients of the hospital.

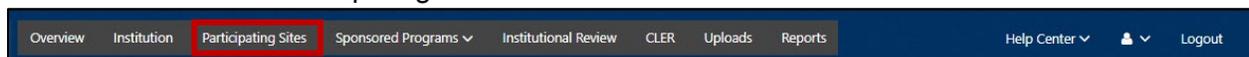
Independent The hospital is organizationally and administratively affiliated (but not integrated) with one or more medical schools. The hospital is the principal site for the education of both medical students and post-graduate medical learners from the affiliated medical school; it conducts medical, academic, and/or commercial human subjects research under multiple approved protocols involving patients of the hospital.

- Once selections have been made, click the “Save” button at the top of the screen. Note: if either an “Ownership or Control Type” or “Type of Sponsoring Institution” is the only selection, a message will be sent indicating the need to select both. Click the “Cancel” button to return to the Institution page without saving changes.

Update Sponsoring Institution Information

Participating Sites (Sponsoring Institution View)

- Log into ADS as a DIO or Institutional Coordinator.
- Click on the “Participating Sites” tab.



- Click to expand and read the updated “Instructions,” “Participating Site Definition,” and “Sponsoring Institution Definition” information.

Overview Institution **Participating Sites** Sponsored Programs Institutional Review CLER Uploads Reports

Instructions Participating Site Definition Sponsoring Institution Definition

The following participating sites for your Sponsoring Institution's ACGME-accredited programs have been identified. From this list, programs should choose the individual participating sites that routinely provide one month or more of required graduate medical education experience for each of the program's residents/fellows.

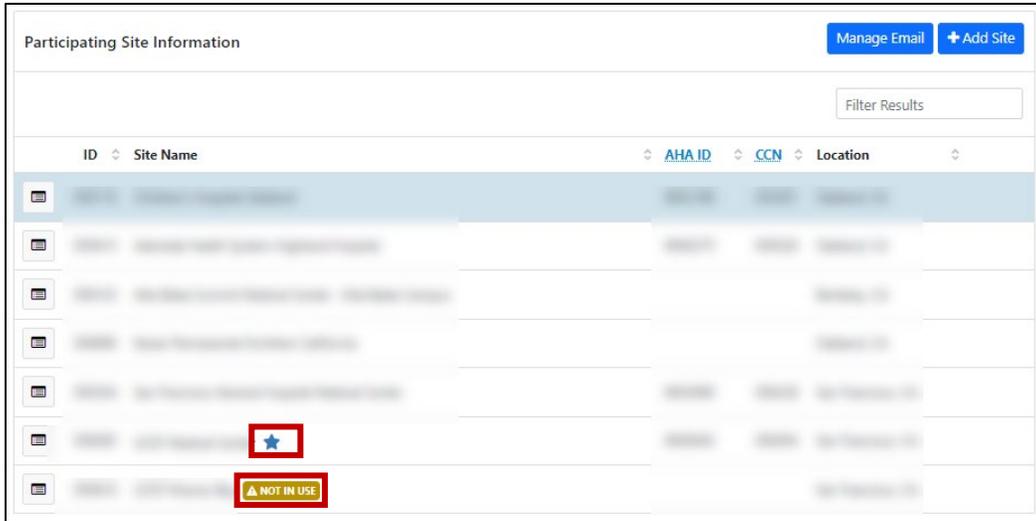
The DIO should ensure that programs have established program letters of agreement (PLA) for all required rotations of one month or more. PLAs are not needed if the participating site is under the same governance as the Sponsoring Institution. See the [Common Program Requirements Frequently Asked Questions for additional information and guidance on PLAs](#).

To remove a participating site from this list, click on the "X" next to the participating site's name. If the "X" is not available, the participating site is in use by one or more of your programs. To remove the Sponsoring Institution as a participating site, contact SponsoringInstitutions@acgme.org.

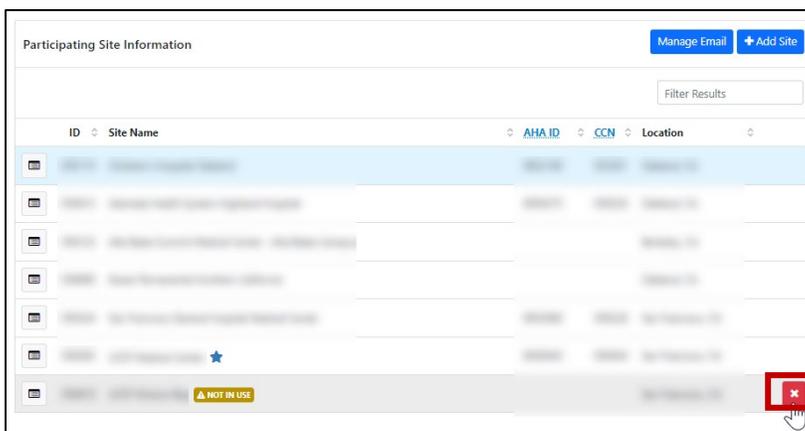
Programs should list all participating sites that are physically located at different locations (e.g., two separate outpatient clinics within the same health system should be listed as two separate participating sites). If sites are on the same campus or supervised by a site faculty member at a nearby outpatient location (within 30 minutes road travel time), they should be listed under the same site. Separate hospitals within this travel time should be listed separately.

The DIO and Institutional Coordinator from the Sponsoring Institution with the most accredited programs at a participating site should update the participating site type, ownership/control data, and CEO information as needed. Contact SponsoringInstitutions@acgme.org with questions about the site type and ownership/control data.

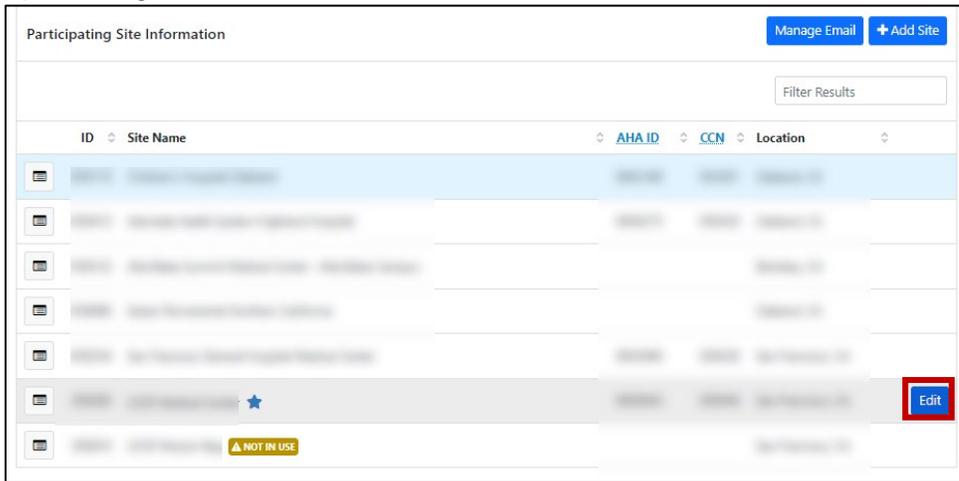
4. Under “Participating Site Information,” two new icons may appear:
 - The “not in use” indicator identifies a Sponsoring Institution’s participating sites that are not currently listed in its sponsored programs’ list of participating sites. These sites should be removed from the Sponsoring Institution’s list of participating sites if they will not be used by program(s).
 - The “star” indicator identifies a Sponsoring Institution’s participating sites to which the Sponsoring Institution sends the largest number of programs. As of July 2023, DIOs and institutional coordinators are responsible for updating the participating site type, ownership/control type, and CEO information of their Sponsoring Institution’s “most used” participating sites.



5. Click the red “X” next to the “not in use” participating site to remove it and click “Confirm” to delete it.



- Click the “Edit” button next to a starred participating site to edit its information. Note: Sponsoring Institutions that are also participating sites will not have a star next to them, as the DIO and institutional coordinator(s) are the only people able to edit their own Sponsoring Institution information.



- Updated fields for “Ownership or Control Type,” an open text box to “Name the owning/controlling entity,” and the “Type of Participating Site” will display.

Ownership or Control Type: (Select one)

Indicate the type of organization that operates the Sponsoring Institution/participating site. Definitions for each response can be viewed by hovering over the text. The full data dictionary can also be accessed in the ADS Help Center. If you have questions, contact SponsoringInstitutions@acgme.org.

- Government, Federal** > [Show Category](#)
- Government, Tribal [More Details](#)
- Government, Non-Federal** > [Show Category](#)
- Non-Government, Not-for-Profit** > [Show Category](#)
- Investor-Owned, For-Profit** > [Show Category](#)
- Physician-Owned, Not Incorporated [More Details](#)

Name the owning/controlling entity for this Sponsoring Institution/participating site: (If Applicable)

Type of Participating Site: (Select one)

Select the response that best describes the type of Sponsoring Institution/participating site. Definitions for each response by clicking more details. The full data dictionary can also be accessed in the ADS Help Center. If you have questions, contact SponsoringInstitutions@acgme.org.

- Medical School [More Details](#)
- General Hospital [More Details](#)
- Specialty Hospital** > [Show Category](#)
- Ambulatory Care/Community Health Center [More Details](#)
- Ambulatory Care/Other** > [Show Category](#)
- Governmental Public Health Agency [More Details](#)
- Medical Examiner's Office [More Details](#)
- Military Treatment Facility** > [Show Category](#)
- VA Healthcare System Facility** > [Show Category](#)
- Ambulatory Surgery Center [More Details](#)
- End-of-life Care Facility (Hospice) [More Details](#)
- Long-term Care Facility [More Details](#)
- Poison Control Center [More Details](#)
- School (Primary/Secondary/College/University) [More Details](#)
- School of Public Health [More Details](#)
- Sports Venue [More Details](#)
- Blood Collection and Processing Center [More Details](#)
- Reference Laboratory [More Details](#)
- Prison/Jail/Other Carceral Facility [More Details](#)
- Other (please specify)

8. Click “Show Category” to see sub-types and click “More Details” to see a description/definition. The full Data Dictionary will open in a new tab when clicking on the “ADS Help Center” link provided.

Ownership or Control Type: (Select one)

Indicate the type of organization that operates the Sponsoring Institution/participating site. Definitions for each response can be viewed by hovering over the text. The full data dictionary can also be accessed in the [ADS Help Center](#). If you have questions, contact SponsoringInstitutions@acgme.org.

Government, Federal > [Hide Category](#)

Controlled by an agency or department of the United States government.

- Department of Defense
- Veterans Affairs
- Indian Health Service
- Public Health Service (Other than Indian Health Service)
- Department of Justice
- Other Federal

Government, Tribal [Less Details](#)

Controlled by a tribal agency or department of the United States government.

Government, Non-Federal > [Hide Category](#)

- State [Less Details](#)

Controlled by an agency of state government.

- County [More Details](#)
- City [More Details](#)
- City-County [More Details](#)
- Hospital District or Authority [More Details](#)

Non-Government, Not-for-Profit > [Show Category](#)

Investor-Owned, For-Profit > [Show Category](#)

- Physician-Owned, Not Incorporated [More Details](#)

9. After selecting an answer for the “Ownership or Control Type,” enter text in the “Name the owning/controlling entity” field.

Government, Federal > [Show Category](#)

Government, Tribal [More Details](#)

Government, Non-Federal > [Show Category](#)

Non-Government, Not-for-Profit > [Show Category](#)

Investor-Owned, For-Profit > [Show Category](#)

Physician-Owned, Not Incorporated [More Details](#)

Name the owning/controlling entity for this Sponsoring Institution/participating site: (If Applicable)

10. Selecting “Other (please specify)” for “Participating Site Type” will prompt the need to enter text.

Type of Participating Site: (Select one)

Select the response that best describes the type of Sponsoring Institution/participating site. Definitions for each response by clicking more details. The full data dictionary can also be accessed in the [ADS Help Center](#). If you have questions, contact SponsoringInstitutions@acgme.org

- Medical School [More Details](#)
- General Hospital [More Details](#)
- Specialty Hospital** > [Show Category](#)
- Ambulatory Care/Community Health Center [More Details](#)
- Ambulatory Care/Other** > [Show Category](#)
- Governmental Public Health Agency [More Details](#)
- Medical Examiner's Office [More Details](#)
- Military Treatment Facility** > [Show Category](#)
- VA Healthcare System Facility** > [Show Category](#)
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- School of Public Health [More Details](#)
- Sports Venue [More Details](#)
- Blood Collection and Processing Center [More Details](#)
- Reference Laboratory [More Details](#)
- Prison/Jail/Other Carceral Facility [More Details](#)
- Other (please specify)

11. Once selections have been made, click the “Save” button at the top of the screen. Note: if either an “Ownership or Control Type” or “Type of Participating Site” is the only selection, a message will be sent indicating the need to select both. Click the “Cancel” button to return to the Participating Sites page without saving changes.

Update Sponsoring Institution Information [Cancel](#) [Save](#)

12. Review the CEO/President/Director Information and email ads@acgme.org if changes are needed.

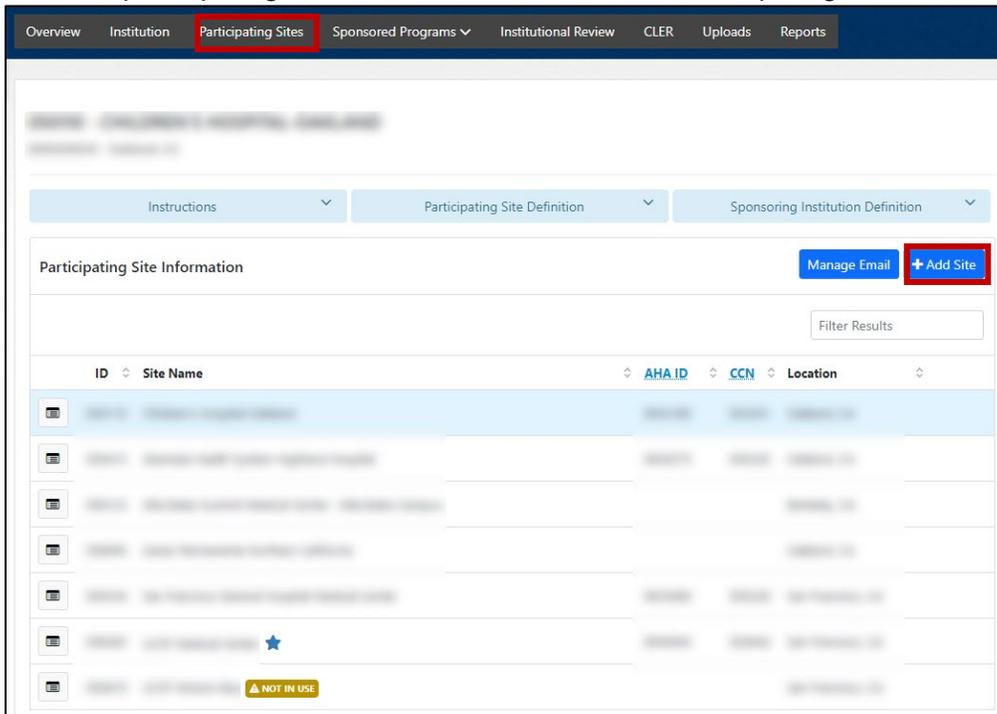
CEO / President / Director Information

██████████, MD

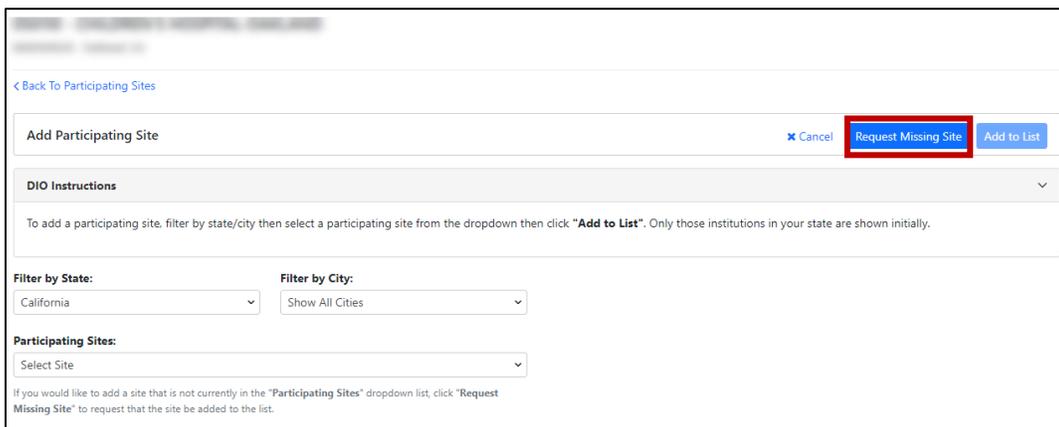
Title: Medical Director **Phone:** ██████████ **Email:** i██████████

CEO information is entered when a site is created. To update this information, please email ads@acgme.org.

13. To add a participating site, click “Add Site” from the “Participating Sites” tab.



14. Check if the participating site already exists within ADS by doing a search by state and then city, and then scrolling through the resulting site options.
15. If the additional participating site is not already in the database, click “Request Missing Site.”

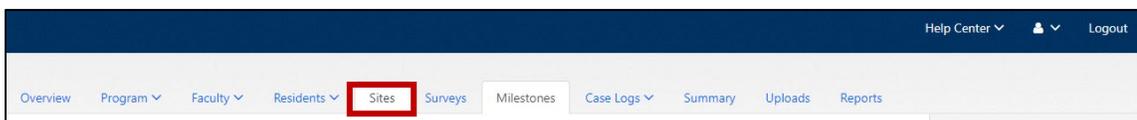


16. Enter the participating site’s information, including the address (enter the most commonly used street address *without* box numbers), website, and the health care entity recognition (if applicable), and then complete the “Ownership or Control Type,” the “owning/controlling entity,” and the “Type of Participating Site.” [See above](#) for information about the new taxonomy fields.
17. Hit the “Next” button to continue. A message will appear indicating the need to proceed to the next step and enter information on the CEO for the new site. Click “OK.”

18. Enter the CEO’s/President’s/Director’s first and last name and email address and click “Search.” If the desired person appears in the results, click “Select.” Otherwise, click “Add Missing Person” to create a profile for that individual.
19. Once the new participating site is available to select in ADS, an email notification will be sent to the Sponsoring Institution leadership. Note, it can take up to five business days before the new participating site becomes available in ADS.

Participating Sites (Program View)

1. Log into ADS as a program director or program coordinator.
2. Click on the “Sites” tab.



- Click to expand and read the updated “Instructions,” “Participating Site Definition,” and “Sponsoring Institution Definition” information.

Enter all participating sites that routinely provide one month or more of required graduate medical education experience for each of the program's residents/fellows. Refer to the specialty-specific program requirements for further specification. PLAs are not needed if the participating site is under the same governance as the Sponsoring Institution. See the [Common Program Requirements Frequently Asked Questions](#) for additional information and guidance on PLAs.

List all participating sites that are physically located at different locations (e.g., two separate outpatient clinics within the same health system should be listed as two separate participating sites). If sites are on the same campus or supervised by a site faculty member at a nearby outpatient location (within 30 minutes road travel time), they should be listed under the same site. Separate hospitals within this travel time should be listed separately. The order and names of the sites listed should be consistent in ADS and on block diagrams.

If at least some residents/fellows have required experiences at a participating site, please select "required rotation = yes." If a participating site is used for only some residents/fellows, indicate "do all residents rotate through this site = no."

- Click the blue “Edit” button next to a participating site.

#	ID	Site Name	Required Rotation	Rotation Months
				Y1 Y2 Y3
1	Primary	[Redacted]	Yes	10 12 11.5
2		[Redacted]	Yes	1 0 0
3		[Redacted]	Yes	1 0 0.5
4		[Redacted]	Yes	0.2 0 0

- Answer the question, “Is this a site for patient care?” Make any other updates to this participating site and click the green “Save Site” button. Note: This new question will not be required for each participating site until July 2024.

Edit Participating Site: [Redacted] ✕ Cancel **Save Site**

Site Name: [Redacted]

Is this a site for patient care?

Yes

No