Frequently Asked Questions:
2024-2025 ACGME Accreditation Data System (ADS) Annual Update

An overview of the ADS Annual Update for domestic programs is available **here**. Email questions about the 2024-2025 ADS Annual Update to **accreditation@acgme.org** or **ADS@acgme.org**.

Sponsoring Institution-Specific Questions

1. How can a Sponsoring Institution set the Annual Update to be the same for all its accredited programs regardless of whether they use Case Logs?
   Answer: Sponsoring Institutions have the option to set the same ADS Annual Update for all their programs. To make that request, the DIO should email **ADS@acgme.org**.

2. If a program director is also the DIO, can the duplicate approval be removed for the ADS Annual Update?
   Answer: No. The DIO must oversee programs' Annual Update submissions even when the same individual serves as a program director.

3. What happens if the DIO does not approve the ADS Annual Update or if requested edits are not made?
   Answer: The ACGME's ADS team will make several attempts to follow up with programs that do not submit their ADS Annual Update by the due date. Information concerning ADS Annual Update approvals may be provided to the Institutional Review Committee and specialty Review Committees for use in accreditation processes. As part of their oversight responsibilities, the DIO and/or Graduate Medical Education Committee (GMEC) should follow up with programs that do not respond to feedback regarding the ADS Annual Update.

4. Could there be two different ADS Annual Update deadlines – one for programs to submit to the DIO, and a different deadline for DIOs to submit to the ACGME, especially for large institutions?
   Answer: This is not currently under consideration. DIOs and program directors should plan ahead to ensure timely review of their programs' ADS Annual Updates. DIOs may set additional expectations for program submission timelines in advance of the ACGME deadline. ADS Annual Update questions are available after the ADS rollover (June 29 for 2024), which allows programs time to begin developing responses in advance of the ADS Annual Update window opening date.

Program-Specific Questions

1. What is the ADS rollover and what occurs during those dates?
   Answer: The ADS academic year rollover is a term used to describe the transition of ADS from one academic year to the following academic year (e.g., the transition from 2023-2024 to 2024-2025). An announcement is posted on the ADS login page that specifies the date of the rollover (June 29 for 2024). When the rollover occurs, data in ADS collected for the current academic year is archived, the screens in ADS will reflect the new academic year, and all residents/fellows are given an "unconfirmed" status.

2. Can the ACGME provide a report listing which programs are Case Log specialties?
   Answer: A detailed list of all specialties and their ADS Annual Update window is available in the ACGME's **ADS Help Center**.

3. Do the changes to the 2024-2025 ADS Annual Update apply to ACGME-I-accredited programs?

Answer: The ADS Annual Update for ACGME International (ACGME-I)-accredited programs is different and international programs should email **acgme-i@acgme-i.org** for more information.

4. Are there parts of the ADS Annual Update that can be completed before the window opens?
Answer: No. All areas of ADS can be updated after the rollover date for the new academic year (June 29 for 2024). The ADS Annual Update window dates provide a period during which programs must update ADS.

5. Should applications be updated during the ADS Annual Update?
Answer: Applications for program accreditation submitted prior to the academic year rollover (June 29, 2024) and not yet accredited will not be assigned to complete the ADS Annual Update. Applications in progress and not yet submitted at the time of the academic year rollover will be prompted to update responses to the application questions only if changes have been made as part of the ADS Annual Update to any questions within an application. Once the program achieves Initial Accreditation, it will be scheduled for the next ADS Annual Update. If the program's accreditation is withheld, the program may proceed with re-application.

6. If a program just received Initial Accreditation, does it need to complete the ADS Annual Update?
Answer: The ADS Annual Update is assigned by the ACGME based on program accreditation status as of July 1, 2024, and programs with Initial Accreditation as of that date will be assigned to complete the 2024-2025 ADS Annual Update.

7. If a program with Initial Accreditation has had an accreditation site visit but hasn't received results, does the program need to complete the ADS Annual Update?
Answer: The timing between when an accreditation site visit occurs and when a Review Committee reviews the Site Visit Report and issues an accreditation decision may be several months. Programs will be assigned the ADS Annual Update questions that apply to their accreditation status as of July 1, 2024.

8. Do programs with Initial Accreditation without residents/fellows have to complete the ADS Annual Update?
Answer: Yes. All programs with Initial Accreditation and Initial Accreditation with Warning must review and complete all items under "Annual Update" on the Overview tab. They do NOT need to update documents under "Updated Application" on the Overview tab.

9. Are the ADS Annual Update questions different for programs with Continued Accreditation without Outcomes?
Answer: The same ADS Annual Update questions apply to programs with Continued Accreditation, Continued Accreditation without Outcomes, Continued Accreditation with Warning, and Probation.

10. If a program recently achieved Continued Accreditation, what should it do if it hasn't received citations by the start of the ADS Annual Update window?
Answer: If a program has no citations, it will not need to respond to citations as part of the ADS Annual Update. If a program was reviewed as part of the 2023-2024 annual program review, it will be issued an accreditation decision and a Letter of Notification (LoN) before June 30, 2024. A response to any citations included in the LoN, if applicable, will be required during the ADS Annual Update.

11. If a program is closing on June 30, 2024, will it be assigned the 2024-2025 ADS Annual Update?
Answer: If a program has submitted a Voluntary Withdrawal request in ADS and the request has been approved by the specialty Review Committee, or if the program had its accreditation

withdrawn by a Review Committee effective June 30, 2024, it will not be assigned to complete the 2024-2025 ADS Annual Update.

Osteopathic Recognition ADS Annual Update

1. How does a program know if it has Osteopathic Recognition?
   Answer: Osteopathic Recognition is a designation conferred by the ACGME's Osteopathic Recognition Committee on ACGME-accredited programs that demonstrate, through a formal application process, the commitment to teaching and assessing Osteopathic Principles and Practice (OPP) at the graduate medical education level. More information is available on the ACGME website in the **Osteopathic Recognition** web page. If a program has Osteopathic Recognition, a recognition status will appear in ADS on the Program tab in the same box as the program's current accreditation status.

2. Are programs with Osteopathic Recognition required to update recognition-related information during the ADS Annual Update?
   Answer: Programs with Osteopathic Recognition are responsible for reviewing and updating recognition-related information provided in ADS during the program's assigned ADS Annual Update window to ensure it is up to date and accurate. The **ADS Annual Update Guide for Osteopathic Recognition**, available in the **Announcements** section of the **Osteopathic Recognition** web page on the ACGME website, specifies the information that programs with Osteopathic Recognition must review and update during their assigned ADS Annual Update window.

Common Program Requirements Questions

1. How does the US Supreme Court decision restricting the use of race in college admissions impact how programs should answer the following ACGME Annual Update question: "Describe what the program will be/is doing to achieve/ensure diversity in resident/fellow recruitment and retention."?
   Answer: The US Supreme Court decisions in *Students for Fair Admission v. Harvard College and the University of North Carolina* address the Equal Protection Clause and Title VI of the Civil Rights Act of 1964, which prohibit race-based discrimination by institutions that receive federal funding, and the case focused on higher education admissions policies. Over the years, federal court cases addressing resident/fellow physicians have been decided under Title VII of the same Act, which applies to employers broadly. Title VII prohibits race-based discrimination in the employment context. Therefore, the short answer to the question is that programs should not need to do anything differently than they have previously with respect to resident/fellow recruitment/hiring, assuming their practices are consistent with Title VII.

   This Annual Update question relates to ACGME Common Program Requirement I.C., which states that programs must engage "in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of residents, fellows (if present), faculty members, senior administrative GME staff members, and other relevant members of its academic community." The ACGME has reaffirmed its commitment to this requirement (See ACGME President and Chief Executive Officer Dr. Thomas J. Nasca's June 13, 2023 Letter to the Graduate Medical Education Community in the ACGME Newsroom) as a way to help eliminate health care inequities and disparities, to support graduate medical education and training that improve residents'/fellows' skills in patient care, to assist Sponsoring Institutions and programs in

achievement of their missions, and to develop a diverse physician workforce to provide care that meets the needs of marginalized patients in particular, and all patients in general.

It is important to note that the ACGME does not require race-based affirmative action to achieve diversity. There are numerous strategies and tools available, consistent with existing law, that can be utilized in institutions' achievement of their mission-oriented workforce plans. Some of these alternative strategies can be found in the _ACGME Equity Matters® Equity Practice Toolkit_ and the _ACGME Equity Matters Holistic Admissions Toolkit_, available in the ACGME's distance learning portal, Learn at ACGME. The ACGME is also working on development of the _ACGME Equity Matters®_ Resource Collection, a compilation of real-world examples of approaches to advance diversity, equity, and inclusion (DEI) practices in GME programs. The collection will include more than 100 approaches, organized into six categories (Pathway Initiatives, Resident Recruitment, Resident Retention, Faculty Recruitment, Faculty Retention, and Personnel Practices) that have been used to achieve diversity in the physician workforce and to make the learning environment more inclusive. To reinforce the importance of responding to this question, recognize that diversity does not only include race/ethnicity but also includes gender orientation, age, religion, nationality, and language.

2. What is expected as far as a description in the ADS Annual Update for what a program will be/is doing to achieve/ensure diversity in the recruitment and retention of residents/fellows and individuals participating in the program?
Answer: Programs are encouraged to describe in detail any specific efforts to advance the diversity of residents/fellows and other individuals participating in the program (e.g., faculty members and administrative personnel), consistent with existing law. The ACGME recognizes that inclusion and equity within the learning environment are essential in supporting this outcome. Evidence-based strategies and success stories illustrating these efforts are strongly recommended. Examples should include affiliated medical schools or Sponsoring Institutions' efforts only if they are done in partnership with the program. This is an opportunity to describe practices instituted in the program to result in recruitment and retention of diverse individuals. Do not simply copy and paste general diversity policies and statements of the institution. Any numerical data supporting the success of these diversity efforts (e.g., number of students involved, success of students after participation) should be included whenever possible. The goal is that programs will outline the concrete steps they are taking to foster diversity among early learners, residents/fellows, and other individuals participating in the program rather than broad, philosophical policies. They should describe strategies to achieve inclusion within the learning environment because this supports the type of circumstances in which diversity thrives.

3. In the ADS Annual Update, what numerical data should programs provide to demonstrate the success of efforts to achieve diversity in the recruitment and retention of residents/fellows and individuals participating in the program?
Answer: The language asking programs to quantify efforts to increase the diversity of residents/fellows and individuals participating in the program is intended to provide a baseline to determine the effectiveness of such measures in the future. ACGME Common Program Requirement I.C. focuses on ongoing, systematic recruitment and retention of a diverse workforce. Programs are encouraged to continue recruiting diverse classes as they currently do, consistent with existing law. The requirement encourages programs and institutions to engage learners earlier and further upstream in the career pathway to provide equal opportunities, such as developing programs for early medical students that introduce specialties; providing research, mentoring, and shadowing opportunities for college and post-baccalaureate students; and/or partnering with local science, technology, engineering, and mathematics (STEM) programs to encourage biomedical careers for high school and elementary students. For programs with such efforts already in place, the request for numerical impact will provide a baseline to track progress.

Numerical data that support the success of these efforts can include measures of practical outcomes, numbers of participants in an activity or approach, and any metrics that can be determined to measure efforts in achieving diversity in the recruitment and retention of residents/fellows and others participating in the program, consistent with existing law. Do not feel compelled to provide the number of residents/fellows in the program by demographic category since this information is already collected through other parts of the Annual Update. Numerical data on faculty members and other academic individuals could be included in response to the question regarding efforts to increase diversity through faculty recruitment and retention, as this information is not collected elsewhere in the Annual Update.

4. Should programs proactively address areas of concern in the Resident/Fellow or Faculty Survey in the ADS Annual Update?
Answer: Programs are strongly encouraged to address both Resident/Fellow and Faculty Survey areas of concern in the "Major Changes and Other Updates" section of ADS during the ADS Annual Update.

5. Are there questions about dedicated time for the program coordinator and program director?
Answer: The ADS Annual Update includes questions about dedicated time for the program coordinator and program director, as well as associate program directors, as applicable. This information will also be verified by Accreditation Field Representatives during scheduled accreditation site visits. A list of all specialties/subspecialties and their specific dedicated time requirements is available under "Selected Topics across Program Requirements" on the **Institutional Application and Requirements page** of the ACGME website.

6. Does the number of fellows in a Non-Standard Training program count towards the program director and program coordinator dedicated time?
Answer: No. The full-time equivalent (FTE) percent entered should reflect *only* the time the program director and program coordinator dedicate to administration of the specific ACGME-accredited program you are completing the ADS Annual Update for.

7. Is the core faculty dedicated time question specific to individual faculty members or an aggregate dedicated time for core faculty members?
Answer: The question in the ADS Annual Update regarding core faculty members' dedicated time asks for the aggregate FTE support for the minimum number of required faculty members in the program.

8. Can the core faculty dedicated time be shared among faculty members? For example, if a program requires three core faculty members and a minimum aggregate FTE .3, can this minimum be split among five core faculty members?
Answer: Review the specialty-specific Program Requirements and contact the Executive Director of the specialty Review Committee for specialty-specific guidance, as this can vary among specialties. The Review Committee for Internal Medicine, for example, allows programs, in partnership with their Sponsoring Institution, to allocate and distribute the aggregate FTE as they see fit.

Resident/Fellow Roster Questions

1. Should residents/fellows starting June 24 be entered into ADS prior to the ADS rollover?
Answer: No. Programs should only add new residents/fellows after the annual ADS rollover has occurred on June 29, 2024.

2. Should a program "graduate" residents/fellows prior to or after the rollover?
Answer: Programs should update their Resident/Fellow Roster after the rollover. As part of the rollover process, residents/fellows will automatically be moved to the next PGY or to a graduated status, and programs can confirm or edit that information after the rollover (June 29 for 2024) or during the ADS Annual Update.

Faculty Roster, Board Certification, and Scholarly Activity Questions

1. Should new faculty members be added to ADS as they join the program or only during the ADS Annual Update?
Answer: Programs should add faculty members to ADS as they join the program, during the ADS Annual Update window, or in preparation for an accreditation or recognition site visit.

2. If a graduating resident/fellow will be joining as a member of the program faculty, when should such an individual be added to the Faculty Roster in ADS, and will the record auto-populate with that individual's name/National Program Identifier (NPI) number?
Answer: Physicians should not be added to the Faculty Roster while they are still indicated as a resident or fellow in ADS. After the rollover, programs must review and confirm their Resident/Fellow Roster, and specifically the residents'/fellows' PGY or graduated status. Once this step is complete, programs can add an individual who has graduated as a faculty member on the Faculty Roster. When entering faculty members, programs will be prompted to search for individuals using their first and last name and email address or NPI number. Programs will be able to select an existing profile to use when entering such information.

3. When should a new program update the Faculty Roster if changes occurred since the application submission?
Answer: Programs may update their Faculty Roster at any time, although they are not required to make updates until they achieve Initial Accreditation. These changes will not be reflected in the application if it has been already submitted.

4. If an associate program director is leaving in September, when should the program update ADS?
Answer: The associate program director should not be removed from ADS prior to the actual departure date if that individual still needs ADS access for program-level data or the Case Log System.

5. Will programs need to confirm the American Board of Medical Specialties (ABMS) and American Osteopathic Association (AOA) certification data for physician faculty members?
Answer: Programs are expected to review faculty members' profile data, including the board certification data provided by the ABMS or AOA. If certification information is correct, no further action is needed. If certification information is not populating or is incorrect, data should be provided in the manual entry section of a faculty member's profile.

6. What should a program do if a physician faculty member's board certification information is not populating in the faculty profile?
Answer: The program should verify the accuracy of information in each faculty member's profile, including NPI number, medical school graduation date, residency information, etc. Faculty members' names in ADS should be the same as the name associated with their NPI number. If a faculty member's profile information has been verified, then the faculty member should contact the certifying board to ensure the physician profile information is accurate and certification information is shareable. If a match is still not identified, the program can use the manual entry option available to provide the certification information for that faculty member.

7. What should programs do about faculty members exempt from board certification, faculty members who are eligible for board certification but not yet certified, faculty members in subspecialties where there is no board certification, etc.?
Answer: The ACGME will continue to expect programs to manually provide information on other types of certifications outside ABMS and AOA, faculty members who are board-eligible but not yet certified, faculty members who are not certified by any board, etc. If that information was previously entered in ADS, it will continue to display on the faculty member's profile and in the program's Faculty Roster. If a faculty member's profile included a manual entry stating that individual's board eligibility, and that individual has now achieved board certification and the information is automatically populating in the ABMS or AOA section of their profile, the program should remove the manual entry.

8. Will certification information populate when/if a program adds new faculty members?
Answer: Yes, for new faculty members, the ABMS and AOA data will be populated in their faculty profiles within 24 hours if a match is identified. One of the key data points used to match a faculty member against the ABMS and AOA datasets is the NPI number, so programs must ensure the NPI number for new faculty members is provided and is correct.

9. How should programs enter non-physician faculty members' certification?
Answer: A manual entry option is available and should be used to enter any certifications for non-physician faculty members.

10. If a faculty member's NPI information was flagged in ADS as "not matching" (e.g., name misspelled), should physicians contact the National Plan and Provider Enumeration System (NPPES) NPI Registry to update the information, or are there other steps programs can take to ensure information is accurate and updated?
Answer: Programs and faculty members are encouraged to update the NPPES NPI database or the faculty member's profile in ADS to ensure correct and matching information across these systems. To submit a faculty name change request to ADS, email the program code (10-digit program ID number), the person's NPI number, and the correction to **ADS@acgme.org**.

11. Can programs copy faculty scholarly activity entered for the same faculty member by another program?
Answer: For faculty members who serve across multiple programs and institutions, scholarly activity can be copied from one program to another on the Faculty Scholarly Activity tab in ADS. The copy option will only be enabled if a scholarly activity record is available to copy from another program. If a program has faculty members with multiple faculty profiles in ADS and believes the copy function is not available because a match of the correct profile has not been identified, email **ADS@acgme.org** to inquire about consolidating faculty members' profiles.

Site Visit Questions

1. Can a program have a site visit between the ADS annual rollover period and the beginning of the ADS Annual Update window?
Answer: The ACGME will not schedule any accreditation or recognition site visits between June 29 (ADS rollover) and July 14, 2024. Site visits will resume July 15, 2024.

2. If a program's accreditation or recognition site visit is scheduled for mid-August, but its ADS Annual Update is due on September 20, can the program be part of the first update period so that its ADS Annual Update is completed before the site visit?

Answer: The documents and responses required for the ADS Annual Update and preparation for an accreditation or recognition site visit are similar but not identical. Programs are required to update ADS and complete their document uploads 14 days prior to an accreditation or recognition site visit. Instructions on what needs to be updated in ADS prior to the accreditation or recognition site visit are provided in the Site Visit Announcement Letter, in the "Updating ADS" section. For additional information related to site visits, see **additional FAQs**.

Resources

1. Where can programs find resources for completing the ADS Annual Update for 2024-2025?
   Answer: An overview of the ADS Annual Update for 2024-2025, FAQs, a summary of changes, and other resources are available in the **ADS Help Center**.