# 2025-2026 Accreditation Data System (ADS) Annual Update for Programs
## What You Need to Know

Changes Effective July 1, 2025

# What Is the Program ADS Annual Update?

- An important annual component of the accreditation reporting cycle, which runs on an academic year from July 1 to June 30.

- With the transition to a new academic year, each program must update information in ADS, including adding new residents/fellows and faculty members, as well as reporting information on other changes and updates in the program.

- In late June each year, ADS is shut down for a brief period (known as the "ADS rollover") to archive existing data and transition the system to the next academic year.

- Once ADS is back online, before or by July 1, program directors and coordinators will receive an email notifying them that programs can start completing their ADS Annual Update.

# Why Is the Annual Update Important?

- Provides Review and Recognition Committees important information regarding program activities in educating residents/fellows.

- Helps Review and Recognition Committees determine if programs are in substantial compliance with the applicable Program or Recognition Requirements.

- Informs the ACGME and the Review and Recognition Committees *who* is in the program and *who* should participate in the Resident/Fellow and Faculty Surveys for the next academic year.

# When Is the Annual Update Window

## ADS Rollover: June 28, 2025

### 2025-2026 Annual Update Reporting Timeline

| July 7-August 1 | All Sponsoring Institutions |
|---|---|
| July 7-August 22 | Specialty/subspecialty programs not using Case Log data |
| July 7-August 22 | Specialty/subspecialty programs using Case Log data within Sponsoring Institutions requesting a single Annual Update closing date |
| July 18-September 19 | Specialty/subspecialty programs using Case Log data |

*NOTE:* *ACGME International-accredited Sponsoring Institutions and programs have a separate ADS Annual Update process and timeline.*

# Who Completes the Annual Update?

- All accredited programs

- Programs with Osteopathic Recognition

- Programs with applications/re-applications in progress (not yet submitted to the ACGME) at the time of the academic year rollover (this year: June 28, 2025)
  *Note:* *This only applies if changes have been made as part of the ADS Annual Update to any questions within the application/re-application.*

**IMPORTANT:**
**Programs with applications/re-applications submitted prior to the academic year rollover
(this year: June 28, 2025), but which are not yet accredited,
will *not* be assigned to complete this ADS Annual Update.**

# Key Sections of the ADS Annual Update

## Program Information

- Common Program Requirements Questions
  - Program Profile (program mission)
  - Program Resources and Curriculum
  - Clinical Experience and Educational Work
  - Overall Evaluation Methods
  - Specialty Questions (if applicable)
- Major Changes and Other Updates
- Response(s) to Citation(s) (if applicable)

## Sites

- Review and add or delete participating sites
- Update program block diagram (if applicable)

## Resident/Fellow Roster

- Review or add new residents/fellows
- Confirm all residents/fellows (status and year in program)
- Confirm resident/fellow certification status
- Report resident/fellow scholarly activity*
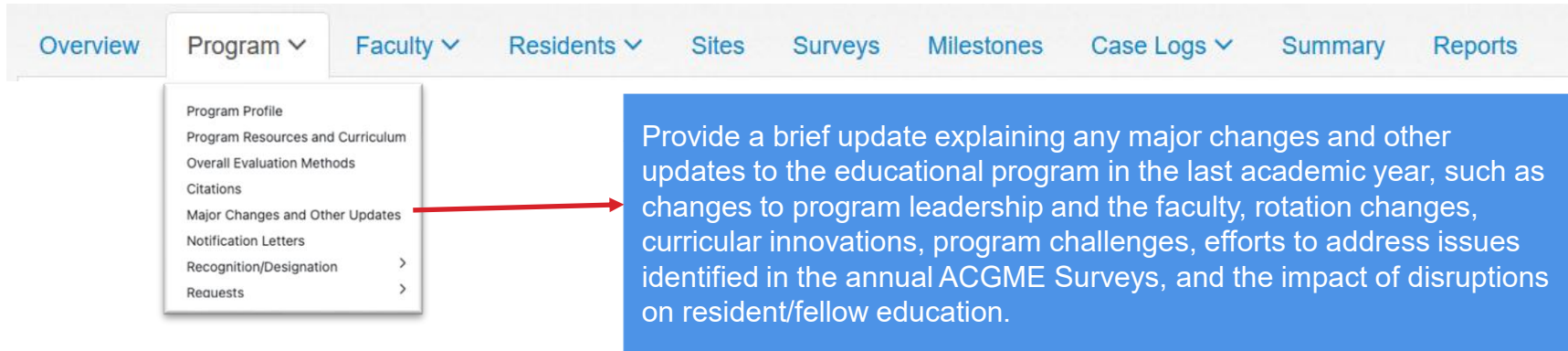
## Faculty Roster

- Add new faculty members
- Remove faculty members no longer in the program
- Review and update all current faculty members' profile data
- ~~Faculty Scholarly Activity~~ (REMOVED FOR 2025-2026)

*Data is reset every year.* For all other items, data carries over to the new academic year.

# Major Changes and Other Updates



Provide a brief update explaining any major changes and other updates to the educational program in the last academic year, such as changes to program leadership and the faculty, rotation changes, curricular innovations, program challenges, efforts to address issues identified in the annual ACGME Surveys, and the impact of disruptions on resident/fellow education.
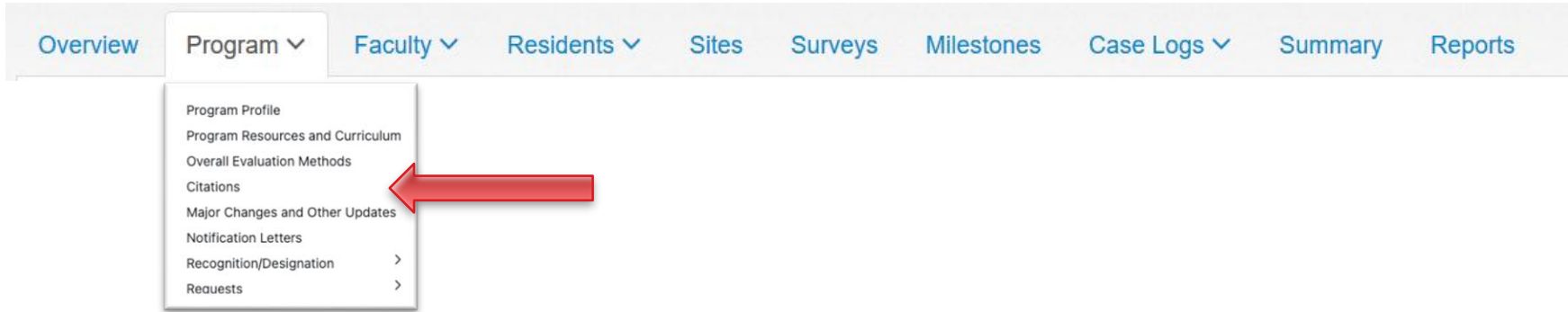
Programs that have achieved accreditation (Initial, Continued, etc.) are strongly encouraged to complete this section.
*Note: Applications do not have this section.*

For instance, inform the Review Committee if there was an area on the Resident/Fellow Survey that you are actively taking steps to improve.

# Response to Citations (if applicable)



Programs that have achieved accreditation (Initial, Continued, etc.)
must complete this section if citations exist.

*Note: Applications do not have this section.*

Short video on how to respond to citations: https://dl.acgme.org/courses/responding-to-citations

# Participating Sites and Block Diagram



Programs should:

- review their list of participating sites and remove sites or add new sites as needed;

- review the program's list of participating sites in ADS and ensure it matches the participating sites on the block diagram; and,

- check instructions in ADS and on the ACGME website to ensure the program's block diagram uses the Review Committee-required template, as applicable.

# Resident/Fellow Information
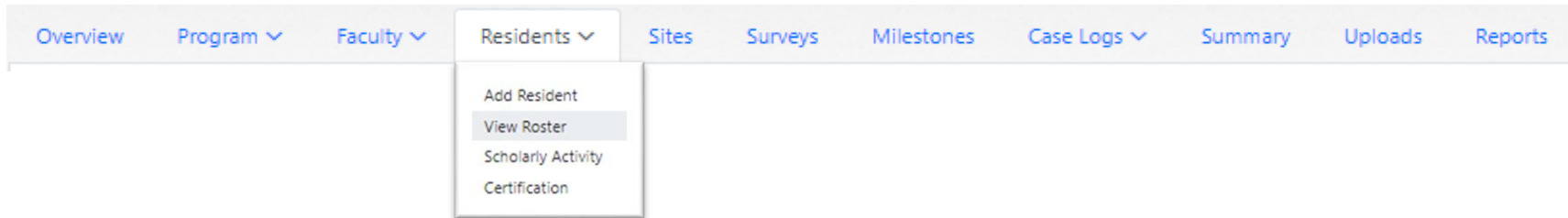


- At the beginning of each academic year, programs must review and update their Resident/Fellow Roster.

- A bulk update option is available to alleviate data entry burden, but programs must review the start and end dates for each resident/fellow (e.g., some residents/fellows started the program off cycle or had a deferred graduation date due to a leave of absence, remediation, etc.) and their assigned year in the program.

- New resident/fellow profiles should not be entered *until after the ADS rollover* because:
    - resident/fellow email addresses may not be active for ADS accounts and login information
    - duplicate resident/fellow records may be created

# Faculty Information – Adding NEW Faculty Members



- Each academic year, programs must review and update their Faculty Roster and add or remove faculty members as necessary.

- When adding new faculty members:
  - Use first and last name and email address OR National Provider Identifier (NPI) number.
  - All available profiles for that faculty member will appear and can be selected.
  - Note that some profile fields do not carry over from one program to the next (i.e., institution name, date appointed to program, faculty hours).

- Review and update all faculty profile and CV information if applicable.

# Faculty Information – Certification

- American Board of Medical Specialties (ABMS) and/or American Osteopathic Association (AOA) board certification data for faculty members is automatically populated in physician faculty members' profiles.

- Physician faculty members are matched to the data sets based on:
  - **NPI number**
  - Name
  - Date of birth
  - Medical school graduation year

- For new faculty members, data is populated within 24 hours.

- Programs should add a manual entry in the Specialty Certification section of a faculty member's profile *only if* the faculty member:
  - has other certifications not pre-populated
  - is board eligible but not yet certified
  - is not certified by an ABMS/AOA board
  - has missing/inaccurate ABMS/AOA certification
  - is a non-physician

# Faculty Information – Certification

**Specialty Certification**

**ABMS Certification**
Last updated: 5/2/2024

The following information was imported from ABMS and is read only.

| Board Name | Certification Name | Status | Duration Type | Initial Date | End Date |
|---|---|---|---|---|---|
| Anesthesiology | Anesthesiology | Active | Time-Limited | 8/21/2021 | 12/31/2031 |
| Anesthesiology | Pain Medicine | Active | Time-Limited | 9/17/2022 | 12/31/2032 |

- Data imported monthly from ABMS. Date of last import listed above.
- Data is matched to each faculty using name, National Provider ID (NPI), date of birth and medical school graduation year.
  - If the information provided by the program is entered incorrectly, no ABMS match will occur or the match may be inaccurate.
- If faculty recently obtained new certification or updated their certification status, the ABMS information may not appear until the next monthly import.
- If a faculty member is new to the ACGME database, ABMS certification data will appear here within 24 hours.

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**AOA Certification**                                                                    Last updated: No Date Available

The following information was imported from AOA and is read only.

| Board Name | Certification Name | Status | Duration Type | Initial Date | End Date |
|---|---|---|---|---|---|

- Data is matched to each faculty using name, National Provider ID (NPI).
- If the information provided by the program is entered incorrectly, no AOA match will occur or the match may be inaccurate.
- If a faculty member is new to the ACGME database, AOA certification data will appear here within 24 hours.
- If a faculty member recently updated their certification status (recertified or expired), the AOA information may not appear for up to 7 days.

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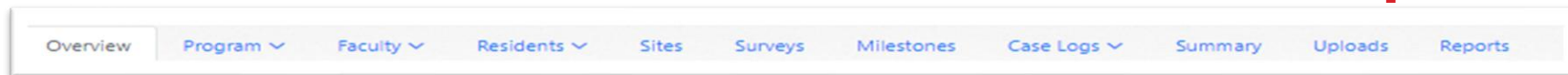© 2024 American Osteopathic Association. All rights reserved.

ABMS Data

AOA Data

# Resident/Fellow Scholarly Activity



- Residents'/fellows' scholarly activity is collected **_for the previous academic year_**.

- Resident/fellow scholarly activity can be added or edited under the "Options" item on the "Faculty and Resident/Fellow Scholarly Activity" page. When selecting "Quick Add" or "Quick Edit," the row will expand so programs can easily add or edit the data for an individual resident/fellow. Clicking "Add" or "Edit" will take programs to the standard add or edit data entry page. Click the "No Activity" button if a resident/fellow had no scholarly activity for the previous academic year.

- A PubMed ID that was entered for a previous academic year cannot be reported again for the same resident/fellow.

- Programs can view previous scholarly activity entered by changing the academic year on the "Scholarly Activity" tab or downloading Excel reports from the "Reports" tab.

# Review All Sections of Your ADS Annual Update



- On the "Overview" tab, programs should carefully review the checklist provided to identify if any data is missing.

- Correct or provide missing data before saving/printing a copy of the ADS Annual Update and submitting to your designated institutional official (DIO) for approval.

# Print and Save a Copy of Your ADS Annual Update
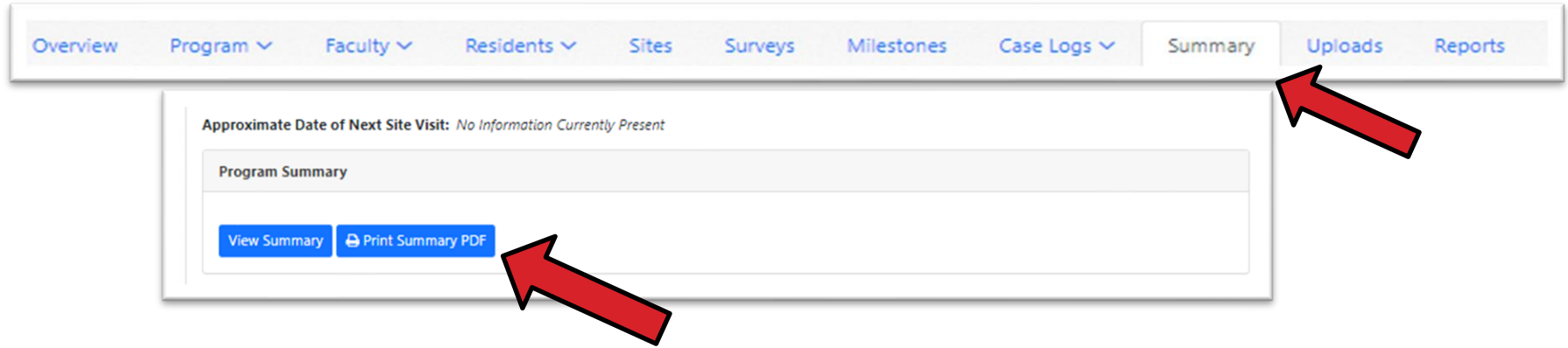


To print a copy of your program's ADS Annual Update, go to the "Summary" tab and click "Print Summary PDF."

# DIO Approval for *All Programs'* ADS Annual Updates

- Programs' ADS Annual Updates MUST be approved by the DIO.

- Depending on the size and structure of each Sponsoring Institution, the DIO may need several days or weeks to review and approve the ADS Annual Update for all programs.

- Once a program director submits the ADS Annual Update, an email notification is triggered for DIO approval.

  - The DIO can approve or return it to the program for edits.

  - If the DIO returns it for edits, the program needs to resubmit.

- If further updates are made in the academic year, ADS will not trigger another message for DIO approval.

# Annual Update for Osteopathic Recognition

Programs with Osteopathic Recognition are advised to review the
ADS Annual Update Guide for Osteopathic Recognition on the ACGME website.

# Questions?

## Program Requirement or content questions:

➢ Email accreditation@acgme.org.

➢ Or contact the Review or Recognition Committee staff members for the specialty/subspecialty (contact information can be found on the relevant specialty section on the ACGME website).

## ADS technical questions:

➢ Email ADS@acgme.org.

➢ Visit the ADS Help Center: https://acgmehelp.acgme.org/hc/en-us.