

2022-2023 ACGME Accreditation Data System (ADS) Annual Update Webinar Q and A

The questions below were submitted during the Q and A session of the 2022-2023 ADS Annual Update webinar on May 26, 2022. Similar questions were consolidated and are answered below. Some of the questions already answered during the webinar Q and A have been excluded. The webinar recording is available [here](#). Email additional questions about the 2022-2023 ADS Annual Update to accreditation@acgme.org.

Sponsoring Institution-Specific Questions

1. Will there be any changes to the Institutional Annual Update?
Answer: The ADS Annual Update for Sponsoring Institutions will occur July 5-August 5, 2022. This year, designated institutional officials (DIOs) will respond to one additional question related to institutional engagement and partnership with programs in practices that focus on ongoing, mission-driven, systematic recruitment and retention of a diverse and inclusive workforce of residents/fellows, faculty members, senior administrative staff members, and other relevant members of their GME community (Institutional Requirement III.B.8.).
2. How can a Sponsoring Institution set the Annual Update to be the same for all of its accredited programs regardless of whether they use Case Logs?
Answer: The DIO should email ADS@acgme.org.
3. 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.
4. What happens if DIO does not approve the ADS Update? Or if requested edits are not made?
Answer: The ADS team will make several attempts to follow up with programs that do not submit their ADS Annual Update by their due date. Information concerning 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 Annual Update.
5. Could there be two different 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 should plan ahead to ensure timely review of their programs' Annual Updates. DIOs may set additional expectations for program submission timelines for their review in advance of the ACGME deadline. Annual Update questions are available at the beginning of July, which allows programs time to begin developing responses in advance of the opening date of the Annual Update window.
6. Can each program's submission deadline be added on the DIO Annual Update approval page?
Answer: The DIO Annual Update approval page includes the submission deadline for each program.

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 ADS system transitioning from one academic year to the following academic year (e.g., the transition from 2021-2022 to 2022-2023). The academic year runs from July 1 through June 30 in ADS. An announcement has been posted on the ADS login page that specifies the date of the rollover. When the rollover occurs, data in ADS that was collected for the current academic year is archived and 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 report of all Case Log specialties is available on the Public search page of ADS, [here](#). A detailed list of all specialties and their ADS Annual Update windows is also available in the ACGME Help Desk, [here](#).
3. Do the changes to the 2022-2023 ADS Annual Update apply to ACGME-I as well?
Answer: This ADS Annual Update webinar only applies to US ACGME-accredited programs. The Annual Update for ACGME International (ACGME-I)-accredited programs is different and international programs should email acgme-i@acgme-i.org with questions.
4. Are there parts of the Annual Update that can be completed before the ADS Annual Update window opening?
Answer: All areas of ADS can be updated after the rollover date for the new academic year. The ADS Annual Update dates provide a period when programs must update ADS.
5. Are applications supposed to be updated annually or only at the 1) time of application and then at the 2) time of an accreditation site visit?
Answer: Applications for newly accredited programs must contain current responses for all questions asked prior to submission to the ACGME. If changes have been made as part of the Annual Update to any questions within an application, programs will be prompted to update responses prior to submission. If the ACGME makes changes to these questions after an application submission, updated responses will not be requested until the program becomes accredited and is scheduled for an Annual Update, or the program's accreditation is withheld and the program proceeds with re-application.
6. If a program just received Initial Accreditation, does it need to complete the Annual Update?
Answer: Yes, the ADS Annual Update is assigned by the ACGME based on program accreditation status as of July 1, 2022 and programs with Initial Accreditation will be assigned to complete the 2022-2023 ADS Annual Update.
7. If a program on Initial Accreditation has had an accreditation site visit but hasn't heard results, does the program need to fill out the clinical experience section in the Annual Update?
Answer: The timing between when an accreditation site visit 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, 2022.
8. Do programs with Initial Accreditation that have no trainees have to complete the ADS Annual Update?
Answer: Yes. All programs need to complete the Annual Update to confirm their current data, whether or not there are residents/fellows in the program currently.

9. Are programs with Initial Accreditation required to update everything or just the common questions in ADS?

Answer: During the ADS Annual Update, programs with Initial Accreditation or Initial Accreditation with Warning need to complete the items under “Annual Update” on the Overview tab. They do NOT need to update documents under “Updated Application” on the Overview tab (i.e., policies, evaluation forms).

10. Will ADS automatically recognize established programs and omit the sections regarding clinical education, etc., or are there steps such programs need to take?

Answer: The ACGME will only assign the questions that are applicable to a program based on that program’s accreditation status as of the beginning of its ADS Annual Update window. No other steps are required by the program.

11. Are the Annual Update questions different for programs with Continued Accreditation without Outcomes?

Answer: The same questions apply to programs with Continued Accreditation, Continued Accreditation without Outcomes, Continued Accreditation with Warning, and Probation.

12. If a program recently achieved Continued Accreditation, what should it do if it hasn’t received its 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 2021-2022 annual program review, it will be issued an accreditation decision and a Letter of Notification (LoN). A response to any citations, if applicable, will be needed in ADS. Most Review Committee teams have already issued the accreditation decisions for Academic Year 2021-2022 but some are still sending and posting LoNs.

13. How does a program know if it participates in 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 about Osteopathic Recognition can be found on the ACGME website, [here](#). If a program has received the Osteopathic Recognition designation, an Osteopathic Recognition status will appear in ADS on the Program tab in the same box as the program’s current accreditation status.

14. If a program will be closing on June 30, 2022, will it need to complete the Annual Update for 2022-2023 academic year?

Answer: If a program has submitted a withdrawal request in ADS and the request has been approved by the specialty Review Committee before the start of the 2022-2023 ADS Annual Update, then it will not be assigned to complete the ADS Annual Update.

15. How will the ACGME get the faculty development information if not asked in ADS?

Answer: The ACGME will assess faculty development from the Faculty Survey results.

Program Leadership, Program Coordinator, and Core Faculty Dedicated Time Questions

1. How will the ACGME monitor the FTE requirement for the program coordinator and program director?

Answer: The ADS Annual Update will include 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.

2. Can the ACGME clarify program leadership, program coordinator, and core faculty member dedicated time changes?

Answer: A list of all specialties/subspecialties and the specific dedicated time requirements is available in the [Designated Institutional Officials section](#) of the ACGME website as follows:

- [Program Leadership dedicated time](#)
- [Program Coordinator dedicated time](#)
- [Core Faculty dedicated time](#) (this list includes the implementation effective dates)

3. Will the number of fellows in a non-standard training program count towards the program director and program coordinator FTE 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 ACGME-accredited program.

4. Will the core faculty FTE question be specific to individual faculty members or an aggregate core faculty FTE?

Answer: The question in the ADS Annual Update regarding core faculty members' dedicated time will ask for the aggregate FTE support for the minimum number of required faculty members in the program.

5. If a program has more designated core faculty members than required, does the protected time apply to those "extra" core faculty members?

Answer: The FTE requirements for core faculty members pertain to the minimum required number of core faculty members in a program. Programs, in partnership with their Sponsoring Institution, will need to decide what to do with "extra" core faculty members.

6. Can the core faculty member FTE requirement be shared among faculty members? For example, if a program requires three core faculty members, can .3 be split among five core faculty members?

Answer: Review the specialty-specific Program Requirements and contact the Executive Director of the Review Committee of the specialty. 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.

7. What is the minimum FTE requirement for core faculty members in internal medicine subspecialties? Is it 10 percent per core faculty member? Can one core faculty member receive 20 percent and another no support?

Answer: The internal medicine subspecialty Program Requirements are available [here](#). The FTE requirement is for the minimum number of required core subspecialty faculty members. The Review Committee for Internal Medicine allows programs, in partnership with their Sponsoring Institution, to allocate the aggregate FTE as they see fit.

8. Are programs expected to list the program-specific number of core faculty members only next year, since the requirement won't be enforced until 2023?

Answer: The question in ADS will ask for the aggregate FTE support for the minimum number of required faculty members in the program. It will not ask for the specific FTE each core faculty member will receive. Implementation plans and dates for each Review Committee will be included in the Core Faculty Dedicated Time document available [here](#).

9. If a section chief is a core faculty member, can that individual's administrative time count toward the needed FTE for the program?

Answer: If the section chief is listed as a core faculty member for the program, the section chief should receive FTE support for any administrative contributions to the program.

Resident/Fellow Roster Questions

1. Should programs that have residents/fellows starting June 23 enter them in ADS prior to the ADS rollover?

Answer: No. Programs should wait to add these residents/fellows after the annual ADS rollover has occurred on June 26.

2. Should a program "graduate" residents/fellows prior to the rollover or after?

Answer: Programs should not update their Resident/Fellow Roster before 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 (scheduled June 25-26, 2022) or during the ADS Annual Update process.

Faculty Roster, Board Certification and Scholarly Activity Questions

1. Should new faculty members be added to ADS as they come to the program mid-year, or should programs add them during the Annual Update?

Answer: Programs can add faculty members to ADS as they join the program or during the ADS Annual Update window.

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 name/NPI?

Answer: Faculty members should be entered into ADS as they join the program or during the Annual Update window. When entering faculty members, programs will be prompted to search for individuals using their first and last name and email address or National Provider Identifier (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: Once a program has submitted an application, it does not need to make any changes in ADS until it has achieved accreditation.

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 ADS access is still needed for program-level data or the Case Log System.

5. For combined programs with an ACGME combined program number in ADS, should all categorical faculty members who MAY supervise, versus only those who ALWAYS supervise, the residents be included?

Answer: Every Review and Recognition Committee has different faculty requirements, so every specialty and subspecialty has unique Faculty Roster instructions. Refer to the Faculty Roster Instructions on the Faculty tab in ADS.

6. If a program has community faculty members who work with the residents for only a few hours a month, but are the site directors, do they need to be listed on faculty updates?

Answer: To accurately populate the Site Director drop-down for each participating site, site directors must be listed as active on the Faculty Roster.

7. Will programs need to confirm the ABMS data?

Answer: Programs are expected to review the data provided by both the American Board of Medical Specialties (ABMS) and the American Osteopathic Association (AOA). If certification information is correct, no further action is needed. If certification information is missing or is incorrect, data should be provided in the manual entry section of the faculty profiles.

8. What should programs do about grandfathered faculty members, faculty members exempt from boards, faculty members who are eligible for boards, 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, board eligibility, faculty members who are not certified, etc. If that information was previously entered in ADS, it will continue to display on the faculty profile and in the program's Faculty Roster. If a faculty member is new, that information can be provided through a manual entry still available in the faculty profile.

9. Will the 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 correct.

10. How can a program add new faculty members who just graduated from their fellowship and have not taken the initial certifying exam?

Answer: Once they have been added to ADS, programs will be able to use the manual entry to identify the certification status of new faculty members who do not yet have ABMS and/or AOA certification. A "board eligible" or "not certified" status can be selected. Those entries can be updated or removed subsequently as a faculty member achieves board certification and the ABMS and/or AOA data populate in the faculty profile.

11. How should programs enter non-physician faculty certification?

Answer: A manual entry is available and should be used to identify any certifications for non-physician faculty members.

12. When should programs expect the AOA certification data to be populated in ADS?

Answer: The AOA board certification data for faculty members has started to populate in faculty profiles in ADS as of June 6, 2022, if a faculty match exists.

13. If a faculty member's NPI information was flagged in ADS as "not matching" (e.g., name misspelled), should physicians contact NPPES NPI Registry to update their information? Are there other steps programs can take to ensure information is accurate and updated?
Answer: Yes, programs and faculty members are encouraged to update the National Plan and Provider Enumeration System (NPPES) NPI database or their ADS faculty profile to ensure correct and matching information across these systems. To submit a faculty name change request to ADS, email the 10-digit program ID number, the person's NPI number, and the correction to ADS@acgme.org.
14. What should programs do if a faculty member does not have an NPI number?
Answer: Programs will continue to be able to manually provide information on the certification status of a faculty member, including comments the Review Committees can see.
15. Is there a way to run one report for any missing NPI numbers?
Answer: Yes. Faculty data can be downloaded from the Reports tab.
16. Will the scholarly questions be the same as last year?
Answer: Yes, the scholarly activity questions have not changed for 2022-2023.
17. Are there plans to copy faculty scholarly activity to multiple programs?
Answer: Faculty members' scholarly activity can be copied from one program to another within the same institution on the Faculty Scholarly Activity tab in ADS. Faculty members must have been matched to their existing profile when entered in the program's Faculty Roster to be eligible for copying across programs. Copy will only be enabled if a scholarly activity record is available to copy from other program(s). 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 the faculty member's profiles.
18. Is an automatic import of PubMed IDs for faculty members and residents/fellows something that might be coming in the future?
Answer: It is not. The ACGME currently uses the PubMed ID entered into ADS to integrate with the National Library of Medicine API to obtain completed publication information.
19. Does the faculty profile being copied across programs mean that only one program enters scholarly activity and that populates across all programs with which that faculty member is associated?
Answer: No, faculty profile information that is imported across programs does not include scholarly activity at this time. However, scholarly activity can be copied from one program to another on the Faculty Scholarly activity tab in ADS.
20. If a faculty member has multiple profiles because they were created in the past before this was an option, is there a way to reconcile those and reduce duplication?
Answer: Yes. Email ADS@acgme.org to request a consolidation.

COVID-19 Questionnaire Questions

NOTE: The ACGME planned to have a third part to the COVID-19 questionnaire with specific questions for program directors. In response to on concerns from the graduate medical education community, these questions will not be introduced this year.

1. Will the COVID-19 questions be mandatory or optional?
Answer: The COVID-19 questions are mandatory, however, programs can choose an “N/A” option, answer “No” to questions that don’t apply, or answer “Do Not Know” if they don’t have the information.
2. Can programs with no trainees opt out of the COVID-19 survey so as not to skew the data?
Answer: Although programs cannot opt out of the COVID-19 questionnaire, an “N/A” or “No” answer option is available.
3. For the COVID-19 questions, who should be included in the question about administrative staff?
Answer: Only administrative staff members (program coordinator, administrative assistant, manager, etc.) involved in the residency/fellowship program should be included in a program’s response.
4. How should program directors answer the COVID-19 questions about resident, faculty member, non-faculty member, etc. absences due to COVID-19 if they don’t have the information?
Answer: Those questions have the option to enter “Do Not Know” for a response.
5. If a program changed program directors during the pandemic or at the end of the academic year, who should fill out the COVID-19 questionnaire?
Answer: The new or current program director at the time of the ADS Annual Update should work with other program leadership and staff members to answer the COVID-19 questions or choose a “N/A,” “No,” or “Do Not Know” responses, as applicable.
6. How are the COVID-19 questions related to a program's accreditation?
Answer: Program responses to the COVID-19 questions will be used for national-level analyses and planning purposes only. Data will not be provided to the Review Committees and will not be used in accreditation decisions. No program data will be identifiable in any way.

Site Visit and Self-Study Questions

1. Why are site visit documents due during the period in which ADS rolls over?
Answer: The ACGME acknowledges the challenges programs have experienced in the past with updating site visit materials in ADS during the rollover period. This year, the ACGME will not schedule site visits between the date of the ADS rollover and 14 days after the Fourth of July holiday. This will ensure that programs will not be assigned a due date for updating and uploading site visit documents during this complex period of the academic year.
2. Does a Self-Study include a site visit?
Answer: No. The Self-Study will no longer be reviewed during an accreditation site visit. Previously, all programs with Continued Accreditation received a Self-Study date and 10-Year Accreditation Site Visit date that were coordinated. The review of the program Self-Study was incorporated into the 10-Year Accreditation Site Visit process. Due to postponements of Self-Study dates, as well as deferrals of 10-Year Accreditation Site Visits resulting from the ACGME’s response to the COVID-19 pandemic, this is no longer the case. The program Self-Study will not be reviewed during an accreditation site visit and the program Self-Study will not correlate with the date of the next accreditation site visit.

3. How can a program find out if it needs a site visit?

Answer: Typically, once a Review or Recognition Committee requests a site visit, the date for the visit appears as an approximate date in ADS. A site visit may also be scheduled if a complaint is submitted to the ACGME. The different types of site visits are described in the Site Visit FAQ, [here](#). Once a site visit has been requested, an accreditation and recognition site visit blackout date function will be initiated in ADS, which provides the opportunity for a program or Sponsoring Institution to designate dates for the ACGME to avoid when scheduling the visit. The minimum notice for all site visits is approximately 30 days. Notice may be less than 30 days if a site visit is required to meet a Review or Recognition Committee meeting deadline or other circumstances. In these cases, ACGME Field Activities staff members will work with the Sponsoring Institution or program leadership to ensure the site visit is completed.

4. Should programs have their Self-Study as planned and the ACGME will work on scheduling 10-Year Accreditation Site Visits?

Answer: Programs are not required to complete a formal Self-Study until further notice (at least through July 2022), and no programs will be scheduled for a Self-Study until further notice. The suspension does not prohibit programs' local Self-Study activities. The ACGME encourages programs to incorporate the Self-Study into their Annual Program Evaluation process and to track ongoing progress and program improvements as outlined in the Common Program Requirements. Before deciding whether to conduct a Self-Study or Annual Program Evaluation, program leaders should check with the Sponsoring Institution's DIO, as some DIOs prefer all programs conduct a Self-Study. For more information about the program Self-Study, see the FAQs [here](#).

5. How does the 10-Year Accreditation Site Visit work for single-program Sponsoring Institutions? Will there be one visit for the institution and another visit for the program?

Answer: Institutional Self-Studies will proceed according to the Institutional Review Committee's current process. At this time, the program Self-Study is not connected to the Institutional Self-Study. Information regarding the Institutional Self-Study is available [here](#). All program Self-Study and program 10-Year Accreditation Site Visit dates in ADS have been removed as the ACGME finalizes its new approach for July 2022 and beyond.

6. For those Sponsoring Institutions that have submitted their Self-Study information, will the 10-Year Accreditation Site Visit also be deferred?

Answer: Institutional Self-Studies will proceed according to the Institutional Review Committee's current process. At this time, the program Self-Study is not connected to the Institutional Self-Study. Review information regarding the Institutional Self-Study [here](#).

7. If a program had an Initial Accreditation site visit back in August 2021 but still has not received individual comments based on the visit, when can they expect to receive those?

Answer: The timing between a site visit and the next scheduled Review Committee meeting at which a program is reviewed and an accreditation decision is issued can be several months. Check the specialty's section of the ACGME website for meeting dates and agenda closing dates or contact the Executive Director of the applicable Review Committee for additional information.

8. If a program's site visit is scheduled for mid-August, but their ADS Annual Update is due on September 23, can such a program be part of the first update period so that its ADS update is completed before the site visit?

Answer: The documents and responses required for the ADS Annual Update and preparation for a site visit are similar but not identical. Programs are required to update ADS and complete their document uploads 14 days prior to the site visit. Instructions on what needs to be updated in ADS prior to the site visit are provided in the Site Visit Announcement Letter under the "Updating ADS" section. Sponsoring Institutions and programs should make sure all data in ADS is current prior to the site visit, focusing on responses to citations (if applicable), and changes in the Sponsoring Institution or program since the last Annual Update. Review Committee staff members may request additional documents be provided to the (primary) Accreditation Field Representative. Click [here](#) to view information that can be updated prior to the site visit. For additional information related to site visits, see the FAQs, [here](#).

Resident /Faculty Survey Questions

1. Is there a plan to eliminate Resident/Fellow and Faculty Surveys for combined programs and assign them in the categorical programs only?

Answer: Not at this time.

2. Why does the ACGME require non-core faculty members to complete the Faculty Survey in specialty clinics?

Answer: For fellowships, which frequently have small numbers of faculty members, all faculty members receive the survey to ensure enough responders to provide aggregate, anonymous data to programs.

3. Should programs proactively address, in the ADS Annual Update, areas of the recent Faculty Survey that may result in AFIs during a program's next accreditation review?

Answer: Programs are strongly encouraged to address both Resident/Fellow and Faculty Survey areas of concern in the "Major Changes" section of ADS during the Annual Update. The description of that section was updated to reflect the surveys as an item programs should address.

Resources and Link Questions

1. Where can programs find the changes reviewed during this webinar?

Answer: The webinar recording, including a recording of the Q and A session, is available in the ACGME's online learning portal, Learn at ACGME, [here](#).