

ADS Annual Update Checklist

Review the 2022-2023 ADS Annual Update Help Center to find additional resources such as Q&A from 22-23 ADS Annual Update Webcast, Changes for the 22-23 AY, Specific Program Dates, Faculty Board Certification Update, AOA Faculty Certification help, etc.

<https://acgmehelp.acgme.org/hc/en-us/categories/4681424384151-Accreditation-Data-System-ADS-Annual-Update-Academic-Year-2022-2023>

Other helpful Resources:

- A functionality link connects ADS questions to the Program Director's Guide to the Common Program Requirements (when applicable). This can help you answer questions. This link is active in ADS: <http://acgmehelp.acgme.org>.
- Changes, additions, or removal of COVID-19 questions:
<https://acgmehelp.acgme.org/hc/en-us/articles/5827133448983-Accreditation-Data-System-ADS-COVID-19-questions-for-the-2022-2023-academic-year>
- Helpful Videos on ACGME website: responding to citations, entering scholarly activity, creating effective block schedule.
<https://www.acgme.org/Program-Directors-and-Coordinator/Welcoming-Avoiding-Common-Errors-in-the-ADS-Annual-Update/>

Please review this ADS "checklist" to ensure you have completed everything appropriately before you submit ADS for Office of GME review.

- ☐ Review your program mission.
- ☐ Review your aims statement. Your mission should guide your aims.
- ☐ Does your program have a citation? Please review and update your response to the citation. **You must show clear understanding of the citation and describe verifiable outcomes for improvement.** If you gave a response to GMEC, you may use that information here. Please review the following links on citations:
<https://www.acgme.org/Portals/0/PDFs/PD-Coordinators/ResponseToCitationExamples.pdf>
<https://dl.acgme.org/courses/responding-to-citations> (you must have a login for Learn at ACGME to view this link).
- ☐ Does your program have an Area for Improvement? If so, please address this in the "Major Changes" section. **Please review the program requirement that is the basis of the Area for Improvement and describe verifiable outcomes for improvement.**
- ☐ Does your program have a citation/AFI or survey non-compliance for work hours? Please include the following items in your response:
 - Any program schedule changes you have implemented to address the issue.

- The outcomes of schedules changes (i.e. how can you “prove” that you no longer have work hours non-compliance?).
- How are you monitoring your work hours?

☐ Do you have non-compliance on any survey items? If so, please address these in your “Major Changes” section. Even if you haven’t implemented any changes, discuss how you will address these issues.

☐ Have you included updates in the “Major Changes” section? This section should be completed. Do not leave this blank! First, if you had to make any curricular/rotation changes due to COVID or you had reduced case numbers/patient volume due to COVID, detail that. In addition, any new update (ex: new leadership, new program coordinator, new curriculum, new rotations, new innovations) should be listed here. Completing this section thoughtfully may prevent you from getting a new citation or AFI from your RC. Other innovations may also be listed here.

☐ Please look at your participating sites. **Ensure that your current PLAs match the dates listed in WebADS.** Double-check the facilities at your participating sites. For example, do your participating sites have lactation facilities? Do your participating sites accommodate trainees with disabilities?

☐ Please review the appropriate template for your Block Diagram and ensure your diagram is correct. <https://www.acgme.org/globalassets/pfassets/programresources/uroblockdiaginstructions.pdf>

☐ Review your Case Logs and ensure they are completed/accurate and meet your program requirements. We will not review your case logs. **Not required for all programs.**

☐ Ensure that you have entered scholarly activity for your faculty and trainees.

☐ Some ADS updates ask for publications during 2021-2022 of former graduates. If your specialty asks for this, please collect this information and include it.

☐ Some ADS updates ask for board certification expiration dates for faculty. If your specialty asks for this, please collect this information from your faculty and include it.

☐ Review the program director CV.

☐ Check that the licensure is updated and not expired

☐ All CV activity (publications, etc) should be within the last 5 years (2017-2022). Remove items that are older than 2017.

☐ Review and verify the ABMS certification of your faculty. New this year, ADS is importing certification data directly from ABMS & AOA to verify data. Please work with faculty now to address any lapses in certification.