Checklist for Updating the Accreditation Data System (ADS) Prior to an Accreditation or Recognition Site Visit

Please read these instructions carefully in preparation for your accreditation or recognition site visit. The due date for updates to ADS is indicated in the Field Activities Site Visit Announcement letter. Other documents may be requested by the Accreditation Field Representative(s). Detailed descriptions of each required upload can be found in ADS. Reviewers see only the templates and not the resident/fellow files or sample evaluations. Email any technical issues or questions about ADS to ADS@acgme.org and dfascheduling@acgme.org.

⚠️ **Warning!** Update ADS by the due date indicated in the Site Visit Announcement letter. Failure to update the ADS information may result in a postponement of the site visit and assessment of a $3,200 fine.

Instructions
- Log into the Accreditation Data System (ADS)
- Click the "Uploads" tab
- Read the upload instructions in ADS
- Upload by the due date listed in the Site Visit Announcement letter

For all site visits, ensure all data listed in ADS is up to date and accurate, especially:
☐ Rosters (faculty member and resident/fellow, if applicable)
☐ Responses to citations (if appliable)
☐ The Major Changes and Other Updates section
☐ Site Visit Attestation Statement

Other uploads required for a site visit differ by organization type and accreditation/recognition status. Detailed descriptions of each required upload can be found in ADS. Checklists of the applicable uploads are listed on the following pages, grouped by:
- Program – Accreditation – Application
- Program – Accreditation – Initial Accreditation Statuses
- Program – Accreditation – Continued Accreditation Statuses or Probationary Accreditation
- Program – Recognition – Initial Recognition Statuses
- Program – Recognition – Continued Recognition Statuses
- Sponsoring Institution – Accreditation – All Statuses

Program – Application Statuses
Site Visit Uploads
☐ Schedule of Didactics, Conferences, and Other Educational Activities

Program – Initial Accreditation Statuses
Updated Application
☐ Specialty-Specific Application Questions
☐ Block Diagram (use specialty-specific templates if applicable)
☐ Program Letters of Agreement
☐ Policy for Clinical and Educational Work Hours
☐ Policy for Supervision of Residents/Fellows
☐ Goals and Objectives
☐ Resident/Fellow Evaluation of Program
☐ Faculty Evaluation of Program
☐ Evaluation of Faculty Member by Resident/Fellow
☐ Evaluation of Resident/Fellow by Faculty Member
☐ Multi-source Evaluation of Resident/Fellow
☐ Semiannual, Summative, and Final Resident/Fellow Evaluations
☐ Policy for Resident/Fellow and Faculty Member Well-being
☐ For Rural Track Programs, Specialty-Specific Rural Track Program Questionnaire
Site Visit Uploads
☐ Resident/Fellows Files
☐ Schedule of Didactics, Conferences, and Other Educational Activities
☐ Sample of a Completed Annual Evaluation of a Faculty Member by Residents/Fellows
☐ Program-Specific Policies and Guidelines
☐ Sample of Work Hour Report Data
☐ Documents Demonstrating Resident/Fellow Participation in Quality Improvement Activities

Program – Continued Accreditation Statuses, Probationary Accreditation

Site Visit Uploads
- ☐ Block Diagram (use specialty-specific templates if applicable)
- ☐ Program Letters of Agreement
- ☐ Resident/Fellow Files
- ☐ Example of Competency-Based Goals and Objectives
- ☐ Schedule of Didactics, Conferences, and Other Educational Activities
- ☐ Sample of a Completed Annual Evaluation of a Faculty Member by Residents/Fellows
- ☐ Program-Specific Policies and Guidelines
- ☐ Sample of Work Hour Report Data
- ☐ Documents Demonstrating Resident/Fellow Participation in Quality Improvement Activities

Program – Initial Recognition Statuses

Updated Application
- ☐ Form(s) Used for Formative Evaluation of Designated Osteopathic Residents
- ☐ Form Used for Final Evaluation of Designated Osteopathic Residents
- ☐ Designated Osteopathic Resident Appointment Policy
- ☐ Form(s) Used for Evaluation of Program by Osteopathic Faculty Members
- ☐ Form(s) Used for Evaluation of Osteopathic Faculty
- ☐ Form(s) Used for Evaluation of Program by Designated Osteopathic Residents
- ☐ Block Diagram (use specialty-specific templates if applicable)
- ☐ Osteopathic Recognition Specific Questions
- ☐ Shared Faculty Plan (if applicable)

Site Visit Uploads – Osteopathic Recognition
- ☐ Resident/Fellow Files
- ☐ Osteopathic Skills Evaluations
- ☐ Educational Program Documentation
- ☐ Completed Annual Evaluation of Osteopathic Faculty Members
- ☐ Completed Program Evaluations Completed by Designated Osteopathic Residents/Fellows
- ☐ Completed Program Evaluations Completed by Osteopathic Faculty Members

Program – Continued Recognition Statuses, Probationary Recognition

Site Visit Uploads
- ☐ Resident/Fellow Files
- ☐ Faculty Development List
- ☐ Educational Program Documentation
- ☐ Completed Annual Evaluation of Osteopathic Faculty Members
- ☐ Completed Program Evaluations Completed by Designated Osteopathic Residents/Fellows
- ☐ Completed Program Evaluations Completed by Osteopathic Faculty Members
- ☐ Block Diagram (use specialty-specific templates if applicable)

Sponsoring Institution – All Statuses

Site Visit Uploads
- ☐ Documentation of Patient Care for Participating Sites that Are Hospitals
- ☐ Written Policies
- ☐ Sample(s) of the Residents'/Fellows' Agreement(s) of Appointment/Contract
- ☐ Professional Liability Coverages for Residents/Fellows

Institutional Review Questionnaire
- ☐ Organizational Chart 1, Position of Designated Institutional Official (DIO)
- ☐ Organizational Chart 2, Position of Graduate Medical Education Committee (GMEC)
- ☐ Statement of Commitment
- ☐ GMEC Membership
- ☐ Annotated GMEC Minutes
- ☐ Annual Institutional Review Summaries
- ☐ GMEC Special Review Protocol
- ☐ Special Review Reports (if available)

Only for 10-Year Accreditation Site Visit
- ☐ Summary of Achievements