

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-Coordinators/Welcome/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.