Instructions for Requesting ACGME Rural Track Program Designation
Medically Underserved Areas/Populations and GME

This instructional document was created to assist programs requesting an ACGME Rural Track Program (RTP) designation* so they can better prepare for and navigate the ACGME RTP designation process.

Designation Process
To request ACGME RTP designation, a program submits information in the Accreditation Data System (ADS). There are three sections of the ACGME RTP designation request: 1) program director information; 2) program information (program details and participating sites information); and 3) block diagram upload that includes an RTP Rotation Information Form. The program director may complete sections of the program’s accreditation application while the ACGME’s response to a request for RTP designation is pending.

Receipt of ACGME RTP designation is contingent on the program’s achievement of Initial Accreditation. Initial Accreditation is a status conferred by ACGME Review Committees following policies set forth in the ACGME Manual of Policies and Procedures.

Email muap@acgme.org with questions.

*The ACGME RTP designation is independent of any rural track designation by the Centers for Medicare and Medicaid Services (CMS) and does not guarantee that a program will meet CMS eligibility requirements for GME or other financial support. If you have questions about the CMS rural track policy, contact your GME finance staff and/or the Prospective Payment System (PPS) hospital’s Medicare Administrative Contractor (MAC).

Steps to Initiate and Submit Request for ACGME RTP Designation

1. The designated institutional official (DIO) initiates a program accreditation application.
2. The DIO selects the specialty of the new program and clicks “Proceed.”

3. When completing the “Basic Information” section, the DIO indicates that the program is seeking designation as an ACGME Rural Track Program.

4. The DIO may identify an ACGME Rural Track Related Program (if applicable) using the drop-down menu of existing accredited programs in the same specialty and at the same Sponsoring Institution.
5. The DIO completes the required sections to initiate the program accreditation application, including entering the program director information.

6. The program director receives an email from ADS with login information to access the ACGME RTP designation request and the accreditation application.

Dear [Program Director Name],

The DIO from your sponsoring institution, University of South Florida Morsani College of Medicine, has initiated an application for ACGME accreditation for your Family medicine program: "University of South Florida Morsani College of Medicine Program". To complete this application, log into the ACGME’s Accreditation Data System (ADS) - [https://accred.acmgme.org/ads](https://accred.acmgme.org/ads) using the username and password provided below. After logging into ADS you can view the necessary steps to complete your application on the program’s Application Overview tab.

Username: [Username]
Password: [Password]

Program Directors are strongly encouraged to seek necessary clarification from the ACGME in order to fully and completely respond to every item on the application prior to submission through the Accreditation Data System (ADS). Once an application has been submitted to the ACGME through ADS it cannot be modified by the program. That being said, it is crucial that any guidance or clarification be sought prior to submission to the ACGME so the application includes all the necessary information.

ACGME
ADS@acmgme.org
7. The program director completes the ACGME RTP designation request, which includes the following items:

**Program Director Section**
The program director reviews the information that has been entered by the DIO, providing updates as needed.

**Program Information Section** (program details and participating sites information)

**Program Details**
The program director enters program details into this section.
Participating Sites Information
The program director enters participating site information into this section. Additionally, the program director ensures that the following information is provided:

- Medicare Provider ID (required for each participating site that is a Prospective Payment System hospital) – a value will auto populate if already entered by the DIO.
- The name of the hospital providing financial support for faculty member supervision and education of residents/fellows at each of the program’s participating sites (using the drop-down menu of the Sponsoring Institution’s participating sites).
Note: Programs can identify a faculty member for the Site Director only from those faculty members listed on the ADS Faculty Roster. If the program director does not complete the Faculty Roster during the ACGME RTP designation process, the Site Director will need to be updated for each site after completing the Faculty Roster section of the program application.
Block Diagram Upload Section
In addition to the block diagram that is part of the program’s accreditation application, the program director must provide an ACGME RTP Rotation Information Form using the template provided on the MUA/P web page on the ACGME website.

8. Once the program completes all required sections of the ACGME RTP designation request, the request can be submitted using the blue “Submit Request” button.

9. The DIO will receive a notification of the designation request requiring approval. The DIO has the following options:
   - View – allows the DIO to review the RTP designation application information.
   - Re-Open for Editing – allows the DIO to send the request back to the program director for editing.
- **Approve/Submit** – allows the DIO to submit the RTP designation request to the ACGME.

10. The DIO and program director will receive a notification email from ADS stating that the designation request has been submitted for ACGME review. The program can also see the request status in ADS.

11. The ACGME will review the RTP designation request and make one of the following decisions:
   - Request not approved – the request did not meet one or more of the designation criteria:
     - Aggregated rotation months were not more than 50 percent in non-urban PPS hospitals or non-provider site(s).
     - Non-urban site(s) did not meet criterion of “rural.”
     - Rotations did not include some GME at an urban PPS hospital or urban non-provider site.
• Request approved – the designation met all criteria and was approved, contingent on the program receiving Initial Accreditation from the specialty Review Committee.
  o Review Committee staff members will be notified of ACGME RTP designation approvals and may send a request to the program for additional information related to the accreditation application.

12. If the request is approved, the program director then completes and submits the program accreditation application.

If the request is not approved, the DIO and program director may determine how to proceed, with the following options:
• Re-submit Request – The program director updates the information in ADS and re-submits the designation request.
  o This option returns the program to Step 7.
• Continue with new program application – The program director may complete and submit the program accreditation application without ACGME RTP designation.

• Withdraw application – the DIO may contact ADS@acgme.org to request deletion of the program accreditation application.

13. When proceeding with the program accreditation application, the DIO and program director follow the accreditation process as set forth in the ACGME Manual of Policies and Procedures and in accordance with published specialty- or subspecialty-specific Program Requirements, including meeting agenda closing dates for review.

14. After the Review Committee meeting, the DIO and program director are notified of the accreditation decision, with the following implications if the ACGME RTP designation was approved:
   • If the program receives Initial Accreditation, the program’s ACGME RTP designation appears on the Letter of Notification and is included on the publicly available report of ACGME-accredited programs with designation at the time of application.
   • If the Review Committee decision is Accreditation Withheld, the program will not receive ACGME RTP designation. The program may submit a new request for ACGME RTP designation and may reapply for accreditation (back to Step 1) following policies set forth in the ACGME Manual of Policies and Procedures.

Email muap@acgme.org with questions concerning the ACGME RTP designation process. Contact ACGME Review Committee staff members with questions concerning the program application process or refer to the relevant specialty section of the ACGME website for more information – contact information for Review Committee staff members can be found in the specialty section of the website as well.