

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.

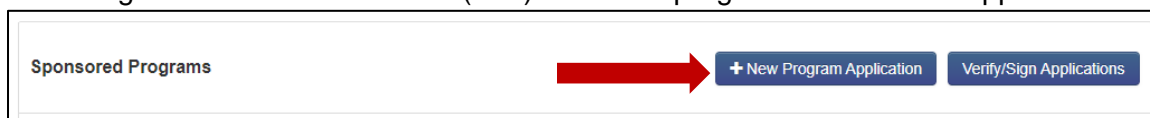
Receipt of ACGME RTP designation is contingent on the program's achievement of Initial Accreditation. Initial Accreditation is a status conferred by ACGME Review Committees following policies set forth in the *ACGME Manual of Policies and Procedures*.

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.”



New Program Application

Application Instructions

Select specialty of new program:

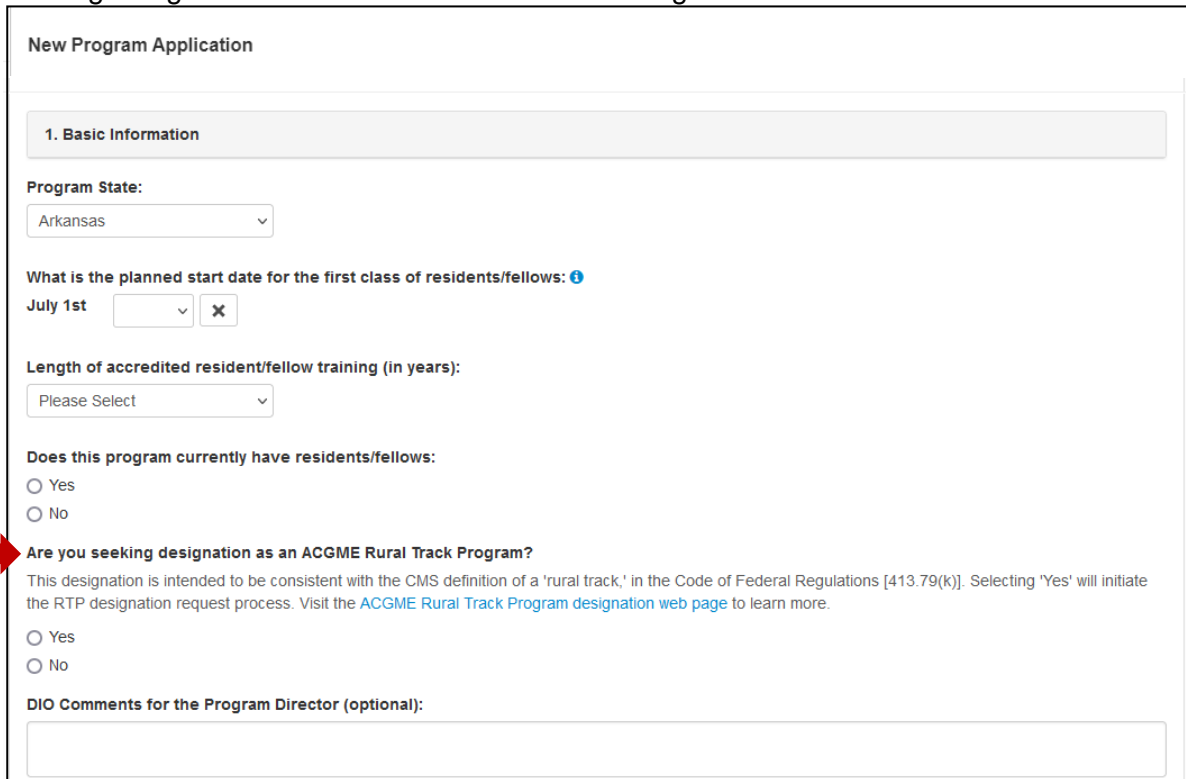
Allergy and immunology

* = unavailable

Proceed

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



New Program Application

1. Basic Information

Program State:

Arkansas

What is the planned start date for the first class of residents/fellows: ⓘ

July 1st

Length of accredited resident/fellow training (in years):

Please Select

Does this program currently have residents/fellows:

Yes

No

Are you seeking designation as an ACGME Rural Track Program?

This designation is intended to be consistent with the CMS definition of a 'rural track,' in the Code of Federal Regulations [413.79(k)]. Selecting 'Yes' will initiate the RTP designation request process. Visit the [ACGME Rural Track Program designation web page](#) to learn more.


Yes

No

DIO Comments for the Program Director (optional):

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.

2. Related Programs

Identify any ACGME Rural Track Related Program at your institution (optional): 

Please Select

[^ back to top](#) [✕ Cancel](#)

ACGME Rural Track Related Program:
A separately accredited program in the same specialty at the same Sponsoring Institution in which residents/fellows have some overlapping education and training experiences with the ACGME Rural Track Program residents/fellows and may share resources.

- The DIO completes the required sections to initiate the program accreditation application, including entering the program director information.

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Add Program Director Information


Instructions

Select the New Program Director [✕ Cancel](#) [+ Add Missing Person](#)

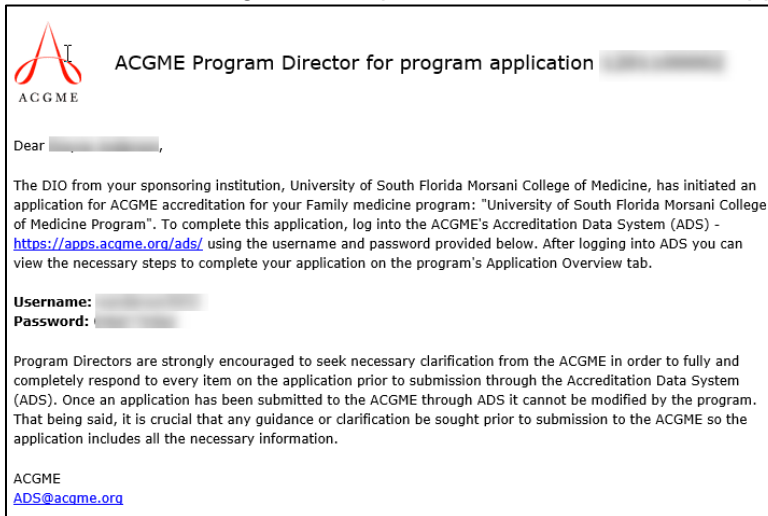
First Name and Last Name and E-mail Address National Provider ID

Add an asterisk (*) for a wild card search.
Example: To search for John Smith or Jonathan Smith, enter "J*" for the first name and "Smith*" for last name.

Name	NPI	E-mail	Role	Organization
Please enter a name and e-mail and press "Search" to begin looking for the new Program Director.				

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



- 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.

The screenshot shows the 'ACGME Rural Track Program (RTP) Designation' interface. At the top, there is a 'Background Information' section. Below it, a message states: 'Complete the Program Director and Program Info sections below and upload your Block Diagram on the Sites tab. Then submit your request for an ACGME Rural Track Program designation. The DIO will review the request and submit it to the ACGME. You may continue working on the remaining portions of your accreditation application while awaiting a decision on your ACGME Rural Track Program designation but cannot submit it until a decision has been rendered.' A 'Submit Request' button is visible. Three progress steps are listed: 'Complete Program Director Step' (not completed), 'Complete Program Info Step' (not completed), and 'Upload Block Diagram in Application Attachments Step' (not completed). A red arrow points to the 'Program Director' section, which is currently 'Incomplete'. It contains a 'Complete Program Director Entry' step with a message: 'MD, MPH has been selected as the program director but needs to review his or her personal information through ADS.' and a 'view >' link.

Program Information Section (program details and participating sites information)

Program Details

The program director enters program details into this section.

The screenshot shows the 'Program Info' section, which is currently 'Incomplete'. It contains two main steps: 'Enter Program Details' (not completed) and 'Enter Participating Sites' (completed, indicated by a green checkmark). Below the 'Enter Participating Sites' step, a message states: '1 site(s) have been added. Click to add/edit available sites.' and a 'view >' link. A red arrow points to the 'Enter Program Details' step.

Application Overview Program Faculty Residents Sites

UNIVERSITY OF SOUTH FLORIDA COLLEGE OF MEDICINE PROGRAMS
Family Medicine -

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Update Program Information [Cancel](#) [Save Program](#)

Program Information

Address Line 1: Address Line 2: Address Line 3:

City: State: Zip Code:

Website Address:

Public Contact Email/Director's External Email:

Accreditation Information

Program Requires Dedicated Research Year Beyond Accredited Program Length?
 Yes
 No

Program Requires Prior or Additional Accredited GME Training:
 Yes
 No

Mission and Aims

Provide the program's mission statement.
 The mission statement is a written statement of a program's core purpose. This statement should clarify the focus of the educational program (e.g. academic/research focus, community care focus, etc.), what community the program will serve and how that will be accomplished, and how the program's mission aligns with the larger mission of the Sponsoring Institution.


Provide the program aims (e.g. goals, objectives) that are guided by the program's mission statement.
 The program's aims (i.e. goals, objectives) should describe what the program has the intention of achieving in accordance with the Common Program Requirements. The program aims should be consistent with the overall mission of its Sponsoring Institution, the needs of the community it serves and that its graduates serve, and the distinctive capabilities of its graduates (e.g. leadership, research, public health).

Diversity

Describe how the program will achieve/ensure diversity in trainee recruitment, selection, and retention.
 Please describe in detail what efforts your specific program is doing to advance diversity and inclusion for residents. Evidence based strategies and program success stories are strongly encouraged. Examples should only include efforts that the medical school or sponsoring institution is doing if it is done in partnership with your program, which is encouraged. Please do not copy and paste diversity and inclusion policies and statements. This is an opportunity to describe the practices that are instituted in your program to result in a diverse recruitment and retention strategy and creates an inclusive clinical learning environment.

Describe how the program will achieve/ensure diversity in the individuals participating in the training program (e.g. faculty, administrative personnel, etc.).
 Please describe in detail what efforts your specific program is doing to advance diversity and inclusion for faculty, administrative personnel, etc. Evidence based strategies and program success stories are strongly encouraged. Examples should only include efforts that the medical school or sponsoring institution is doing if it is done in partnership with your program, which is encouraged. Please do not copy and paste diversity and inclusion policies and statements. This is an opportunity to describe the practices that are instituted in your program to result in a diverse recruitment and retention strategy and creates an inclusive clinical learning environment.

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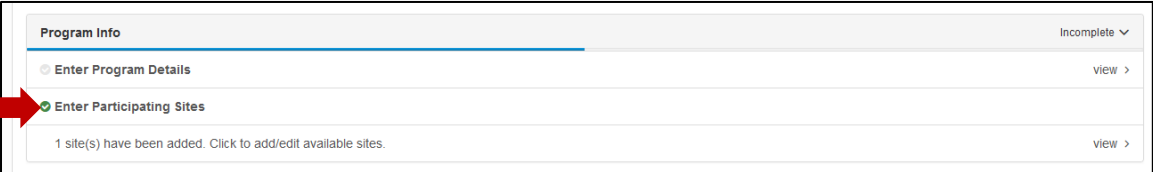
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Participating Sites Information

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).



The screenshot shows a web interface for 'Program Info'. At the top right, it says 'Incomplete' with a dropdown arrow. Below this are three main sections: 'Enter Program Details' (with a 'view >' link), 'Enter Participating Sites' (with a 'view >' link), and a summary row stating '1 site(s) have been added. Click to add/edit available sites.' (with a 'view >' link). A red arrow points to the 'Enter Participating Sites' section.

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Add Participating Site [✕ Cancel](#) [Save Site](#)

Site Name:

Note: The accuracy of the address of the participating site where the education and training will take place is critical to determining if it meets the criteria for ACGME Rural Track Program designation requests. Ensure this is accurate and reflects the location where residents / fellows will be learning and training.

Additionally, the Medicare Provider ID is required for ACGME Rural Track Program designation requests to identify PPS hospital site(s). Ensure this is entered for any PPS hospital sites providing financial support for faculty member supervision and education of residents / fellows for the program seeking ACGME Rural Track Program designation.

Primary Clinical Site:

Yes
 No

Required Rotation:

Yes

Rotation Months (align with block diagram):

Y1	Y2	Y3	Y4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Distance to Primary Clinical Site:

Miles **Minutes**

Medicare Provider ID:

Hospital providing financial support for faculty member supervision and education of residents/fellows at this site:


Briefly describe the content of the educational experience (addressing faculty coverage, volume/variety of clinical experience, site support and educational impact):

Site Director:

Which of the following are available within your institution for residents (check all that apply):

- Safe, quiet, clean, and private sleep/rest facilities available and accessible with proximity appropriate for safe patient care
- Shower
- Secure areas (lockers or rooms that can be locked)
- Access to food
- Parking accessible to site
- Internet Access
- Reasonable accommodations for residents/fellows with disabilities consistent with the Sponsoring Institution's policy
- Clean and private facilities for lactation that have refrigeration capabilities, with proximity appropriate for safe patient care
- None of the Above

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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](#).

The screenshot shows the 'Block Diagram' section of the accreditation application. At the top, there are two dropdown menus: 'Participating Site Definition' and 'Sponsoring Institution Definition'. Below these is the 'Block Diagram' section, which contains instructions and an upload area. A red arrow points to the 'Block Diagram' header. The instructions state: 'The ACGME does not have any record of a block diagram on file for your program. Please upload a PDF block diagram using the upload tool below.' There is a link for 'Instructions/Sample'. Below the instructions, there is a section for 'ACGME Rural Track Program Instructions (if applicable)' with a red arrow pointing to it. At the bottom, there is a dashed box for file upload with the text 'Select a file to upload', 'Allowed File Type(s): .pdf', 'Max Size: 10 MB', and an 'Upload' button.

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

The screenshot shows the 'Program Application' page. At the top right, there are 'Review' and 'Submit to DIO' buttons. Below this is the 'Instructions' section, followed by the 'ACGME Rural Track Program (RTP) Designation' section. Underneath is the 'Background Information' section. A red arrow points to the 'Submit Request' button. Below the button, there is a progress indicator showing three steps: 'Complete Program Director Step', 'Complete Program Info Step', and 'Upload Block Diagram in Application Attachments Step', all of which are marked as completed.

- 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.

Rural Track Designation Requests

Needs DIO Approval

Filter Results

Code	Specialty	Status
	Family medicine	Submitted for approval on May 27, 2021

Showing 1 to 1 of 1 entries

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.

Program Application

Review Submit to DIO

Instructions

ACGME Rural Track Program (RTP) Designation Pending ACGME Review

Background Information

Your request for an ACGME Rural Track program designation has been submitted to the ACGME for review. You will be notified of its progress as it is reviewed. View

- Complete Program Director Step
Program Director step has been completed
- Complete Program Info Step
Program Info step has been completed
- Upload Block Diagram in Application Attachments Step
Block diagram has been uploaded

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.

ACGME Rural Track Program (RTP) Designation Completed and Denied ▾

Background Information

Your request for an ACGME Rural Track Program designation has been **denied**. You may re-request a designation using the button on the right or proceed with submitting your accreditation application without an ACGME Rural Track Program designation. View Re-submit Request

- ✔ Complete Program Director Step
Program Director step has been completed
- ✔ Complete Program Info Step
Program Info step has been completed
- ✔ Upload Block Diagram in Application Attachments Step
Block diagram has been uploaded

- Request approved – the designation met all criteria and was approved, contingent on the program receiving Initial Accreditation from the specialty Review Committee.
 - 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.

Program Application Review Submit to DIO

Instructions

ACGME Rural Track Program (RTP) Designation Completed and Approved ▾

Background Information

Your request for ACGME Rural Track Program designation has been **approved**. Complete the remaining portions of the accreditation application below and then submit it for review. View

- ✔ Complete Program Director Step
Program Director step has been completed
- ✔ Complete Program Info Step
Program Info step has been completed
- ✔ Upload Block Diagram in Application Attachments Step
Block diagram has been uploaded

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.
 - 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.

- 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.
- 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.