Accreditation Data System (ADS) Annual Update Guide for Osteopathic Recognition
Osteopathic Recognition Committee

This guidance document identifies the information that programs with Osteopathic Recognition must review and update during their assigned ADS Annual Update window each year to ensure it is current and accurate. The Osteopathic Recognition Committee will use the information provided by programs in ADS in making recognition decisions.

Note: The report generated for the Annual Update on the Overview tab in ADS will not include information from ADS that is specific to Osteopathic Recognition. It is critical that programs review the Osteopathic Recognition Summary report discussed at the end of this document to ensure all recognition information is reviewed and updated if necessary.

The following areas of ADS should be reviewed and updated, as appropriate, during a program's Annual Update window:

- **Major Changes – Osteopathic Components**
  A dedicated field in the Major Changes section of ADS allows for a brief update on any significant changes to the osteopathic components of the program since the last academic year. Programs are encouraged to comment on such program changes that may include the osteopathic curriculum and osteopathic leadership (Director of Osteopathic Education, osteopathic faculty members, etc.). Programs that received an Osteopathic Resident Survey report that included areas of non-compliance are encouraged to comment on how the program is addressing those areas.

- **Response to Osteopathic Recognition Citations (if applicable)**
  Programs with active Osteopathic Recognition citations must annually provide a response or an updated response for each in the Citation section of ADS. If the citation language directs the program to also submit a document for review by the Committee to resolve the citation, then that document should be provided following the instructions in the citation, by the deadline indicated. The Committee is not able to accept documents and other information if it was not specifically requested in the citation.

- **Block Diagram**
  The program should review its block diagram, maintained in ADS, to ensure it accurately indicates where and when the following osteopathic experiences are integrated into the curriculum: osteopathic education/experience in the clinical setting; osteopathic clinic (either osteopathic manipulative treatment (OMT) clinic or integrated specialty clinic); and osteopathic didactics/labs. Programs should refer to the Block Diagram Guide for Programs with Osteopathic Recognition, located in the Block Diagram section of ADS and on the Osteopathic Recognition page of the ACGME website, for additional instructions. As the program's osteopathic curriculum changes, those changes must be reflected appropriately on the block diagram.

- **Osteopathic Faculty (Including the Director of Osteopathic Education)**
  Programs should review the designation of all osteopathic faculty members on the Faculty Roster in ADS. Individuals with a gray "O" or "P/O" have been designated as an osteopathic faculty member. Faculty members' designations can be updated in their ADS faculty profile. For additional information regarding designation as an "Osteopathic" or "Program and Osteopathic" faculty member, review the Guide to the Classification of Osteopathic Faculty in the ADS Faculty Roster on the [Osteopathic Recognition page](#) of the ACGME website.

  The description of each osteopathic faculty member's role in the program as it relates to osteopathic education, located in the CV portion of a faculty member's profile, should also be reviewed. This description should clearly and concisely describe the faculty member's role in the osteopathic curriculum. It should not be a description of the faculty member's qualifications or be limited to the faculty member's title.

  It is also recommended that each faculty member's state licensure be reviewed to ensure the expiration date is still accurate and if not, that it is updated appropriately. The board certification information for osteopathic faculty members should also be reviewed annually to ensure all certifications have auto-populated from the American Osteopathic Association (AOA) and American Board of Medical Specialties (ABMS). If board certification through the AOA and/or the ABMS did not auto-populate, then the missing information must be manually added. The faculty member's profile should be reviewed to ensure all information is accurate, and in the case of missing or inaccurate data, the faculty member should contact the applicable certifying board to verify active certification status and to ensure accuracy of information maintained in their database. Programs do not need to create a manual entry to correct auto-populated information, so long as the certification is reported as active.

- **Designated Osteopathic Residents**
  The program must designate the residents in designated osteopathic positions receiving formal osteopathic education, in compliance with the Osteopathic Recognition Requirements, on the ADS Resident Roster. Designated osteopathic residents are indicated in ADS with a gray star. Programs must verify that residents have been designated appropriately and that any new designated osteopathic residents are noted as such in ADS. A resident's designation can be changed in the resident's ADS profile.

- **Osteopathic Scholarly Activity**
  Programs must annually report in ADS the osteopathic scholarly activity completed by designated osteopathic residents and osteopathic faculty members, including the Director of Osteopathic Education, for the previous academic year. (*Note: Internal medicine programs report scholarly activity for graduating designated osteopathic residents, rather than annually.*) Reporting of osteopathic scholarly activity is a component of reporting the program's overall scholarly activity for residents and faculty members.

Programs with a recognition status of Continued Recognition, Continued Recognition with Warning, or Probationary Recognition are encouraged to review the Osteopathic Recognition Summary document for the program, available under the Recognition tab in ADS, to ensure all information for the program as relates to Osteopathic Recognition is current. This document

provides programs with the opportunity to review their information in a similar format in which it will be provided to the Osteopathic Recognition Committee for review. The block diagram must be reviewed separately because it is not included in this generated document. It may be reviewed on the Sites tab in ADS by expanding the Current Block Diagram box and clicking on the linked file next to "Uploaded File."

Programs with a recognition status of Initial Recognition are encouraged to review the Updated Recognition Application available under the Recognition tab in ADS.