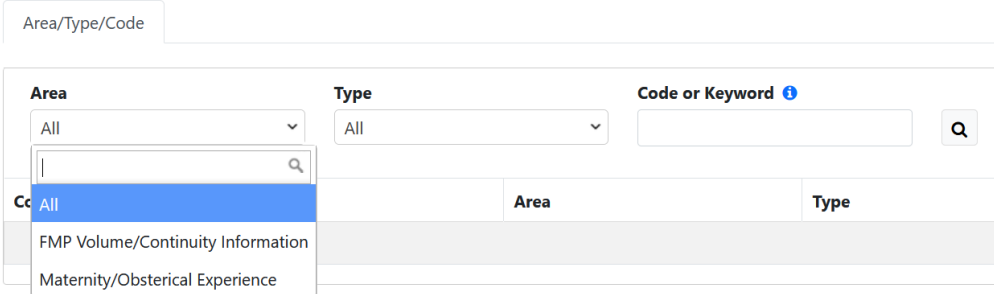


Review Committee for Family Medicine Case Log FAQs

| Question | Answer |
|---|--|
| General Information | |
| What is the purpose of the transition to the ACGME Case Log System? | Starting with the 2024-2025 academic year, the collection of family medicine annual program data for resident experiences will transition to the ACGME Case Log System. The Case Log framework better captures numeric data, allows greater flexibility for updates, and provides residents with access to their own data. |
| When will the Case Log System go live for family medicine programs? | Starting May 27, 2025, Case Logs will be released for the specialty of family medicine and will become automatically available for program leadership to access at that time. |
| Has any data reported by the program in prior years been transferred over into the Case Log System? | No; any data that was entered into the Accreditation Data System (ADS) as part of the Annual Update has not been migrated to the Case Log System. Only data from the 2024-2025 academic year onward must be entered in the new system. |
| By what date should the Case Log data be entered? | The Case Log verification deadline is August 1 each year, so data must be entered by that time for the current academic year. |
| When should programs advance their residents on the ADS roster? | It is highly recommended that programs wait until after July 1 to advance the year of residents on the roster until after entering their Case Log data, as program year of each resident in the Case Log System defaults to the resident's program year as listed in ADS. However, programs that advance residents prior to entering their data will have an option to change the program year in the Case Log System. |
| Access and User Roles | |
| Who has access to the Case Log System? | Program directors and program coordinators will automatically be granted permissions to use the system with the same credentials used to log into ADS. After logging into ADS, these users may proceed to the "Case Logs" tab. Program leadership may elect for their current residents to have access to the system (see below). |
| How do residents get access to the Case Log System? | Programs can grant access to current residents by going to the "Residents" tab and clicking the "Grant Logins" button. After May 27, 2025, any new residents added to the program's resident roster in ADS will automatically receive access and an email notification instructing them how to set up their account and where to log in. |

| <p>Can residents enter their own data?</p> | <p>Yes. Once accounts are set up, residents can add, edit, and view their own data.</p> <p>Data Entry Responsibilities: It is essential for program leadership (such as program directors and coordinators) to clearly define and communicate who is responsible for entering specific data elements into the Case Log System. This clarity helps prevent duplicate entries and ensures data accuracy. Effective communication between program leadership and residents regarding data entry responsibilities is crucial to maintain the integrity of the information submitted to the ACGME.</p> | | | | | | | | | | |
|--|---|--|----------------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|
| <p>Case Data Entry</p> | | | | | | | | | | | |
| <p>What data must be entered for residents in the Case Log System for academic year 2024-2025?</p> | <p>Residents' data must be entered only for their current year (2024-2025) in the residency program. This ensures that data collection aligns with the appropriate stage of education and training and avoids duplication or confusion.</p> <p>Resident Data Entry Guide</p> <table border="1" data-bbox="680 670 1686 885"> <thead> <tr> <th><i>Current Resident Year in Program in 2024-2025</i></th><th><i>Required Data Entry</i></th></tr> </thead> <tbody> <tr> <td>Year 1</td><td>Year 1 Data Only</td></tr> <tr> <td>Year 2</td><td>Year 2 Data Only</td></tr> <tr> <td>Year 3</td><td>Year 3 Data Only</td></tr> <tr> <td>Year 4</td><td>Year 4 Data Only</td></tr> </tbody> </table> <p>For example, a resident who is in their second year for the 2024-2025 collection is only required to enter data for their second year (not their first year). When the annual collection for the following year (2025-2026) occurs, data may be entered for the resident's third year of experience.</p> | <i>Current Resident Year in Program in 2024-2025</i> | <i>Required Data Entry</i> | Year 1 | Year 1 Data Only | Year 2 | Year 2 Data Only | Year 3 | Year 3 Data Only | Year 4 | Year 4 Data Only |
| <i>Current Resident Year in Program in 2024-2025</i> | <i>Required Data Entry</i> | | | | | | | | | | |
| Year 1 | Year 1 Data Only | | | | | | | | | | |
| Year 2 | Year 2 Data Only | | | | | | | | | | |
| Year 3 | Year 3 Data Only | | | | | | | | | | |
| Year 4 | Year 4 Data Only | | | | | | | | | | |

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| <p>How is data entered into the Case Log System?</p> | <p>Important Consideration: Ensure that all Case Log entries are completed before advancing the resident to their next year of the program in the ADS resident roster.</p> <ol style="list-style-type: none"> 1. Once logged into ADS, select the “Case Logs” tab. 2. Click the “Add” button to start a new case entry. 3. Enter basic information: <p>Resident: Select the appropriate resident (for program leadership only). Case Date: Defaults to today’s date and is used as an identifier should the entry need to be located after it’s submitted. Program Year: Refers to the year in the program in which the resident accrued the experience. Automatically defaults to the year for which the resident is currently listed on the ADS Resident Roster. Comments: Optional and purely for the use of the resident or program, not the ACGME. Area: Select the relevant category, such as (e.g., FMP Volume/Continuity Information or Maternity/Obstetrical Experience).</p> <div data-bbox="688 735 1602 1057"> <div>Add Cases Submit</div> <div> <div> Resident* -- Select -- </div> <div> Case Date* 5/19/2025 </div> <div> Program Year* ⓘ -- Select -- </div> <div> + Add Comments ⓘ </div> </div> </div> |
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| |  <p>4. Add experience elements: After selecting an Area, click “Search” to view available experience elements. For each relevant element, input the corresponding numeric value in the fields provided. If an experience element has no data to report, leave the box blank; entering “0” is unnecessary. Click “Add” or “Add All” to include these elements in the form. Repeat this for any other categories as necessary.</p> <p>5. Click “Submit” once all relevant information is entered, and the case entry will be saved.</p> |
| Can entries be backdated? | Yes. The “Case Date” can be set to any past date if needed. “Case Date” defaults to the current date and is adjustable. The Case Date field gives the user a frame of reference should the entry need to be located later. This is not reflective of anything else (for example, when the resident accrued the experience being entered). |
| What if a resident advances in the program before entries are completed? | It is recommended to complete all Case Log entries before updating a resident’s program year in ADS. However, if necessary, users can still choose the appropriate case year using the Program Year drop-down menu when adding a case. |
| Should zeros be entered for experiences not encountered by the resident? | No; do not enter “0” in this circumstance. If a resident did not have any data for a certain element of experience, leave the field blank and it will be reported as a “0” on the reporting side. |
| How often can data be entered? | Data may be entered for a given resident once a year, or more frequently if desired. If there are several entries for a resident for a given year, that data will automatically aggregate for the given experience elements on the reporting side. |
| Case Categories and Data Elements Entry | |

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| <p>What are the “Area” and “Type” in the data entry section?</p> | <p>The “Area” drop-down represents the main category of experience, while the “Type” drop-down lists the associated subcategories. Selecting an “Area” will dynamically update the “Type” options to match the associated subcategories. Once selections are made, click the “Search” icon to view the associated results.</p> |
| <p>How should data be entered for the “FMP Volume/Continuity Information” category?</p> | <p>After selecting the “FMP Volume/Continuity Information” category and clicking “Search,” a list of experience elements will display. Enter the numeric values for each element. If there is no data for an element, leave the box blank instead of entering zeros.</p> <p>Only data from the 2024-2025 academic year onward must be entered in the Case Logs. Any former data that was entered into ADS previously as part of the Annual Update has not been migrated to the Case Logs. See screenshot below.</p> |

Area

FMP Volume/Continuity Infor... ▾

Type

All ▾

Code or Keyword ⓘ

Q

| Code ▾ | Description ▾ | Area ▾ | Type ▾ | + Add All |
|--------|---|-----------------------------------|-------------------------------|--------------------------|
| | Total Number of Patients | FMP Volume/Continuity Information | Panel Size/Age Distribution | <input type="text"/> Add |
| | > 65 yrs old | FMP Volume/Continuity Information | Panel Size/Age Distribution | <input type="text"/> Add |
| | < 18 yrs old | FMP Volume/Continuity Information | Panel Size/Age Distribution | <input type="text"/> Add |
| | Total number of in-person and telehealth visits to the FMP by patients on the resident's panel – This includes the visits patients on the resident panel had with the resident PCP and those with other clinicians in the FMP | FMP Volume/Continuity Information | Resident Patient Panel Visits | <input type="text"/> Add |
| | Total number of in-person visits the resident had in the FMP – This includes the in-person visits with patients on the resident's panel and other patients not on the resident's panel | FMP Volume/Continuity Information | Resident Visits | <input type="text"/> Add |
| | Total number of telehealth visits the resident had in the FMP – This includes the telehealth visits with patients on the resident's panel and other patients not on the resident's panel | FMP Volume/Continuity Information | Resident Visits | <input type="text"/> Add |
| | Total number of in-person and telehealth visits the resident had with patients on the resident's panel – This includes the visits the resident had with patients on their panel | FMP Volume/Continuity Information | Resident Visits | <input type="text"/> Add |
| | Weeks in the FMP | FMP Volume/Continuity Information | Weeks/Hours | <input type="text"/> Add |
| | Hours in the FMP | FMP Volume/Continuity Information | Weeks/Hours | <input type="text"/> Add |

How should data be entered for the “Maternity/Obstetrical Experience” category?

For the “Maternity/Obstetrical Experience” category, the Review Committee is only interested in the total numbers for *graduates*. It is easiest to wait to enter the total until the resident graduates, and enter the total number for each element of experience in their final year.

However, the data may be entered year-by-year for the program’s/resident’s own purposes, as long as the aggregated total is correct by the time the resident graduates from the program. See screenshot below.

Area

Maternity/Obsterical Experience ▾

Type

All ▾

Code or Keyword ⓘ

Q

| Code ▴ ▾ | Description ▴ ▾ | Area ▴ ▾ | Type ▴ ▾ | + Add All |
|----------|--|---------------------------------|------------|-----------------|
| | Vaginal | Maternity/Obsterical Experience | Deliveries | <div></div> Add |
| | Cesarean | Maternity/Obsterical Experience | Deliveries | <div></div> Add |
| | Vaginal/Cesarean - Continuity Patients | Maternity/Obsterical Experience | Deliveries | <div></div> Add |

Reports, Download, and Search/Edit Cases

How can programs view resident case entries by category and year?

The Resident Experience report provides the most detailed view of how various categories are populated for a resident and the program year they fall under, based on information entered by either the program or the resident. To access it, navigate to the “**Case Logs**” tab and select “**Download/Reports.**” The Resident Experience report shows case entries organized by category and program year, giving a comprehensive overview of each resident’s progress. See example below.



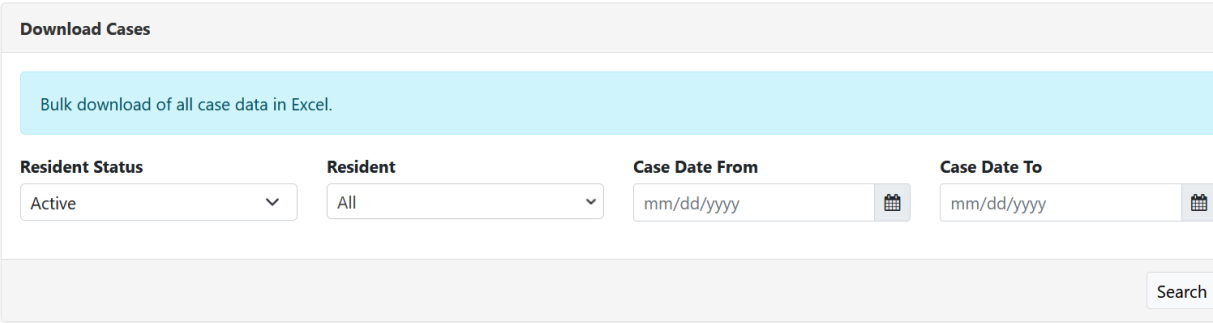
Experience by Year

FM Test Program - 1201234567

Resident: Example Resident_1

As of 5/19/2025

| | Year 1 | Year 2 | Year 3 | Total |
|---|--------|--------|--------|-------|
| Maternity/Obsterical Experience | | | | |
| Deliveries | | | | |
| Cesarean | 0 | 0 | 0 | 0 |
| Vaginal | 0 | 0 | 0 | 0 |
| Vaginal/Cesarean - Continuity Patients | 0 | 0 | 0 | 0 |
| Total Deliveries | 0 | 0 | 0 | 0 |
| Total Maternity/Obsterical Experience | 0 | 0 | 0 | 0 |
| FMP Volume/Continuity Information | | | | |
| Panel Size/Age Distribution | | | | |
| < 18 yrs old | 0 | 0 | 0 | 0 |
| > 65 yrs old | 0 | 0 | 0 | 0 |
| Total Number of Patients | 0 | 0 | 0 | 0 |
| Total Panel Size/Age Distribution | 0 | 0 | 0 | 0 |
| Resident Patient Panel Visits | | | | |
| Total number of in-person and telehealth visits to the FMP by patients on the resident's panel – This includes the visits patients on the resident panel had with the resident PCP and those with other clinicians in the FMP | 0 | 0 | 0 | 0 |
| Total Resident Patient Panel Visits | 0 | 0 | 0 | 0 |
| Resident Visits | | | | |
| Total number of in-person and telehealth visits the resident had with patients on the resident's panel – This includes the visits the resident had with patients on their panel | 0 | 0 | 0 | 0 |
| Total number of in-person visits the resident had in the FMP – This includes the in-person visits with patients on the resident's panel and other patients not on the resident's panel | 0 | 0 | 0 | 0 |
| Total number of telehealth visits the resident had in the FMP – This includes the telehealth visits with patients on the resident's panel and other patients not on the resident's panel | 0 | 0 | 0 | 0 |
| Total Resident Visits | 0 | 0 | 0 | 0 |
| Weeks/Hours | | | | |
| Hours in the FMP | 0 | 0 | 0 | 0 |
| Weeks in the FMP | 0 | 0 | 0 | 0 |
| Total Weeks/Hours | 0 | 0 | 0 | 0 |
| Total FMP Volume/Continuity Information | 0 | 0 | 0 | 0 |

| | |
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| | <p>Note: Residents' data must be entered only for their current year in the residency program. Program years prior to the 2024-2025 academic year will display zeros, as data entry using the Case Logs was not required before that time. Likewise, residents' future years will show zeros until the resident reaches those years and data is collected accordingly.</p> |
| What is the difference between individual and aggregate reports? | Individual reports show data per resident. Aggregate reports combine data for multiple selected residents into one report. |
| How can I download case data? | <p>To download a resident's case data, go to "Download/Reports" under the "Case Logs" tab. Select filters as needed, then download a CSV file or run PDF/Excel reports.</p>  |
| How can users search for and edit existing Case Log entries? | Users can search for and edit existing entries only while the resident has an active status. To do this, use the "Search/Edit" option under the "Case Logs" tab. Users can filter, edit, copy, or delete entries. See screenshot below. |

Edit Cases

Search

Resident

Yr 1 - Resident_1, Example

Case Date From

mm/dd/yyyy

Case Date To

mm/dd/yyyy

Program Year

All

Area

All

Type

All

Search Results

25

Filter Results

Showing 1 to 1 of 1 entries

Previous

1

Edit

Copy

Delete

| Data Transfers and Case Log Year-End Verification (Archiving) | |
|--|--|
| What is the process for program leadership to complete year-end Case Log verification for graduates? | At the end of each academic year, programs must mark graduating residents in ADS and ensure their Case Log entries are complete. For specialties like family medicine that require Case Logs, this must be done by August 1. After that, the data is archived and can no longer be edited, creating a fixed dataset for analysis and national reporting. |
| What is the archival process in ADS for graduate Case Log information? | During the Annual Update (or throughout the academic year if a resident leaves off-cycle), marking a resident's status as "Completed All Accredited Training" or another status in the "Completed or Left Program" categories initiates the Case Log data archival process; the system will alert users that this action triggers the archival process. Archived data is locked and cannot be edited, though archived reports and downloads remain available to both the program and residents. |
| When is the deadline for data archiving for graduate Case Log? | August 1 of each year is the Case Log Verification Deadline for graduates. |
| Do residents and members of program leadership still have Case Log access after a resident leaves the program? | Program leadership and residents will always have access to their ACGME Case Log account to retrieve cases. Once a resident leaves the program and their data is archived, they can still access archived reports/download their cases but can no longer add or edit cases. |
| Reference Materials and Support | |
| Where can programs find additional information on the transition to the Case Log System? | A tutorial video entitled Family Medicine Case Log Video is available to help programs prepare for the change in data collection; the video is accessible from the Documents and Resources page in the Family Medicine section of the ACGME website. |
| Who can programs contact with questions? | <p>For Program Requirement and accreditation questions, email Review Committee Executive Director Eileen Anthony at eanthony@acgme.org or contact other Review Committee staff members. Contact information can be found on the Overview page of the Family Medicine section of the ACGME website.</p> <p>For technical questions about ADS and the Case Log System, email ADS@acgme.org. Visit the ADS Help Center (linked in the top-right corner of ADS) to access FAQs or submit a request.</p> |