

## Review Committee for Family Medicine Case Log Information

Starting with the 2024-2025 academic year, the collection of family medicine annual program data for resident experiences transitioned 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.

### Contents

General Questions .....	1
Access and User Roles .....	2
Case Data Entry.....	2
Case Categories and Data Elements Entry .....	5
Reports, Download, and Search/Edit Cases .....	7
Data Transfers and Case Log Year-End Verification (Archiving).....	10
Reference Materials and Support.....	12

### General Questions

#### **Was any data reported by the program prior to the implementation of the Case Log System transferred over into the Case Log System?**

No. Data entered into the Accreditation Data System (ADS) as part of the ADS Annual Update prior to the implementation of the Case Log System was not migrated. Programs are responsible for entering the required data directly into the Case Log System.

This does not apply to residents who graduated or left the program before the implementation of the Case Log System.

#### **What Case Log data must be entered?**

All currently enrolled and recently graduated residents' data must be entered and verified for the 2024-2025 and subsequent academic years. Entering resident data for prior academic years is strongly encouraged as the complete program data serves as evidence of compliance with the numeric standards the Review Committee reviews annually, while also acknowledging the challenges programs may face.

For graduating or departing residents, the Case Log year end verification deadline is August 1 each year, so data should be entered by that time for the current academic year.

Off-cycle residents' data must be entered at the end of their training year, rather than waiting for the standard annual update period. For residents who complete or depart off cycle, all required data must be entered before their resident status is changed in ADS.

### **When should programs advance their residents on the ADS roster?**

It is highly recommended that programs wait to advance the year of residents on their roster until after they have finished entering their Case Log data for the academic year that is coming to a close, as the 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 retroactively, if needed.

### **Access and User Roles**

- Program leadership: Program directors and program coordinators are automatically granted permission to use the system with the same credentials used to log into ADS. After logging into ADS, users can access Case Logs by selecting the "Case Logs" option from the left-side navigation menu.
- Residents: After May 27, 2025, any new residents added to the program's resident roster in ADS automatically receive access and an email notification instructing them how to set up their account and where to log in. Once accounts are set up, residents can add, edit, and view their own data.
- 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.

### **Case Data Entry**

- All currently enrolled and recently graduated residents' data must be entered and verified for the 2024-2025 and subsequent academic years. Entering resident data for prior academic years is strongly encouraged as the complete program data serves as evidence of compliance with the numeric standards the Review Committee reviews annually, while also acknowledging the challenges programs may face.
- Programs should first verify what information has already been entered for each resident before adding new data. To review existing data, navigate to **Case Logs > Download/Reports** from the left-side navigation menu and access the **Experience by Year** report.
- If data has already been entered, programs should enter only the data that has not yet been recorded for the resident's applicable year(s) of training. This ensures that data collection aligns with the appropriate stage of education and training while avoiding duplicate data entry.

## Resident Data Entry Guide

Resident Year in Program (2025-2026)	Data Already Entered in Case Log System for 2024-2025	Required Data Entry for 2025-2026	Notes
Year 1	No prior year data available/NA	Enter Year 1 data	Enter data for the resident's most recent completed year in program.
Year 2	Year 1 data already entered	Enter Year 2 data only	Do not re-enter Year 1 data. Verify existing data before entering new information.
Year 3	Year 1 and Year 2 data already entered	Enter Year 3 data only	Do not re-enter prior years that are already represented in the Case Log System.
Year 2	No data entered for Year 1	Enter Year 1 and Year 2 data	When entering retrospective Year 1 data (academic year 2024-25), update the "Program Year" field to Year 1.
Year 3	Only Year 2 data entered	Enter Year 1 (strongly encouraged) and Year 3 data	When entering retrospective Year 1 data (academic year 2023-24), update the "Program Year" field to Year 1. The "Program Year" field defaults to the resident's year listed on the ADS Resident Roster.
Year 3	No data entered previously	Enter Year 1 (strongly encouraged) and Year 2 and Year 3 data	When entering retrospective Year 1 data (academic year 2023-24), update the "Program Year" field to Year 1. When entering retrospective Year 2 data (academic year 2024-25), update the "Program Year" field to Year 2. The "Program Year" field defaults to the resident's year listed on the ADS Resident Roster.

### Important: Enter Correct Program Year

Before adding new data, use the **Experience by Year** report available at **Case Logs > Download/Reports** from the left-side navigation menu to review previously entered data.

Ensure that all Case Log entries are entered before advancing the resident to their next year of the program in the ADS resident roster. If the program year was advanced prior to entering their data, change the "Program Year" field in the Case Log System to record the data under the corresponding year (e.g., if the resident is now a Year 3 on your roster but the case was performed in their second year, adjust the Program Year field to "2" when logging this data).

### Add an Entry:

- Once logged into ADS, from the left-hand navigation menu, under Case Logs, select **Add** to start a new case entry.
- Enter information:

**Resident:** Select the appropriate resident (for program leadership only; residents logging their own cases will only see their own name).

**Case Date:** Defaults to today's date and is used as an identifier should the entry need to be located after it's submitted. Note that this is not used in identifying which program year the case is attributed to.

**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. Click on the drop-down arrow to select a different program year, if needed.

**Comments:** Optional and purely for the use of the resident or program, not the ACGME.

**Area:** Select the relevant category (**FMP Volume/Continuity Information** or **Maternity/Obstetrical Experience**).

Refer to the **Case Categories and Data Elements Entry** section below for guidance.

Area/Type/Code

Area: All | Type: All | Code or Keyword: [ ] [Q]

Area dropdown menu options:

- All
- FMP Volume/Continuity Information
- Maternity/Obstetrical Experience

3. Add experience elements:
  - a. After selecting an **Area**, click **“Search”** to view available experience elements.
  - b. For each relevant element, input the corresponding numeric value in the fields provided.
  - c. If an experience element has no data to report, leave the box blank; entering “0” is unnecessary.
  - d. Click **“Add”** or **“Add All”** to include these elements in the form.
  - e. Repeat this for any other categories as necessary.
4. Click **“Submit”** once all relevant information is entered, and the case entry will be saved.
5. Lastly, review the **“Experience by Year”** report (found under **Case Logs > Downloads/Reports**) to ensure all data appears as intended.

### Timing and Frequency of Data Entry

- 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.
- Data for a given resident can be entered once per year or more frequently if needed. When multiple entries exist within the same year, the data is automatically aggregated for the relevant experience elements on the reporting side. Review the “Experience by Year” report (found under **Case Logs > Downloads/Reports**) to ensure all data appears as intended.

## **Off-Cycle Residents**

For residents who complete or depart the program off cycle, enter data at the time of departure, rather than waiting for the end of the academic year or the annual update period.

**Important:** Ensure that all cases are entered before marking a resident as “Completed,” “Left Program,” “Transferred,” etc. Once archived, Case Logs become read-only, and additional entries cannot be added.

## **Case Categories and Data Elements Entry**

Resident Case Logs include entries from two categories:

- FMP Volume/Continuity Information
- Maternity/Obstetrical Experience

### **Area and Type**

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.

### **Entering FMP Volume/Continuity Information**

- 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, leaving any fields blank if no data is available (do not enter zeros).
- All currently enrolled and recently graduated residents’ data must be entered for the 2024-2025 and subsequent academic years. Entering data for prior academic years is strongly encouraged.
- A single case entry should be created per training year, including all applicable FMP Volume/Continuity Information for that year. See screenshot below.

Area/Type/Code

Area	Type	Code or Keyword <span>?</span>	
FMP Volume/Continuity Infor...	All		<input type="text"/> Q

  

Code	Description	Area	Type	+ Add All
	Resident's Panel Size (at end of academic year)	FMP Volume/Continuity Information	Panel Size/Age Distribution	<input type="text"/> Add
	Number of resident's paneled patients < 18 years old	FMP Volume/Continuity Information	Panel Size/Age Distribution	<input type="text"/> Add
	Number of resident's paneled patients > 65 years old	FMP Volume/Continuity Information	Panel Size/Age Distribution	<input type="text"/> Add
	All in-person FMP visits the resident had. (In-person part of denominator for resident-sided continuity)	FMP Volume/Continuity Information	Resident Visits	<input type="text"/> Add
	All telehealth FMP visits the resident had. (Telehealth part of denominator for resident-sided continuity)	FMP Volume/Continuity Information	Resident Visits	<input type="text"/> Add
	Total FMP visits the resident had with their paneled patients. (Numerator of both resident-sided and patient-sided continuity-includes in-person and telehealth visits residents had with their patients on their panel)	FMP Volume/Continuity Information	Resident Visits	<input type="text"/> Add
	All visits in the FMP with patients on the resident's panel. (Denominator of patient-sided continuity - includes in person and telehealth visits the resident's paneled patients had in the FMP regardless of clinician)	FMP Volume/Continuity Information	Resident Patient Panel 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

**Entering Maternity/Obstetrical Experience**

- For the “**Maternity/Obstetrical Experience**” category, the Review Committee only requires total numbers for graduates and departing residents.
- Programs have flexibility in how this information is entered. They may choose to enter these totals (summarizing the entire residency experience) once during the resident’s final year, before graduation or departure, and before updating the resident’s status in ADS.
- Alternatively, programs may enter data per training year, provided the cumulative total is accurate by the time the resident graduates or departs. See screenshot below.
- Programs should consistently use one or the other method for reporting data (either summative at graduation, or year-by-year).

Area/Type/Code

Area: Maternity/Obstetrical Experien...  
 Type: All  
 Code or Keyword:

Code	Description	Area	Type	+ Add All
	Total Vaginal	Maternity/Obstetrical Experience	Deliveries	<input type="text"/> Add
	Total Cesarean	Maternity/Obstetrical Experience	Deliveries	<input type="text"/> Add
	Vaginal/Cesarean - Continuity Patients	Maternity/Obstetrical Experience	Deliveries	<input type="text"/> Add

### Case Log Data Categories Entry Guide

Case Log Experience Elements	Required Data Entry	Recommended Entry Timing	Important Notes
FMP Volume/Continuity Information	Must include an entry for <b>each year of training</b> to ensure the resident's complete training record is represented.	Recommended to enter at the <b>end of each program year</b> . Programs may enter one entry that includes all applicable FMP Volume/Continuity Information for each training year.	Data must be represented year-by-year. Verify that the correct <b>Program Year</b> is selected when entering data.
Maternity/Obstetrical Experience	Must represent the resident's <b>total experience</b> at the time of graduation or departure from the program.	Programs may enter data year-by-year for tracking purposes, but the cumulative total must be accurate when the resident graduates or departs from the program.	Programs may enter data year-by-year for tracking purposes, but the cumulative total must be accurate when the resident graduates or departs from the program.

## Reports, Download, and Search/Edit Cases

### View resident case entries by category and year

The Experience by Year 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 **Case Logs > Download/Reports** from the left-side navigation menu. This report shows case entries organized by category and program year, giving a comprehensive overview of each resident's progress.

The screenshots below compare two Experience by Year reports for a PGY-3 resident at the end of Academic Year 2025-2026. The first example shows Maternity/Obstetrical Experience entered as an aggregated total during the final year of the program, while the second shows the same data entered separately by training year. Both methods are acceptable.

**Note:** All currently enrolled and recently graduated residents' data must be entered and verified for the 2024-2025 and subsequent academic years and is strongly encouraged for prior academic years.

**Figure 1.** PGY-3 Experience by Year Report, at the end of Academic Year 2025-2026, where Maternity/Obstetrical Experience Entered as an Aggregated Total in the Final Year of Training.



## Experience by Year

Resident: [REDACTED]  
As of [REDACTED]

	Year 1	Year 2	Year 3	Total
<b>Maternity/Obstetrical Experience</b>				
<b>Deliveries</b>				
Total Cesarean	0	0	7	7
Total Vaginal	0	0	31	31
Vaginal/Cesarean - Continuity Patients	0	0	6	6
<b>FMP Volume/Continuity Information</b>				
<b>Panel Size/Age Distribution</b>				
Number of resident's paneled patients < 18 years old	0	19	18	37
Number of resident's paneled patients > 65 years old	0	35	30	65
Resident's Panel Size (at end of academic year)	0	152	100	252
<b>Resident Patient Panel Visits</b>				
All visits in the FMP with patients on the resident's panel. (Denominator of patient-sided continuity - includes in person and telehealth visits the resident's paneled patients had in the FMP regardless of clinician)	0	174	170	344
<b>Resident Visits</b>				
All in-person FMP visits the resident had. (In-person part of denominator for resident-sided continuity)	0	315	306	621
All telehealth FMP visits the resident had. (Telehealth part of denominator for resident-sided continuity)	0	2	3	5
Total FMP visits the resident had with their paneled patients. (Numerator of both resident-sided and patient-sided continuity-includes in-person and telehealth visits residents had with their patients on their panel)	0	138	120	258
<b>Weeks/Hours</b>				
Hours in the FMP	0	576	567	1143
Weeks in the FMP	0	42	41	83

*This program has entered all maternity data for Resident Smith as summative in Year 3 of their training, even though the resident had deliveries in each year of the program. This is acceptable.*

*Note that FMP data must still be entered for each year of training for this resident. Data reporting from Academic Year 2023-24 and earlier is optional but strongly recommended.*

**Figure 2.** PGY-3 Experience by Year Report, at the end of Academic Year 2025-2026, where Maternity/Obstetrical Experience Entered Separately by Training Year.



## Experience by Year

Resident: \_\_\_\_\_  
As of \_\_\_\_\_

Year 1	Year 2	Year 3	Total
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### Maternity/Obstetrical Experience

#### Deliveries

	Year 1	Year 2	Year 3	Total
Total Cesarean	2	5	7	14
Total Vaginal	1	16	31	48
Vaginal/Cesarean - Continuity Patients	2	3	6	11

*This program has entered all data for Resident Smith during each year of training, and the totals are automatically calculated. This is the recommended method.*

### FMP Volume/Continuity Information

#### Panel Size/Age Distribution

	Year 1	Year 2	Year 3	Total
Number of resident's paneled patients < 18 years old	0	19	18	37
Number of resident's paneled patients > 65 years old	0	35	30	65
Resident's Panel Size (at end of academic year)	0	152	100	252

#### Resident Patient Panel Visits

All visits in the FMP with patients on the resident's panel. (Denominator of patient-sided continuity - includes in person and telehealth visits the resident's paneled patients had in the FMP regardless of clinician)	0	174	170	344
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Total FMP visits the resident had with their paneled patients. (Numerator of both resident-sided and patient-sided continuity-includes in-person and telehealth visits residents had with their patients on their panel)	0	138	120	258

#### Weeks/Hours

Hours in the FMP	0	576	567	1143
Weeks in the FMP	0	42	41	83

## Report Types

**Individual reports** show data per resident. **Aggregate reports** combine data for multiple selected residents into one report.

## Downloading Case Data

To download a resident's case data, select "Download/Reports" under "Case Logs." Select filters as needed, then download a CSV file or run PDF/Excel reports.

**Download Cases**

Bulk download of all case data in Excel.

**Resident Status**  
Active

**Resident**  
All

**Case Date From**  
mm/dd/yyyy

**Case Date To**  
mm/dd/yyyy

Search

## 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 "Case Logs." 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

Created	Case Date	Resident	Case Year	Actions
5/19/2025	5/19/2025	Resident_1, Example	1	Edit Copy Delete

Showing 1 to 1 of 1 entries

## Data Transfers and Case Log Year-End Verification (Archiving)

### Transfer Residents

It is the responsibility of the new program to transfer a resident's cases in the system. A transfer of cases is initiated when the resident is added to their new program within the same specialty. Accepting the transfer will automatically add cases from their prior family medicine program to their new program.

If transferring from another specialty to family medicine, questions regarding whether specific experiences meet family medicine requirements should be directed to Review Committee staff.

## 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 should be done by August 1. After that, the data is archived after a resident is marked as having graduated/left the program and can no longer be edited, creating a fixed dataset for analysis and national reporting.

## Graduate Case Log Archival

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.

**August 1** of each year is the Case Log verification deadline for graduates in family medicine. After the program updates a resident's status AND this deadline passes, their data will be archived.

## Instructions for Completing the Case Log Year-End Verification (Archiving) Process for graduating residents

Prior to the August 1 archiving of graduate Case Log deadline:

1. Verify that all Case Log data is complete and accurate.
  - o Enter any remaining cases into the Case Log System.
  - o From the left-side navigation menu, under **Case Logs**, select **Add**.
2. Review the Experience by Year report.
  - o Confirm that all data has been entered and appears as intended.
  - o From the left-side navigation menu, under **Case Logs**, select **Download/Reports** and access the **Experience by Year** report.
3. Update the resident's status in ADS.
  - o From the left-side navigation menu, select **Residents** to access the **View Roster** page.
  - o Locate the resident record, hover over the record, and click **Edit**.
  - o Scroll to the **Resident Status** section.
  - o Select the appropriate status, such as **Completed All Accredited Training**, **Transferred**, **Withdrew**, **Dismissed**, or another applicable left program status.
  - o Enter the date the resident completed or left the program.
  - o Click **Save Resident** to update the resident's record.

**Important:** Updating the resident's status is the final step in the process. Once the status change is saved, a graduating resident's Case Log will be archived. Access will change to read-only overnight, and no additional Case Log entries or edits can be made after the record is archived.

## Case Log Access After Leaving 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

### **Additional Resources**

An additional online resource, featuring screenshots from ADS to clarify how and why data is entered, will be linked to the ACGME Review Committee for Family Medicine Documents and Resources page.

### **Questions?**

For Program Requirement and accreditation questions, email Review Committee Accreditation Administrator Betty Cervantes at [brc@acgme.org](mailto:brc@acgme.org) or contact other Review Committee staff members, contact information for whom is available on the [Overview](#) page of the Family Medicine section of the ACGME website.

For technical questions about ADS and the Case Log System, email [ADS@acgme.org](mailto:ADS@acgme.org). Visit [ACGME Cloud | Support](#) (linked in the top-right corner of ADS) to access FAQs or submit a request.