Logging Agreements in New Innovations Program Letters of Agreement (PLAs)

Per ACGME Guidelines

There must be Program Letters of Agreement (PLAs) between an accredited program and all sites to which residents/fellows rotate for required education or assignments. (Note-Some Program Requirements have more specific guidelines. These are the minimum from the Common Program Requirements.)

Agreements should be updated

- 1. when there are changes in
 - program director
 - faculty supervisor
 - participating site director
 - resident/fellow assignments (duration and content)
 - policies and procedures
- 2. at least every 10 years

Logging and Uploading PLA's into NI

Below is the information required when logging a PLA in New Innovations.

Field/Section	Notes	
Participants Participants		
Program	Program with the rotating residents	
Affiliate Training Location	The Site the program's residents are rotating at	
Agreement Type	PLA	General Program Letter of Agreement
	Resident Rotation	Refers to a specific resident

Intervals			
Start Date	The date the agreement starts		
Expiration Date	All agreements must have an expiration date.		
	If one is not stated in the agreement, the expiration date is 5 years after the		
	effective date of the agreement.		
Approval Date	Depending on the status of the agreement when entered, the approval		
	date can be:		
	The date all parties approved for signature		
	The same date signatures are complete		
	The same date as uploaded into NI		
Agreement Milestone*	The status of the agreement.		
	See the next table for specifics.*		
Milestone Achieved	The date that each milestone was reached/changed.		
Date	There must be a date here.		
Notes	Put any additional helpful information here.		
	If it is a rotation agreement, put the name of the identified resident		
	here.		

*Agreement Milestones and Available Options

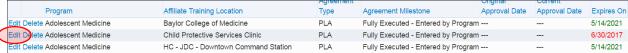
Choices for Agreement Milestones	Explanation
Fully Executed — Entered by Program	Changed from Fully Executed. Programs should use this Milestone when entering and uploading fully executed documents
Fully Executed – Confirmed by GME	Used only by GME Staff GME Staff will use this Milestone • to indicate they have reviewed and verified the uploaded PLA • if they entered and uploaded a fully executed PLA
Signatures-Other Institution	When PLA's are in the signature process with the other institution
Signatures-UT GME	When PLA's are in the signature process in the GME office (for Dr. Uthman's signature)
Signatures-UT Legal	When PLA's are in the signature process in the Legal office. Only GME should use this option because only GME should send agreements directly to the Legal Office
Signatures-UT Program	When PLA's are in the signature process with the UT Program (for the Program Director to sign)
Under Review-Other Institution	When the PLA is being reviewed by the other institution in order to approve for signature
Under Review-UT	When the PLA is being reviewed by anyone at UT in order to approve for signature

Below are some typical entry errors.

- Expiration Date All agreements must have an expiration date.
- Approval Date date is missing on "fully executed" agreements.
- Agreement Milestone Many programs are entering "Fully Executed Confirmed by GME".
 This is only for GME to use.
- Milestone Achieved Date date is missing.

Logging and Uploading RENEWED PLA's into NI

When you log a renewing agreement, do not add a new agreement from the beginning. Click *Edit* in front of the current agreement log and add a new interval.



Click **New** to enter a new interval.



This will keep the old agreement from showing up as expired and the new, current agreement will show active.