

## 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   |                                     |
|------------------------------------|---|-------------------------------------|
| <b>Participants</b>                |   |                                     |
| <b>Program</b>                     | Program with the rotating residents   |                                     |
| <b>Affiliate Training Location</b> | The Site the program's residents are rotating at  |                                     |
| <b>Agreement Type</b>              | <i>PLA</i>  | General Program Letter of Agreement |
|                                    | <i>Resident Rotation</i>  | Refers to a specific resident       |
| <b>Intervals</b>                   |   |                                     |
| <b>Start Date</b>                  | The date the agreement starts   |                                     |
| <b>Expiration Date</b>             | <b>All agreements must have an expiration date.</b><br>If one is not stated in the agreement, the expiration date is 5 years after the effective date of the agreement.   |                                     |
| <b>Approval Date</b>               | <b>Depending on the status of the agreement when entered, the approval date can be:</b> <ul style="list-style-type: none"> <li>• The date all parties approved for signature</li> <li>• The same date signatures are complete</li> <li>• The same date as uploaded into NI</li> </ul> |                                     |
| <b>Agreement Milestone*</b>        | <ul style="list-style-type: none"> <li>• The status of the agreement.</li> <li>• <b>See the next table for specifics.*</b></li> </ul>   |                                     |
| <b>Milestone Achieved Date</b>     | <ul style="list-style-type: none"> <li>• The date that each milestone was reached/changed.</li> <li>• <b>There must be a date here.</b></li> </ul>  |                                     |
| <b>Notes</b>                       | <ul style="list-style-type: none"> <li>• Put any additional helpful information here.</li> <li>• If it is a rotation agreement, put the name of the identified resident here.</li> </ul>  |                                     |

**\*Agreement Milestones and Available Options**

| Choices for Agreement Milestones           | Explanation   |
|--|---|
| <b>Fully Executed – Entered by Program</b> | <b>Changed from Fully Executed.</b><br>Programs should use this Milestone when entering and uploading fully executed documents  |
| <b>Fully Executed – Confirmed by GME</b>   | <b>Used only by GME Staff</b><br><u>GME Staff will use this Milestone</u> <ul style="list-style-type: none"> <li>to indicate they have reviewed and verified the uploaded PLA</li> <li>if they entered and uploaded a fully executed PLA</li> </ul> |
| <b>Signatures-Other Institution</b>        | When PLA’s are in the signature process with the other institution  |
| <b>Signatures-UT GME</b>                   | When PLA’s are in the signature process in the GME office (for Dr. Uthman’s signature)  |
| <b>Signatures-UT Legal</b>                 | When PLA’s are in the signature process in the Legal office.<br><b>Only GME should use this option because only GME should send agreements directly to the Legal Office</b>   |
| <b>Signatures-UT Program</b>               | When PLA’s are in the signature process with the UT Program (for the Program Director to sign)  |
| <b>Under Review-Other Institution</b>      | When the PLA is being reviewed by the other institution in order to approve for signature   |
| <b>Under Review-UT</b>                     | 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.

| Program   | Affiliate Training Location         | Agreement Type | Agreement Milestone                     | Original Approval Date | Current Approval Date | Expires On |
|---|-------------------------------------|----------------|---|------------------------|-----------------------|------------|
| <a href="#">Edit</a> <a href="#">Delete</a> Adolescent Medicine | Baylor College of Medicine          | PLA            | Fully Executed - Entered by Program --- | ---                    | ---                   | 5/14/2021  |
| <a href="#">Edit</a> <a href="#">Delete</a> Adolescent Medicine | Child Protective Services Clinic    | PLA            | Fully Executed - Entered by Program --- | ---                    | ---                   | 6/30/2017  |
| <a href="#">Edit</a> <a href="#">Delete</a> Adolescent Medicine | HC - JDC - Downtown Command Station | PLA            | Fully Executed - Entered by Program --- | ---                    | ---                   | 5/14/2021  |

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

| Intervals   |            |                 |             |                                     |  |  |
|---|------------|-----------------|-------------|-------------------------------------|--|--|
| Program Agreement Intervals   |            |                 |             |                                     |  |  |
|   | Start Date | Expiration Date | Approved On | Agreement Milestone                 |  |  |
| <a href="#">New</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Uploads</a> | ---        | 6/30/2017       | ---         | Fully Executed - Entered by Program |  |  |

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