

2017

New Innovations (RMS)  
Agreements Training



Owner

# Agreements - Overview

## Overview

According to the ACGME, programs and institutions are required to have Program Letters of Agreement (PLA) in place if they have residents who rotate to different locations during their residency. These letters define the relationships between programs and sites that participate in Graduate Medical Education. These sites provide residents with required residency learning experiences. Specifically, the agreements should:

- Identify the faculty
- Outline their responsibilities
- Define the duration and content of the education experience at the affiliate location
- Explain the policies and procedures for resident education.

The Agreements module is a resource for GME and program administrators to store and track agreements between:

- Programs and Affiliate Training Locations
- Sponsoring Institutions and Affiliate Training Locations

## Access

- Level 4 - View/Modify program agreements; View agreement types, agreement milestones & institution agreements.

	Program	Affiliate Training Location	Agreement Type	Agreement Milestone	Original Approval Date	Current Approval Date	Expires On
<a href="#">Edit</a> <a href="#">Delete</a>	UMN-FMED-St. John's Residency	Banner Medical Clinic	AIPA	Agreement to Site for Signature	---	---	6/30/2020
<a href="#">Edit</a> <a href="#">Delete</a>	UMN-FMED-St. John's Residency	Bluestone Physician Services	AIPA	Complete & Document Uploaded (06/23/2016)	7/1/2011	7/1/2016	6/30/2020
<a href="#">Edit</a> <a href="#">Delete</a>	UMN-FMED-St. John's Residency	Child Family Health International	AIPA	Complete & Document Uploaded	5/1/2017	5/1/2017	6/30/2020

Participants

Programs: UMN-FMED-St. John's Residency  Include programs not eligible for IRIS reimbursement

Affiliate Training Location: Regions Hospital - HealthPartners [View Agreement Contact Information](#)

Agreement Type: PLA

Archived:

Intervals

	Start Date	Expiration Date	Approved On	Agreement Milestone
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Uploads</a>	5/1/2013	6/30/2016	5/1/2013	Complete & Document Uploaded
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Uploads</a>	7/1/2016	6/30/2019	3/23/2017	Complete & Document Uploaded

[Export to Excel](#)

# Agreements - Create/Edit Program Agreement

Administrators with privilege levels of 4 in the agreements module can create program agreements that define the relationships between the affiliate training locations and the programs. Level 4 administrators are limited to creating and managing agreements for departments and divisions in which they have Agreements privileges.

## Create Program Agreement

1. Go to *Administration > Agreements > Program*
2. Click **New**
3. Select program
4. Select affiliate training location
5. Select Agreement Type
6. Enter the start date and expiration date for the current interval (or if it does not expire check the Does Not Expire box). The start and expiration date are the dates that the agreement is in effect
7. Select the Milestone
8. Select the Milestone Achieved date (or can be updated later if milestone has not been achieved yet)
9. Enter any Notes
10. Click **Save**

**MMCGME Services** UMN-FMED-St. John's Residency C Coordinator Help

Administration Personnel Schedules Evaluations Duty Hours Logger Conferences Portfolio More

### Create Program Agreements

**Participants**

Programs: UMN-FMED-St. John's Residency  Include programs not eligible for IRIS reimbursement

Affiliate Training Location: Center for Adolescent Health [View Agreement Contact Information](#)

Agreement Type:   
All | None | Invert   
▲ PLA   
○ PLA-Visiting Resident   
▼ Rotation Agreements   
Site Agreement   
1 Selected

**Intervals**

Start Date: 7/1/2017  Does Not Expire

Expiration Date: 6/30/2022

Approval Date: 6/5/2017

Agreement Milestone: Agreement Requested

Milestone Achieved Date: 5/1/2017

Notes:   
Remaining Characters: 4000

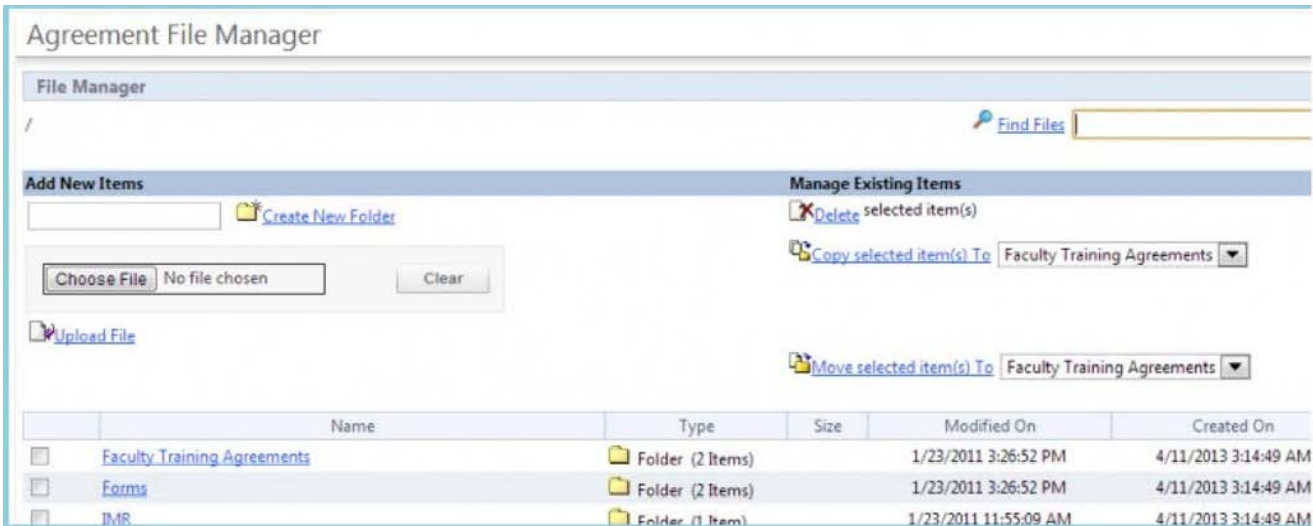
Cancel Save

# Agreements - File Manager

## Set Up

The file manager offers administrators a place to upload and store relevant agreements documents.

1. Go to *Administration > Agreements > File Manager*
2. Enter a folder name and click **Create New Folder**
3. Click **Choose File** to browse your computer and find file
4. Click **Upload File**



## Delete a File or Folder

1. Check the box to the left of the file or folder you want to delete. If you delete a folder containing files, all the files will be deleted too
2. Click **Delete**
3. Click **OK**

## Search for Files

Enter a letter, a word, or part of a word known to be contained in a file name, and then click the **Find Files** link. Search terms are not case sensitive.

For the most reliable search results, search **ONLY** from top level of your folder hierarchy. Click the **Parent Folder** link at the top of the screen until you see the '/' symbol.

To return to the File Manager, click on the **Return to Previous Page** link.

## Program Agreements – At a Glance

Since the **Program Agreements** page contains volumes of information, here's a way to view all program agreements (AIPAs, PLAs) for a single program agreements in one place.

1. Go to **Administration > Program**
2. Under Accreditation in the left menu screen, select **Agreements**
3. A list of agreements will appear which lists:
  - Affiliate Training Location
  - Agreement Type
  - Agreement Milestones
  - Original Approval Date
  - Current Approval Date
  - Expiration Date

Modification to agreements is not possible from this screen, rather it is merely a summary of program agreements.