

### BLOCK SCHEDULE DEADLINES

As we plan for the upcoming academic year (AY), please have your block schedules entered into RMS by the deadlines below.

A timely and comprehensive block schedule (no block gaps) ensures:

- Affiliate sites are aware of all trainees working within their organizations
- Programs can demonstrate compliance with accreditation policies related to duty hours and required education experience
- Funding is managed accurately

### COMPREHENSIVE BLOCK SCHEDULE ENTRY DEADLINES

<b>May 1</b>	<p><b>First quarter block schedules are due</b> – required for programs training at the VAMC, <u>highly recommended for all programs.</u></p> <ul style="list-style-type: none"> <li>• <b>Program Action:</b> Minimum entry for the first quarter block schedule entry in RMS for VAMC participant programs.</li> <li>• <b>Site Action:</b> Run new reports to capture trainee rotations added between May 1<sup>st</sup> and June 1<sup>st</sup>; continue with site-specific onboarding.</li> </ul>
<b>June 1</b>	<p><b>First quarter block schedule due</b> for programs not training at VA.</p> <ul style="list-style-type: none"> <li>• <b>Program Action:</b> Minimum entry for the AY first quarter block schedule entry in RMS for non-VAMC participant programs.</li> <li>• <b>Site Action:</b> Run new reports to capture trainee rotations added between May 1<sup>st</sup> and June 1<sup>st</sup>; continue with site-specific onboarding.</li> </ul>
<b>August 1</b>	<b>Block schedules for the whole academic year are due.</b>
<b>August 2 and after</b>	<b>Program Action:</b> Contact site coordinators directly with changes to the block schedule to ensure site onboarding takes place for their trainees.

### BLOCK SCHEDULE CHANGES (UPDATE & COMMUNICATE)

<b>Before June 1<sup>st</sup></b>	<b>Run Reports:</b> Sites are responsible for running initial onboarding reports in RMS.
<b>After June 1st</b>	<b>Direct Communication:</b> Programs must communicate directly with sites during block schedule changes. Generic placeholder rotations (non-primary rotations) must be updated with correct rotation information before the rotation start date and communicated to the appropriate site/s as needed.
<b>After deadlines</b>	<b>Block schedule changes:</b> If changes are made, please communicate them directly with site coordinators.

Please watch [The Importance of the Block Schedule](#) for more information.  
 If you have any questions, please email [mmcgmehelp@umn.edu](mailto:mmcgmehelp@umn.edu).