TOPIC: **Deadlines for Entering Data**

NOVEMBER 15, 2006: All rotation schedules for 2005-2006 will be LOCKED.

- Reason? So after an IRIS report has been submitted, the data is not changed without informing the involved hospitals.
- What do all coordinators need to do? Make sure that all rotation schedules from last academic year reflect the rotations that the residents were really on. If any change, LOA or other dates need to be added, please make all corrections.

DONE!

- What if after the "lock" you realize there was a mistake? Send an e-mail to DAGMEC (Barrie or Jan). We can unlock the schedule and make the change. We will also notify the appropriate institutions of their lost $$$ because of the change, if necessary.

APRIL 15, 2007: Personnel Data for ALL incoming residents must be in RMS.

- All program coordinators must put all new trainees in RMS by this date – both military and civilian.
- Any trainee that matched through the NRMP can be imported from ERAS to RMS.

DONE!

- Why the deadline? So organizations that need to complete a task for all new trainees (Med Ed, DAGMEC, EPIC, etc.) have some certainty that they have captured every new trainee.

JUNE 1, 2007: Block schedule for 07-08 must be loaded into RMS.

- Each institution should be able to see the anticipated block schedule by June 1.
- Changes can be made, if necessary, as programs revise their data
- Why the deadline? So organizations that need to complete a task on behalf of residents (checking credentials of rotators, obtaining passwords for systems, etc.) have a complete list of residents, per institution, at one time.

October 15, 2007: All rotation schedules for 2006-2007 will be LOCKED.

- This date is more appropriate since CMC submits their IRIS data in November.

Most programs are already meeting these deadlines, so this is just a formalization of the process. DAGMEC will send an e-mail reminding you of these deadlines one month in advance, and one week in advance, just to be sure that everyone is on-board. *Thanks!*