Curriculum Inventory Upload Season Begins August 1, 2018

It is time to prepare for the Curriculum Inventory (CI) season to open August 1, 2018! The portal will close September 30, 2018. Keep in mind that you are submitting the previous year’s academic year, so your reporting start date will be no earlier than July 1, 2017, and your reporting end date will be no later than June 30, 2018.

Here are a few things you can do now to make sure you are prepared for this season:

1. **Attend the CI Webinar Series.** Each month (the second Wednesday of the month at 1:00 pm EST) the AAMC hosts a webinar. It typically includes a presentation from one of our schools and a presentation from AAMC. The webinar hosted on July 11, 2018 focused on preparing for the 2017-18 CI Season, as well as provided information about recent updates to the system and Verification Report format. You can view the recording of the webinar and PowerPoint presentation [here](#), as well as [register](#) for the next webinar, which will be held on August 8, 2018.

2. **Get Access.** Go to the CI home page, and sign in to the CI Portal. If you are unable to sign into your CI Portal, please email [ci@aamc.org](mailto:ci@aamc.org) for assistance.

3. **Manage Users.** Once in the CI Portal, click on the Manage Users tab. This tab shows you those from your institution and their official CI roles. The two primary roles are Curriculum Dean and CI Primary Admin, although there are other roles available if you have faculty or staff whom you’d like to have as viewers of your CI without editing privileges. To read more about CI roles and privileges, please see the CI Portal User Guide, page 3. If you need to make any changes to your institution's’ assigned roles, please email those to [ci@aamc.org](mailto:ci@aamc.org).
4. **Assign Your Data Sender.** Once in the CI Portal, click on the Manage Sender tab. This is where you can designate either a specific vendor who will be submitting your data on your behalf, or if you’d like to submit your data yourself.

5. **Recall the Upload Process.** It’s been awhile since last year’s CI season, and the details of how the upload process may be fuzzy. If you need a refresher, check out the CI Portal User Guide.

6. **Test Upload Your Data.** If you have a vendor who submits your data, they may use the CI Staging Site on your behalf. If you upload your own data, or are curious to test your data yourself, you can use the CI Staging Environment. This site is open all-year round for your convenience, whereas the CI Portal opens August 1. The CI Staging Environment may be especially useful if you have recently restructured your curriculum, have a unique piece of curriculum you’d like to test, or are preparing for an upcoming Liaison Committee on Medical Education (LCME) visit.

7. **Look at New Verification Report Format.** If you’ve submitted to the AAMC CI Portal in previous years, you are familiar with the Verification REport, a document you receive of your own schools’ data after a successful CI data submission. You can see an example here. This year there are a number of changes to the Verification Report focusing on three areas:
   - Readability: we changed the font, increased the size slightly, and made better use of white space.
   - Explanations: we added guide information for every section, explaining what data is and is not included in tables, how amounts are calculated, etc, and refined the mathematical formulas behind the tables.
   - Wording: we added clarity in the glossary, retitled tables, retitled columns, and added columns within tables to more accurately represent which data is provided.

You can see an example, with non-real data, or what the new Verification Report will look like here. Please take a look at the explanations for each table; this information may help you make decisions about how you structure your data, now that you are aware of which data will be populating these tables. As an example, if you look at Table 2: Primary Instructional Method: Courses on page 4, this table can be used to support your response to the LCME Data Collection Instrument (DCI) Tables 6.0-1 and 6.0-2. We noted that the LCME DCI includes simulated patients in patient contact hours; in previous
Verification Reports, this was not included. It may be useful for you to be aware of this, both so you understand if there is a change in your data tables from the year prior, but also in case it adjusts your strategy in tagging events with simulation as an instructional method. To see all possible instructional methods, assessment methods, and resources, click here.

The website was recently redesigned to help you better find resources you need. We hope that this new organization will facilitate your preparation for the upcoming CI season. If you have suggestions about additional resources desired, or have trouble locating a needed resource, please as always reach out to ci@aamc.org.

Onward!

Angela D. Blood
Director, Curricular Resources
www.aamc.org/cir