

Curriculum Inventory Newsletter February 2019

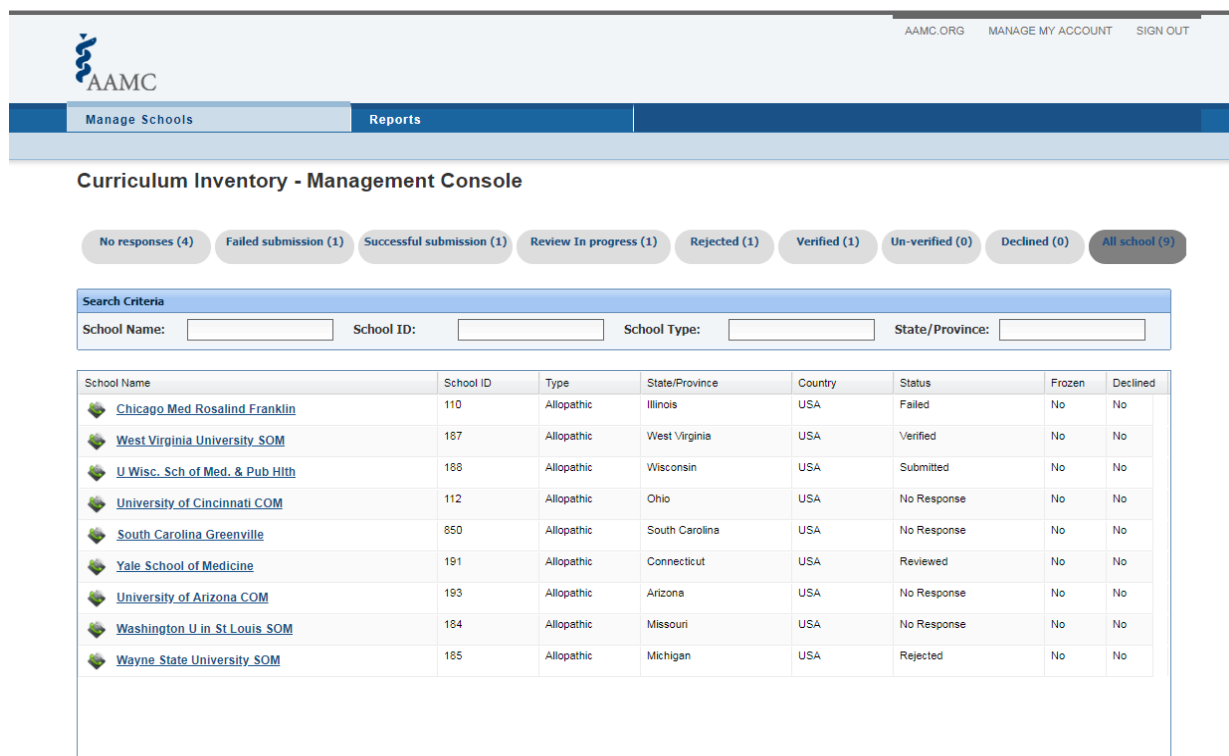
CI Vendor Portal to Assist CI Upload Customer Service

Beginning in April 2018, the AAMC began a thorough needs assessment of curriculum inventory (CI) needs and risks from members, vendors, and AAMC staff perspectives. One of the wish-list items from vendors was a way to know where their clients (e.g., medical schools) were in the CI submission process. It would help vendors if AAMC could share which vendor clients had completed the process and which clients needed assistance. This would aid vendors in more precisely targeting their customer service support for schools.

In January 2019, AAMC held a two-day in-person retreat, to which all CI vendors were invited to send representatives. As part of this retreat, AAMC unveiled the new CI Vendor Portal.

The new CI Vendor Portal is a **password-protected platform** in which vendors can see where their clients are in the CI submission process. Schools must select their CI vendor (if they have one) in the CI School Portal first; if a school does not designate their vendor, the vendor will not be able to view the school's progress in submitting data to the CI. Vendors can only see their own clients.

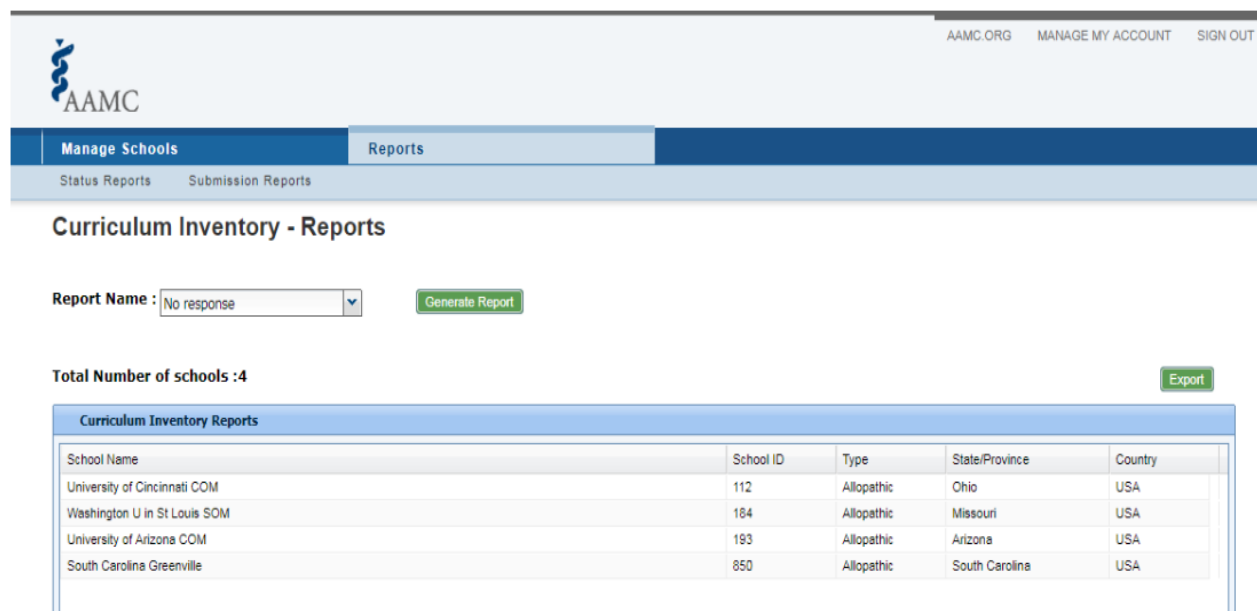
After signing up for an AAMC vendor ID, the vendor can sign into the CI Vendor Portal management console. Here they will see tabs across the top of the page which designate where a given school, who has designated this vendor as their CI submitter, is in the process. The data listed below is not real; we are showing an example to illustrate the functions of the CI Vendor Portal.



The screenshot shows the AAMC logo and navigation links (AAMC.ORG, MANAGE MY ACCOUNT, SIGN OUT) at the top. Below are tabs for 'Manage Schools' and 'Reports'. The main heading is 'Curriculum Inventory - Management Console'. A summary bar shows counts for various submission statuses: No responses (4), Failed submission (1), Successful submission (1), Review In progress (1), Rejected (1), Verified (1), Un-verified (0), Declined (0), and All school (9). Below this is a search criteria section with input fields for School Name, School ID, School Type, and State/Province. The main content is a table listing school data.

School Name	School ID	Type	State/Province	Country	Status	Frozen	Declined
Chicago Med Rosalind Franklin	110	Allopathic	Illinois	USA	Failed	No	No
West Virginia University SOM	187	Allopathic	West Virginia	USA	Verified	No	No
U Wisc. Sch of Med. & Pub Hlth	188	Allopathic	Wisconsin	USA	Submitted	No	No
University of Cincinnati COM	112	Allopathic	Ohio	USA	No Response	No	No
South Carolina Greenville	850	Allopathic	South Carolina	USA	No Response	No	No
Yale School of Medicine	191	Allopathic	Connecticut	USA	Reviewed	No	No
University of Arizona COM	193	Allopathic	Arizona	USA	No Response	No	No
Washington U in St Louis SOM	184	Allopathic	Missouri	USA	No Response	No	No
Wayne State University SOM	185	Allopathic	Michigan	USA	Rejected	No	No

In addition to seeing where their clients are in the CI submission process, which occurs annually from August-September, vendors can also run and export reports - these reports include the school's contact information, so that vendors can immediately get in touch with their clients and offer assistance if needed.



School Name	School ID	Type	State/Province	Country
University of Cincinnati COM	112	Allopathic	Ohio	USA
Washington U in St Louis SOM	184	Allopathic	Missouri	USA
University of Arizona COM	193	Allopathic	Arizona	USA
South Carolina Greenville	850	Allopathic	South Carolina	USA

Also, previously vendors have not been able to easily see a school's Verification Report. If a school reported seeing unexpected displays in their Verification Report, and wanted assistance from their vendor to address this, the vendor would often need to ask the school to email the Verification Report. Now, the Verification Report will be visible in the CI Vendor Portal, so vendors can see exactly what schools are seeing, and can more quickly respond if tables in the Verification Report are not populating as expected.

The CI Vendor Portal provides view access only. The vendor cannot edit the Verification Report or edit school contact information. The purpose of the CI Vendor Portal is not to give vendors edit privileges to school submissions; rather, the purpose is to communicate about schools progress in submitting data to the CI so that vendors can more easily target their support to schools. Again, vendors can only see schools who have chosen to designate a particular vendor as their CI support. If the school does not first grant view access to vendors through the CI School Portal, the school will not appear on the CI Vendor Portal.

During our retreat in January 2019, we received a great deal of positive feedback from vendors. Vendors expressed excitement and appreciation for having this new resource available. We also collected feedback and input on the CI Vendor Portal beta site. We understand that this first year of having the CI Vendor Portal will be a pilot, and additional functions and enhancements may be desired in the future. **Vendors will be receiving login instructions in early spring 2019.** We are excited to offer this new service to benefit schools and vendors, and look forward to hearing feedback on its utility during the upcoming 2019 CI season.



AAMC Building Better Curriculum Webinar Series

Our **next webinar is set for Wednesday, February 13, 2019 at 1:00pm EST**. You can register for upcoming curriculum webinars and view past curriculum webinars [here](#). Our guest speaker is [Dr. Paul Standley, PhD](#), Associate Dean of Curricular Affairs and Program Evaluation at the University of Arizona College of Medicine Phoenix, who will be presenting an example of how his team approached tagging clerkships and clinical experiences in the curriculum inventory. We look forward to seeing you there!

If you would like to nominate yourself or a colleague as a future AAMC Building Better Curriculum Webinar guest speaker, please reach out to ci@aamc.org.

Onward!

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