UNITED COUNCIL FOR NEUROLOGIC SUBSPECIALTIES

2024 Annual Report Instructions

Please read all instructions before beginning your annual report.

Instructions are split into five separate sections:

1. Accessing your Annual Report – *page 2*
2. Completing your Annual Report (Noted as "Application Updates NEW" in the portal) – *page 4*
3. Completing Your Fellow Information (New in 2024) – *page 6*
4. Submitting your Annual Report – *page 9*
5. Helpful Tips – *page 11*

Note:

- Sections 2, 3, and 4 must <u>all</u> be completed to finalize your application.
- NOTE: Completing only step 2 or step 3 or failing to click "Submit" at the end means that your application **is not** complete.
- While all instructions in this document are important, instructions for items that are either routinely missed or are new this year are called out by **bolding the text**, **using red font**, or <mark>highlighting in yellow</mark>. Please pay specific attention to these items.

These instructions are for currently accredited programs completing the ABBREVIATED **annual report in 2024** for the **2023-2024 Academic Year**. UCNS utilizes more than one application portal web address for submissions. The website to this portal is:
https://webportalapp.com/sp/login/ucns_application_updates. If you are using a shortcut on your desktop, please check to ensure you are accessing the correct portal.

Accessing Your Annual Report

1. Access the Program Updates Portal at:
   https://webportalapp.com/sp/login/ucns_application_updates

2. Enter your Login Credentials.
   a. The email address is the **program director's email address**
      i. There is only one account per program – user credentials must be shared by all individuals accessing the account
   b. If you have forgotten your password, click "Forgot your password" and a link will be sent to the **program director's** email address

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

[   ]

Password

[👁]

[Log In]   Forgot your password?

Need an Account?

[Sign Up]

3. Click on the first box: "Application Updates."
   a. The box must be Blue. If it is gold, you are not in the correct portal (https://webportalapp.com/sp/login/ucns_application_updates). Grey boxes are copies of previous submissions and cannot be edited but may be reviewed.

Accreditation Application Updates   Welcome, acarpenter1207+1811@gmail.com ⚙

Please click "**+Create a Profile to Get Started**" to begin. You can always edit your Profile by clicking "Edit".
You cannot move forward until you have completed your Profile.

Profile	[View]

To begin, click "**+Get Started**" below. When you return to ___ homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under re___ and no action needs to be taken.
- If the status bar is blue, there is an action required. ___ n the Submission Card to complete.
- If the status bar is red, there is an error. Please ___ the Administrator of this program.

+ Add Another	GN1811 Created on 02/09/2022 Application Updates	GN1811 Created on 02/09/2022 Copy of Application	2021-12-21 Created on 01/04/2022 Under Review

4. Click "Edit" or "Open."
   a. The button may say "Edit" or "Open" depending upon whether you have previously submitted an update. Both options are shown below. Instructions for completing your reaccreditation application after clicking either "Edit" or "Open" follow.
   b. <mark>**New in 2024:** You will also see a new row this year titled **Fellow Information** on this screen**.** Instructions for completing the Fellow Information form follow later in the document.</mark>
   c. You may complete either the Annual Report (Application Update NEW) or Fellow Information in any order. For the purposes of this document, the annual report is first followed by the fellow information. BOTH must be completed in order to submit your annual report.
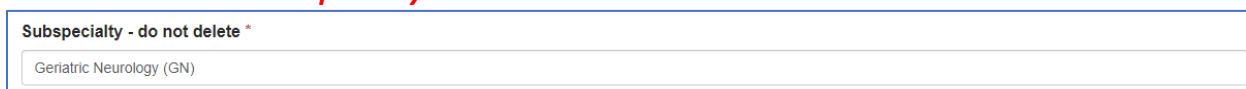

OR

Completing Your Annual Report
"Application Updates NEW"

- *The annual report will save regularly as you complete it but be sure to click "Save Draft" before leaving the annual report to avoid losing your work.*
- *Due to delays in launching the annual report, this year's report is abbreviated. Future years will require completion of the entire report.*

1. Click "Edit" or "Open" to access "Applications Updates NEW."
   a. If your form says "Edit," please disregard the "Complete" note and the statement indicating the form is complete on the next page and proceed to completing the application. These are programming issues that we cannot correct at this time. If the tile you clicked into was blue and you are able to click "Edit," you have something to complete.
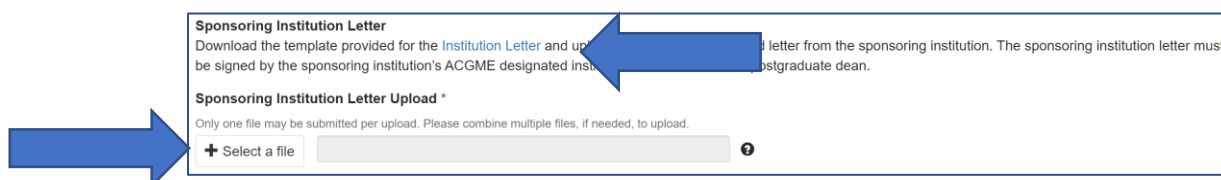
Application Updates NEW The button will update to reflect how you can interact with this step.	Complete	Edit
Fellow Information	Complete	Edit
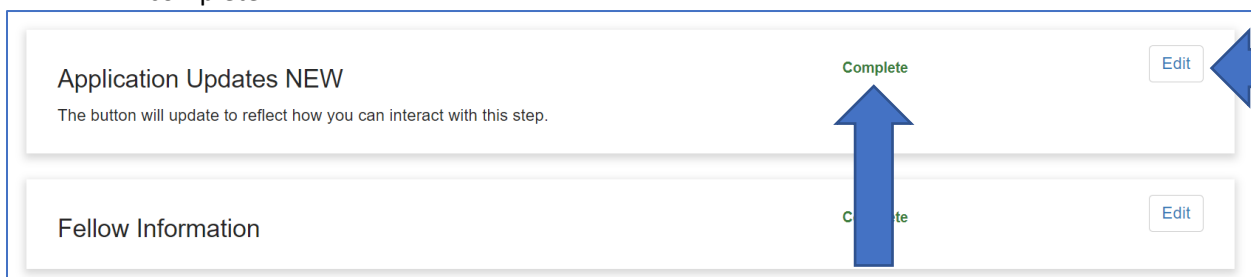
2. **DO NOT EDIT THE "Subspecialty" FIELD**

Subspecialty - do not delete *
Geriatric Neurology (GN)

3. Review and update the information in the following sections:
   ✓ Fellow Enrollment
   ✓ Fellow Completion
   ✓ Program Director Information
   ✓ Program Director Experiences and Qualifications

   *If you have changes to submit for institutions, fellow complement, or duration, please submit a program change request.

4. All requested uploads must be updated/submitted using the templates provided. Templates are available by clicking the link in the section or clicking here.
   a. **You may only upload one document per upload section. If you have multiple files, they must be combined into one file (**.pdf, .docx**). ZIP FILES ARE NOT COMPATIBLE AND CANNOT BE USED.**

Sponsoring Institution Letter
Download the template provided for the Institution Letter and up[...] letter from the sponsoring institution. The sponsoring institution letter must be signed by the sponsoring institution's ACGME designated inst[...] postgraduate dean.

Sponsoring Institution Letter Upload *
Only one file may be submitted per upload. Please combine multiple files, if needed, to upload.

+ Select a file

5. When you are ready to submit, enter the "Date" of submission. This date will help you identify previous submissions in the future.
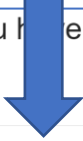
Date *

6. You can either click "Save as Draft" or "Mark Complete."

Save Draft | Mark Complete | Close

- "Save Draft" will allow you to continue to edit the reaccreditation application.
- "Mark Complete" will allow you to proceed to submitting your reaccreditation application. *Once you have submitted your application you will no longer be able to edit it.*

7. Once you "Mark Complete," you will be taken to a screen to submit your application OR to complete your Fellow Information form if you have not yet completed that. You must click "Submit" to formally submit your reaccreditation application for review, but that cannot occur until AFTER both forms have been submitted.
   a. Your submission is not complete until you click "Submit."
   b. Instructions for submitting your application are included later in the document.

To submit your application, you must click "Submit" on the next page once you have clicked "Mark Complete" below.

Save Draft | Mark Complete | Close

Completing the Fellow Information form is described beginning on the next page.

<mark>NEW IN 2024</mark> *Completing Your Fellow Information Form*

- How fellow information is submitted has changed in 2024. In the application form, you indicate the numbers of fellows you wish to enroll, who are enrolled, and who have completed the program. The actual information for these fellows to demonstrate program compliance is submitted in a separate spreadsheet that programs will update and submit each year.
  - As an existing program, you should have received a copy of the form from UCNS staff that you need to update and submit *(shown in screen shot below)*. If you did not receive the spreadsheet, or if you no longer have access to the spreadsheet, contact Amanda Carpenter.

1. Ensure your program number is entered correctly and complete the attestation statement by placing an "X" between the brackets.
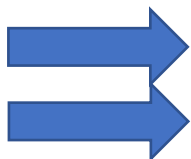
ATTESTATION STATEMENT AND PROGRAM NUMBER

PROGRAM NUMBER:

[ ] **I attest** that all fellows who are enrolled or who will enroll in this program meet the requirements outlined in the Program Requirement (PR) V.B. Fellow Eligibility with regard to medical licensure, appropriate residency completion, and board certification/eligibility or that the program will follow the requirements outlined in PR V.D. Appointment of Fellows and Other Students.

2. Complete the spreadsheet by providing the information requested for each fellow, which includes fellow name, email address, information regarding the fellow's licensure, residency, and board certification, and the fellow's enrollment dates and status of enrollment within the program.
   a. Review the information provided from your previous submission.
      i. If any information is missing, please add it
   b. Update information for fellows listed in the form
   c. Add fellows newly enrolled in the program
   d. If there are no fellows enrolled in the program, indicate as such in the spreadsheet

3. When the spreadsheet is complete, visit: https://webportalapp.com/sp/login/ucns_application_updates

4. Click "Open" on the Fellow Information line.

5. Click "+Select File" to choose the spreadsheet to upload.
    - Only **one spreadsheet** may be submitted
    - All information regarding your fellows must be included on the spreadsheet that you are uploading – do NOT submit separate spreadsheets for each fellow or for fellows enrolled vs. completing the program

6. Once you have selected your file in the file explorer window, click "Mark Complete."

7. Upon clicking "Mark Complete," the Fellow Information row will now say "Complete." You can access it to review or update the form submitted by clicking "Edit."

8. You may now either click "Submit" or move to the "Application Updates NEW" row if not already completed.

The next page describes how to Submit the annual report once both components have been completed.

Submitting Your Annual Report

1. Once both sections (Applications Updates NEW and Fellow Information) have been completed, click "Submit."
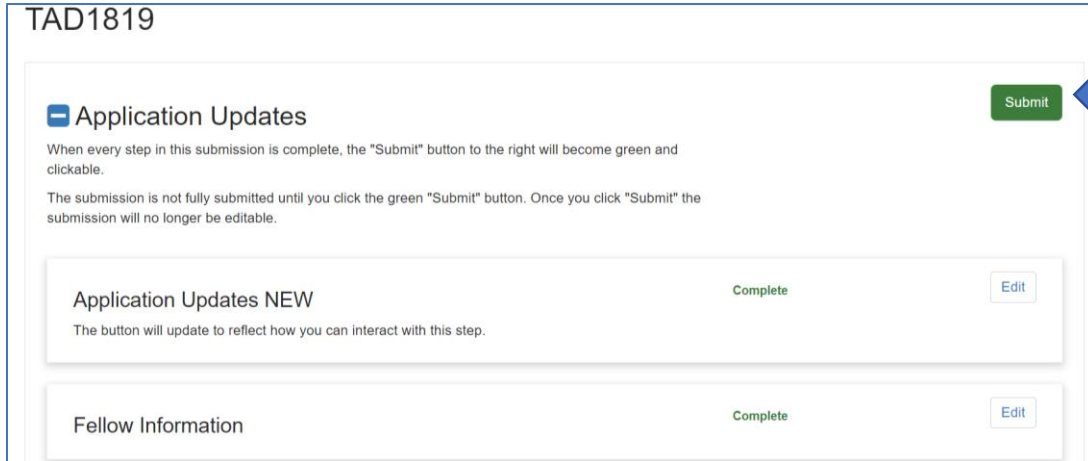
2. You will know the annual report has been submitted when the "Submit" button changes from "Submit" to "This has been submitted."

3. Your submission tile will also change to gray and indicate the new status "Under Review."
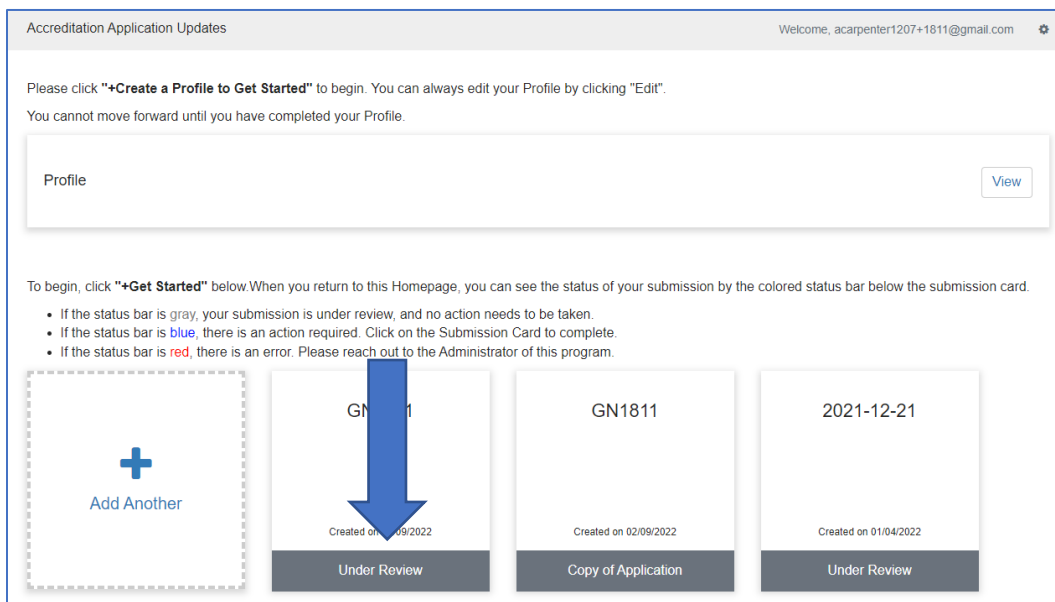
8. You will be contacted after staff has reviewed your annual report with one of the following messages:
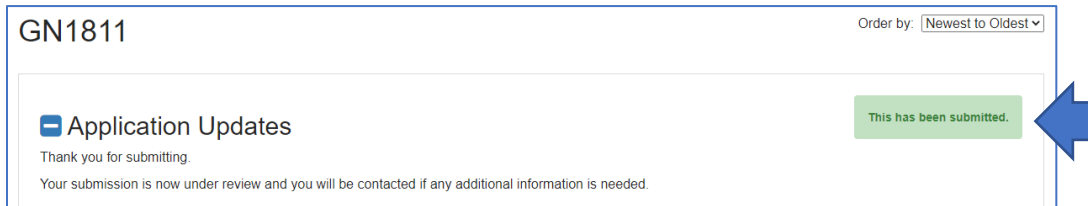   - Your annual report is complete and no additional information is needed at this time.
   - Updates or additional information are needed. The status will change to indicate that action is needed and if this occurs, staff will contact you with instructions for submitting the required information.

Helpful Tips:

A. You may print your submission at any time by clicking the down arrow next to "Application Updates NEW"

Application Updates NEW

Please complete all required fields.

Print Form

B. The link to access the Program Updates Portal is different than the link used when first completing an application. Please use this link to complete your reaccreditation application: https://webportalapp.com/sp/login/ucns_application_updates

C. All programs have **one username and password**, which must be shared by everyone accessing the record. If you create a new login, it will not be linked to your account. If you need to change the username you must contact Amanda Carpenter.

D. While the annual report will periodically save itself, you are encouraged to save the application often to ensure that you do not lose your work.

E. Upload fields only accept **one upload** per field. If you have multiple files to upload into an upload section, e.g., faculty CVs, the documents must be combined into one document, i.e., Word or PDF. Zip files **are not** accepted.

F. How fellow information is submitted has changed in 2024. In the application form, you indicate the numbers of fellows you wish to enroll, enrolled, and who have completed the program. The actual information for these fellows to demonstrate program compliance is submitted in a spreadsheet that programs will update and submit each year.
   o As an existing program, you should have received a copy of the form that you need to update and submit from UCNS staff. If you did not receive the spreadsheet, or if you no longer have access to the spreadsheet, contact Amanda Carpenter.

G. Only one spreadsheet may be submitted. All information must be included on the spreadsheet that you are uploading – do NOT submit separate spreadsheets for each fellow or for fellows enrolled vs. completing the program.

H. Both the "Application Updates NEW" and "Fellow Information" must be completed in order to submit the reaccreditation application.

I. Any changes that would normally be submitted in the annual report that included in this year's submission (faculty, program duration, institutions) should be submitted using the program change request process.