

2011-2012

Trainee
Information
Verification and
Registration
Audit



AMERICAN OSTEOPATHIC ASSOCIATION

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I. TIVRA Overview

What is TIVRA?

The “Trainee Information, Verification, and Registration Audit”, TIVRA for short, is the only AOA-approved method of registering osteopathic interns and residents in AOA-approved postdoctoral training programs. TIVRA is a web-based data entry system designed to collect trainee information.

The system is on-line and generally available for use each year in the fall. During this period, programs must ***enter new trainees*** into the system. In addition, the program ***must verify*** trainee contracts for the previous year.

The AOA must be notified ***immediately*** of any trainee breach, termination or release. Please submit all changes to:

Trainee Services
Department of Education
142 E. Ontario St.
Chicago, IL 60611
1-800-621-1773 ext. 8276

The AOA must also be notified ***immediately*** of any off-cycle trainees, so that contract information may be added to the AOA database. Please submit all off-cycle trainees to:

Trainee Services
Department of Education
142 E. Ontario St.
Chicago, IL 60611
1-800-621-1773 ext. 8276

Why do TIVRA?

First, according to AOA Postdoctoral Basic Standards, completion of TIVRA is mandatory. Even programs with no current trainees must complete TIVRA. Failure to complete TIVRA can result in action being taken against non-compliant programs, **including monetary fines and possible loss of program approval**. (For details see Basic Documents for Postdoctoral Training Programs - Standard B 4.4 Required Compliance with AOA Policies).

Second, TIVRA is the only AOA-approved method of registering osteopathic interns and residents. Failure to complete TIVRA means trainees in your program are not registered with the AOA. Trainees who are not registered cannot be deemed “training complete” when they matriculate. If a trainee’s record is incomplete because his/her training was not submitted through TIVRA, the trainee cannot obtain certification or pursue fellowship opportunities. If a program fails to enter an intern’s training history, there will be no official internship record for the trainee at the AOA. In addition, without an AOA approved first year of training, trainees will not be able to get a license in several States. ***The importance of completing TIVRA correctly cannot be overstated.***

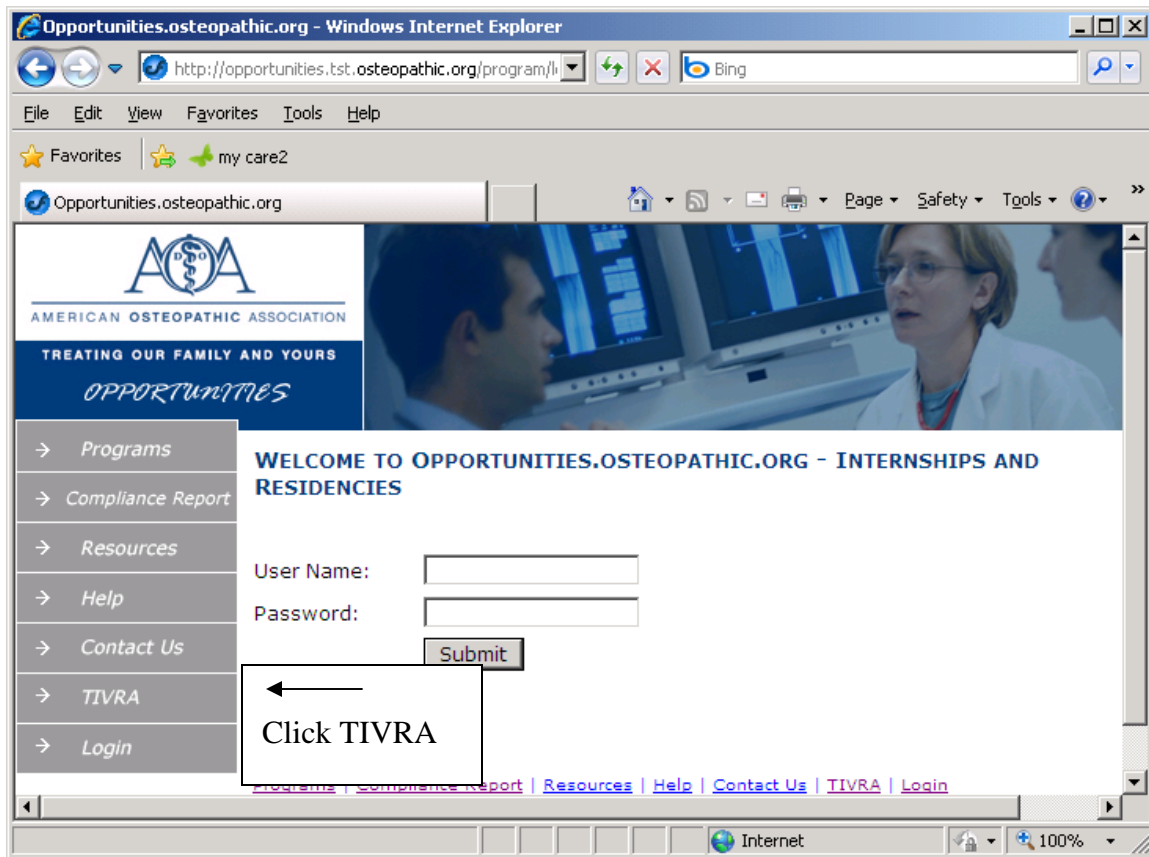
Who does TIVRA involve?

TIVRA involves many people: Directors of Osteopathic Medical Education (DME), medical education staff, OPTIs and, of course, trainees (intern and resident DOs) in AOA-approved programs.

Data are collected or verified for all trainees in AOA-approved programs. The DME or their designee enters data directly into TIVRA; thereby providing primary source verification essential to credentialing. The data collected are then audited by the AOA in a two-step process. The final resulting dataset becomes part of the AOA’s official records database.

How is TIVRA completed?

The DME at each institution will be sent an e-mail notifying him/her that TIVRA is available for use. Upon receipt of that notification, open a web browser such as Microsoft Internet Explorer and go to the address specified in the notice. A secure page will require login by the DME.



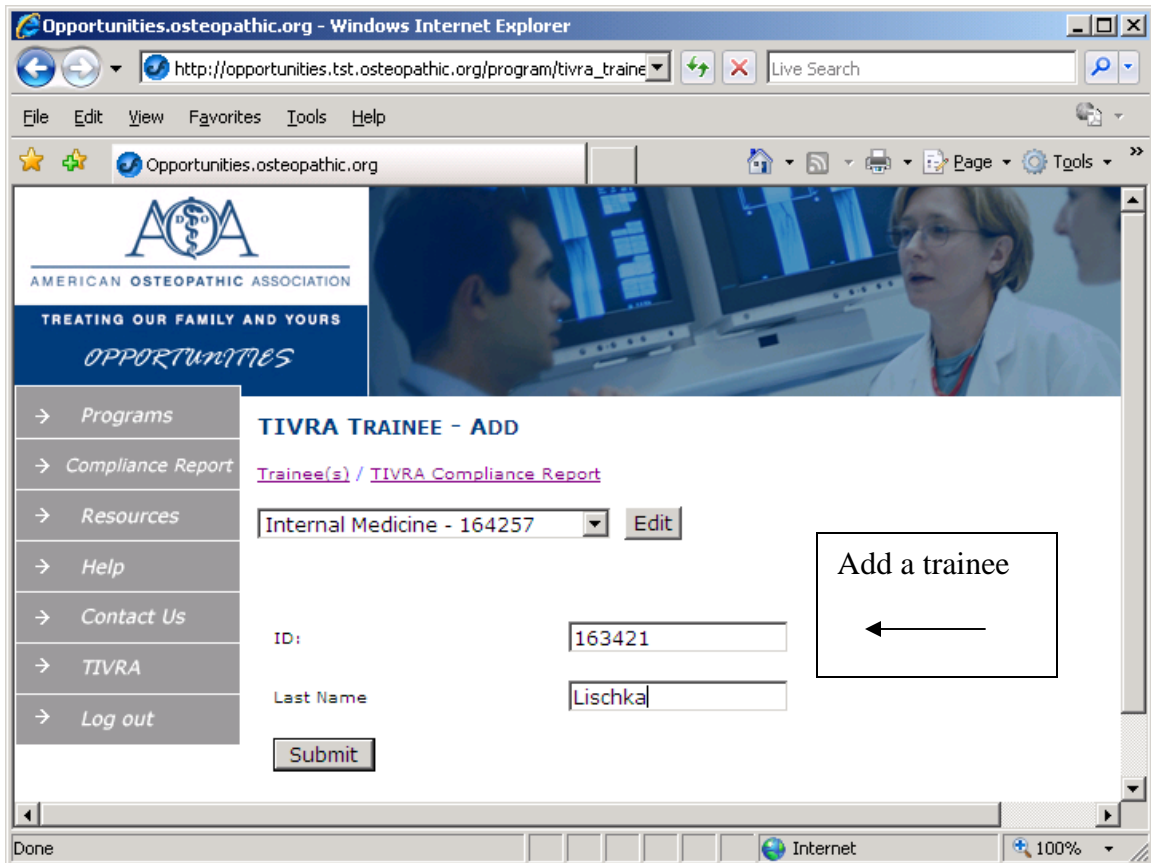
After successful login, it is recommended that you follow these general steps (explained elsewhere in greater detail):

1. For each internship program:
 - a. Review and verify previous year interns, marking individuals complete as appropriate
 - b. Review and verify current traditional or preliminary year interns, and register any other current year interns that are not already listed (i.e. off cycle trainees and trainees from scramble)
2. For each residency program:
 - a. Review and verify previous year residents
 - b. Register all current year residents
3. Run the TIVRA Compliance Report; if you are the data entry designee, ask the DME to review the report, as they are ultimately responsible for your institution's compliance as well as the quality and completeness of the data submitted

II. TIVRA Functions

Add Previous Year (or Current Year) Trainee Record

The “add previous year” or “add current year” trainee functions requires only entry of the AOA ID number and the trainee’s last name. With those two data points, the AOA database will be queried to fill in all available data. Only the remaining empty fields must be completed before submission of the trainee’s record.




NOTE: An exact match is necessary. If the last name and ID do not match exactly, then no record will be found. If this occurs, e-mail tivra@osteopathic.org with the name and ID that you are attempting to use. Your situation will be investigated and you will receive a reply with the correct name and ID as soon as possible.

Opportunities.osteopathic.org - Windows Internet Explorer


http://opportunities.tst.osteopathic.org/program/tivra_trainee

File Edit View Favorites Tools Help

Opportunities.osteopathic.org



AMERICAN OSTEOPATHIC ASSOCIATION
TREATING OUR FAMILY AND YOURS
OPPORTUNITIES




→ Programs
→ Compliance Report
→ Resources
→ Help
→ Contact Us
→ TIVRA
→ Log out

TIVRA TRAINEE - ADD

[Trainee\(s\)](#) / [TIVRA Compliance Report](#)

Internal Medicine - 164257

Error Message



The ID and Last Name you provided returned no records. Please try again.

ID:

Last Name:

Internet 100%

Verify Previous Year (or Current Year) Trainee Record

The “verify previous year” function serves as a mechanism to denote a trainee as having finished his/her year of training. The “verify current year” function serves as a mechanism to confirm a trainee is currently in your program. To “verify” a trainee, click on the trainee’s name and review all information. Select “verified” from the Completion Code dropdown list. Select submit.

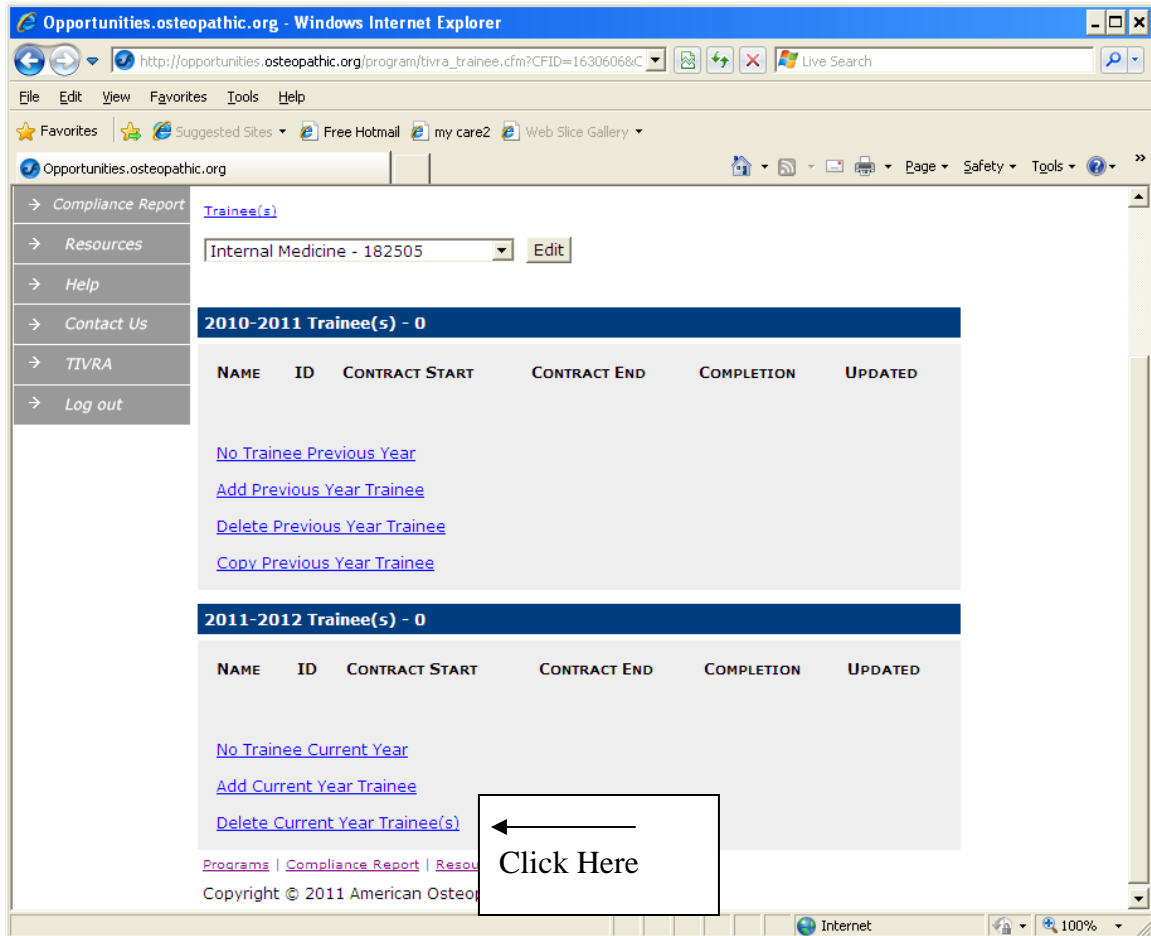
The screenshot shows a Windows Internet Explorer browser window displaying the website <http://opportunities.osteopathic.org>. The page title is "Opportunities.osteopathic.org - Windows Internet Explorer". The address bar shows the URL http://opportunities.osteopathic.org/program/tivra_trainee_. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons, and a search bar. The main content area displays a form titled "Trainee Contract Information" with the following fields:

- Contract Start Date: (mm/dd/yyyy)
- Contract End Date: (mm/dd/yyyy)
- OGME Year:
- Funded:
- Completion Code:

Below the form, it says "Last Updated: Not Available" and a "Submit" button. At the bottom of the form area, it says "start : end:". The footer of the page includes links for "Programs", "Compliance Report", "Resources", "Help", "Contact Us", and "Log out", along with the copyright notice "Copyright © 2011 American Osteopathic Association". A callout box with the text "Select Verified" and an arrow points to the "Completion Code" dropdown menu.

Delete Current Year Record

If you make a mistake and wish to delete a current year record, there is a link at the bottom of the listing of current year trainees. Please use this option carefully.

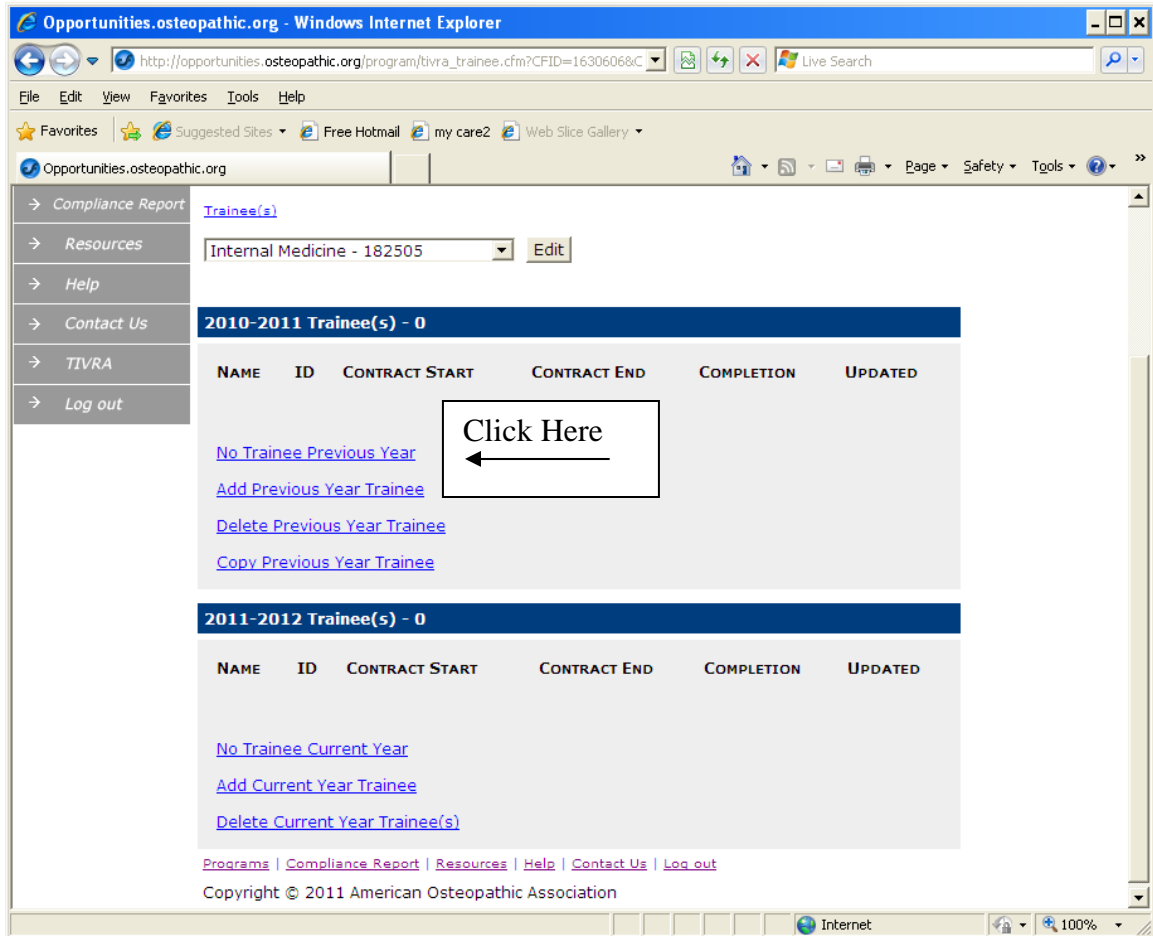


NOTE: you cannot delete a previous year trainee. Those records were submitted and verified last year. If you need to delete a previous year trainee, please contact:

Trainee Services
Department of Education
142 E. Ontario St.
Chicago, IL 60611
1-800-621-1773 ext. 8276

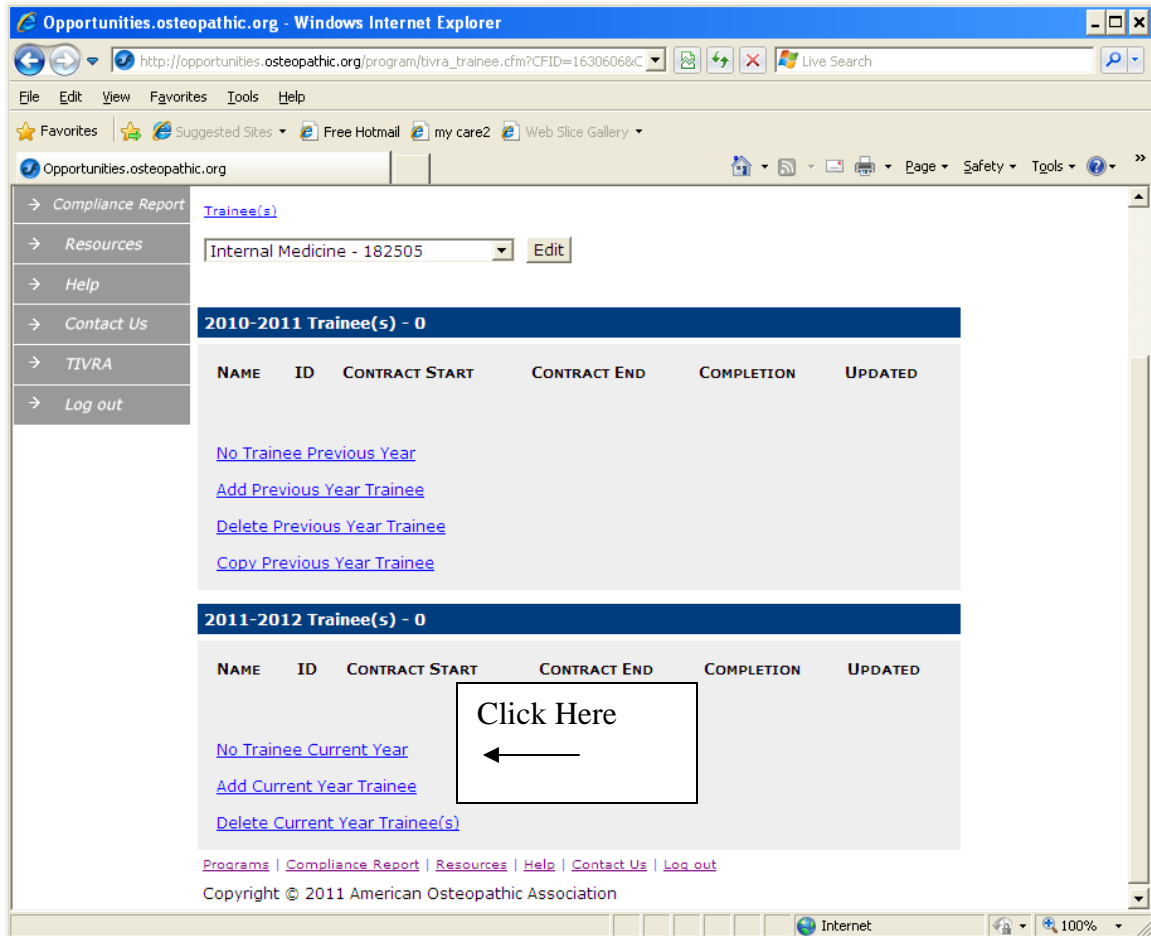
No Trainees Previous Year

If there were no trainees in a particular program for the previous training year, please select this option.



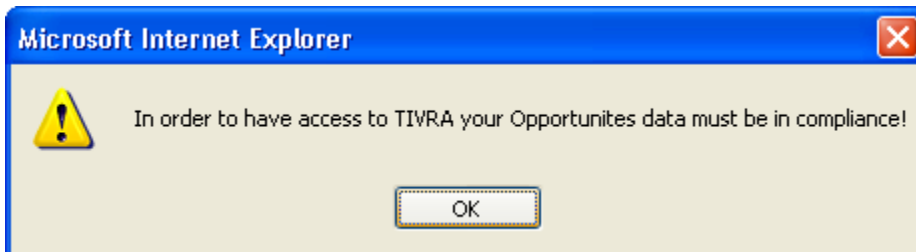
No Trainees Current Year

If there are no trainees in a particular program for the current training year, please select this option.



Compliance with OPPORTUNITIES

In order to access the TIVRA system, you must be in full compliance with OPPORTUNITIES. If you are not in compliance, a pop-up message will appear letting you know that OPPORTUNITIES must be completed first. For questions about OPPORTUNITIES compliancy, please send an e-mail to opportunities@osteopathic.org



“Copy” function

This function allows data entry designees to copy a record from the previous year into the current year trainee section. All fields *except* the training dates and completion/verification code will copy over into a current year record. This function can only be used to copy information into an approved program in your institution. You cannot copy information into your program from another institution. The copy function is designed to greatly reduce the amount of manual data entry required to complete TIVRA.

This function is designed to facilitate registration for: 1) interns who are moving into a residency program at the same hospital and 2) residents who are continuing on in the same residency program at the same hospital (e.g. from OGME-2 to OGME-3).

NOTE: You no longer need to access the newly created record in order to verify it. Verification takes place upon submission of the copied record.

- **How to “copy” a record**

After you have verified all of the previous year trainees’ information for a particular program, click the “Copy Previous Trainee” link at the bottom of the listing of previous year trainees. This will bring up a new pop-up window. Select the individual trainee and program you wish to copy them into, and then click “Choose”. A new current year record will appear below the trainee and program selection drop-down lists. Fill-in all missing information and click “Submit” at the end of the new record. If properly completed, you will be notified by a pop-up stating the record has been added. You then can repeat the process for other trainees.

The screenshot shows a web browser window titled "Opportunities.osteopathic.org - Windows Internet Explorer". The address bar shows the URL: http://opportunities.tst.osteopathic.org/program/tivra_trainee_copy.cfm?contract_yr_param=1. The main content area has a form with the following elements:

- Choose a Program to Copy to:** A dropdown menu with "Internal Medicine - 164257" selected.
- Choose a Trainee to Copy:** A dropdown menu with "Bulmaro Martinez - 176083" selected.
- Choose:** A button to submit the selection.
- Copy a trainee into a program:** A callout box with an arrow pointing to the "Choose" button.
- Trainee Demographic Information:** A section with the following fields:
 - ID: 176083
 - First Name: Bulmaro
 - Middle Name: (empty)
 - Last Name: Martinez
 - Suffix: Please Select a Suffix (dropdown)
 - Email: bmartinez@osteopathic.org
 - Address 1: 142 E Ontario St
 - Address 2: (empty)
 - City: Chicago
 - State: IL (dropdown)
 - Zip: 60611-2818
 - DOB: 01/12/1970 (mm/dd/yyyy)
 - Osteopathic College: NYCOM (dropdown)

XML Data

If you would like to transmit your trainee contract information to the AOA in XML format, please contact Bulmaro Martinez at TIVRA@osteopathic.org for assistance. Please note, only current contracts can be uploaded in XML through TIVRA. Contracts from the previous academic year would still require manual verification or updating.

III. Advanced Standing and Completion/Verification Codes

Advanced Standing

Any internship training satisfactorily completed in an AOA-approved internship program is transferable to another osteopathic internship program upon the agreement of the DME and Specialty Affiliate (when applicable). Interns may be granted up to three months of credit for previous satisfactorily completed ACGME-approved training. The three months shall be verified by the DME through contact with the prior program director and documented in writing. This credit, approved by the DME of the sponsoring institution, shall be reported immediately to the AOA Division of Postdoctoral Training. If you wish to request more than 3 months credit for ACGME training, please contact Roberta Davis, Internship Evaluating Committee liaison at rdavis@osteopathic.org.

Any residency training satisfactorily completed in an AOA-approved program or an ACGME-approved program is transferable upon the approval of the respective Specialty Affiliate. Please work directly with your respective Specialty Affiliate to request such advanced standing.

The Completion/Verification Codes are defined as follows:

Complete

This is applicable only to previous year interns, and only to those who have met all requirements for graduation from the internship program (i.e. they have been issued a certificate of completion and can now begin a residency).

Verified

This is applicable to ***all current year trainees*** (interns and residents) who are progressing satisfactorily in their respective programs. This is also the most applicable code for all previous year residents, as you do not have the option to mark current residents as “complete”. The appropriate Specialty Affiliate will advise the AOA regarding successful residency completions.

Breached

This is applicable to any trainee who signed an AOA-approved contract with the institution, did not obtain release by mutual consent, and refused to attend the program. When a trainee breaches a contract with an institution, the AOA will not recognize any postdoctoral training (osteopathic or allopathic) completed for one year from the date of the breach. If a trainee from your program is in breach of contract, please contact Trainee Services, at 1-800-621-1773 ext. 8276 or Traineeservices@osteopathic.org

Incomplete

This applies in the case when a trainee has attended a program for some amount of time, but was released from their contract under special circumstances. For example, a trainee may have an illness and may need to take a leave of absence. The trainee has the ability to return to the program to if they choose to do so.

Released

This is applicable if a trainee signed a contract, but then received written release by mutual consent, and did not attend the program. In these instances, both the program and the trainee have agreed to dismiss the contract, with no negative repercussions; holding neither side to their contractual obligations. If you release a trainee from your program, please contact Trainee Services, at 1-800-621-1773 ext. 8276 or Traineeservices@osteopathic.org

Terminated

This is applicable only in cases of trainee termination (i.e. firing, dismissal), prior to the end date of the contract. If you terminate a trainee from your program, please contact Trainee Services, at 1-800-621-1773 ext. 8276

Transferred

This only applies in the rare cases when a program closes during the training year, and must transfer their trainees to other programs. In these instances, the program that closes marks the trainee as “transferred”.

IV. Required Information

Completion of TIVRA requires information on a variety of topics be submitted electronically to the AOA. The topics can be summarized into two major categories, each with multiple subcategories and required data fields:

Previous Year Trainee Information (for each training program)

- General Information
 - AOA ID#
 - Trainee Name
 - Address
 - E-mail
 - COM
 - Year of Graduation
 - Date of Birth
- Training Information
 - Training Program #
 - OGME Year
 - Position Funding
 - Traditional or Preliminary Year Internship (interns only)

- Contract Start and End Dates
- Status and Amount of Advanced Standing
- Completion/Verification Code

Current Year Trainee Information (for each training program)

- General Information
 - AOA ID#
 - Trainee Name
 - Address
 - E-mail
 - COM
 - Year of Graduation
 - Date of Birth
- Training Information
 - Training Program #
 - OGME Year
 - Position Funding
 - Traditional or Preliminary Year Internship (interns only)
 - Contract Start and End Dates
 - Status and Amount of Advanced Standing
 - Completion/Verification Code

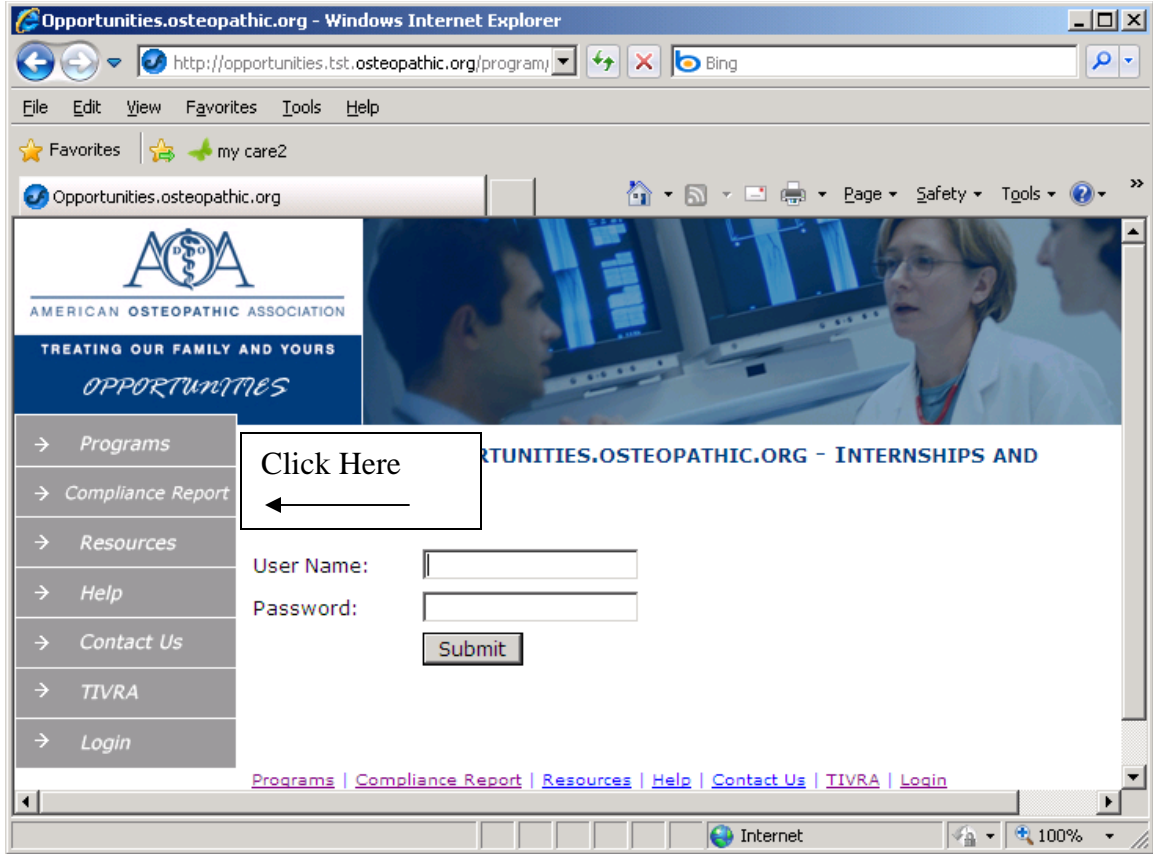
V. How To Check Your Compliance

Data Report

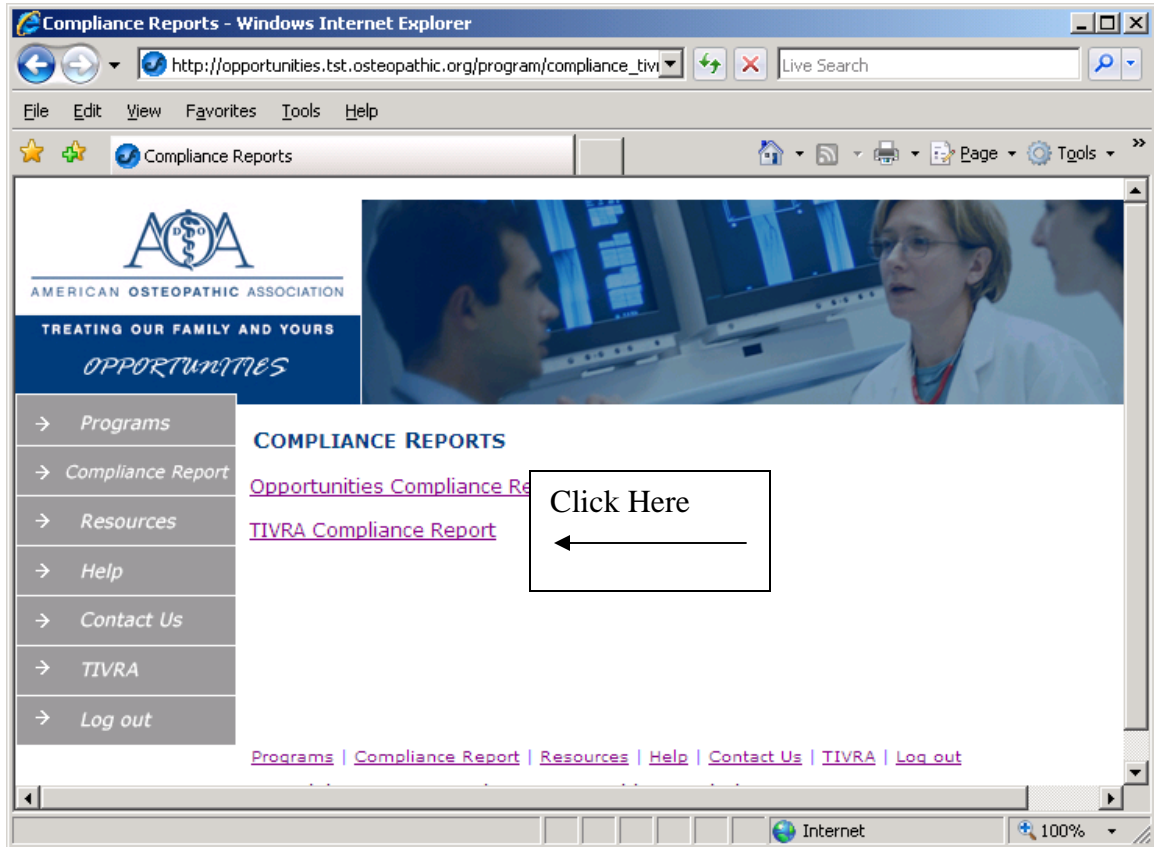
There is a dynamic data report which includes the name and AOA ID # for trainees reported by your specific hospital. These trainees are grouped by training program. This report should prove useful in making sure you have verified and entered all trainees for your institution.

The AOA strongly recommends each institution utilize this function. After the report is generated, the number of osteopathic trainees in each program should be counted and verified. It is strongly encouraged that if a designee is submitting the data, the report be provided to the DME for final review.

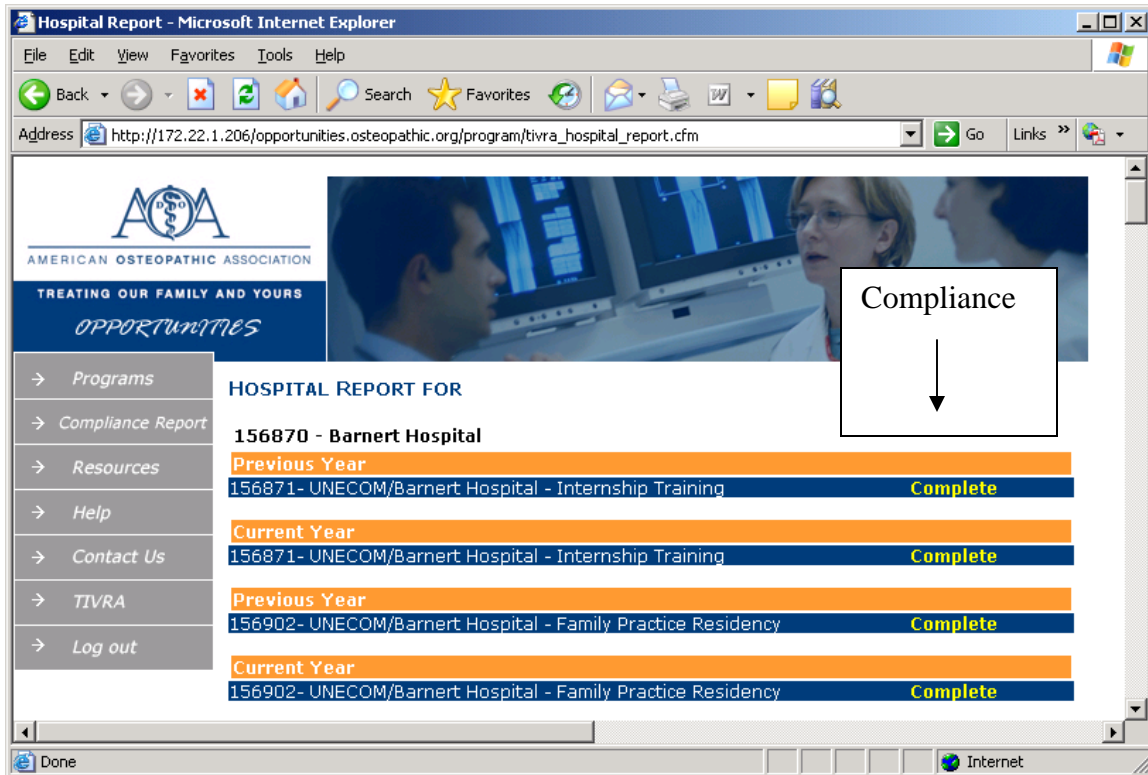
To use the report, select “Compliance Report” from the options available on the left menu.



From the reports available in the following screen, select "TIVRA Compliance Report". This will bring you to a dynamic report that will show you compliance by program. You can review the trainees registered to that particular program for both the previous and current training year.



If you see all programs listed as “Complete”, and all of your trainees are listed in their appropriate programs, for the appropriate academic year(s), then you are in full compliance with TIVRA.



VI. TIVRA Support

The AOA has instituted centralized TIVRA support contacts. E-mails should be directed to TIVRA@osteopathic.org. You may also call the TIVRA support line at (312) 202-8299. Please include your name, program name and your contact information with all correspondence. We will respond to your concerns as soon as possible.