

**2019 AAFP Annual Census  
Survey Frequently Asked  
Questions**

**Q. Who do I contact for help in filling out this survey?**

A. Please contact AAFP Staff at [residencyensus@aafp.org](mailto:residencyensus@aafp.org) or call us at (800) 274-2237.

**Q. What is the deadline for completing this survey?**

A. June 15, 2019.

**Q. What is the link to access the census?**

A. <http://nf.aafp.org/Directories/ResidencyCensus/Index/>

**Q. Can I save some data now and come back later and pick up where I left off?**

A. Yes, you can (before the June 15th deadline). When you come back, use the navigation menu at the top side of the survey to navigate to any of the unfinished pages.

**Q. Can I back up, or can I come back and fix an error I made earlier?**

A. Yes. You may return to any page by using the navigation menu at the top of the survey. You may do this any time prior to submitting your information; however, once you have clicked on the "Submit" button, you will not be able to access your information and will need to request for your survey to be unlocked.

Please contact AAFP Staff via email at [residencyensus@aafp.org](mailto:residencyensus@aafp.org) to unlock.

**Q. What do I do with my graduating residents?**

A. If they are listed on the "Residents Information" page, verify their information is correct, verify their Anticipated Residency Completion Date and change the program year to graduated. This will move their name under the graduated section.

**Q. How do I change a graduate's anticipated completion date?**

A. If they are listed on the "Residents Information" page, verify their information is correct and change their Anticipated Residency Completion Date and update the program year if needed.

**Q. What do I do if one of our residents is not listed?**

A. While on the Residents page, click on "Add a Resident". Then complete the necessary fields for that resident.

**Q. What do I do if one of the names listed was never a resident in our program?**

A. Mark them as having left the program by selecting the remove button to the right of their name and choose never in program from the drop down.

**Q. Can I get a copy of what I am submitting?**

A. Yes, you can print your responses from the Review Information page.

**Q. What do I do if I receive a review alert on the summary page?**

A. The summary page of the census may alert you to review the information you entered for accuracy. Specifically, an alert will appear if the number of resident names entered does not match the number of positions offered. This alert is intended as a reminder to ensure that you do not miss a resident. The positions offered number should match the number of ACGME approved positions and the number of residents enrolled in each year should match the exact compliment of residents enrolled in each year effective July 1, 2019. It is understood that there are circumstances when those numbers will not be the same. If you receive the alert, you should simply review the information for accuracy and then submit.

**Q. What is an FQHC?**

A. A federally qualified health center (FQHC) is a type of provider defined by the Medicare and Medicaid statutes. FQHCs include all organizations receiving grants under Section 330 of the Public Health Service Act, certain tribal organizations, and FQHC Lookalikes.

**Q. What is an FQHC lookalike?**

A. An FQHC Lookalike is an organization that meets all of the eligibility requirements of an organization that receives a PHS Section 330 grant, but does not receive grant funding.

**Demographics:**

Native Hawaiian or other Pacific Islander is defined as a person with origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island. Choose the demographic the resident lists first if more than one is listed.