

Updated Recommendations and Rationale for the Second Round Match by the NDEP Computer Match Committee for Spring 2017 match

Updates to the recommendations – Made in August 2016 for the Spring 2017 cycle.

The second round selection guidelines were implemented in Spring 2015. After each cycle, the computer match committee forms focus groups with DI directors and DPD directors involved in the second round match process to gather feedback on ways to improve the process for the next upcoming cycle. They are provided below. The calendars in the rest of this document have been updated to reflect the updated changes.

Suggested changes from the previous recommendations:

In the past Spring 2016 cycle, the recommendation was update to allow DI directors to begin accepting applications on DICAS 6 days after the match. This was shorted from 10 days in previous cycles.

New recommendations:

- On **Thursday, April 6, 2017 – after 11:00 am Central Time**, Dietetic Internship program directors are encouraged to accept second round selection applications through DICAS. Program directors should clearly communicate the application and process for review and acceptance into their programs on their website. Program directors can determine when they will review and accept applicants into their program.
- On **April 4, 2017, beginning at 6:00 am Central Time**, Dietetic Internships with openings may access the list of unmatched applicants who have given their permission to release their name, address, email address and the Didactic Program in Dietetics from which they received their verification statement. **NOTE: the previous time was 12pm - noon CT.**
- On **April 4, 2017, beginning at 6:00 am Central Time**, each Didactic Program in Dietetics program director can access on the D&D Digital Web site the match/no match list of all applicants and a match/no match list of applicants who indicated they received a verification statement from this Didactic Program. **NOTE: the previous time was 12pm - noon CT.**
- In the past, D&D Digital provided a login and password for each DI director on February 23rd, 2017. On that same day, DI directors can access from the D&D Digital Web site, a list of all applicants participating in the April match. The updated date is now February 17th, 2017 at 5pm CT to allow program directors more time to access D&D.

The Task Force has created “four periods” that can be attributed to the matching and post-match process. These four periods include:

Last updated: 29-Aug-16

1. Pre-match period
The pre-match period is defined as the time when DI Directors are establishing their methods for communicating their second round selection procedures in the event they have openings in the second round selection period.

2. First round match
The first round match follows the existing system. Applicants will apply to DI programs using DICAS or other means directed by the DI program and submit their DI rankings to D&D Digital for the match. DI directors will submit their list of qualified applicants to D&D Digital, ranking their top applicants for their available spots.

3. Interim selection period
The Interim selection period is defined as the time after the first round match notification but before D&D Digital releases the names of the DI programs with openings to all applicants.

4. Second round selection period
The second round selection period is defined as the time when unmatched applicants can submit their applications to the DI programs with open spots.

Entire DI Match and Post-Match Timeline

| Table 1. First Round Match Proposed Timeline | |
|--|---|
| Date & Time | Action |
| Early February | Deadline for Dietetic Internship Directors to go online (www.dnndigital.com) and verify, enter or edit Dietetic Internship matching information and applicant rankings. |
| Sunday, Match Day 6 p.m. (CST) | DI Directors and DPD Directors have access to the match data on D&D Digital |
| Monday after Match 6 p.m. (time zone of the program) | Applicants notify DI Directors of their acceptance or withdrawal from the program. |

| Interim Selection Period | |
|--|---|
| Date & Time | Action |
| Tuesday after match day 6:00 a.m.. (CST) | <ul style="list-style-type: none"> • DI Directors who have filled their open spots will update their “open” status to “closed” on D&D Digital. • DI Directors will send an e-mail to D&D Digital notifying them of their closed status and provide the name and e-mail of the applicant(s) who filled the open spot(s). (Note: D&D requests this step so the records provided to ACEND are more accurate) |

| | |
|--|---|
| Wednesday after match day 8 p.m. (CST) | <ul style="list-style-type: none"> • DI Directors who have filled their open spots will update their “open” status to “closed” on D&D Digital. • DI Directors will send an e-mail to D&D Digital notifying them of their closed status and provide the name and e-mail of the applicant(s) who filled the open spot(s). (Note: D&D requests this step so the records provided to ACEND are more accurate) |
|--|---|

| Second Round Selection Period | |
|---|--|
| Date & Time | Action |
| Thursday 11:00 am (CST) | The “match/non-matched” list and DI programs with open spots are made available to all stakeholders |
| Thursday after 11:00 am (CST) | Dietetic Internship program directors are encouraged to accept second round selection applications through DICAS. Program directors should clearly communicate the application and process for review and acceptance into their programs on their website. Program directors can determine when they will review and accept applicants into their program. |

Background, Recommendations, and Rationale that guided the timeline listed above (from the initial Task Force Recommendations)

Background:

In April 2013, in response to concerns from DPD and DI Directors, the NDEP Council created the Second Round Task Force Committee to develop recommendations to improve the existing second round selection process.

The Task Force created a survey and sent it out to the DPD and DI Directors to gather their impressions of the problems that exist with the existing second round selection process. The members analyzed the results and found these recurring themes:

1. The volume of inquiries from “non-matched” applicants is enormous and difficult to manage when DI Directors list their status as “open” on D&D Digital after the first round match. DI Directors lack the resources and time to address the overwhelming number of inquiries from “non-matched” applicants.
2. Procedures that DI programs would like “non-matched” applicants to follow when applying to programs after the first round match and their submission deadlines are inconsistent. In some cases, there is no communication of these procedures at all.
3. “Non-matched” applicants applying in the second round selection process apply to any DI program with open spots without considering the DI’s attributes, location, etc. DI Directors have reported negative experiences with these “non-matched” applicants who accepted the DI Director’s offer in the second round without careful consideration of the program attributes.

4. Some DI programs with open spots recruit from their list of first round applicants who did not match, their own undergraduate programs, and/or use their professional contacts. “Non-matched” applicants who are graduates of DPD programs may be disadvantaged because they are no longer in contact with their DPD Directors. In some cases, the DPD Directors do not know they have applied to DI programs. Finally, it is a disadvantage to students currently in DPD programs when the DPD Director is new to the position.

The Task Force members have proposed a new timeline and recommendations that the members believe will accomplish the following objectives:

1. Reduce the number of open spots after the first round match.
2. Reduce the total number of open spots before the list of DI programs with open spots are revealed to “non-matched” applicants.
3. Provide clear procedures for the second round selection process that the “non-matched” applicants should follow.
4. Offer a common application submission deadline for “non-matched” applicants who apply in the second round.
5. Provide a more equitable process for all applicants of both DI programs and ISPPs (Individualized Supervised Practice Pathways) after the first round match.

The rest of this document lists the recommendations and rationale written by the Task Force members that will help meet the objectives stated above. A table with the timeline of events that are to occur during each of the three periods is provided at the end of each set of recommendations.

Pre-Match Period

Recommendation #1a:

All DI Directors should post their second round selection procedures on their website prior to the first round match in the event they have open spots at the end of the first round match. This will be the prime source of communication to “non-matched” applicants.

Rationale: There was an overwhelming response by both the DI and DPD Directors that the current second round selection process is chaotic. Factors that appear to contribute to the existing chaos (e.g., massive numbers of e-mails, faxes, phone messages, comments by the “non-matched” applicants, etc.) can be reduced with consistent and clear communication on the DI program websites outlining the second round selection procedures in advance of the first round match. Currently, each DI Director establishes and follows their own second round match procedure, which is often unavailable to the “non-matched” applicants and/or difficult to locate. As a result of unavailable second round match procedures, DPD Directors advise their “non-matched” applicants to directly contact DI Directors of programs with open spots.

The Task Force has created a template including the content that should be included on the DI program website to clearly communicate the standardized second round match process to “non-matched” applicants. This template will be shared with the DI directors by December 2014.

First Round Match

Recommendation #2a:

DI Directors are encouraged to enter the names of ALL applicants they consider qualified for their programs on the D&D Digital website in the first round match (see Table 1). DI programs that receive enough qualified applicants that would allow them to submit at least two to three times the number of available spots are encouraged to do so.

Rationale: Several DI Directors reported that they always filled their spots when they entered two to three times the number of qualified applicants for their available spots on the D&D Digital website. Entering at least two to three times the number of qualified applicants on D&D Digital may reduce the number of open spots at the end of the first round match.

Recommendation #2b:

Applicants who matched with a DI program or combined MS/DI program will be required to notify the DI director of their acceptance no later than 5 p.m. CST the Monday after Match Day.

Rationale: In the most recent survey, the majority of program directors voted to move the applicant notification to the DI Director to Monday, 6 p.m. (CST). Applicants have had months to research DI programs and to determine which ones are the best fits for them prior to the February 15 deadline. From the February 15 deadline, applicants have two months until notification day to make sure the DI programs they listed on D&D Digital are the best fit for them. Given the time applicants have had to research DI programs and given the many modes in which applicants can contact the DI Director (e-mail, phone, text, etc), 24 hours is an adequate time frame for them to inform the DI Director of their acceptance or non-acceptance.

Interim Selection Period

Recommendation #3a:

D&D Digital will provide the “no-match” list to DI Directors and DPD Directors by 12:01 p.m. CST (noon) the Tuesday after the first round match. The DI Directors with available spots will be given the option to review the “no-match” list to see if any of the qualified applicants they originally entered on the D&D Digital website are listed. DI Directors may contact and invite any of their original qualified applicants on the “no-match” list to attend their programs. These appointments must be confirmed by 8:00 p.m. CST the Wednesday after the match.

Rationale for the 12:01 p.m. CST deadline: The 12:01 p.m. CST deadline is fair to the DI Directors across all time zones in the United States.

Rationale for allowing DI Directors access to the unmatched list before applicants see the list of openings:

DI Directors have reported there are occasions when they have one to two spots open after the first round match, perhaps because students choose not to accept the spots in their program. Making the “no-match” list available to the DI Directors first will: 1) give the DI Directors the opportunity to contact the “non-matched” qualified applicants who applied to the program in the first round match and invite them to participate in their program; and 2) reduce the total number of open spots needing to be filled during the Second round selection.

Moving the deadline 8 p.m. CST on Wednesday will allow time for DI Directors to go through the unmatched list on D&D Digital, contact applicants, and update their status to closed before the “non-matched” applicants are given access to the list of DI programs with open spots.

DPD Directors should alert students to the possibility of being contacted between 12:01 p.m. (CST) Tuesday and 8:00 p.m. (CST) Wednesday and being offered a spot.

Recommendation #3b:

DPD Directors need to communicate to their students the importance of confirming their acceptance or withdrawal to the DI program by the designated deadline of the first round match and interim selection. Furthermore, students should not back out of an accepted position even if they are given another offer.

Recommendation #3c:

Once DI Directors have filled their spots, they should update their “open” status to “closed” on D&D Digital. Additionally, they should send an e-mail to D&D Digital informing them of their closed status and provide the name and e-mail of the applicant(s) who filled the open spot(s). (Note: D&D Digital requests this step so the records provided to ACEND are more accurate.)

Second Round Selection Period

Recommendation #4a:

Non-matched applicants will receive the updated list of DI programs with open positions at 11:00 a.m. CST Thursday after the first round match as noted in Table 3.

Rationale: Both DI Directors and DPD Directors agreed that the list of programs with openings should not be made available to the non-matched applicants at 12:00 a.m. (midnight) after the first round match. Making the list available at 11:00 a.m. the Thursday after the first round match will

accommodate the DI and DPD Directors in the Pacific and Hawaiian time zones as well as allow applicants to get adequate sleep.

Recommendation #4b:

DPD Directors should clearly communicate the procedures to their “non-matched” applicants who are interested in participating in the second round selection.

- DPD Directors should refer their non-matched students to the DI program’s website to identify their second round match procedures.
- If a program has no information listed on their website, DPD Directors should advise their students to call or email the DI Directors of programs that list open spots to obtain the appropriate steps they should take to apply in the second round match.

Rationale: DPD Directors can help reduce the frustration of DI Directors and chaos of the second round selection by clearly communicating the second round match procedures with their “non-matched” students.

Recommendation #5a:

DI Directors who are participating in the second round selection are encouraged to use DICAS to receive new applications. Applicants who did not match to a DI in the first round are now eligible for ISPPs; therefore, ISPPs that wish to receive outside applicants are encouraged to participate in the Second Round by listing their procedures on their websites and using DICAS to receive applications.

Rationale: As stated above, a large contributor to the existing chaos after the match stems from the fact that the current process is a “free for all” and there is not a consistent, standardized process for the second round selection. Some DI Directors fill their open spots in less than 12 hours while others wait a longer period of time. DI Directors report they do not feel a formal application process is needed when they only have one to two open spots. Recommendations #1 and #2 are intended to eliminate the occurrence of having one to two open spots after the first round match. DI Directors with two or more openings after the first round match are encouraged to use DICAS for second round selection applications; this is intended to foster a fair application process for all applicants.

Recommendation #5b:

Applicants participating in the second round selection are encouraged to use DICAS to submit their applications to DI programs regardless if the DI program is requesting the student use DICAS or not. Applicants who apply to DI programs not using DICAS in the second round selection have two options:

- 1) applicants can make the program a designate in DICAS giving them access to their information; OR
- 2) applicants can give the program access to their profile and application to view their application materials.

Detailed instructions to do this will be provided at a later time.

Rationale: In the past, some DI program directors have asked students to submit their applications directly to them, rather than use DICAS. Because the majority of programs use DICAS in the first round, most students either have to download their application packet directly from DICAS (which includes all

personal statements written to the DI programs they applied to in the first round) to submit it to the DI directors. The other option is to fill out the entire packet again.

The task force members contacted DICAS and asked them if they could remove the personal statements from the PDF file. DICAS stated that the intent of this feature was not meant for applicants to download their application and send it to DI's for the second round selection. Applicants can make the program a designate in DICAS giving them access to their information OR give the program access to their profile and application for the DI director to view their application. Removing the previous personal statements from the packet was not an option.

Recommendation #6a:

DI Directors participating in the second round selection are encouraged to adhere to a common second round selection deadline and procedures listed below:

- 1) "non-matched" applicants who are interested in participating in the second round selection can update and submit their application to their designated DI programs on DICAS by 12:00 p.m. (noon) the Saturday (6 days) after the match; and

- 2) DI Directors may begin inviting applicants into their program using the format that best suits the DI program. Examples include a rolling admission or identifying a definite date in which their portal on DICAS will close. DI directors should clearly communicate their second round selection due dates and procedures on their website.

Communication by both DI and DPD directors is very important. Recommendations to enable effective communication include:

- DI directors should post their second round selection instructions on their website in a place that is easy to find. Information on the website should include:
 - The process for submitting an application (DI directors are encouraged to accept applicants using DICAS)
 - When applications will be due (will be a rolling admission? A specific due date?)
 - When applicants can expect to be notified of the decision
 - Whether an interview will be part of the process
 - Application criteria
- DPD directors should help their students understand this process by communicating the following:
 - Where applicants can find the second round selection procedures (e.g., DI program website)
 - Which programs typically have openings during the second round selection so students have time to evaluate these programs in the event they are not matched
 - The importance of reading the instructions provided by the DI director and only submitting an application if they meet the minimum criteria

- 3) DI directors are encouraged to clearly provide their application criteria on their website to minimize the number of unqualified applicants. If necessary, DI Directors are encouraged to create a screening tool (via an online survey tool) to enable them to quickly identify the qualified applicants and eliminate the unqualified applicants.

Rationale: The rationale for removing the application due date stems from the fact that several DI directors did not follow the recommendations and were accepting applicants on a rolling basis in the 2014 second round selection. This caused DI directors who waited until the recommended due date to lose highly qualified applicants. The other reason is it became confusing for the applicants who were given these guidelines but were then getting offers before the due date.