

APAR

Annual Program Assessment Report

User's Guide

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Start Here: Creating Your User Access Information

To begin, you will need your APAR User ID and Password. APAR User IDs are created by CAHIIM staff and will be emailed to the program director as identified in the CAHIIM directory. Please check your email for this access information. The email will be from apar@cahiim.org. The email will provide your user ID.

Creating your account is a multi-step process. To set up your APAR account, you will use the APAR Access URL to create your APAR password. You will need the Username found in the apar.cahiim email.

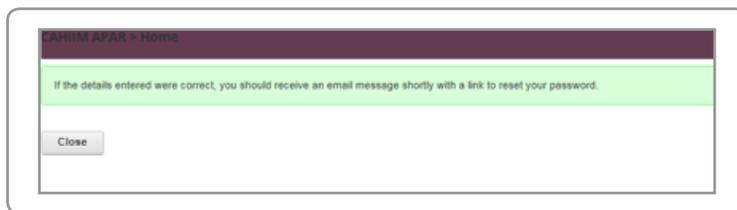
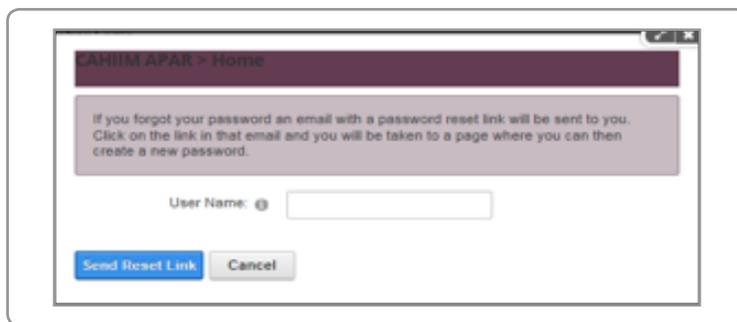
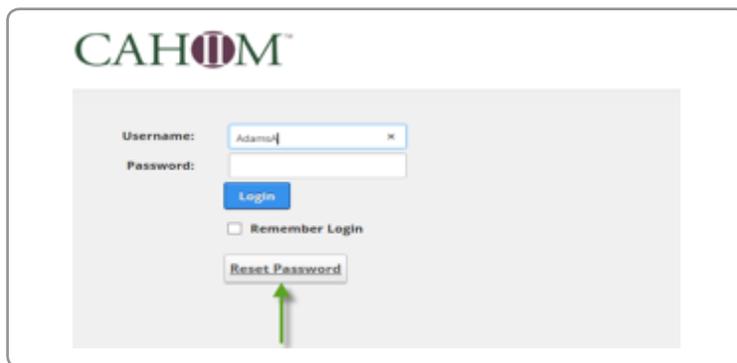
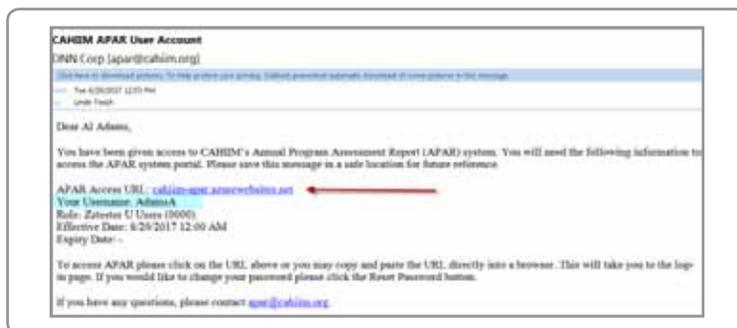
Enter the Username and click on the Reset Password button. This button can be used to create your initial password as well as to reset your password.

That action will open the Password dialog box. Enter your User Name.

Two things should happen: you should receive an email message prompt...

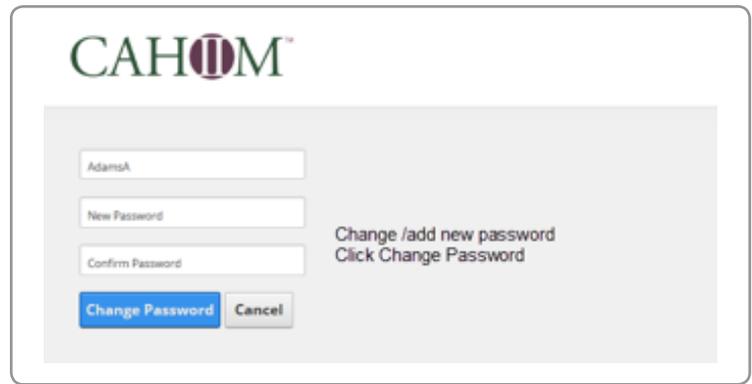
and then receive an email notice with a link to set / reset your Password.

Depending on what email system you use, you can either right click on the live link URL, or copy the link and paste it into your browser. Either way should take you to the password reset area.



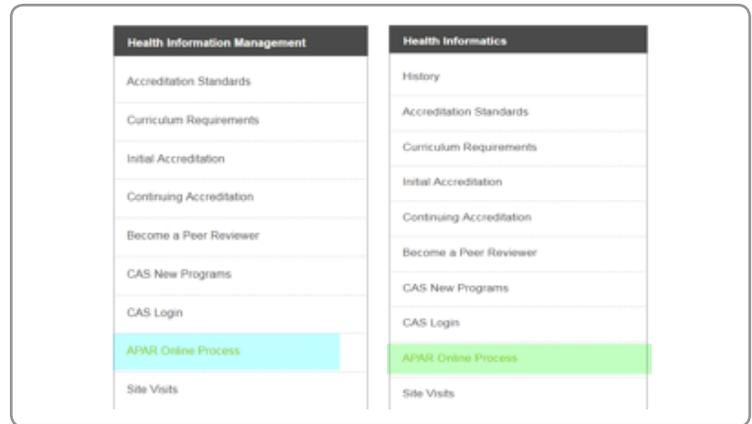
Create a New Password, Confirm the Password and then click Change the Password. You now have a unique User ID and Password.

By using this Reset Password process, you can change your Password as many times as you would like as long as your account is active.



Once you have changed your password, you will be taken automatically to your CAHIIM APAR Program portal.

To access APAR after this initial visit, you can copy the [APAR Login](#) into your browser or visit the CAHIIM website at <http://www.cahiim.org/him/him.html> or <http://www.cahiim.org/hi/hi.html> and use the APAR Online Process tab found on the right side of the page.



What's New

All sections of the APAR portal are available all the time.

You can change your password anytime.

Your accreditation status will be available in your directory view.

You are able to make some changes to your CAHIIM directory profile anytime.

You will be able to download APAR reports for all years APAR is reported in this system.

You will be able to download a data report for your program.

You will be able to import the faculty and curriculum tables and program goals from year to year so that once you have completed these tables you will only have to edit them the next year.

After submission of APAR, you will find that parts of the assessment are available to download as Excel worksheets.

APAR will automatically sort table lists.

APAR will execute Spell Check for some sections of the report.

You can access APAR and enter data from your computer, phone or tablet.

The system works in all browsers but does particularly well in CHROME.

You can copy and paste words or paragraphs into APAR.

As a security feature, APAR will time out and you will have to log back in.

Mandatory program goals are provided. The program Target Outcomes, Steps to Achieve, Results, Analysis and Action, Timeframe and the Person Responsible for each mandatory goal.

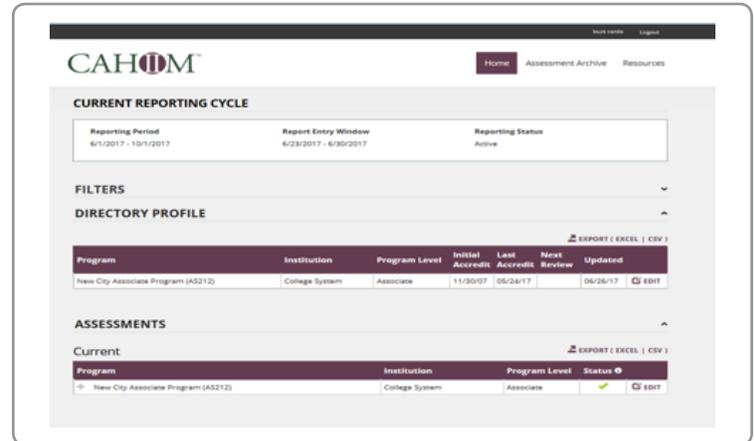
The APAR Resource section will include APAR resources and CAHIIM graphics that can be used for marketing.

A Sectional User Guide—download only sections of the User Guide that you need.

There are three APAR content area tabs, Home, Assessment Archive and Resources.

Home

When you have successfully logged in you will be in your Home page section. The window will look like the screen at right.



Home is the default landing page. On the Home tab you will find:

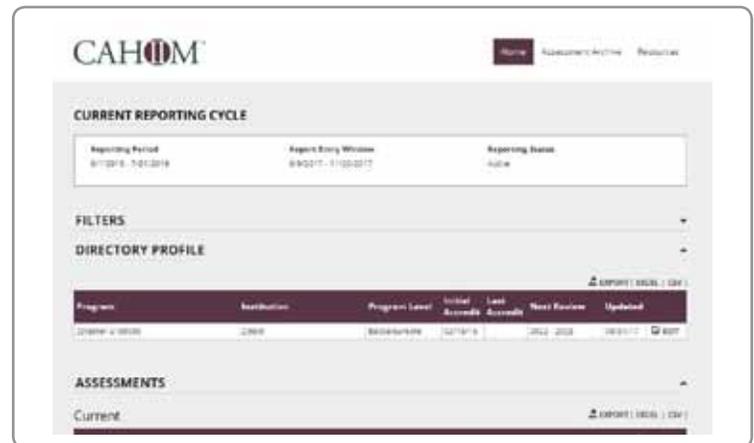
- Current Reporting Cycle
- Filters
- Directory Profile
- Assessments

Current Reporting Cycle

- **Reporting Period:** Dates for the current APAR reporting period. The APAR reporting period is always an academic year cycle behind. So for APAR 2017, the academic year reported is 2015–2016.
- **Report Entry Window:** displays the length of time the APAR system is open for reporting.
- **Reporting Status:** indicates when APAR is active or inactive. It will say Pending before APAR is opened, Active during the reporting period, and Closed when the reporting period is over.

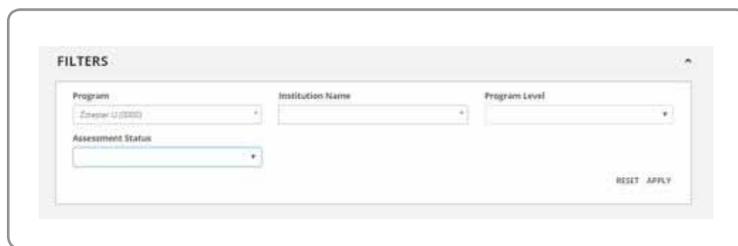
Filters

The new Home page is divided into different sections/information areas. You can expand and collapse information areas by either double-clicking on the section titles (i.e., Current Reporting Cycle, Filters, DirectoryProfile, Assessment) or any place you see the collapse/expand markers.



The Filters section will allow you to filter APAR reports by *Assessment Status*, and *Academic Level* and *Program Name*.

If you don't see anything listed on your HOME page, check the Filter section and make sure that at least one filter is selected.



The Directory Profile

The Directory Profile area generates the program address information for the CAHIIM directory. This section is always accessible even when APAR reporting has closed. The program director can make changes to any directory field that is active.



Assessments

This is where you will begin APAR reporting each year.

After completing and submitting APAR, you will also be able to print a copy of the APAR report. Go to the Assessments section and click on the plus sign in front of the name of the program. Chose the report you would like to download.



Once the APAR reporting period has closed, you will be able to download an Excel data report about your program.

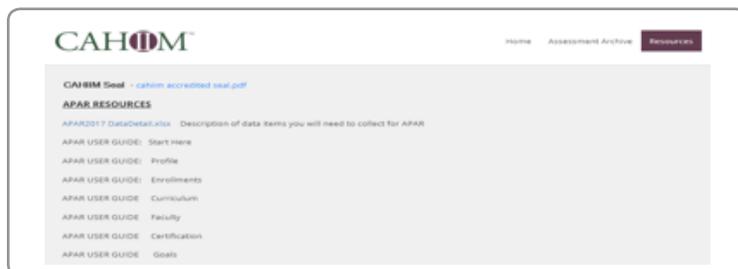
Assessment Archive

Assessment Archive is the section where you will go to review submitted (archived) APARs and you can also download reports from previous years.



Resources

The Resources tab contains resources relevant to accreditation and the APAR process, such as the APAR User Guide.



Navigation

You can navigate to your Home, Profile, and Assessment Archive pages by clicking on each tab, or by using the browser arrow keys.

Clicking on either the CAHIIM logo or the Home tab will take you back to your home page.

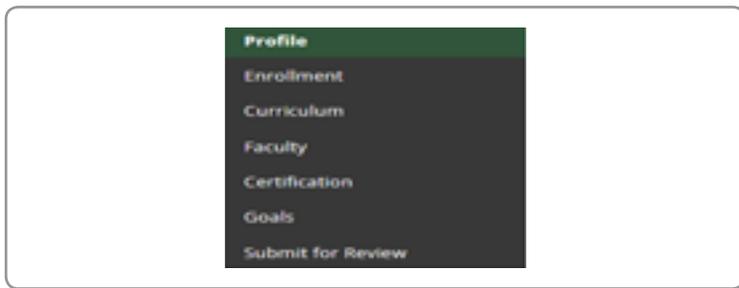


Saving

The program will save as you go; however, as precaution, please save when you are working in data-dense sections such as GOALS. You can save data by clicking on the blue SAVE button in the upper right of the screen.



In APAR you can also save by moving to different sections in the APAR index bar, which auto-saves content. The APAR index bar is visible on all sections of the APAR / Assessment.



Logout

Once you have logged in, your name will appear on the top right side. Next to your name is the Logout option. You may log out of the APAR system at any time by either using the Logout function, or by leaving the page in your browser.



APAR Reporting

Current APAR Reporting Period

APAR 2017 is reporting data for academic year 2015–2016. For APAR reporting purposes, an academic year begins August 1st and ends July 31st the following year.

APAR 2017 requires Certification score reports for the period from October 1, 2015, through September 30, 2016.

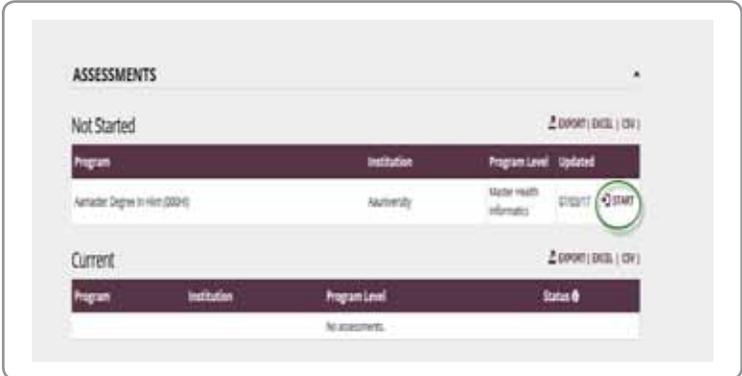
The APAR reporting process begins in the DIRECTORY PROFILE on the Home Page.

Click on the paper pen icon  to open your Directory Profile. Directory Profile information will be used to populate the CAHIIM Directory and it also populates part of the Profile section of your APAR so you don't have to enter some re-occurring Information multiple times.



Creating/Editing a Profile

When you open the Directory Profile section, you will find some information has already been loaded. Please insure that this program profile information is correct. You may make changes to those fields not greyed out.



Information that is greyed is locked (such as EPC) and cannot be changed without contacting CAHIIM staff.

If you have more than one program accredited, then each program will be listed here. Any Directory data content area with a red asterisk is a required field and must be completed to Save.



When you have reviewed and, if needed, updated Directory Profile information, you are ready to begin the APAR / ASSESSMENT.

APAR

Find the current APAR in the Assessment section of the Home Page.

Click on  to begin APAR.

There is a User Guide for each APAR section: Profile, Enrollments, Curriculum, Faculty, Certification, Goals, Submitting APAR.

If you have any questions about the Getting Started section or APAR, please contact CAHIIM staff at apar@cahiim.org.