



Annual Program Assessment Report

APAR

System Manual

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Commission on Accreditation for Health Informatics and Information Management
Education

233 N. Michigan Avenue, 21st Floor
Chicago, IL 60601
312.233.1100

Process Description

You may begin to complete the documentation of your Health Information Management program outcomes and assessment process. The Annual Program Assessment Report (APAR) is required by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) for maintenance of accreditation.

Evidence of academic program outcomes is an important dimension of accreditation review. Accrediting organizations around the country have established expectations that institutions and programs will routinely develop, collect, interpret, and use evidence of student learning outcomes. CAHIIM has based the *Standards for Accreditation of Health Information Management Programs* on the premise of outcomes-based assessment. The APAR is designed to capture this information as outcomes-based evidence in several major categories, identified in the APAR as 'Sections'.

The data entry of the APAR program is opened to programs each year for approximately three months. Participating programs are alerted about the data entry opening and closing period by email, and notification letters sent through the US Postal service. This information is also published on the CAHIIM website found at, www.CAHIIM.org.

Programs must submit the completed APAR information files online during the "Open Status" period as determined by CAHIIM.

Program Directors are to complete all sections of the APAR report and must complete a separate APAR for each accredited program level and campus with its own Education Program Code (EPC).

Once all data has been completed and submitted, the data will be stored, allowing for trend analysis of outcomes thresholds and program metrics within a program over time, benchmarking among academic programs, and providing statistical data on which to base HIM program and curriculum changes in the future. Beyond the current year, historical program data and reports will be available for program access and printing throughout the year.

APAR System Features for Program Directors

- ✧ APAR template
- ✧ APAR Summary Report
- ✧ Program Quality Letter
- ✧ Download CAHIIM Seal

Before You Begin

System Requirements and Warnings

- The latest software version of any internet browser is recommended.
- The APAR System will 'timeout' after 60 minutes of non usage. A Timeout System Warning will pop-up before the system is locked to allow you to SAVE your information:

The screenshot shows the CAHIIM APAR system interface. At the top, there is a navigation menu with tabs for 'CAHIIM', 'Menu', 'Reports', 'Analysis Form', 'Help', and 'Logout'. Below the menu, there are sub-tabs for 'I - Profile', 'II - Program Metrics', 'III - Placement & Satisfaction Rate', 'IV - Employer Satisfaction', 'V - Cert. Outcomes', 'VI - Program Evaluation Plan', 'VII - Substantive Changes', and 'VIII - Curriculum'. The main content area displays 'Status: In Progress' with a 'Print' button. Below this, it says 'CAHIIM USE ONLY - Associate 2009' and 'Section I - Program Profile'. There are two buttons: a yellow 'SAVE' button and a red 'Submit APAR' button. A form field for 'Name of Program's Sponsoring Institution' contains the text 'CAHIIM USE ONLY'. A 'Message from webpage' dialog box is overlaid on the form, displaying a warning icon and the text 'Your session will expire in about 10 minutes' with an 'OK' button. The form also includes fields for 'Program's Mailing Address' and 'Address 1' with the value '1212 Colder Lane'.

Navigating in the APAR system and Entering Data

- To move from field to field use the **Tab** key on your computer or point and click with your mouse.
- After entering data in a field, click your **Tab** key.
- To delete data, you can highlight and then delete data within a field, or by using the backspace key
- When you have no information to enter in a narrative form always **place a N/A in the narrative form field**. Failure to do so will prompt a system reminder to do so.
- You may login as many times as needed during the 'Open Status' period to enter, revise or change information, until you have completed the report and are ready to 'Submit' your final report to CAHIIM.
- *When you complete a Section or leave an unfinished section, click on **Save** or you risk losing the information you have just entered.*


The Yellow SAVE button Is found at the top of and bottom of most of the APAR Sections



Error Messages

If you have entered data in an unacceptable format or skip a required field, you will get an error message with instructions or a warning

Submit the Report Data

- Before submitting your report, please use the *Spell Check* function  for all Comments and text sections.
- The **Submit** function is ONLY executed when you have completed the entire APAR data collection fields during the “*Open Status*” period to your satisfaction and are ready to submit to CAHIIM.
- ***You must return to Section I to execute your final Submit to send your report to CAHIIM. Once you submit your report, you cannot re-enter or edit its contents.***

CAHIIM Menu Reports Analysis Form Help Logout							
I - Profile	II - Program Metrics	III - Placement & Satisfaction Rate	IV - Employer Satisfaction	V - Cert. Outcomes	VI - Program Evaluation Plan	VII - Substantive Changes	VIII - Curriculum
Status: In Progress							
<input type="button" value="Print"/>							
CAHIIM USE ONLY - Associate 2009							
Section I - Program Profile							
<input type="button" value="SAVE"/>		<input type="button" value="Submit APAR"/>					

Printing

- You may print your report at any time during the data entry period to have a paper copy, but if sections are incomplete the report may not format correctly until the entire report is completed.
- The Print key in Section I and Section VI creates a separate window of your report allowing you to print the contents of all of the report sections.
You must close this window after you have printed your report.

How to Login

- Open your internet browser and type the link provided below to access the system portal at <http://www.cahiim.org/> . This location is also accessible from the **Annual Program Assessment Report** side panel navigation on the CAHIIM’s homepage found at <https://secure.cahiim.org/annualreport/>.



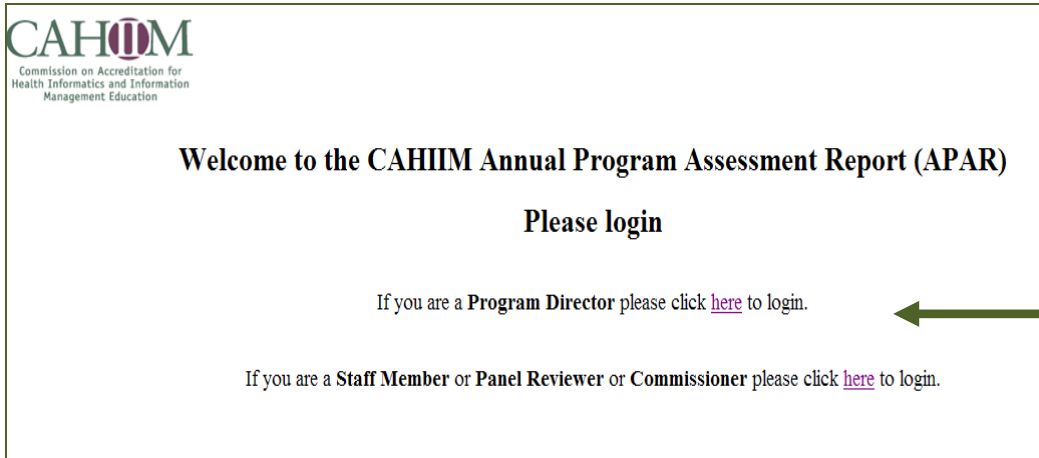
APAR Homepage link



- To Login into APAR as a Program Director



- This will take you to the following Login area:



CAHIIM
Commission on Accreditation for
Health Informatics and Information
Management Education

Welcome to the CAHIIM Annual Program Assessment Report (APAR)

Please login

If you are a **Program Director** please click [here](#) to login.

If you are a **Staff Member** or **Panel Reviewer** or **Commissioner** please click [here](#) to login.

In the APAR Login Page, click [here](#) as a Program Director

Login Access Page

The Login System window will appear. Please enter your **Educational Program Code (EPC)**. The EPC is your program's unique system identifier with CAHIIM. (Please see reference list of codes provided on the APAR Homepage in the Resources section. (<http://www.cahiim.org/aparresources.html>) You must scroll to the bottom of the page to find the EPC listings



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Management Education

Program Director Login Page

Please Enter Educational Program Code and Password.

If you do not know your password please click [here](#)

Educational Program Code:

Password:

The Password Field is case sensitive as provided by the system.

Program Director Login Page

- Upon successful login, you will be taken to the "Main Menu" page.

Forgetting Your Password

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Health Informatics and Information
Management Education

[Back to Login Page](#)

Retrieve Password

Educational Program Code:

Type in e-mail listed in the CAHIIM
Program Directory and the system password
will be sent to you:

If your email address does not match up with the one in our system,
then please call Benjamin Reed, CAHIIM Administrative Coordinator @ 312.233.1548

If you forget your password, **click on** this link and enter the required information. A password will be e-mailed to you.

You must enter the e-mail address on file that is listed in the CAHIIM Program Directory for your program at <http://www.cahiim.org/accredpgms.asp>. If this address needs changing please submit the corrective change at <http://www.cahiim.org/contactus.html>.

Edit APAR and Other Report Functions

Now, let's begin by clicking on **Edit Annual Program Assessment Report (APAR)**
To enter new data or to re-enter the current APAR to correct, add or update information prior to submitting your final report.

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Management Education

Logged in as EPC: 1001

[Logout](#)

Welcome Program Director, what to do next....

- [Edit Annual Program Assessment Report \(APAR\)](#)
- [View your Analysis Form](#)
- [View Submitted Analysis Form](#)
- [View Submitted Annual Program Assessment Reports \(APAR\)](#)
- [Reports](#)
- [CAHIIM Seal downloads](#)

Main Menu Page

ADDITIONAL APAR Options for the PROGRAM DIRECTOR

- **View your Analysis Form** This is only applicable to special focused program reviews as notified by CAHIIM
- Click on **View Submitted Analysis Form** to view any analysis forms that would have been created following staff or CAHIIM review of previously submitted APAR years.
- Click on **View Submitted Annual Program Assessment Reports (APAR)** to view all previously submitted annual reports on file.
- Click on **Reports** to choose from several standard reports currently available as well as historical reports.
- Click on **CAHIIM Seal downloads** to download the CAHIIM TradeMark seal.

Using the APAR Template

The Menu Tool Bar

- Across the top of any APAR Section Tabs you will see the following information choices:

CAHIIM Menu Reports Analysis Form Help Logout

Tool Bar Descriptions

- | | |
|------------------------|---|
| ▪ CAHIIM | Takes you to the www.CAHIIM.org homepage. |
| ▪ Menu | Program Director “Main Menu” selections page. |
| ▪ Reports | List of standard reports available. |
| ▪ Analysis Form | For use by Program to respond to CAHIIM when prompted. |
| ▪ Help | Help documentation for reference (takes you to notes, tips and the <i>APAR System Manual</i>). |
| ▪ Logout | Always ‘Logout’ at the conclusion of a data entry session. |

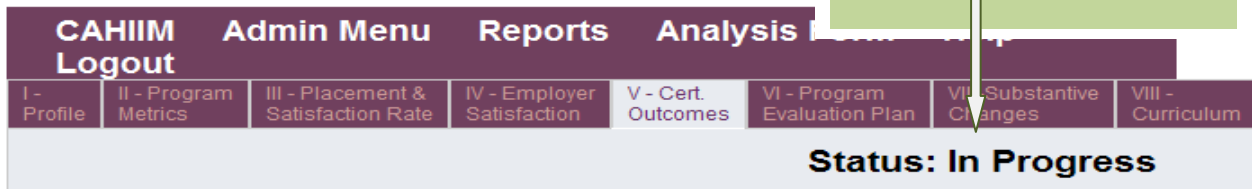
Using the APAR Template

APAR Statuses

- As you progress through the APAR system, you will notice the **"Status"** changes. The various Statuses are explained below and are automatically changed by the APAR system.



The status of the report in terms of data entry and stages through the APAR process, are displayed in the upper right hand corner of the screens.



- Open:** Appears the first time you open a report and enter data.
- In Progress:** Appears after the initial **Save**. This status remains until you finally **"Submit"**.
- Submitted:** Appears after you have submitted your data to CAHIIM. You may only access the report in 'view only'.
- Completed:** Appears in a previous year's submitted, reviewed and accepted report.

Using the APAR Template

What to Enter

- Follow the instructions and system functions when entering data into the APAR System. *The Manual uses an associate degree program data sample for instructional purposes only.*

Section I - PROFILE

- This section contains demographic and contact information about your HIM program currently on file with CAHIIM. This information is carried over every year and may be edited by the Program. Once this information is saved during the APAR Open Period, it will update the CAHIIM Directory program listing. Please ensure this information for your program is accurate at all times.

Name of Program’s Sponsoring Institution

If a change occurs during an academic year, contact the CAHIIM Accreditation Manager for procedures on updating information in this Section at george.payan@cahiim.org.

Program’s Mailing Address

Enter the full mailing address of the HIM program.
Use **Address 1 and Address 2** to accommodate the street address, department, school, building, room, etc. Complete **City, State, Zip Code**. (All applicable digits xxxxxx-xxxx).

Phone Number

Enter the Program Director’s number as primary contact for the program. (xxx-xxx-xxxx ext.xxxx)

Program’s URL

Enter the web address for the sponsoring educational institution or for the HIM program exactly as it is listed in your web browser. This should be the most logical web address for inquiries by students about the HIM program and the sponsoring educational institution.

Type of Institution

Select from the menu the most applicable description of the sponsoring educational institution’s functional type. If none exist, please select “Other”.

Department Housing the HIM Program

Select from the menu the category representing the department or division in which the HIM program is housed. If you cannot find a category close to the dept or division in which the program resides, please select ‘OTHER’ and provide the name of the department or division.

Type of Institution	Private 2 year non-profit ▼	
If you selected "Other" above, please describe: *	<input type="text"/>	
Dept Housing the HIM Program	Other ▼	←
If you selected "Other" above, please describe: *	Health Sciences	←
Is the complete HIM program offered as distance learning?	No ▼	

Allied Health
Business
Computer Science
Healthcare Administration
Informatics
Public Health
Other

Section I – PROFILE continued.

Is the complete HIM program offered as distance learning? Select from the menu:

- ‘Yes’ only if the entire curriculum (with the exception of any professional practice/clinical experiences) is available via distance learning/online
- ‘No’ if the entire curriculum is NOT available via distance learning or is partially available via distance learning.

Is your accredited HIM program offered as a post-baccalaureate certificate? (Baccalaureate degree programs only) Select From the menu:

- ‘Yes’ only if the program offers a HIM curriculum track for post baccalaureate degree students.
- ‘No’ the program does not offer a HIM curriculum track for post baccalaureate degree students.

Has the HIM program been inactive within the past year? Select from the menu:

- ‘Yes’ only if the program has been inactive/not accepting new students during the current academic year. If ‘Yes’ –
Fill in the month/year of the last graduating class:
Month expressed as two (2) digits: 01, 09, 10, 12, etc.
- ‘No’ if this is not applicable to the HIM program.

Current HIM Faculty -Enter the number of faculty teaching the HIM professional courses in the curriculum, in each applicable category. This category includes the Program Director. This category excludes faculty teaching multiple sections of medical science courses such as anatomy/physiology, English, and general education courses.

Full-time Number of full-time faculty as defined by the sponsoring educational institution and teaching in the HIM program, expressed in whole numbers.

Part-time Number of part-time faculty as defined by the sponsoring educational institution and teaching in the HIM program expressed in whole numbers.

Adjunct Number of adjunct faculty as defined by the sponsoring educational institution and teaching in the HIM program expressed in whole numbers; may be paid or unpaid adjunct faculty.

List Sponsoring Institution Administrative CEO/Officer.

Enter the full name, degree(s), credentials (if applicable) and contact information for the chief executive officer of the sponsoring educational institution.

List Sponsoring Institution Dean/Administrator.

Enter the full name, degree(s), credentials (if applicable) and contact information for the Dean or similar administrator to whom the HIM Program Director reports.

Program Director - If the program director changes during an academic year, contact the CAHIIM Accreditation Manager for procedures on updating information in this Section at george.payan@cahiim.org.

Program Director First Name.

Enter the program director's first name. (First and last name fields are required on separate lines for data entry purposes only.)

Program Director Last Name.

Enter the program director's complete last name. If a hyphenated last name, enter exactly as it should appear with a hyphen.

Program Director Degree, Credentials.

Enter the program director's highest earned degree plus credentials separated by commas.

Program Director's E-Mail Address

Enter the e-mail address of the program director.

Click 'SAVE' after entering ANY data in this Section and all Sections to save your entries.

Program Director's Email Address

www.cahiim.org

SAVE Submit APAR

If you do not SAVE you will be prompted to do so before you can move on to another section or exit the APAR.

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Management Education

Logged in as EPC: 1001

CAHIIM USE ONLY - APAR

CAHIIM Menu Reports Analysis Form Help Logout

I - Profile II - Program Metrics III - Placement & Satisfaction Rate IV - Employer Satisfaction V - Cert. Outcomes VI - Program Evaluation Plan VII - Substantive Changes VIII - Curriculum

Status: In Progress

CAHIIM USE ONLY - Associate 2009

Section I - Program Profile

SAVE Submit APAR

Message from webpage

You have made some changes, do you want to save the changes you made?

OK Cancel

Section II - PROGRAM METRICS

This report year captures student enrollment metrics for the following academic years:

August 1, 2008-July 31, 2009
August 1, 2009-July 31, 2010
August 1, 2010-July 31, 2011

(Note: **New programs** complete the current academic year only! Metrics for the previous two years are stored and appear in this Section for Continuing Programs as applicable.)

- As there is variation among academic institutions in terms of classifying students to first year, second year of matriculation or if you do not distinguish students by year as freshman, sophomore, junior, senior, due to compressed schedules, distance learning students or other reasons, than simply place your total number of students for an academic year under the appropriate category of **Full-time (FT)** or **Part-time (PT)** on the line marked **Year 2 for associate degree programs; Year 4 for baccalaureate degree programs**. Once you have completed the required information going left to right across the year, the APAR will automatically provide totals on the **Total** line.
- Do not leave any data entry fields blank, the system will default to “0”.**

Enrollments

Enter the number of students (by year if applicable) and designated as **Full-time (FT)** or **Part-time (PT)** as enrolled in the HIM program.

Graduates

Enter the total number of graduates completing the HIM program in the academic year reported on the line marked Year 2 for HIT programs; year 4 for HIA programs.

Attrition

Enter the number of students that have formally withdrawn, transferred out or otherwise left the HIM program at the beginning or during the academic year for which you are reporting. This would include any students who were enrolled in the previous academic year and are considered dropped from the program by your institutional definition. Please distinguish whether the student(s) were full-time or part-time students.

Remaining Students

These fields will automatically calculate within the APAR system.

Section II - Program Metrics

SAVE

08-09 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
	FT	PT	FT	PT	FT	PT	FT	PT
Year 1	40	10				0	40	10
Year 2	10	15	6	2	3	7	1	6
Total - (sum of Year 1 + Year 2)	50	25	6	2	3	7	41	16

Comments:

This optional space is provided to record any clarification or notation you wish to make about the data you entered. If there are circumstances that are unusual in a given year, for example high attrition rates, or perhaps no graduates, please note or explain these circumstances in the Comments section.

Comments:

Attrition rates are high for 2009 academic year. Eight part-time students dropped out of school and five are taking the year off to work full time.



SAVE

Spell Check is a feature in all of the **Comments** and narrative fields sections.

Section III - GRADUATE PLACEMENT AND SATISFACTION RATE

- This Section is designed to capture the results of graduate tracking and overall HIM program satisfaction as expressed by graduates. All HIM programs are required to keep track of their graduates. A survey is the most common, but not the only method that can be used to collect this data. Other methods can include graduate follow up via phone calls and/or email. Several documented measures of educational outcomes can be derived from the ability of graduates to gain employment in their field of study, as well as strengthen the desire to continue their formal education, whether within the HIM field or in other educational directions.
- Measuring the satisfaction rate of HIM program graduates is equally important as it provides feedback to the academic institution, program and faculty about the educational experience and whether a graduate feels that there is/ was value to their financial investment and time commitment.
- It is important that each HIM program track its graduating students as alumni. CAHIIM recommends that each HIM program survey graduates at a time convenient to the program, and/or institutional reporting periods. Surveys may be conducted as written questionnaires, e-mail or interview formats as preferred by the program or institution. CAHIIM has a set of Graduate Satisfaction Survey questions with a Likert scale rating system, which can be used by each HIM program either by being incorporated within a current survey tool in use at your college or used as the actual survey tool. The Graduate Satisfaction Survey tool can be found on the CAHIIM website of the APAR System found at <http://www.cahiim.org/aparresources.html>

Notes:

A threshold rate is given for **Graduate Placement Rate** and **Graduate Satisfaction Rate**. A baseline of data is provided across all HIM programs, and as a result a reasonable **Threshold Rate** has been listed. As you enter data, the percent (%) Graduate Placement Rate and percent (%) Graduate Satisfaction Rate is automatically calculated.

If your rate is below the stated Threshold Rate, it will be **highlighted in red after you have Saved your data**. This is an indicator to you that your HIM program outcome is below the Threshold norm, and you will be required to complete the **Analysis** and **Action Plan** sections of this report. This will be required before you may proceed to the next section.

Section III. A. Graduate Placement

III.A. Current CAHIIM threshold for Graduate Placement Rate

The rate is annually established by CAHIIM based on the history of HIM graduate placement rates.

Total Program Graduates

Enter the total number of graduating students in each academic reporting year. *These should be the same metrics as listed in Section II Program Metrics - Total Graduates*

For example, in **Section II Program Metrics** the number of graduates for Academic Year 08-09 is 12.

Section II - Program Metrics

SAVE

08-09 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
	FT	PT	FT	PT	FT	PT	FT	PT
Year 1	40	10				0	40	10
Year 2	15	40	8	4	5	10	2	26
Total - (sum of Year 1 + Year 2)	55	50	8	4	5	10	42	36

For **Section III A. Graduate Placement** (below), the number of Total Program Graduates entered the number of graduates entered in the Total Program Graduates section is incorrect. The number of graduates would be 12 (as stated in Section II), not 30.

Current CAHIIM threshold for Placement Rate: 80 %

III.A. Graduate Placement					
Academic Year	Total Program Graduates	Number Employed	Number Continuing Their Education	Total Graduate Placement	(%) of Graduate Placement Rate
08-09	30	20	10	30	100.00

Number Employed.

Enter to the best of your knowledge, the number of graduates in an academic reporting year who have obtained employment in an HIM-related job.

Number Continuing their Education

Enter to the best of your knowledge, the number of graduates in an academic reporting year who have chosen to continue their education rather than seeking HIM employment after graduation. *Note: If a student has both obtained employment and sought higher education, choose either category to record the student outcomes, but not both. Either category is indicative of a positive outcome.*

Total Graduate Placement

This field automatically calculates based on the data placed in the previous data fields, and reflects sum total of graduates who are employed plus those continuing their education, as reflective of desirable graduate outcomes.

(%) Graduate Placement Rate

This field automatically calculates as a percent (%)

Graduate Placement Rate for your HIM program based on the data entered in the preceding fields. If it appears highlighted in red, the rate has fallen below the current established Threshold Rate for similar HIM programs, and would require completion of the **Analysis** and **Action Plans** portions of this Section

Analysis

This is where the program analyzes the results and discusses rationales for the outcome(s) in one or both of the categories in this Section, and determines if the program needs to formulate some corrective action plan(s) for the future. These 'plans' are stated in the **Action Plans** column with measurable actions to improve the program outcomes as related to Graduate Placement and Graduate Satisfaction.

III.A. Graduate Placement					
Academic Year	Total Program Graduates	Number Employed	Number Continuing Their Education	Total Graduate Placement	(%) of Graduate Placement Rate

You will be prompted to Save your data before moving to the next Section. Your screen will refresh and you will need to go to the menu bar to select the next Section for completion.

Section III. B. Graduate Satisfaction

Current CAHIIM threshold for Satisfaction Rate

The rate is annually established by CAHIIM based on a history of HIM graduate satisfaction rates. The information for the current year should be responses "received" during the Academic Year that reflects 10/1/2008 - 9/30/2009. This is not tracking cohorts of students that graduated during this timeframe, but allows the program to follow campus policies for frequency of graduate follow-up surveys.

Total Surveys Sent

Enter the number of graduate satisfaction surveys sent for the reporting year.

Number of Surveys Returned

Enter the number of graduate satisfaction surveys actually completed and returned.

Number of Satisfactory Surveys Returned

Enter the number of graduate satisfaction surveys deemed to reflect the mid-point of satisfactory or greater on the CAHIIM Graduate Survey Likert scale.

(%) Graduate Satisfaction Rate

This field automatically calculates as a percent (%)

Graduate Satisfaction Rate for your HIM program based on the data entry in the preceding fields. If it appears highlighted in red, the rate has fallen below the current established Threshold Rate for similar HIM programs, and would require completion of the **Analysis** and **Action Plans** portions of this Section.

Analysis

This is where the program analyzes the results and discusses rationales for the outcome(s) in one or both of the categories in this Section, and determines if the program needs to formulate some corrective action plan(s) for the future.

These 'plans' are stated in the **Action Plans** column with measurable actions to improve the program outcomes as related to Graduate Placement and Graduate Satisfaction.

Current CAHIM threshold for Satisfaction Rate: %

III.B. Graduate Satisfaction				
Academic Year	Total Surveys Sent	Number of Surveys Returned	Number of Satisfactory Surveys Returned	Graduate Satisfaction Rate
08-09	<input type="text" value="100"/>	<input type="text" value="20"/>	<input type="text" value="10"/>	<input type="text" value="50"/>
07-08	<input type="text" value="75"/>	<input type="text" value="50"/>	<input type="text" value="2"/>	<input type="text" value="4"/>
06-07	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Analysis & Action Plan

(To be completed if any outcome falls below the established threshold)

Analysis	Action Plan
<div style="border: 1px solid gray; height: 100px;"></div>	<div style="border: 1px solid gray; height: 100px;"></div>

Graduate Satisfaction Analysis and Action plan comment area table

Section IV – **EMPLOYER SATISFACTION**

- This Section is designed to capture the results of employer satisfaction surveys regarding the quality, knowledge and skill sets of graduates from your HIM program. For specialized programs such as HIM, it is important to routinely ascertain the opinions of your communities of practice regarding the employability of your HIM graduates, and to benchmark HIM practice needs and requirements against your curriculum strengths and areas for improvement. All HIM programs are required to conduct an annual assessment of employer satisfaction. Although obtaining and measuring employer satisfaction can be difficult, HIM programs are asked to seek ways to survey or otherwise collect employer information.
- CAHIIM has provided a brief questionnaire that can be used for employer satisfaction surveys. **Employer Satisfaction Rate** is predicated on a baseline of data provided across all HIM programs, and should result in a reasonable **Threshold Rate** which is listed. As you enter data, the percent (%) Employer Satisfaction Rate is automatically calculated. If your rate is below the stated Threshold Rate, it will be **highlighted in red**. This is an indicator to you, that your HIM program outcome is below the Threshold norm based on three years of HIM outcomes data across all similar programs, and you will be required to complete the **Analysis** and **Action Plan** sections of this report.

NOTE: CAHIIM recommends that each HIM program survey employers (and/or potential employers) in their communities of interest, whether or not they have recently hired one of your HIM program graduates. Experience has shown that surveying the overall communities of interest, or annually surveying different segments of these communities' results in useful feedback to the academic institution, the HIM program and the faculty. Your Advisory Committee should be able to assist the HIM program in determining the best way to collect information annually.

CAHIIM has a set of Employer Satisfaction Survey questions with a Likert scale rating system, which may be used by each HIM program. The Employer Satisfaction Survey tool can be found on the CAHIIM homepage using the following path: CAHIIM ->APAR Online -> System Resources or using the following URL: <http://www.cahiim.org/aparresources.html> . Surveys may be conducted as written questionnaires, e-mail or interview formats as preferred by the program or institution.

Last Graduation Year

This information is pre-programmed to reflect the academic year August 1 through July 31 of each year indicated, during which your HIM program would have graduating students. Some programs conduct such a survey within six (6) months of graduation, while other programs choose to do so after one (1) year. If you do not have Employer Satisfaction data available prior to the close of the 'Open Status' period, enter zeroes and explain your procedure or reason why the information is not available at this time in the Comment section provided at the end of these sections.

Total Surveys Sent

Enter the number of employer satisfaction surveys sent for the reporting year.

Total Surveys Returned

Enter the number of employer satisfaction surveys actually completed and returned.

Number of Satisfactory Surveys Returned

Enter the number of employer satisfaction surveys deemed to reflect the mid-point of satisfactory or greater on the CAHIIM Employer Satisfaction Survey Likert scale.

Employer Satisfaction Rate

This field automatically calculates as a percent (%) Employer Satisfaction Rate for your HIM program based on the data entry in the preceding fields. If it appears highlighted in red, the rate has fallen below the current established Threshold Rate for similar HIM programs, and would require completion of the **Analysis** and **Action Plans** portion of this Section.

Analysis

This is where the program analyzes the results and discusses rationales for the outcome(s) in one or both of the categories in this Section, and determines if the program needs to formulate some corrective action plan(s) for the future. These 'plans' are stated in the **Action Plans** column with measurable actions to improve the program outcomes as related to Employer Satisfaction.

Section IV - Employer Satisfaction

If CAHIIM threshold value is exceeded, then highlighted red frame and Analysis/Action Plan will disappear AFTER changes are SAVED.

SAVE

Current CAHIIM threshold for Employer Survey Satisfaction Rating: %

Employer Satisfaction				
Academic Year	Total Surveys Sent	Total Surveys Returned	Number of Satisfactory Surveys Returned	Employer Satisfaction Rating
08-09	<input type="text" value="10"/>	<input type="text" value="50"/>	<input type="text" value="45"/>	<input type="text" value="90"/>
07-08	<input type="text" value="45"/>	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
06-07	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

SAVE

Employer Satisfaction Table and Analysis and Action Plan area

Section V *CERTIFICATION OUTCOMES*

- This Section summarizes the certification examination outcomes of your HIM program graduates. For purposes of data reporting, please provide the information reflective of the **Exam Period** displayed in the requested fields. This Section of the APAR deals only with **first time certification examination takers**. **Do not** include graduates who are retaking the examination in a given exam time period. If graduates waited a year or more beyond their post-graduation cycle, include them as first time certification examination takers in the year in which they took the exam and the data is reported. ***You can explain this and the resulting test scores in the Analysis section.***
- The CCHIIMS Certification Program Reports encompass a given year from October 1, through the following September 30. **(With the exception of academic year 2010 -2011. Please see the CAHIIM website for more information)** Please review your program report for accuracy and contact Kelly Burchfield, CCHIIM Certification Coordinator at 312.233.1128 immediately if this information is not accurate or you are missing a report. You will not be able to submit your APAR without this information.

Exam Period

The exam period indicates the reporting time period for this data and will be entered by CAHIIM staff.

AHIMA National Mean Pass Rate

The AHIMA National Mean Pass Rate is calculated on all examination scores reported in the examination period and represents the AHIMA national average passing rate for this exam.

Program Pass Rate

Your HIM program pass rate compared to the AHIMA national mean pass rate. If your program pass rate is highlighted in red, the rate has fallen below the current national mean pass rate, and would require completion of the **Analysis** and **Action Plans** portions of this Section.

Domain/Subdomains

Represents the domains and subdomains specified by the current credentialing examination blueprint, developed by a job analysis demonstrating current HIM practice as a subset of the published AHIMA entry-level competencies and knowledge clusters for the academic level.

AHIMA National Score

This score represents the calculated mean national score across all first time test takers of the national certification examination for each domain/subdomain tested.

Program Mean Score

Your HIM program mean score in each domain/subdomain. If your program mean score for a domain/subdomain is highlighted in red when the data is entered and saved, this indicates that it is below the current national mean pass rate, and would require completion of the **Analysis** and **Action Plans** portions of this Section describing why this may have occurred and if an action plan for the future is necessary.

Section V - Certification Outcomes

If CAHIIM threshold value is exceeded, then highlighted red frame and Analysis/Action Plan will disappear AFTER changes are SAVED.

SAVE

Exam Period	AHIMA National Mean Pass Rate	Program Pass Rate
10/1/2008 - 9/30/2009	86	87

Domain/Subdomains	AHIMA National Score	Program Mean Score
1A	5.7	5.8
1B	6.43	6.25
1C	9	10
1D	5.28	4

Total number of students who took the test.

Enter the total number of *first time test takers* who took the certification exam as reflected in the results.

Total number of students who took the test: 10

Analysis and Action Plan

This is where the program analyzes the results and discusses rationales for the outcome(s) in the categories of this Section, and determines if the program needs to formulate some corrective action plan(s) for the future. These 'plans' are stated in the **Action Plans** column with measurable actions to improve the program outcomes as related to Certification Outcomes

4A	7.53	7.5
4B	7.43	7.25
4C	5.18	5.18
4D	4.44	4.2
5A	10.27	10.01
5B	4.59	6

Total number of students who took the test: 10

Analysis & Action Plan

(To be completed if any outcome falls below the established threshold)

Analysis	Action Plan
The domains/subdomain that did not achieve AHIMA's national score was 4A., 4B. and 4D(Data Security). This content is included in two new courses to be offered in 2012	The faculty examined these scores and will enhance course content to reflect the three areas that were below the national score.

SAVE

You will be prompted to Save your data before moving to the next Section. Your screen will refresh and you will need to go to the menu bar to select the next Section for completion.

Section VI. **PROGRAM EVALUATION PLAN**

- The Program Evaluation Planning section provides you with a tool to develop a program plan for continuous quality improvement. The program evaluation plan can help clarify and highlight successful program initiatives and is an outline to help guide the program through this process. In addition the program evaluation plan is required by CAHIIM in the *Standards for Accreditation of HIM Programs*. Program evaluation planning should occur annually and become an ongoing process, involving faculty, administration, the advisory committee and others involved with the ongoing success of the HIM program.
- The program evaluation plan is often the most challenging section of the APAR to complete. The evaluation plan found in APAR is a template designed to frame goals and identify the supporting components that help move the goal process to successful conclusion. When designing goals, focus on areas that are integral components of the program and provide a direction or opportunity for growth or improvement but are not too prescriptive:
Consider the following examples of goals.
 - a. Encourage Community outreach efforts to recruit new students into the HIM program
 - b. Develop new avenues to recruit students into the HIM program

Both examples will hopefully lead to the same result- increase the number of students in the HIM program. Both examples essentially state the same thing, but the second example offers more opportunities for interpretation for creative approaches, and can be reused or expanded upon in the future. In fact the first statement could become incorporated as a targeted outcome for the second goal as one measurable objective.

There are four required goals to address each reporting year and you may choose to develop target outcomes and plans for just these goals or you may develop additional goals tailored to your program. When program evaluation plans are reviewed for accreditation, they will be reviewed against the following:

NOTE: The Program Evaluation Plan Section contains a 'tool' for you to use that mirrors the **Program Evaluation Planning** template available on the **CAHIIM Resources webpage** at <http://www.cahiim.org/eaccredresources.html>

<p>Goal</p>	<p><u>Program goals</u> describe the outcomes that a program wishes to achieve. Program goals should be developed with obtainable and measurable outcomes. Each goal will have one or more target outcomes. You may develop goals specific to your program in addition to the four major areas required in the Standards for Accreditation:</p> <ul style="list-style-type: none"> •Students/Graduates •The Program/Curriculum •Faculty •The Community(ies) of Interest
<p>Target Outcomes</p>	<p><u>Target outcomes</u>, (measurable objectives or outcomes) are the <u>levels of successful performance</u> set by the program and should be expressed in measurable terms or metrics such as 100%, 75%, etc. Target outcomes serve to ask ‘Has the program been successful at meeting its goals?’ For example, if your goal is that graduates will demonstrate entry-level competency, in what ways can you show that X% of your graduates are competent and have achieved that goal?</p>
<p>Plan</p>	<p><u>The Plan</u> or steps to achieve the target outcome(s) are descriptions of the activities, assessments, surveys, or other procedures that the program is doing or will do to try to achieve the target outcomes. It is a common error to confuse the Plan with Target Outcomes (<i>the target outcome is the desired, measured, end result; the Plan is one or more steps or methods to achieve the target outcome</i>).</p>
<p>Results</p>	<p>This is where a program will record the data that demonstrates the actual <u>results, measurements or outcomes</u>. For example, “9 of 10 graduates passed the certification exam” or “75%” of employers rated graduates of the program as “above average” or “excellent” on the employer survey.”</p>
<p>Response/Corrective Action</p>	<p>This is where the program describes its <u>Response or Corrective Action</u> steps if the target outcome has not been met. If it has been met then no further action is needed. If it has not, then the program needs to formulate some corrective action plan(s) for the future. (These corrective actions may become steps in the ‘Plan’ on the next program evaluation plan.)</p>
<p>Person Responsible</p>	<p>This is the <u>person responsible</u> for carrying out the action plan. This could be, for example, the program director, the clinical coordinator, the advisory committee or a specified faculty member.</p>
<p>Time Frame</p>	<p>The <u>time frame</u> for many program evaluation activities is annually. However, in some instances, certain evaluations may be performed more frequently, such as quarterly, every term, semester, etc.</p>

Target Outcomes description Table

Note: It is recommended that you prepare your Program Evaluation Plan and goals in advance and transfer them to the online APAR Program Evaluation Plan system. Program evaluation planning should involve your faculty and the Advisory Committee. Within the various Sections of APAR, where you have written **Analysis and Action Plans**, consider those ‘action plans’ to also incorporate into this template where they either impact an existing goal and/or target outcome, or create a new goal and/or target outcome(s) related to those areas you have identified for improvement.

SECTION VI **PROGRAM EVALUATION PLAN** *continued...*
Completing a Target Outcome for an Existing Goal:

- First highlight the existing Goal as shown below.

1. Click on this link to **access** your saved **goals** from the **previous APAR Year**.

[View Previous Year's Goals](#)
(The link above will open a new browser window.)

Section VI - Program Evaluation Plan

Please scroll down to manage your Target Outcomes.

Current Goals

* means this is a required Goal that needs to have at least one Target Outcome

- (*) Faculty will demonstrate current knowledge, sk
- (*) The HIM program will demonstrate responsiveness
- (*) The HIM curriculum will include, at minimum, t
- (*) Program graduates will demonstrate the HIM ent

Achieve success with College and HIM Program high
This is a test goal

Add Modify Delete View

Target Outcomes (T.O.)

This frame will expand once a Target Outcome is added to a goal.

Add Modify Delete View

2. Next, scroll down to **Target Outcomes** and click **Add** to add a new series of target outcomes/objectives, results, etc. The template will open to complete the fields.

- Clicking on the **Add** button will open the screen below
Complete each section

CAHIIM
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Status: In Progress

Section VI - Program Evaluation Plan

Goal	This is a test goal	
Target Outcomes	To increase enrollments by 10% in the next two years	ABC
Steps to Achieve the Outcome	Email and YouTube campaign	ABC
Results	Email response rate is 30 % higher than expected and class entering 2011 has 45 students	ABC
Analysis and Action Plan	Email campaign was successful. Will create a second campaign in fall 2010	ABC
Person Responsible	Lou Anderson	ABC
Time Frame	Fall 2009 through Fall 2010	ABC

Target outcome completed and will not appear in future program evaluation plans

Save
Save/Add
Cancel
Back

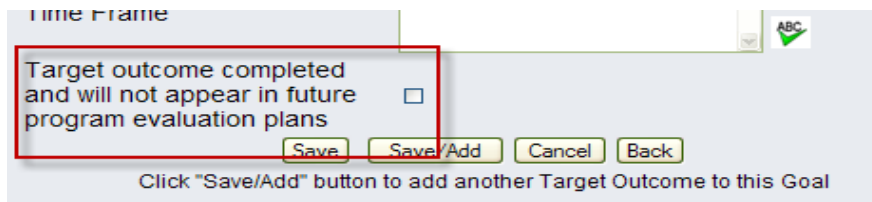
Click "Save/Add" button to add another Target Outcome to this Goal

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- When you are finished, you may (**Save**) your work or save and add (**Save/Add**) another target outcome to the goal selected. You may (**Cancel**) which will delete any information that you have entered or you may return to the program goal setting section by choosing (**Back**)

SECTION VI PROGRAM EVALUATION PLAN *continued.*

- You also have the option of saving the Target Outcome so that it is included in the current (to be submitted) APAR but then removed so that it does not reappear as a Target Outcome for subsequent APAR Program Evaluation Plans. To do this, click in the box to the right of “*Target outcome completed and will not appear in future program evaluation plans.*” (Located above the Target Outcome action ribbon.)

***Adding a New Goal for Your Program:***

- Click **Add** (under current goals) to add a new goal specifically related to your program.
- Scroll down to Target Outcomes and **Add** one or more target outcome measures related to your new goal.
- Complete the categories in the required program evaluation plan template provided online where you have information. For a new Goal and or Target Outcome you should always complete the categories of Plan, Person Responsible and Time Frame. If this is a new goal with no results as of yet, indicate that or N/A in the Results and Response/Corrective Action Categories.
- If you have met a program goal that is no longer an issue and for which you choose not to carry it further, highlight the goal and click on **Delete** to remove the goal from the template tool. The exceptions to this are the permanent program goals related to the four (4) key areas of HIM program evaluation and management (required by CAHIM) and goals from the previous year that are Met for this current Open Cycle where it is necessary to record the results. In this case, the goal is met and indicated as such, but the goal is no longer an issue to be tracked and evaluated, therefore it will be deleted in **next year's** reporting cycle.
- Click to **Modify** (to add the categories of information or amend information previously added). Complete the series of categories displayed.
- *Clicking **View** lets you view the Program Evaluation Plan for that goal. You may print all goals that you have saved by clicking on the **Print** icon at anytime.

SECTION VI PROGRAM EVALUATION PLAN *continued..*

Scroll down to **Current Goals** and click **Add** to insert a new series of **program specific Goals**.

- Clicking on Add will take you to this screen. You may enter goals one at a time, by entering the goal and then choosing (**Save**) or you may add several at the same time (**Save and Add another goal**). (**Cancel**) will clear and (**Back**) will

The new goal has been added

Section VI - Program Evaluation Plan

Please scroll down to manage your Target Outcomes.

Current Goals

* means this is a required Goal that needs to have at least one Target Outcome

- (*) Faculty will demonstrate current knowledge, sk
- (*) The HIM program will demonstrate responsiveness
- (*) The HIM curriculum will include, at minimum, t
- (*) Program graduates will demonstrate the HIM ent

Achieve success with College and HIM Program high

This is a new GOAL

Add Modify Delete View

To add Target Outcomes follow the same steps outlined in previous pages. Be sure to complete each section of the Target Outcome grid.

Section VI - Program Evaluation Plan

Goal This is a test goal

Target Outcomes To increase enrollments by 10% in the next two years ABC

Steps to Achieve the Outcome Email and YouTube campaign ABC

Results Email response rate is 30 % higher than expected and class entering 2011 has 45 students ABC

Analysis and Action Plan Email campaign was successful. Will create a second campaign in fall 2010 ABC

Person Responsible Lou Anderson ABC

Time Frame Fall 2009 through Fall 2010 ABC

Target outcome completed and will not appear in future program evaluation plans

Save Save/Add Cancel Back

Click "Save/Add" button to add another Target Outcome to this Goal

****Check Box** if this goal's Target Outcome has been Met. It will not be carried over into the next annual report.



Click to Add and Save another Target Outcome.

Section VII. SUBSTANTIVE CHANGES

- This section is designed as a narrative capture and communication screen for you to use in conveying information about any significant changes to your program for the APAR reporting year or subsequent changes in the upcoming academic year. Examples can include but are not limited to:
 - Changes in the program's institutional accreditation status;
 - Program inactivity or closure;
 - Change(s) in Program Director;
 - New distance education program being designed
 - Satellite or branch campus affecting the HIM program
 - Changes in institutional ownership
- You may also use this section to communicate general plans for program changes in the coming year.

CAHIIM							
Menu		Reports		Analysis Form		Help	Logout
I - Profile	II - Program Metrics	III - Placement & Satisfaction Rate	IV - Employer Satisfaction	V - Cert. Outcomes	VI - Program Evaluation Plan	VII - Substantive Changes	VIII - Curriculum


Status: In Progress

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Section VII - Substantive Changes (Optional)

Describe Below

Subject:



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Section VIII. CURRICULUM - Synopsis of Curriculum

- The Synopsis of Curriculum section collects information about the design and layout of the program curriculum and the number of didactic, laboratory and contact hours for each course.

Section VIII - Curriculum

SAVE

SYNOPSIS OF CURRICULUM :
Include all courses required in their appropriate sequence

Course # and Titles (Exclude general education courses)	Credit Hours	Didactic Hours	Lab Hours	Professional Practice Hours
Fall HIT 101 Introduction to Health Information Te	4	3	1	
HIT 102 Healthcare Delivery Systems	2	2		
Biol 202 Anatomy and Physiology	4	3	2	
Biol 201 Medical Terminology	3	3	3	
HIT 101 Introduction to Health Information	3	3	3	
HIT 101 Introduction to Health Information	3	3	3	
HIT 107 HIM Practicum I	3	3		120
Totals	22	20	12	120

Course # and Titles

Courses should be listed in the same sequence in which they are offered. Enter the course number and then the title of the course.

Credit Hours

The number of credit hours per course

Didactic Hours

Provide the contact hours allocated for lecture/didactic instruction for each required program professional course

Lab Hours

Provide the contact hours devoted to laboratory practice for each course that contains a lab component.

Professional Practice Hours

Provide the total number of contact hours required for a student to complete a practicum experience (if applicable) for each Practicum course in the curriculum. For example, a capstone Practicum/PPE in your program may equate to a total of 160 contact hours. These hours represent a practicum courses for which a student spends 8 hours per week for 10 weeks. Another example, a PPE may contain 8 didactic hours (in lecture) and 120 contact hours in the field.

Totals -There is a Subtotal row for each term and there is a Total row for all Credit, Didactic, Lab and Professional Practice hours. These hours are calculated automatically as data is entered and then saved for this section.

Section VIII. CURRICULUM - Knowledge Cluster and Competencies

- This section captures the course or courses that address each Competency or Knowledge Cluster within the program
- Please enter all course numbers applicable to the Knowledge Clusters listed on the left side.

KNOWLEDGE CLUSTER CONTENT ASSESSMENT	
Associate Degree Program	
Knowledge Cluster Content	List the Course Number(s) below that address each knowledge cluster.
Biomedical Sciences	
• Anatomy (4)	Biol 202
• Physiology (4)	Biol 202
• Medical Terminology (4)	Biol 202
• Pathophysiology (4)	Biol 209
• Pharmacotherapy (4)	Biol 209
I.A. Health Data Structure, Content and Standards	
1. Data versus information (4)	HIT 101, HIT 104
2. Structure and use of health information (individual, comparative, aggregate) (4)	HIT 101, HIT 104, HIT 231
3. Health information media (such as paper, computer, web-based) (4)	HIT 101, HIT 240
4. Health record data collection tools (such as forms, screens, etc.) (4)	HIT 101, HIT 104, HIT 240, HIT 105, HIT 201

- Please enter all course numbers applicable to the competencies listed on the left side.
- This information will carry over each year so that only curriculum or course changes need to be entered or changed after the first year of data entry.

Final Step: Submit

When you have completed all sections, return to Section I Profile to submit your report. Please ensure you have proofread your entered and saved information. **If you are not ready to submit**, be sure to **'SAVE'** your data for your next APAR System session.

CAHIIM Menu Reports Analysis Form Help Logout							
I - Profile	II - Program Metrics	III - Placement & Satisfaction Rate	IV - Employer Satisfaction	V - Cert. Outcomes	VI - Program Evaluation Plan	VII - Substantive Changes	VIII - Curriculum

Status: In Progress

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Section I - Program Profile

Name of Program's Sponsoring Institution	CAHIIM USE ONLY
Program's Mailing Address	

The **Submit APAR** Button can be found at the top section and at the bottom of Section I

City	<input type="text"/>
State	<input type="text" value=""/> <input type="button" value="v"/>
Zip Code	<input type="text"/>
Program Director First Name	Not applicable
Program Director Last Name	N/A
Program Director Degree, Credentials	N/A
Program Director's Email Address	www.cahiim.org

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We thank you for completing the Annual Program Assessment Report during this reporting cycle and supporting HIM Accreditation and Education.

By returning to the main menu screen you will be able to:

- ✧ **Click View** to view your entire report;
- ✧ Print a copy of your report for your files.
- ✧ Select from several standard reports from the **Reports** menu.