SECTION 1 GETTING STARTED

APAR

ANNUAL PROGRAM ASSESSMENT REPORT

USER GUIDE



SECTION 1 Start Here CONTENTS

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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.

Dear Joe Tester,

You have been given access to CAHIIM's Annual Program Assessment Report (APAR) system. You will need the following information to access the APAR system portal. Please save this message in a safe location for future reference.

APAR Access URL: <u>cahim-apar.azurewebsites.net</u> Your Username: JoeTest Role: 2018 Tester Colleges Users (000TEST) Effective Date: 1/21/2021 12:00 AM Expiry Date: -

To access APAR please click on the URL above or you may copy and paste the URL directly into a browser. This will take you to the log-in page. If you would like to change your password please click the Reset Password button.

If you have any questions, please contact apar@cahiim.org

Thank you, CAHIIM Staff

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.

CAHOM®

Username:	1
Password:	
	Login
	Remember Login
	Reset 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.



If the details entered were correct, you should receive an email message shortly with a link to reset your password.

Close

Dear Sam Tester,

You have been given access to CAHIIM's Annual Program Assessment Report (APAR) system. You will need the following information to access the A system portal. Please save this message in a safe location for future reference.

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.

APAR Access URL: <u>cahiim-apar.azurewebsites.net</u> Your Username: Stest1 Role: Eb Test Program 1 Users (ebtest1) Effective Date: 1/14/2020 12:00 AM Expiry Date: -I

To access APAR please click on the URL above or you may copy and paste the URL directly into a browser. This will take you to the log-in page. If you like to change your password please click the Reset Password button.

If you have any questions, please contact apar@cahiim.org

Thank you,

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Create a New Password, Confirm the Password and then check Change the Password. You now have an 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 https://www.cahiim.org/ and use the APAR login found on the top right side of the CAHIIM webpage.

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loolem Factore	Change /add new password Click Change Password
NE - 33 - 18 1927	221



APAR FEATURES

- All sections of the APAR portal are accessible all the time.
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- You can change your password anytime.
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- You are able to make some changes to your CAHIIM directory profile anytime.
 - You will have to validate your CAHIIM directory information to open APAR
 - Your accreditation status is available in the CAHIIM directory view.
- You are able to download APAR reports for all years you have reported in this system
- maximum of ten years.
 You can import the faculty and curriculum tables and program goals from year to year.
- •
- Mandatory program goals are provided. The program must complete the goal components 'TargetOutcomes', 'Steps to Achieve', 'Results', 'Analysis and Action,' 'Timeframe' and 'Person Responsible', for each mandatory goal.
- The Resources section of your APAR includes a CAHIIM graphics file that can be used for marketing.
- \bullet

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 2023, the academic year reported is 2021-2022

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, Directory Profile, Assessment) or any place you see the collapse/expand markers.

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FILTERS							
DIRECTORY PROFILE							2
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CAH			Home Asse	ssment Archive R	esources
CURRENT REPORTING CY	′CLE				
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8/1/2017 - 7/31/2018	1/15/2019 - 4/1	/2019	Closed		
DIRECTORY PROFILE				Z EXPORT (E)	• (CEL CSV)
Program	11 Institution	Program Level	Last Accredit	Next Review	
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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.

DIRECTORY PROFILE		^			
				💆 EXPORT (1	EXCEL CSV)
Program 🖑	L Institution	Program Level	Last Accredit	Next Review	
+ 2018 Tester Colleges (000TEST)	2018 Tester Colleges	Associate	01/01/201	6	G EDIT

ogram	Institution Name	Program Level	
	T	•	\vee
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sessment Status			

Assessments

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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 submitted APAR report. To do this, 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.

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 Guides and the Data Elements document.

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.

Current			2	EXPORT (EXCEL CSV
Program	11 Institution	Program Level	Reporting Period	Status	
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ASSESSMENTS					
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CAH @ M°			Home Assessment	Archive	Resource
CAHOM® Reports View (PDF), View with	n Review (PDF)		Home Assessment	Archive	Resource



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.

Profile
Admission Enrollment
Curriculum
Faculty
Certification
Goals
Additional Comments

Log out

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.



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APAR Reporting

Current APAR Reporting Period: 2023

APAR 2023 reports data for academic year 2021 -2022. APAR 2023 requires Certification score reports for the period from August 1, 2021 through July 31, 2022.

The APAR reporting process begins in DIRECTORY PROFILE



Click on the paper pen icon **Geor** 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 ensure 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 Asterix *is a required field and must be completed to Save.



ACCREDITATION		•
ACCREDITATION HISTORY		•
PROFILE		^
Program*		
2018 Tester Colleges		
Program Level*	EPC*	
Institution Name*		
2018 Tester Colleges		
Mailing Address		
12 Oak Lane		
Line 2		
Big City	Virgina V 65654	
Phone Number		
857 653-5247 Ext		
Website		
www.testcollege.edu		

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.

This will open the CAHIIM Review Directory Profile verification.

Review Directory Profile

 Please ensure that your Directory Profile is up to date. You must review your Directory Profile before starting your assessment.

 Program

 Health Information Management Baccalaureate Degree (90097)

 Level: Baccalaureate

 Has Certificate of Degree Program: Yes

 Institution

 Testing University

 Mailing Address: 151 East Sheridan , Chicago, IL 60601-5519

 Phone: (312) 543-2886

 Website: https://www.google.com/

 Content Delivery: Hybrid

Program Director

Sam SchoolstreetPhD, RHIA, CCS-P, CCS

Please scroll down and review the directory profile information. At the bottom of the directory information there are three options:

1. You may Cancel the login

2. You can update or change any information that is not current by choosing the Update Directory Profile option

3. There are no changes to be made and you are ready to Start the Assessment. Check the 'All Directory information has been reviewed and is current' and then Start the Assessment.

Once START ASSESSMENT is activated the APAR is opened your view should look like this

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*.

Review Directory Profile

HEIL DAGLAIAMEAIE DEUR

Email. inde.tesch@canim.org

Program Dean

John JonesEd Title: Dean Allied Health Mailing Address: 23 Eagle Ville , Zion , IL 07312 Phone: Email: jjines@may.edu

Institution CEO

Daniel DickensPhD Title: President Mailing Address: 23 Eagle Ln Suite 21, Zion, IL 07312 Phone: (312) 234-1234 Email: biguy@may.edu

> ✓ All Directory information has been reviewed and is current CANCEL UPDATE DIRECTORY PROFILE START ASSESSMENT

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Home Assessment Archive Resources

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1/2019 - 12/31/2019	Master Health Informatics	HI743
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/2020 - 12/1/2020	Institution Name*	
porting Status	1msy Test MHI	
clive		
ssessment Status	Mailing Address*	

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2020 COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION