



**CAHIIM Accreditation: Program Site Visit Checklist**

Complete the program checklist below for preparation of onsite CAHIIM Accreditation Site Visit.

Program Site Visit Checklist	
<input type="checkbox"/> Reserve work room/interview room that will accommodate meeting attendees.	Ensure online (Wi-Fi) access and Review Panel login capabilities to enable ability to review all course content.
<input type="checkbox"/> Complete and return CAHIIM Site Visit Itinerary (Agenda) Form sent to Program Director by CAHIIM by deadline identified by CAHIIM staff.	Discuss with administration and staff to ensure all required individuals are available.
<input type="checkbox"/> Obtain campus map, parking instructions, and parking pass (if applicable) for CAHIIM team.	Email campus map and parking instructions/map to CAHIIM staff member 10 days prior to site visit.
<input type="checkbox"/> Food & Beverages. Provide snacks and beverages (such as coffee, water, soda) for the two-day visit. Lunch for Review Panel on Day 1.	Contact review panel regarding any allergies/ preferences.
<input type="checkbox"/> Prepare Review Panel meeting room -Wi-Fi access is required (sign on and passcode) -LMS access is required: Reviewers need access to all required courses taught in the last 12-18 months. Consider how frequently courses are taught in order to determine how far back to open access to previously taught courses. All required courses must be made available for reviewing.	Ensure online (Wi-Fi) access and Review Panel login capabilities including online course content - if applicable. In addition, the team should have:  <b>A binder with the following</b> <ul style="list-style-type: none"> <li>• Course required textbooks</li> <li>• Student records (electronic/paper)</li> <li>• A copy of Program Evaluation Plan (PEP)</li> <li>• Current program evaluations tools &amp; results</li> <li>• Course syllabi/calendars</li> <li>• A copy of the Synopsis of Curriculum</li> <li>• A copy of the CSET</li> <li>• Program catalog/materials</li> </ul> Additional items may be requested in the Review Panel's initial self-assessment report of the program.

<input type="checkbox"/>	<p><b>Conference call set-up</b></p> <p>If any students or staff are calling in via conference call rather than in person, the school needs to set up a speaker phone and/or screen for viewing via Zoom or WebEx in the room, and directions on how to use it.</p> <ul style="list-style-type: none"> <li>• Each interview must have its own session, we cannot run one continuous session. Instruct those that will be signing in online to identify themselves so we can match the agenda list.</li> </ul>	<p>Conference call phone system</p> <p>Have someone from IT available both mornings should the team have trouble signing in to the school learning management system or any other technology.</p>
<input type="checkbox"/>	<p><b>Other</b></p> <p>Program director should provide his/her cell number to the team lead and CAHIIM staff person, should anything come up during the site visit or the day prior to the site visit.</p>	

Note: Travel arrangements (transportation and hotel) for the team, to and from the program are made by CAHIIM