CAS

for Program Directors

Revised: 7/22/2021
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Introduction

CAHIIM’s Comprehensive Review process utilizes the **CAHIIM Accreditation System (CAS)**.

Your comprehensive review can be broken down into 4 main phases: **Self-Assessment**, **Site Review**, **Council Review**, and **Progress Report** (a progress report is not required for all programs).

This guide will explain, step-by-step, how to navigate the CAS system and complete your **self-assessment**, as well as how to respond to your **site review**.

Self-Assessment

Login

Navigate to [https://cahiim.rcampus.com](https://cahiim.rcampus.com)

Input **username** and **password** in the appropriate boxes in the upper-right corner of the page. Click **login**.
Access Assessment

Select [click here to start].

Select your program’s assessment from the list, under the To Submit tab, which is open by default.
You should now see your *matrix assessment.*

Each row in the matrix coincides with a standard which you will need to respond to (except the *Overall Feedback* row).

The column should indicate the current *Phase* of your comprehensive review.

To open a standard cell for response, you will need to click on the word or symbol for the cell’s status (Not Started, Started, etc.).

**Please note that you do not have to complete your assessment all at once. You can submit each standard as you complete it.**
Program Profile

Open the Program Profile Information cell (again, by clicking the word or symbol indicating the cell’s status):

Please note that you **do not** have to complete your program information survey all at the same time. To save your progress, however, you will need to scroll to the bottom of the survey and click “save”.

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Submit for Evaluation

When your survey is complete, select *submit for evaluation*.

You will see a window pop up asking “Are you sure..”. Click *Okay* to finalize your submission. **Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.**
**Opening Statement**

Here, you will provide an opening statement, telling CAHIIM about the program offered, campus support, community support, or any other general information that you would like to share about the program, which may not be covered by the standards.

Open the *Opening Statement* cell.

**Submitting Documentation**

To submit documentation, first select *Add reflections* underneath the *Submissions* heading and the *Reflections* subheading.
Here, you have two options:

**Upload a pre-existing document**

Click *Upload* and select a document from your computer.

**Create a new document**

Click the *Quick Entry* tab. Enter a title for your document, then type the content, and click *Save*.
Reviewing your submission

You can review your submission by clicking on the title of the document in the Reflections list. If the document is a .pdf or .txt, you will see it open in a pop-up window. Most other types of documents, such as Word Docs or Excel files must be downloaded to view.

Submit for Evaluation

When you are satisfied with your response, click submit for evaluation.

You will see a window pop up asking “Are you sure..”. Click Okay to finalize your submission. Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.
Standards

Opening a Standard

Click on the row for the standard you would like to open, in the column indicating your current phase.

Standard Language

To read the full standard language, expand the *Guidelines & Resources* heading.
Next, click on the name of the standard.

A description of the standard should open in a pop-up.

The sponsoring educational institution must be a postsecondary academic institution accredited by an institutional accrediting organization recognized by the U.S. Department of Education (USDE). The Institution must be authorized to award degrees. The sponsoring institution must participate in the federal student financial assistance program administered under Title IV of the Higher Education Act. Upon request, the applying campus program must provide the Office of Postsecondary Education Identifier (OPE ID) number assigned by the U.S. Department of Education as proof of participation for financial aid. State Board of Education approvals must also be completed.
Focus Questions

To read the focus questions for a standard, expand the *Guidelines & Resources* heading.

Next, click on the link to the Focus Questions.
A pop-up should open with a list of focus questions for the selected standard.

Code: CAHIIM.HIM.FQ1.2018
Title: HIM UG Focus Questions-Std. 1

State the program's current institutional accreditor and accreditation status.

Are there any adverse substantive changes currently affecting the Institutional Accreditation status of the institution? Explain the current impact to the program.

What is the name of the official degree(s) awarded upon completion of the Health Information Management program?
Responding to a Standard

To respond to a standard, you will need to submit an explanation/narrative and you may need to submit documentation (such as a course syllabus), depending on the standard.

Please note that you do not have to address a standard all at once. You can begin work and then return later. You can make as many changes as you like until you choose to submit the standard for evaluation (See: Submit for Evaluation).

Submitting Documentation

If a specific document is required, there will be a list of required documents under the Documents/Artifacts subheading below Submissions.

![Submissions:](image-url)
To submit documentation, first select *Add documents* and then click *Upload* to select a document from your computer.
Submitting Explanation/Narrative

For each standard, you will need to submit a narrative.

Sometimes, this narrative will be your entire response to the standard, and no other documents are required.

Other times, the narrative may just be a short explanation of the documents that you have submitted to answer the standard, such as:

The relevant policy to address this standard can be found on page 36 of the submitted CAHIIM University policy manual document, entitled 2021CUpolicymanual.doc.

To submit a narrative, select add reflection under the Submissions heading and the Reflections subheading.
Here, you have two options:

1) Upload a pre-existing document

Click *Upload* and select a document from your computer.

2) Create a new document

Click the *Quick Entry* tab. Enter a title for your document, then type the content, and click *Save.*
Reviewing your submission

You can review your submission by clicking on the title of the document you would like to review in the Documents/Artifacts list or the Reflections list. If the document is a .pdf or .txt, you will see it open in a pop-up window. Most other types of documents, such as Word Docs or Excel files must be downloaded to view.
Submit for Evaluation

When you are satisfied with your response, click submit for evaluation.

You will see a window pop up asking “Are you sure..”. Click Okay to finalize your submission. Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.
Concluding the Self Assessment

When you have submitted all standards, you should see that every row of the Self Assessment will show a Submitted status, except for the first row, Overall Feedback.

CAHIIM staff will review your self-assessment for completion*.

*Program adherence to the standards is evaluated by Peer Reviewers/Site Visitors during the site visit, not CAHIIM staff. CAHIIM staff check the self-assessment to ensure the Peer Reviewers have the information they need to make an appropriate evaluation.

Revising the Self-Assessment

If CAHIIM staff find that a revision must be made to the self assessment prior to the site visit, they will notify the program director via email that one or more standard has been Returned.

When you view the self assessment at this stage, you should see that all standards have been marked Accepted except for those which were Returned.
To see an explanation of the reason a standard was returned, you will need to open the relevant cell and scroll down to the *status log* under the *Status* heading.

**Please note that it may be necessary to click **Show more** to see all status comments.**

Resolve the issue by uploading additional documents and/or narratives, as necessary.
Submit the Revised Standard

When you are satisfied with your response, click submit for evaluation.

You will see a window pop up asking “Are you sure.”. Click Okay to finalize your submission. Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.

Finalize

Let your CAHIIM staff member know once you have responded to all returned standards.

The staff member will review your changes and may return some standards multiple times.

Once all returned standards have been resolved, your access to the self assessment will be restricted, as your site visit team will soon begin their pre-site visit review of the materials.
Site Review

The Site Review phase can be broken into two parts, each with a review by the site visit team and a response by the program, the Pre-Site Visit Review and the Site Visit.

Pre-Site Visit Review

Once the self-assessment is completed, the assessment will be hidden from the program as the site visit team begins their Pre-Site Visit Review.

Similar to the CAHIIM Staff review, the purpose of this review is for the visitors to make sure they have all information they need to carry out the visit. Unlike the staff review, programs will only have one opportunity to respond to these requests prior to the site visit. Programs should have at least 30 days to make any revisions to the self-assessment prior to the site visit.

Final Revision of the Self-Assessment

Once the pre-site visit review is complete, the program will be notified of any returned standards. As before, you should see that all standards have been marked Accepted except for those which were Returned.
To see an explanation of the reason a standard was returned, you will need to open the relevant cell and scroll down to the status log under the Status heading.

Please note that it may be necessary to click Show more to see all status comments.

Resolve the issue by uploading additional documents and/or narratives, as necessary.
Submit the Revised Standard

When you are satisfied with your response, click *submit for evaluation*.

You will see a window pop up asking “Are you sure..”. Click *Okay* to finalize your submission. **Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.**

Finalize

These materials will not be reviewed again until the site visit, but please respond to all returned standards prior to the site visit date.
Site Visit

As before, the self-assessment will be hidden from the program during the site visit, until the site visit team has completed their report.

Once the site visit team submits their report, the program will be granted 30 days to respond to the report prior to review by the Accreditation Council.

Unlike previous stages, this stage will evaluate compliance with standards.

Responding to Deficiencies

The site visit team will use the system to inform programs of deficiencies by utilizing the Status Log, as in prior stages. As before, you should see that all standards have been marked Accepted except for those which were deficient, which are marked Returned.
In the *Status Log*, there should be an explanation of the standard deficiency, including *Rationale for Deficiency* and *Guidelines for Compliance*.

**Please note that it may be necessary to click *Show more* to see all status comments.**

[Image of status log]

Respond to the standard deficiency by uploading additional documents and/or narratives, as necessary. Some standards may contain specific instructions on the expected response.
Submit the Revised Standard

When you are satisfied with your response, click *submit for evaluation*.

You will see a window pop up asking “Are you sure..”. Click *Okay* to finalize your submission. **Please note that this cell will be “locked” once you submit. If you find that you need to make changes after submitting, please reach out to CAHIIM staff to “return” the cell.**
Final Review

After the program response period has ended, the self-assessment will again become inaccessible by the program. The relevant Accreditation Council will begin their review of the program’s self-assessment, site visit report, and response.

**Please note that programs will not have another opportunity to address standard deficiencies prior to the recommendation by the Accreditation Council and the accreditation vote by the CAHIIM Board.**

If a program is accredited with deficiencies, they may be assigned a *progress report* in the CAS system, details of which will be specified by the CAHIIM Board.