



## Master of Health Informatics (MHI) CAHIIM Documentation List

### ***CAHIIM Standards Focus Questions and Supporting Documentation***

#### **I. Sponsoring Educational Institution**

##### **1. Sponsorship**

1. Are there any adverse Substantive Changes affecting the Institutional Accreditation status of the applicant campus and program?
2. What is the name of the official degree(s) awarded upon completion of the Health Informatics program? For example, Master of Arts in Health Informatics or Master of Science in Health Informatics

##### **DOCUMENTATION:**

The most recent Grant of Accreditation letter from the institutional accreditor.

#### **II. Systematic Planning**

##### **2. Program Mission**

Describe how the health informatics program aligns with the sponsoring educational institution's mission and goals, and those of the division or department in which it is located.

##### **DOCUMENTATION:**

Provide the published mission statement for the institution, and a link or pdf that demonstrates/shows where this statement is published for the public.

##### **3. Program Effectiveness Measures**

1. Describe the process for determining the program's effectiveness goals and measurable outcomes.
2. Describe the program's mechanisms for educational outcomes assessment such as graduate follow-up, faculty evaluations, and other forms of self-assessment and effectiveness that are incorporated into the measurable outcomes.

##### **DOCUMENTATION:**

If available, append the program's or institutional effectiveness plan (optional).

Provide evidence of the process used to develop the metrics for measuring the educational outcomes to be achieved by this program for continuous quality improvements.

*For example:* Minutes or other documentation from advisory board, faculty and/or institutional effectiveness meetings.

Provide evidence of institutional effectiveness and/or documentation of evidence of continuous quality improvement.

##### **4. Program Planning**

1. Describe the role of the faculty, advisory board, and administration in this process.
2. Comment on the program's effectiveness plan and any plans to alter or improve the present process.
3. Describe how the results of the program's effectiveness plan and self-assessment are shared with the division and the sponsoring educational institution.
4. Describe the process of program outcomes analysis and action steps, and what approvals are needed for program modifications.

##### **DOCUMENTATION:**

Upload the Program Evaluation Plan

##### **5. Annual Assessment**

All CAHIIM accredited programs, must at least annually assess and document its effectiveness in achieving its stated goals and outcomes. What is your process of annual program review and how are new goals? target outcomes and action steps determined?

## **6. Measures to Promote Informed Decision Making**

Will need the following information for the most recent twelve (12) month reporting period:

Number of applicants and admissions accepted to the Program.

Number applicants actually enrolled over number accepted.

Time to degree completion.

Percent % employed post-program completion.

### **DOCUMENTATION:**

Will need to provide the link or webpage pdf where this information is published for the health informatics program

## **III. Program Autonomy and Governance**

### **7. Program Governance**

1. Describe the reporting relationship between the program director and the college administration.

2. Describe the communication process among the health informatics program faculty and faculty from other disciplines/departments teaching in the program, and how coordination of curricula occurs if applicable.

#### **DOCUMENTATION:**

Provide the institutional organization chart.

Provide the organization chart for the HI program and include the Advisory Committee/Board relationship in the chart.

### **8. Program Leadership**

1. State the faculty rank (if applicable) and official title of the Program Director and indicate either full time or part time employment status.

2. Describe the methods of communication between the Program Director and faculty (full time, part time and adjunct, including those from other disciplines responsible for teaching in the health informatics program to ensure continuity across the curriculum.

3. Do you offset course load across multiple campuses? If so, describe how this is managed.

#### **DOCUMENTATION:**

Append a current curriculum vitae or resume for the Program Director

Append a job description or document describing the roles and responsibilities of the Program Director/ Program Coordinator.

### **9. Faculty**

1. Comment on the number of faculty (including the program director if appropriate) and whether this is sufficient to support the numbers of students enrolled.

2. Describe the range of responsibilities and expectations for full time, part time and adjunct faculty.

3. If the program employs outside faculty, comment on the number of full-time faculty engaged in outside employment and the approval process for these full-time faculty.

#### **DOCUMENTATION:**

a. Completed Student and Graduates Table \*

b. Completed CAHIIM Faculty Table template\*

c. Provide institutional policy on disclosure of outside employment.

### **10. Faculty Qualifications**

Describe the minimum requirements/qualifications for faculty teaching in the health informatics program.

#### **DOCUMENTATION:**

a. Current curriculum vitae or resume for each faculty member that teaches in the health informatics program. (Curriculum Vitae should include current research and service if applicable.)

b. The institution's official faculty position description and responsibilities OR official contract language for each academic rank involved with the program.

## **11. Faculty Performance**

Describe the method(s) and frequency of faculty evaluations (including full time, part time and adjunct faculty) and the categories of individuals involved in this process such as students, program director, chairperson, dean, peers, etc.

### **DOCUMENTATION:**

- a. Institutional requirements and process for faculty evaluation.
- b. Performance evaluation tool(s) used.

## **IV. Program Curriculum**

### **12. Core Concentration**

No focus questions

### **DOCUMENTATION:**

Completed Synopsis of Curriculum form\*

### **13. Program-Specific Curriculum**

1. Comment on the design and focus of the health informatics graduate curriculum.
2. What types of evaluation methods are used to assess student learning outcomes in the program?

### **DOCUMENTATION:**

- a. A completed CAHIIM Self Evaluation Tool (CSET) template for the health informatics program using the required CAHIIM template. \*
- b. The syllabus (syllabi) for each required course in the health informatics program.
- c. Syllabi for all suggested elective courses
- d. If an internship or practicum/ capstone is required to complete the program, provide any evaluation documents used

### **14. Staying Current**

1. Describe the processes used to maintain curriculum relevancy and how often this occurs.
2. How are modifications to the health informatics curriculum implemented and what approvals are required?

### **DOCUMENTATION:**

Provide/upload a timeline that illustrates this process

### **15. Online Content Delivery**

1. State the name of the learning management system (LMS) used by the program.
2. Provide a username and password for access to the LMS - must include all course content and student/faculty interactions

### **DOCUMENTATION:**

Provide LMS access information and links using the CAHIIM template. If the LMS does not use a single sign-on, complete the course information document on the CAHIIM LMS template. \*

## **V. Resources**

### **16. Professional Development**

1. Comment on the opportunities and funding provided by the sponsoring educational institution for faculty to stay current on the topics for which they are responsible.
2. What opportunities and services are extended to part time and adjunct faculty for continuing education or teaching support?

### **DOCUMENTATION:**

- a. Provide a list of professional development activities for the current academic year for each faculty member teaching in the health informatics program, including part time and adjunct faculty.
- b. (If Applicable) Append any policies that address this level of support to faculty for professional development activities.

## **17. Resources and Services**

1. Describe the facilities, technical equipment and applications, supplies, and learning resources allocated to the health informatics program.
2. Are teaching assistants and/or other curriculum development support personnel available to the program and is this adequate?
3. What other support staff and services are provided to the program, students and faculty such as recruitment staff, admissions counseling, technical computer support?

DOCUMENTATION: optional

## **18. Financial Resources**

Describe the budget process for the health informatics program and comment on the adequacy of the program budget.

DOCUMENTATION:

Append the current year budget and previous year actuals for the health informatics program using the CAHIIM required template

## **19. Advisory Committee**

Comment on the Advisory Committee/Board's role with the health informatics program, frequency of meetings and effectiveness.

DOCUMENTATION:

- a. Append a list of the current Advisory Committee/Board members for the health informatics program (name, title, employer)
- b. Append minutes from the two (2) most recent Advisory Committee/Board meetings.

## **20. Student Advisement**

1. Describe how academic advising is conducted for health informatics students, how they are assigned advisors, and how each student's progress is tracked.
2. Comment on the process for the admissions and recruitment staff to be knowledgeable about the health informatics program to effectively conduct their job.

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## **VI. Fair Practices**

### **21. Accurate Published Information**

1. Describe the process to review all published health informatics program graduate marketing media to ensure that information is current and accurate.
2. Describe where the program accreditation information is published for applicants, if such information is currently published.
3. Describe any specific admissions requirements for the health informatics program.

DOCUMENTATION:

A pdf file with an active link for the published statements about institutional and health informatics program accreditation status

A pdf file with an active link for the institution's current catalog and relevant program brochures.

A pdf file with an active link for the admissions policy and requirements for the health informatics program.

A pdf file with an active link for the policies on advanced placement, transfer credits and credits for experiential learning if applicable

A pdf file with an active link for the published number of credits required for completion of the health informatics program.

A pdf file with an active link for all published tuition/fees and other costs required to complete the program.

A pdf file with an active link for policies and procedures for withdrawal and for refunds of tuition/fees.

A pdf file with an active link for the current academic calendar.

A pdf file with an active link for published criteria for successful completion of each segment of the curriculum and graduation including prerequisites, co-requisites, minimum grade point average, and required courses.

### **22. Lawful and Non-Discriminatory Practices**

No focus questions

DOCUMENTATION:

Upload a pdf file of the non-discrimination policies of the institution.



## **SUMMARY OF DOCUMENTATION NEEDED** - Items with \* are CAHIIM templates found here:

<https://www.cahiim.org/accreditation/forms-fees-and-documents/cahiim-process-forms>

### **APPLICATION**

Information can be found here: <https://www.cahiim.org/accreditation/health-informatics/initial-accreditation>

Documentation needed for the application includes: Letter of Intent and Application Requirements, CAHIIM Self Evaluation Tool (CSET)\*, Curriculum Vitae for the Program Director and one Full Time Faculty member teaching for the program, Synopsis of Curriculum\*, the two syllabi for the courses added to the CSET, completed Profile Page.

### **CANDIDACY**

#### **INSTITUTIONAL**

The most recent Grant of Accreditation letter from the institutional accreditor.

Provide the published mission statement for the institution, and a link or pdf that demonstrates/shows where this statement is published for the public.

If available, append the program's or institutional effectiveness plan (optional)

Will need the following information for the most recent twelve (12) month reporting period:

- Number of applicants and admissions accepted to the Program.

- Number applicants actually enrolled over number accepted.

- Time to degree completion.

- Percent % employed post-program completion.

Provide the institutional organization chart.

Provide the organization chart for the HI program and include the Advisory Committee/Board relationship in the chart.

#### **FACULTY**

Completed Student and Graduates Table \*

Completed CAHIIM Faculty Table template\*

Provide institutional policy on disclosure of outside employment.

Current curriculum vitae or resume for each faculty member that teaches in the health informatics program.

(Curriculum Vitae should include current research and service if applicable.)

The institution's official faculty position description and responsibilities OR official contract language for each academic rank involved with the program.

Institutional requirements and process for faculty evaluation.

Performance evaluation tool(s) used.

A list of professional development activities for the current academic year for each faculty member teaching in the health informatics program, including part time and adjunct faculty.

#### **CURRICULUM**

Completed the Synopsis of Curriculum form\*

A completed CAHIIM Self Evaluation Tool (CSET) template for the health informatics program using the required CAHIIM template. \*

The syllabus (syllabi) for each required course in the health informatics program.

Syllabi for all suggested elective courses

If an internship or practicum/ capstone is required to complete the program, provide any evaluation documents used.

**CURRICULUM DELIVERY**

Provide LMS access information and links using the CAHIIM template. If the LMS does not use a single sign-on, complete the course information document (CANVAS) on the CAHIIM LMS template. \*

**FINANCE**

A current year budget and previous year actuals for the health informatics program using the CAHIIM required template. \*

**ADVISORY BOARD**

A list of the current Advisory Committee/Board members for the health informatics program (name, title, employer)

**PUBLISHED INFORMATION**

A pdf file for the published statements about institutional and health informatics program accreditation status

A pdf file for the institution's current catalog and relevant program brochures.

A pdf file of the admissions policy and requirements for the health informatics program.

A pdf file of the policies on advanced placement, transfer credits and credits for experiential learning if applicable

A pdf file of the published number of credits required for completion of the health informatics program.

A pdf file of all published tuition/fees and other costs required to complete the program.

A pdf file of the policies and procedures for withdrawal and for refunds of tuition/fees.

A pdf file of the current academic calendar.

A pdf file of the published criteria for successful completion of each segment of the curriculum and graduation including prerequisites, co-requisites, minimum grade point average, and required courses